

PHA 5-Year and Annual Plan	U.S. Department of Housing and Urban Development Office of Public and Indian Housing	OMB No. 2577-0226 Expires 4/30/2011
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1.0	PHA Information PHA Name: <u>Clay County HRA</u> PHA Code: <u>MN164</u> PHA Type: <input checked="" type="checkbox"/> Small <input type="checkbox"/> High Performing <input type="checkbox"/> Standard <input type="checkbox"/> HCV (Section 8) PHA Fiscal Year Beginning: (MM/YYYY): <u>01/2010</u>												
2.0	Inventory (based on ACC units at time of FY beginning in 1.0 above) Number of PH units: <u>24</u> Number of HCV units: <u>360</u>												
3.0	Submission Type <input type="checkbox"/> 5-Year and Annual Plan <input type="checkbox"/> Annual Plan Only <input checked="" type="checkbox"/> 5-Year Plan Only												
4.0	PHA Consortia <input type="checkbox"/> PHA Consortia: (Check box if submitting a joint Plan and complete table below.)												
	Participating PHAs	PHA Code	Program(s) Included in the Consortia	Programs Not in the Consortia	No. of Units in Each Program <table border="1"> <thead> <tr> <th>PH</th> <th>HCV</th> </tr> </thead> <tbody> <tr> <td>PHA 1:</td> <td></td> </tr> <tr> <td>PHA 2:</td> <td></td> </tr> <tr> <td>PHA 3:</td> <td></td> </tr> </tbody> </table>	PH	HCV	PHA 1:		PHA 2:		PHA 3:	
PH	HCV												
PHA 1:													
PHA 2:													
PHA 3:													
5.0	5-Year Plan. Complete items 5.1 and 5.2 only at 5-Year Plan update.												
5.1	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 for the next five years: The mission of the Clay County HRA is to strengthen and revitalize communities by providing development opportunities, quality housing and services.												

5.2 Goals and Objectives. Identify the PHA's quantifiable goals and objectives that will enable the PHA to serve the needs of low-income and very low-income, and extremely low-income families for the next five years. Include a report on the progress the PHA has made in meeting the goals and objectives described in the previous 5-Year Plan.

Goal 1: Expand the supply of assisted housing.

Objective 1: Apply for additional rental vouchers

The Clay County HRA has identified a need for a minimum of 350 additional vouchers over the next 5 year period. It is unlikely that sufficient resources will be available to meet this need. The agency will aggressively seek resources to increase the current supply of rental vouchers by a minimum of 50 vouchers from 2010 to 2014.

Objective 2: Acquire or build units or developments.

The Clay County HRA has identified the need to both acquire and rehabilitate existing rental units and to construct new rental units. The agency has identified the need for additional housing for veterans, the elderly, disabled, homeless, families with minor children, and students. The agency will seek resources to acquire and/or construct 70 units from 2010 to 2014.

Goal 2: Maintain or Improve the quality of assisted housing

Objective 1: Maintain status as a Housing Choice Voucher High Performer under the SEMAP criteria.

The Clay County HRA has consistently maintained a high quality Housing Choice Voucher program and will continue to be a High Performer for the next 5 years.

Objective 2: Improve public housing management score to status of High Performer.

The Clay County HRA was a high performer for public housing in 2004. In 2006, the status changed to standard performer. The agency has not been scored since 2006. The agency will strive to improve its scores to the level of High Performer once again.

Goal 3: Create homeownership opportunities for low and moderate-income families in Clay County

Objective 1: Maintain and expand the current Housing Choice Voucher Homeownership Program.

The Clay County HRA established a Housing Choice Voucher Homeownership Program in 2007. Since that time, six Housing Choice Voucher participants have become home owners. The agency will strive to assist an average of one Housing Choice Voucher participant per year who is enrolled in the Family Self-Sufficiency Program in achieving homeownership.

Objective 2: Assist low and moderate-income homeowners in making necessary repairs to their homes

The Clay County HRA will seek resources to assist an average of 8 homeowners per year in making necessary repairs to their homes in order to maintain or improve the habitability of their homes.

PROGRESS REPORT ON GOALS AND OBJECTIVES CONTAINED IN 5-YEAR PLAN FOR 2005-2009

Overall, the Clay County HRA has made significant progress in achieving the goals and objectives outlined in the 5-Year Plan for 2005-2009.

