

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

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# PHA Plans

Annual Plan for Fiscal Year 2001

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**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:** Southeastern Minnesota Multi-County Housing and  
Redevelopment Authority

**PHA Number:** MN-197

**PHA Fiscal Year Beginning:** (01-01-2001)

### 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)

**Annual PHA Plan**  
**PHA Fiscal Year 2001**  
[24 CFR Part 903.7]

**i. Annual Plan Type:**

Select which type of Annual Plan the PHA will submit.

**Standard Plan**

**Streamlined Plan:**

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

**Troubled Agency Plan**

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

[24 CFR Part 903.7 9 (r)]

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

The Southeastern Minnesota Multi-County Housing and Redevelopment Authority (SEMMCHRA) has prepared this Agency Plan in compliance with Section 511 of the Quality Housing and Work Responsibility Act of 1998 and the ensuing HUD requirements. The Agency Plan was completed using the following documents that govern our operations:

- Admissions and Continued Occupancy Policy
- Section 8 Leasing and Occupancy Policy
- Equal Housing and Opportunity Policy
- Pet Policy
- Move-Out Policy
- Repayment Agreement Policy
- Personnel Policy
- Community Room Rental Policy
- Maintenance Policy
- Community Service Requirements Policy

Copies of these policies can be located at our main office at 134 East Second Street, Wabasha, MN.

### **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**

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#### **Annual Plan**

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

#### Required Attachments:

- Admissions Policy for Deconcentration – **No deconcentration policy**
- FY 2001 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

Other (List below, providing each attachment name)

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

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
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
NA	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 checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X	Schedule of flat rents offered at each public housing development	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>
	<input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	
X	Section 8 rent determination (payment standard) policies <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
X	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	Annual Plan: Operations and Maintenance
X	Public housing grievance procedures <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
X	Section 8 informal review and hearing procedures <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
X	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
X	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
X	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	Annual Plan: Capital Needs
NA	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans or any other approved proposal for development of public housing	Annual Plan: Capital Needs
NA	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
NA	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
NA	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act	Annual Plan: Conversion of Public Housing
NA	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
NA	Policies governing any Section 8 Homeownership program <input type="checkbox"/> check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
NA	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
X	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
X	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
NA	The most recent Public Housing Drug Elimination Program (PHEDEP) semi-annual performance report for any open	Annual Plan: Safety and Crime Prevention

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
	grant and most recently submitted PHDEP application (PHDEP Plan)	
X	The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	Annual Plan: Annual Audit
NA	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
NA	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)

## 1. Statement of Housing Needs

[24 CFR Part 903.7 9 (a)]

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

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	2,145	2	4	2	5	3	3
Income >30% but <=50% of AMI	2,420	2	4	2	5	3	3
Income >50% but <80% of AMI	2,485	2	3	2	4	3	3
Elderly	2,234	2	1	2	2	3	3
Families with Disabilities	NA	2	2	2	5	3	3
Race-Dodge	28.6%	2	1	2	1	3	3
Race-Fillmore	28.2%	2	1	2	1	3	3
Race-Goodhue	33.9%	2	1	2	1	3	3
Race-Houston	30.9%	2	1	2	1	3	3
Race-Wabasha	30.2%	2	1	2	1	3	3
Race-Winona	39.3%	2	1	2	1	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.)

Consolidated Plan of the Jurisdiction/s  
Indicate year: 2000

- 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		
<input checked="" type="checkbox"/>	Combined Section 8 and Public Housing		
<input type="checkbox"/>	Public Housing Site-Based or sub-jurisdictional waiting list (optional)		
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	158		182
Extremely low income <=30% AMI	108	68%	
Very low income (>30% but <=50% AMI)	36	23%	
Low income (50% but <80% AMI)	14	9%	
Families with children	109	69%	
Elderly families	7	4%	
Families with Disabilities	24	15%	
Race/ethnicity	White – 139	88%	
Race/ethnicity	Other – 5	3%	
Race/ethnicity	Black – 9	14%	
Characteristics by Bedroom Size (Public Housing Only)			