Specific information is as follows:

Goal 1: Expand the supply of assisted housing

Objective 1: Apply for additional rental vouchers

Progress: The Clay County HRA has aggressively applied for rental voucher assistance that the agency is eligible to receive. It now administers 67 additional vouchers, an increase of 18.6% from 2005.

- *In 2006 the agency began administering a 6- unit Shelter Plus Care Tenant-Based Assistance Program;*
- *In 2007 and 2008 the agency took over the administration of 16 units of tenant-based Supportive Housing Program assistance;*
- *In 2008 the agency began administering 45 units of tenant-based rental assistance for long-term homeless households funded by the State of Minnesota.*
- *In 2008 the agency applied for 25 Family Unification Program Housing Choice Vouchers. Application was denied.*

Objective 2: Reduce public housing vacancies

Progress: In 2005 the agency experienced 11 vacant unit months (4.5% vacancy rate); in 2006, 7 vacant unit months (2.9% vacancy rate); in 2007, 21 vacant unit months (8.6% vacancy rate); in 2008, 15 vacant unit months (6.1% vacancy rate); and 9 vacant unit months for the first 6 months of 2009, (7.4% vacancy rate). The majority of vacant unit months have been due to normal unit turnover. They agency continues to strive to reduce the vacancy rates.

Objective 3: Leverage over \$1,000,000 in private or other public funds to create additional housing opportunities

Progress: Since 2005 the Clay County HRA has leveraged over \$6,000,000 in funds to create additional rental, voucher, and homeownership opportunities.

Objective 4: Acquire or build units or developments, specifically build 8 units of supportive housing.

Progress: Since 2005 the agency has built 8 units of supportive housing; acquired and rehabilitated 8 units of market rate housing; and is in the process of building an additional 24 units of supportive housing.

Objective 5: Continue to work with area school districts, cities and the Lakes and Prairies Community Action Partnership to create single family homeownership opportunities for low-income families.

Progress: The agency has continued to partner with the Lakes and Prairies Community Action Partnership to enable Housing Choice Voucher participants to become homeowners. In addition, we have partnered to rehabilitate homes owned by low-income families.

Goal 2: Improve the quality of assisted housing

Objective 1: Improve public housing management: Increase PHAS score to 95 or higher (score was 89 in 2002)

Progress: Since 2005, the agency only has received one PHAS score of 86 in 2006. The agency continues to strive to improve this score.

Objective 2: Improve voucher management: Maintain SEMAP score of 100% over next 5 years

Progress: The agency has continued to maintain high performer SEMAP scores of 95% in 2005; 99% in 2006; 100% in 2007; and 100% in 2008.

Objective 3: Increase customer satisfaction resulting in zero complaints on the resident satisfaction survey done by HUD over the next five years.

Progress: There have been no HUD conducted customer satisfaction surveys during the period covered by the plan.

Objective 4: Renovate or modernize public housing units by spending 100% of capital funding in the year it is allocated.

Progress: All Capital Fund Program funding received through 2008 has been spent. All 2009 Capital Funds already are obligated by contract.

Goal 3: Increase assisted housing choices

Objective 1: Provide voucher mobility counseling

Progress: Voucher mobility counseling is conducted at the time of initial briefing and annually at recertification.

Objective 2: Conduct outreach efforts to potential voucher landlords

Progress: The agency has developed an informational brochure for landlords and contacts landlords to inquire regarding vacancies and interest in program participation.

Objective 3: Create a Permanent Supportive Housing Project in its jurisdiction for homeless and disabled families within the next 5 years.

Progress: Construction of Prairie Horizons Townhomes, an 8-unit permanent supportive housing project was completed in 2006. In addition, a 6-unit tenant-based Shelter Plus Care Program was created in 2006; a 16-unit tenant-based Supportive Housing Program was created in 2007 and 2008; a 45-unit tenant-based rental assistance program for long-term homeless was created in 2008; and a 24- unit permanent supportive development is under construction in 2009.

Objective 4: Continue to work with area school districts, cities and the Lakes and Prairies Community Action Partnership to create homeownership opportunities for low-income families.