<b>Housing Needs of Families on the Waiting List</b>			
1BR	14	45%	18
2 BR	10	32%	3
3 BR	7	23%	10
4 BR	0	0	1
5 BR	0	0	0
5+ BR	0	0	0
Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			
If yes:			
How long has it been closed (# of months)?			
Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input type="checkbox"/> Yes			

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

**(1) Strategies**

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

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

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

**Strategy 2: Increase the number of affordable housing units by:** Select all that apply

- Apply for additional section 8 units should they become available
- Leverage affordable housing resources in the community through the creation of mixed - finance housing
- Pursue housing resources other than public housing or Section 8 tenant-based assistance.
- Other: (list below)

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

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

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

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

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

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

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

**Strategy 1: Target available assistance to the elderly:** Select all that apply

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

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

**Strategy 1: Target available assistance to Families with Disabilities:** Select all that apply

- Seek designation of public housing for families with disabilities
- Carry out the modifications needed in public housing based on the section 504 Needs Assessment for Public Housing
- Apply for special-purpose vouchers targeted to families with disabilities, should they become available
- Affirmatively market to local non-profit agencies that assist families with disabilities
- Other: (list below)

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

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

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

**Strategy 2: Conduct activities to affirmatively further fair housing:** Select all that apply

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

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

**(2) Reasons for Selecting Strategies**

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

- Funding constraints
- Staffing constraints
- Limited availability of sites for assisted housing
- Extent to which particular housing needs are met by other organizations in the community
- Evidence of housing needs as demonstrated in the Consolidated Plan and other information available to the PHA
- Influence of the housing market on PHA programs
- Community priorities regarding housing assistance
- Results of consultation with local or state government

- Results of consultation with residents and the Resident Advisory Board
- Results of consultation with advocacy groups
- Other: (list below)

**2. Statement of Financial Resources:** [24 CFR Part 903.7 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	15,986.64	
b) Public Housing Capital Fund	174,259.00	
c) HOPE VI Revitalization	-0-	
d) HOPE VI Demolition	-0-	
e) Annual Contributions for Section 8 Tenant-Based Assistance	1,308,506.00	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)	-0-	
g) Resident Opportunity and Self-Sufficiency Grants		
h) Community Development Block Grant	-0-	
i) HOME	-0-	
Other Federal Grants (list below)	-0-	
<b>Family Self-Sufficiency</b>	31,309.00	
<b>2. Prior Year Federal Grants (unobligated funds only) (list below)</b>	-0-	
<b>3. Public Housing Dwelling Rental Income</b>	231,000.00	
<b>4. Other income (list below)</b>		
Excess Utilities	2,100.00	
General Fund Investments	9,738.89	
Other Income	22,650.00	

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
<b>4. Non-federal sources</b> (list below)		
<b>Total resources</b>	1,795,549.53	

### **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)
- Other: We verify at the time of application.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

### **(3) Assignment**

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

- One
- Two
- Three or More

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

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

c. Preferences

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

Former Federal preferences:

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

Other preferences: (select below)

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

- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes
- Other preference(s) (list below)

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

1 Date and Time

Former Federal preferences:

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

Other preferences (select all that apply)

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

4. Relationship of preferences to income targeting requirements:

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

**(5) Occupancy**

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

- The PHA-resident lease
- The PHA’s Admissions and (Continued) Occupancy policy
- PHA briefing seminars or written materials



Other source (list)

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

- At an annual reexamination and lease renewal
- 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: Maple Grove Apartments and Scattered Site Housing

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: Maple Grove Apartments and Scattered Site Housing

**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: Landlord Responsibility

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: Known address and rental history

**(2) Waiting List Organization**

a. With which of the following program waiting lists is the section 8 tenant-based assistance waiting list merged? (select all that apply)

- None
- Federal public housing
- Federal moderate rehabilitation
- Federal project-based certificate program
- Other federal or local program (list below)

b. Where may interested persons apply for admission to section 8 tenant-based assistance? (select all that apply)

- PHA main administrative office
- Other: By Mail

**(3) Search Time**

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

If yes, state circumstances below: Unable to locate housing or still looking.