Progress: The agency has continued to partner with others to create homeownership opportunities for Housing Choice Voucher participants through its HCV Homeownership Program that began in 2007. Since that time, 5 participants have purchased homes. In addition, the agency has collaborated with the Cities of Dilworth and Glyndon and the Lakes and Prairies Community Action Partnership to rehabilitate 18 homes for low and moderate-income Clay County residents.

Objective 5: Continue to participate in the Tenant Education program in conjunction with other area housing authorities to train low-income families about their responsibilities as a tenant, the landlord's responsibilities, and "how to be a better tenant."

Progress: The Clay County HRA continues to participate in the Tenant Education program. All Housing Choice Voucher and Public Housing residents are required to attend the program. We have seen an improvement in tenant behavior and awareness of rights since instituting the program.

Objective 6: Maintain the "assisted living" contract with a service provider over the next 5 years to maintain such services for our frail and elderly population in our New Construction Section 8 building known as Houge Estates.

Progress: The Clay County HRA has continued its contract with a service provider to provide assisted living services at Houge Estates. Currently, 34 of the 60 residents utilize assisted living services.

Goal 4: Provide an improved living environment

Objective 1: Implement measures to deconcentrate poverty by bringing higher-income public housing households into lower income developments by renting to non-TANF low-income families if we experience a vacancy longer than 60 days.

Progress: The Clay County HRA has rented public housing units to non-TANF low-income families.

Goal 5: Promote self-sufficiency and asset development of assisted households

Objective 1: Increase the number and percentage of employed persons in assisted families by continuing to provide family self-sufficiency opportunities for our Housing Choice Voucher participants and maintaining household enrollment of above 15 families.

Progress: The Clay County HRA has continued to provide family self-sufficiency opportunities to our Housing Choice Voucher participants. The agency served at least 15 families in 2005. Enrollment dipped to 12 families in 2006. The agency was funded for a Housing Choice Voucher Coordinator effective October 1, 2006. Since that time, the agency has been able to maintain household enrollment of at least 15 families.

Objective 2: Provide or attract supportive services to improve assistance recipients' employability through creating a Supportive Housing Project that will offer such services within 5 years.

Progress: Construction of Prairie Horizons Townhomes, an 8-unit permanent supportive housing project was completed in June 2006. Since that time, the agency has contracted with a service provider to provide on-site support services to the residents.

Objective 3: Provide or attract supportive services to increase independence for the elderly or families with disabilities through maintaining its "assisted living" contract over the next 5 years with a service provider to provide such services for our frail elderly population in our New Construction Section 8 building known as Houge Estates.

Progress: Clay County HRA has continued its contract with a service provider to provide assisted living services at Houge Estates. Currently, 34 of the 60 residents utilize assisted living services.

Objective 4: Continue to participate in the Village Family Service Center "Tenant Education Program" over the next 5 years in conjunction with other area housing authorities to train low-income families about their responsibilities as a tenant, the landlord's responsibilities, and "how to be a better tenant."

Progress: The Clay County HRA continues to participate in the Tenant Education program. All Housing Choice Voucher and Public Housing residents are required to attend the program. We have seen an improvement in tenant behavior and awareness of rights since instituting the program.

Goal 6: Ensure equal opportunity and affirmatively further fair housing

Objective 1: Undertake affirmative measures to ensure access to assisted housing regardless of race, color, religion, national origin, sex, familial status, and disability by placing fair housing wording in agency leases, letters, advertising and posted documents in its offices; offering assistance to any person who claims they have been discriminated against in the Clay County HRA jurisdiction; and by assisting at least 1 family per year with counseling and advice if the family feels they have been unfairly discriminated against in any of the above categories.

Progress: The Clay County HRA uses fair housing wording in leases, letters, advertising and posted materials. Fair housing materials are provided to participants. Individuals who believe they have been discriminated against are referred to HUD Office of Fair Housing and Legal Services of Northwest Minnesota for additional assistance.

Goal 7: Create homeownership opportunities for low and moderate-income families in Clay County

Objective 1: Meet with 1 local community per year to assist them in creating low and moderate-income housing opportunities.

Progress: The Clay County HRA has met with at least one local community per year regarding housing opportunities.

Objective 2: Partner with at least 1 new agency in the jurisdiction to enhance their programs that contribute to low and moderate-income family home ownership opportunities.

Progress: The Clay County HRA has partnered with a variety of agencies to enhance homeownership opportunities including Lakes & Prairies Community Action Partnership, West Central Minnesota Community Action Agency, The Village Family Service Center, and Family Credit Life Counseling Agency.

Objective 3: Create or participate in the development of at least 1 new homeownership opportunity each year for a low or moderate-income family.

Progress: Since 2005, at least 6 Housing Choice Voucher Family Self-Sufficiency participants have become homeowners.

6.0	<p>PHA Plan Update</p> <p>(a) Identify all PHA Plan elements that have been revised by the PHA since its last Annual Plan submission:</p> <p>(b) Identify the specific location(s) where the public may obtain copies of the 5-Year and Annual PHA Plan. For a complete list of PHA Plan elements, see Section 6.0 of the instructions.</p> <p>(a) No PHA Plan elements have been revised by the PHA since its last Annual Plan submission.</p> <p>(b) The public may obtain copies of the 5-Year and Annual PHA Plan at the Clay County HRA Administrative Office, 116 Center Ave E, PO Box 99, Dilworth, MN 56529.</p>
7.0	<p>Hope VI, Mixed Finance Modernization or Development, Demolition and/or Disposition, Conversion of Public Housing, Homeownership Programs, and Project-based Vouchers. <i>Include statements related to these programs as applicable.</i></p> <p><i>The Clay County HRA may explore the disposition or conversion of its 24 units of scattered-site family public housing. Options to be considered include disposing of the units and seeking replacement Housing Choice Vouchers; project-basing vouchers in the units; and/or selling some or all of the units to low or moderate-income homeowners.</i></p> <p><i>The Clay County HRA will seek to maintain its Housing Choice Voucher Homeownership Program and encourage the development of additional homeownership options for low and moderate-income households.</i></p> <p><i>The Clay County HRA may project-base additional vouchers during the 2010-2014 in accordance with its Housing Choice Voucher Administrative Plan. The Clay County HRA has to project-based 8 vouchers at Prairie Horizons Townhomes, an 8-unit permanent supportive housing program located at 3048-3056 18th St S, Moorhead, MN and 5 vouchers at Gateway Gardens, a 24- unit permanent supportive housing project for long-term homeless individuals located at 1817 1st Avenue North, Moorhead, MN. Gateway Gardens will begin operations in 2010.</i></p>
8.0	<p>Capital Improvements. Please complete Parts 8.1 through 8.3, as applicable.</p>
8.1	<p>Capital Fund Program Annual Statement/Performance and Evaluation Report. As part of the PHA 5-Year and Annual Plan, annually complete and submit the <i>Capital Fund Program Annual Statement/Performance and Evaluation Report</i>, form HUD-50075.1, for each current and open CFP grant and CFFP financing.</p> <p>Attached.</p>
8.2	<p>Capital Fund Program Five-Year Action Plan. As part of the submission of the Annual Plan, PHAs must complete and submit the <i>Capital Fund Program Five-Year Action Plan</i>, form HUD-50075.2, and subsequent annual updates (on a rolling basis, e.g., drop current year, and add latest year for a five year period). Large capital items must be included in the Five-Year Action Plan.</p> <p>Attached.</p>
8.3	<p>Capital Fund Financing Program (CFFP).</p> <p><input type="checkbox"/> Check if the PHA proposes to use any portion of its Capital Fund Program (CFP)/Replacement Housing Factor (RHF) to repay debt incurred to finance capital improvements.</p>
9.0	<p>Housing Needs. Based on information provided by the applicable Consolidated Plan, information provided by HUD, and other generally available data, make a reasonable effort to identify the housing needs of the low-income, very low-income, and extremely low-income families who reside in the jurisdiction served by the PHA, including elderly families, families with disabilities, and households of various races and ethnic groups, and other families who are on the public housing and Section 8 tenant-based assistance waiting lists. The identification of housing needs must address issues of affordability, supply, quality, accessibility, size of units, and location.</p>
9.1	<p>Strategy for Addressing Housing 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. Note: Small, Section 8 only, and High Performing PHAs complete only for Annual Plan submission with the 5-Year Plan.</p>