**(4) Admissions Preferences**

a. Income targeting

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

b. Preferences

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

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

Former Federal preferences

- Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- Victims of domestic violence

- Substandard housing
- Homelessness
- High rent burden (rent is > 50 percent of income)

Other preferences (select all that apply)

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

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

1      Date and Time

Former Federal preferences

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

1      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: Owner’s Manual
- b. How does the PHA announce the availability of any special-purpose section 8 programs to the public?
- Through published notices
- Other: Agency Newsletter; Cable TV; Briefings; Web Site.

**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)
- The PHA will not employ any discretionary rent-setting policies for income based rent in public housing. Income-based rents are set at the higher of 30% of adjusted monthly income, 10% of unadjusted monthly income, the welfare

rent, or minimum rent (less HUD mandatory deductions and exclusions). (If selected, skip to sub-component (2))

---or---

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

b. Minimum Rent

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

- \$0  
 \$1-\$25  
 \$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: Contained in Occupancy and Admissions Policy

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: Change in household size

- 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? **If requested.**

**(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: Operating Costs.

**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: Not applicable.

- 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: Non applicable



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)]

**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. – **Attachment MN197a02**  
 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	110	32
Section 8 Vouchers	370-Combined	168
Section 8 Certificates		
Section 8 Mod Rehab	NA	NA
Special Purpose Section 8 Certificates/Vouchers (list individually)	NA	NA
Public Housing Drug Elimination Program (PHDEP)	NA	NA

Other Federal Programs(list individually)	NA	NA
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**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)

- et* Admissions & Continued Occupancy Policy
- et* Repayment Policy
- et* Equal Housing Opportunity Policy
- et* Move-Out Policy
- et* Maintenance Policy
- et* Housekeeping Standards
- et* Community Room Policy

(2) Section 8 Management: (list below)

- et* Section 8 Leasing & Occupancy Policy
- et* Equal Housing Opportunity Policy

6. **PHA Grievance Procedures:** [24 CFR Part 903.7 9 (f)]: Exemptions from component 6: High performing PHAs are not required to complete component 6. Section 8-Only PHAs are exempt from sub-component 6A.

**A. Public Housing**

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

If yes, list additions to federal requirements below:

2. Which PHA office should residents or applicants to public housing contact to initiate the PHA grievance process? (select all that apply)

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

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

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

If yes, list additions to federal requirements below:

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

- PHA main administrative office
- Other (list below)

**7. Capital Improvement Needs:** [24 CFR Part 903.7 9 (g)]: Exemptions from Component 7: Section 8 only PHAs are not required to complete this component and may skip to Component 8.

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


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

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

b. If yes to question a, select one:

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

-or-

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

**Optional Table 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.


**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: (DD/MM/YY)
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  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  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: In development.

**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  No: Has the PHA has 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)

- Client referrals  
 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  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. )

Services and Programs				
Program Name & Description (including location, if appropriate)	Estimated Size	Allocation Method (waiting list/random selection/specific criteria/other)	Access (development office / PHA main office / other provider name)	Eligibility (public housing or section 8 participants or both)
Family Self-Sufficiency	56	Waiting List	Main Office	Both

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

a. Participation Description

Family Self Sufficiency (FSS) Participation		
Program	Required Number of Participants (start of FY 2000 Estimate)	Actual Number of Participants (As of: 12-31-00)

Public Housing	31	6
Section 8	25	15

- 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)

MN197003, MN197005, MN197006

**D. Additional information as required by PHDEP/PHDEP Plan:** PHAs eligible for FY 2000 PHDEP funds must provide a PHDEP Plan meeting specified requirements prior to receipt of PHDEP funds.