10.0	<p>Additional Information. Describe the following, as well as any additional information HUD has requested.</p> <p>(a) Progress in Meeting Mission and Goals. Provide a brief statement of the PHA's progress in meeting the mission and goals described in the 5-Year Plan.</p> <p>(b) Significant Amendment and Substantial Deviation/Modification. Provide the PHA's definition of "significant amendment" and "substantial deviation/modification"</p>
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11.0	<p>Required Submission for HUD Field Office Review. In addition to the PHA Plan template (HUD-50075), PHAs must submit the following documents. Items (a) through (g) may be submitted with signature by mail or electronically with scanned signatures, but electronic submission is encouraged. Items (h) through (i) must be attached electronically with the PHA Plan. Note: Faxed copies of these documents will not be accepted by the Field Office.</p> <p>(a) Form HUD-50077, <i>PHA Certifications of Compliance with the PHA Plans and Related Regulations</i> (which includes all certifications relating to Civil Rights)</p> <p>(b) Form HUD-50070, <i>Certification for a Drug-Free Workplace</i> (PHAs receiving CFP grants only)</p> <p>(c) Form HUD-50071, <i>Certification of Payments to Influence Federal Transactions</i> (PHAs receiving CFP grants only)</p> <p>(d) Form SF-LLL, <i>Disclosure of Lobbying Activities</i> (PHAs receiving CFP grants only)</p> <p>(e) Form SF-LLL-A, <i>Disclosure of Lobbying Activities Continuation Sheet</i> (PHAs receiving CFP grants only)</p> <p>(f) Resident Advisory Board (RAB) comments. Comments received from the RAB must be submitted by the PHA as an attachment to the PHA Plan. PHAs must also include a narrative describing their analysis of the recommendations and the decisions made on these recommendations.</p> <p>(g) Challenged Elements</p> <p>(h) Form HUD-50075.1, <i>Capital Fund Program Annual Statement/Performance and Evaluation Report</i> (PHAs receiving CFP grants only)</p> <p>(i) Form HUD-50075.2, <i>Capital Fund Program Five-Year Action Plan</i> (PHAs receiving CFP grants only)</p>
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This information collection is authorized by Section 511 of the Quality Housing and Work Responsibility Act, which added a new section 5A to the U.S. Housing Act of 1937, as amended, which introduced 5-Year and Annual PHA Plans. The 5-Year and Annual PHA plans provide a ready source for interested parties to locate basic PHA policies, rules, and requirements concerning the PHA's operations, programs, and services, and informs HUD, families served by the PHA, and members of the public of the PHA's mission and strategies for serving the needs of low-income and very low-income families. This form is to be used by all PHA types for submission of the 5-Year and Annual Plans to HUD. Public reporting burden for this information collection is estimated to average 12.68 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. HUD may not collect this information, and respondents are not required to complete this form, unless it displays a currently valid OMB Control Number.

Privacy Act Notice. The United States Department of Housing and Urban Development is authorized to solicit the information requested in this form by virtue of Title 12, U.S. Code, Section 1701 et seq., and regulations promulgated thereunder at Title 12, Code of Federal Regulations. Responses to the collection of information are required to obtain a benefit or to retain a benefit. The information requested does not lend itself to confidentiality

Instructions form HUD-50075

Applicability. This form is to be used by all Public Housing Agencies (PHAs) with Fiscal Year beginning April 1, 2008 for the submission of their 5-Year and Annual Plan in accordance with 24 CFR Part 903. The previous version may be used only through April 30, 2008.

1.0 PHA Information

Include the full PHA name, PHA code, PHA type, and PHA Fiscal Year Beginning (MM/YYYY).

2.0 Inventory

Under each program, enter the number of Annual Contributions Contract (ACC) Public Housing (PH) and Section 8 units (HCV).

3.0 Submission Type

Indicate whether this submission is for an Annual and Five Year Plan, Annual Plan only, or 5-Year Plan only.

4.0 PHA Consortia

Check box if submitting a Joint PHA Plan and complete the table.

5.0 Five-Year Plan

Identify the PHA's Mission, Goals and/or Objectives (24 CFR 903.6). Complete only at 5-Year update.

5.1 Mission. A statement of the mission of the public housing agency for serving the needs of low-income, very low-income, and extremely low-income families in the jurisdiction of the PHA during the years covered under the plan.

5.2 Goals and Objectives. Identify quantifiable goals and objectives that will enable the PHA to serve the needs of low income, very low-income, and extremely low-income families.

6.0 PHA Plan Update. In addition to the items captured in the Plan template, PHAs must have the elements listed below readily available to the public. Additionally, a PHA must:

- (a) Identify specifically which plan elements have been revised since the PHA's prior plan submission.
- (b) Identify where the 5-Year and Annual Plan may be obtained by the public. At a minimum, PHAs must post PHA Plans, including updates, at each Asset Management Project (AMP) and main office or central office of the PHA. PHAs are strongly encouraged to post complete PHA Plans on its official website. PHAs are also encouraged to provide each resident council a copy of its 5-Year and Annual Plan.

PHA Plan Elements. (24 CFR 903.7)

1. **Eligibility, Selection and Admissions Policies, including Deconcentration and Wait List Procedures.** Describe the PHA's policies that govern resident or tenant eligibility, selection and admission including admission preferences for both public housing and HCV and unit assignment policies for public housing; and procedures for maintaining waiting lists for admission to public housing and address any site-based waiting lists.

2. **Financial Resources.** A statement of financial resources, including a listing by general categories, of the PHA's anticipated resources, such as PHA Operating, Capital and other anticipated Federal resources available to the PHA, as well as tenant rents and other income available to support public housing or tenant-based assistance. The statement also should include the non-Federal sources of funds supporting each Federal program, and state the planned use for the resources.
3. **Rent Determination.** A statement of the policies of the PHA governing rents charged for public housing and HCV dwelling units.
4. **Operation and Management.** A statement of the rules, standards, and policies of the PHA governing maintenance management of housing owned, assisted, or operated by the public housing agency (which shall include measures necessary for the prevention or eradication of pest infestation, including cockroaches), and management of the PHA and programs of the PHA.
5. **Grievance Procedures.** A description of the grievance and informal hearing and review procedures that the PHA makes available to its residents and applicants.
6. **Designated Housing for Elderly and Disabled Families.** With respect to public housing projects owned, assisted, or operated by the PHA, describe any projects (or portions thereof), in the upcoming fiscal year, that the PHA has designated or will apply for designation for occupancy by elderly and disabled families. The description shall include the following information: **1)** development name and number; **2)** designation type; **3)** application status; **4)** date the designation was approved, submitted, or planned for submission, and; **5)** the number of units affected.
7. **Community Service and Self-Sufficiency.** A description of: **(1)** Any programs relating to services and amenities provided or offered to assisted families; **(2)** Any policies or programs of the PHA for the enhancement of the economic and social self-sufficiency of assisted families, including programs under Section 3 and FSS; **(3)** How the PHA will comply with the requirements of community service and treatment of income changes resulting from welfare program requirements. **(Note: applies to only public housing).**
8. **Safety and Crime Prevention.** For public housing only, describe the PHA's plan for safety and crime prevention to ensure the safety of the public housing residents. The statement must include: (i) A description of the need for measures to ensure the safety of public housing residents; (ii) A description of any crime prevention activities conducted or to be conducted by the PHA; and (iii) A description of the coordination between the PHA and the appropriate police precincts for carrying out crime prevention measures and activities.

9. **Pets.** A statement describing the PHAs policies and requirements pertaining to the ownership of pets in public housing.
10. **Civil Rights Certification.** A PHA will be considered in compliance with the Civil Rights and AFFH Certification if: it can document that it examines its programs and proposed programs to identify any impediments to fair housing choice within those programs; addresses those impediments in a reasonable fashion in view of the resources available; works with the local jurisdiction to implement any of the jurisdiction's initiatives to affirmatively further fair housing; and assures that the annual plan is consistent with any applicable Consolidated Plan for its jurisdiction.
11. **Fiscal Year Audit.** The results of the most recent fiscal year audit for the PHA.
12. **Asset Management.** A statement of how the agency will carry out its asset management functions with respect to the public housing inventory of the agency, including how the agency will plan for the long-term operating, capital investment, rehabilitation, modernization, disposition, and other needs for such inventory.
13. **Violence Against Women Act (VAWA).** A description of: 1) Any activities, services, or programs provided or offered by an agency, either directly or in partnership with other service providers, to child or adult victims of domestic violence, dating violence, sexual assault, or stalking; 2) Any activities, services, or programs provided or offered by a PHA that helps child and adult victims of domestic violence, dating violence, sexual assault, or stalking, to obtain or maintain housing; and 3) Any activities, services, or programs provided or offered by a public housing agency to prevent domestic violence, dating violence, sexual assault, and stalking, or to enhance victim safety in assisted families.