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

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

[24 CFR Part 903.7 9 (n)]

#### **15. Civil Rights Certifications:** [24 CFR Part 903.7 9 (o)]

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

#### **16. Fiscal Audit:** [24 CFR Part 903.7 9 (p)]

1.  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.  Yes  No: Was the most recent fiscal audit submitted to HUD?
3.  Yes  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.  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 (MN197h.04)
  - Provided below:
  
3. In what manner did the PHA address those comments? (select all that apply)
  - Considered comments, but determined that no changes to the PHA Plan were necessary.
  - The PHA changed portions of the PHA Plan in response to comments  
List changes below:
  - Other: (list below)

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

1.  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
- Other (list) **See Attachment**

**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: Minnesota Housing Finance Agency
2. The PHA has taken the following steps to ensure consistency of this PHA Plan with the Consolidated Plan for the jurisdiction: (select all that apply)
- The PHA has based its statement of needs of families in the jurisdiction on the needs expressed in the Consolidated Plan/s.
- The PHA has participated in any consultation process organized and offered by the Consolidated Plan agency in the development of the Consolidated Plan.
- The PHA has consulted with the Consolidated Plan agency during the development of this PHA Plan.
- Activities to be undertaken by the PHA in the coming year are consistent with the initiatives contained in the Consolidated Plan. (list below)



Other: (list below)

4. The Consolidated Plan of the jurisdiction supports the PHA Plan with the following actions and commitments: **The HRA received a Certificate of PHA Consistency from the Minnesota Housing Finance Agency.**

**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.

Statement of Progress in Meeting Missions and Goals Outlined in Current Five-Year Plan

Resident Membership of the PHA Governing Board

Section 8 Homeownership Program Capacity Statement

Membership of Resident Advisory Board

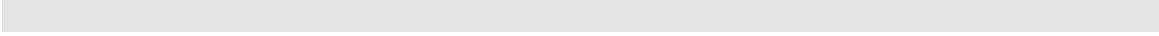
Pet Policy

Community Service Requirements Policy

Public Hearing Comments

Capital Fund Program Annual Statement – Parts I, II, III

5 Year Action Plan



## **Section 8 Homeownership Program Capacity Statement**

The Southeastern Minnesota Multi-County Housing and Redevelopment Authority (SEMMCHRA) does not currently operate a Homeownership Program. However, we do plan to begin a Homeownership Program now that HUD has issued their Final Rule.

As provided in the final rule at 982.625, SEMMCHRA will employ one of the following criteria in administering this program:

1. Establish a minimum homeowner downpayment requirement of at least three (3) percent and requiring that at least one (1) percent of the downpayment come from the family's resources; or
2. Require that financing for purchase of a home under our Section 8 Homeownership program will: (1) be provided, insured or guaranteed by the state or Federal government; (2) comply with secondary mortgage market underwriting requirements; or (3) comply with generally accepted private sector underwriting standards.

SEMMCHRA has put together a working group of four (4) Housing and Redevelopment Authorities and three (3) mortgage lenders to complete a plan for administering this program. SEMMCHRA hopes to have a program in place by the fall of 2001.

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# SOUTHEASTERN MINNESOTA MULTI-COUNTY HOUSING AND REDEVELOPMENT AUTHORITY

## COMMUNITY SERVICE AND SELF-SUFFICIENCY POLICY

The Public Housing Reform Act of 1998 mandates that Southeastern Minnesota Multi-County Housing and Redevelop Authority (SEMMCHRA) have a community Service and Self-Sufficiency program.

The community service and self-sufficiency provision is intended to assist adult residents in improving their own and their neighbors' economic and social well-being and give residents a greater stake in their communities. The program offers another option for residents to explore and experience work environments that may not have been possible for them without this provision. Residents with more experience and exposure to the world of work could possibly lead to employment or training, and ultimately enhance the quality of life for these families. Congress believes that the community service and self-sufficiency provision allows residents an opportunity to "give something back" to their community and facilitates upward mobility.

### A. Requirements.

1. Every adult (nonexempt) resident of public housing must perform 8 hours of community service each month, or participate in a self-sufficiency program for at least 8 hours every month or a combination of each activity for a total of 8 hours each month.
  - The term *Community Service* is defined in 24 CFR 960.601 as the performance of voluntary work or duties that are a public benefit, and that serve to improve the quality of life, enhance resident self-sufficiency, or increase resident self-responsibility in the community. Community service is not employment and may not include political activities. Also, community service or self-sufficiency activities performed by residents must not be substituted for work ordinarily performed by PHAS employees, or replace a job at any location where residents perform activities to satisfy the service requirement.
  - The term *Economic Self-Sufficiency Program* is defined in 24CFR 5.603 as any program "designed to encourage, assist, train or facilitate the economic independence of HUD- assisted families or to provide work for such families." These programs include job training, employment counseling, work placement, basis skills training, education, English proficiency, workfare, financial or household management, apprenticeship, and any program

necessary to ready a participant for work (including a substance abuse or mental health treatment program), or other work activities.