7.0 Hope VI, Mixed Finance Modernization or Development, Demolition and/or Disposition, Conversion of Public Housing, Homeownership Programs, and Project-based Vouchers

- (a) **Hope VI or Mixed Finance Modernization or Development.** 1) A description of any housing (including project number (if known) and unit count) for which the PHA will apply for HOPE VI or Mixed Finance Modernization or Development; and 2) A timetable for the submission of applications or proposals. The application and approval process for Hope VI, Mixed Finance Modernization or Development, is a separate process. See guidance on HUD's website at: <http://www.hud.gov/offices/pih/programs/ph/hope6/index.cfm>
- (b) **Demolition and/or Disposition.** With respect to public housing projects owned by the PHA and subject to ACCs under the Act: (1) A description of any housing (including project number and unit numbers [or addresses]), and the number of affected units along with their sizes and accessibility features) for which the PHA will apply or is currently pending for demolition or disposition; and (2) A timetable for the demolition or disposition. The application and approval process for demolition and/or disposition is a separate process. See guidance on HUD's website at: http://www.hud.gov/offices/pih/centers/sac/demo_dispo/index.cfm
Note: This statement must be submitted to the extent that approved and/or pending demolition and/or disposition has changed.
- (c) **Conversion of Public Housing.** With respect to public housing owned by a PHA: 1) A description of any building or buildings (including project number and unit count) that the PHA is required to convert to tenant-based assistance or

that the public housing agency plans to voluntarily convert; 2) An analysis of the projects or buildings required to be converted; and 3) A statement of the amount of assistance received under this chapter to be used for rental assistance or other housing assistance in connection with such conversion. See guidance on HUD's website at: <http://www.hud.gov/offices/pih/centers/sac/conversion.cfm>

- (d) **Homeownership.** A description of any homeownership (including project number and unit count) administered by the agency or for which the PHA has applied or will apply for approval.
- (e) **Project-based Vouchers.** If the PHA wishes to use the project-based voucher program, a statement of the projected number of project-based units and general locations and how project basing would be consistent with its PHA Plan.

8.0 Capital Improvements. This section provides information on a PHA's Capital Fund Program. With respect to public housing projects owned, assisted, or operated by the public housing agency, a plan describing the capital improvements necessary to ensure long-term physical and social viability of the projects must be completed along with the required forms. Items identified in 8.1 through 8.3, must be signed where directed and transmitted electronically along with the PHA's Annual Plan submission.

8.1 Capital Fund Program Annual Statement/Performance and Evaluation Report. PHAs must complete the *Capital Fund Program Annual Statement/Performance and Evaluation Report* (form HUD-50075.1), for each Capital Fund Program (CFP) to be undertaken with the current year's CFP funds or with CFFP proceeds. Additionally, the form shall be used for the following purposes:

- (a) To submit the initial budget for a new grant or CFFP;
- (b) To report on the Performance and Evaluation Report progress on any open grants previously funded or CFFP; and
- (c) To record a budget revision on a previously approved open grant or CFFP, e.g., additions or deletions of work items, modification of budgeted amounts that have been undertaken since the submission of the last Annual Plan. The Capital Fund Program Annual Statement/Performance and Evaluation Report must be submitted annually.

Additionally, PHAs shall complete the Performance and Evaluation Report section (see footnote 2) of the *Capital Fund Program Annual Statement/Performance and Evaluation* (form HUD-50075.1), at the following times:

1. At the end of the program year; until the program is completed or all funds are expended;
2. When revisions to the Annual Statement are made, which do not require prior HUD approval, (e.g., expenditures for emergency work, revisions resulting from the PHAs application of fungibility); and
3. Upon completion or termination of the activities funded in a specific capital fund program year.

8.2 Capital Fund Program Five-Year Action Plan

PHAs must submit the *Capital Fund Program Five-Year Action Plan* (form HUD-50075.2) for the entire PHA portfolio for the first year of participation in the CFP and annual update thereafter to eliminate the previous year and to add a new fifth year (rolling basis) so that the form always covers the present five-year period beginning with the current year.

8.3 Capital Fund Financing Program (CFFP). Separate, written HUD approval is required if the PHA proposes to pledge any

portion of its CFP/RHF funds to repay debt incurred to finance capital improvements. The PHA must identify in its Annual and 5-year capital plans the amount of the annual payments required to service the debt. The PHA must also submit an annual statement detailing the use of the CFFP proceeds. See guidance on HUD's website at:

<http://www.hud.gov/offices/pih/programs/ph/capfund/cffp.cfm>

9.0 Housing Needs. Provide a statement of the housing needs of families residing in the jurisdiction served by the PHA and the means by which the PHA intends, to the maximum extent practicable, to address those needs. **(Note: Standard and Troubled PHAs complete annually; Small and High Performers complete only for Annual Plan submitted with the 5-Year Plan).**

9.1 Strategy for Addressing Housing Needs. Provide a 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. **(Note: Standard and Troubled PHAs complete annually; Small and High Performers complete only for Annual Plan submitted with the 5-Year Plan).**

10.0 Additional Information. Describe the following, as well as any additional information requested by HUD:

- (a) **Progress in Meeting Mission and Goals.** PHAs must include (i) a statement of the PHAs progress in meeting the mission and goals described in the 5-Year Plan; (ii) the basic criteria the PHA will use for determining a significant amendment from its 5-year Plan; and a significant amendment or modification to its 5-Year Plan and Annual Plan. **(Note: Standard and Troubled PHAs complete annually; Small and High Performers complete only for Annual Plan submitted with the 5-Year Plan).**
- (b) **Significant Amendment and Substantial Deviation/Modification.** PHA must provide the definition of "significant amendment" and "substantial deviation/modification". **(Note: Standard and Troubled PHAs complete annually; Small and High Performers complete only for Annual Plan submitted with the 5-Year Plan.)**

- (c) PHAs must include or reference any applicable memorandum of agreement with HUD or any plan to improve performance. **(Note: Standard and Troubled PHAs complete annually).**

11.0 Required Submission for HUD Field Office Review. In order to be a complete package, PHAs must submit items (a) through (g), with signature by mail or electronically with scanned signatures. Items (h) and (i) shall be submitted electronically as an attachment to the PHA Plan.

- (a) Form HUD-50077, *PHA Certifications of Compliance with the PHA Plans and Related Regulations*
- (b) Form HUD-50070, *Certification for a Drug-Free Workplace (PHAs receiving CFP grants only)*
- (c) Form HUD-50071, *Certification of Payments to Influence Federal Transactions (PHAs receiving CFP grants only)*
- (d) Form SF-LLL, *Disclosure of Lobbying Activities (PHAs receiving CFP grants only)*
- (e) Form SF-LLL-A, *Disclosure of Lobbying Activities Continuation Sheet (PHAs receiving CFP grants only)*
- (f) Resident Advisory Board (RAB) comments.
- (g) Challenged Elements. Include any element(s) of the PHA Plan that is challenged.
- (h) Form HUD-50075.1, *Capital Fund Program Annual Statement/Performance and Evaluation Report (Must be attached electronically for PHAs receiving CFP grants only)*. See instructions in 8.1.
- (i) Form HUD-50075.2, *Capital Fund Program Five-Year Action Plan (Must be attached electronically for PHAs receiving CFP grants only)*. See instructions in 8.2.

Civil Rights Certification

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
Expires 4/30/2011

Civil Rights Certification

Annual Certification and Board Resolution

Acting on behalf of the Board of Commissioners of the Public Housing Agency (PHA) listed below, as its Chairman or other authorized PHA official if there is no Board of Commissioner, I approve the submission of the Plan for the PHA of which this document is a part and make the following certification and agreement with the Department of Housing and Urban Development (HUD) in connection with the submission of the Plan and implementation thereof:

The PHA certifies that it will carry out the public housing program of the agency in conformity with title VI of the Civil Rights Act of 1964, the Fair Housing Act, section 504 of the Rehabilitation Act of 1973, and title II of the Americans with Disabilities Act of 1990, and will affirmatively further fair housing.

HRA of Clay County

MN164

PHA Name

PHA Number/HA Code

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate. Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Name of Authorized Official

Barbara Sipson

Title

Chairperson, Board of Commissioners

Signature



Date 10/13/2009