**B. Exempt Individuals.**

1. Those who are 62 years or older;
2. Is a blind or disabled individual, as defined under 216 (1) (1) or 1614 of the Social Security Act (42 U.S.C.416 (i) (1); 1382c), and who certifies that because of this disability she or he is unable to comply with the service provisions or is the primary caretaker of such an individual.
3. Is engaged in work activities.
4. Meets the requirements for being exempted from having to engage in a work activity under the State program funded under part A of title IV of the Social Security Act or under any other welfare program of the State of Minnesota including a State-administered welfare-to-work program; or
5. Is a member of a family receiving assistance, benefits or services under a State program funded under part A of title IV of the Social Security Act or under any other welfare program of the State of Minnesota including a State administered welfare-to-work program.

**C. Verification of Exempt Status**

1. Residents and applicants who have demonstrated general eligibility criteria as elderly (persons 62 years or older); blind or disabled or primarily caretakers of such individual do not have to provide any additional verification to SEMMCHRA to meet the exempt status.
2. Persons who are exempt because of the following, will be required to provide written documentation from the welfare department to verify their exempt status:
  - Exempt from having to engage in a work activity under the State program funded under part A of title IV of the Social Security Act or under any other welfare program of the State of Minnesota including a State-administered welfare -to-work program;
  - Is a member of a family receiving assistance, benefits or services under a State program funded under part A of title IV of the Social Security Act or under any other welfare program of the State of Minnesota including a State-administered welfare-to-work program.

**D. Process**

1. The SEMMCHRA will evaluate which residents are required to participate and those that are exempt during the initial and reexamination interview. Resident will be required to report changes in their status after initial determination within 30 days.
2. The SEMMCHRA will give the family, prior to full implementation, a written description of the service requirement; the process for claiming status as an exempt person; process for determining any changes to the

exempt or nonexempt status; and the verification required by SEMMCHRA. The written notification shall identify the family members who are subject to the service requirement, and the family members who are exempt persons.

3. The resident must supply written documentation to verify exemption within 30 days of notification.
4. The SEMMCHRA will provide information to residents on organizations that can assist in placement to meet the community service and self-sufficiency requirement.
5. SEMMCHRA will review a family's compliance with the service requirements and must verify such compliance annually at least 30 days before the end of the 12 month lease term.

**E. Resident Responsibilities**

1. Provide and cooperate with the SEMMCHRA regarding verification of exempt or nonexempt status for community service and self-sufficiency requirements.
2. Residents are expected to obtain written verification of completion of the activities and the number of hours performed from the participating agency or organization. The SEMMCHRA will provide residents with a form, which the agency can complete and resident can submit to SEMMCHRA, monthly.

**F. Non-Compliance**

1. If SEMMCHRA determines that there is a family member who is required to fulfill a service requirement, but who has violated this family obligation (non-compliant resident), the SEMMCHRA will notify the resident of this determination. The SEMMCHRA notice to the resident will briefly describe the non-compliance and state that:
  - a. The SEMMCHRA will not renew the lease at the end of the twelve month lease term unless:
    - The resident, and any other non-compliant resident, enter into a written agreement to cure such non-compliance and cure such non-compliance in accordance with the agreement; or
  - b. The resident may request a grievance hearing on the SEMMCHRA determination, in accordance with the grievance procedure.

# SOUTHEASTERN MINNESOTA MULTI-COUNTY HRA PET POLICY

**Section 31 of the U.S. Housing Act of 1937 regarding the ownership of pets in public housing general occupancy developments indicates that Housing Authorities must implement policies permitting public housing residents to own pets, subject to reasonable requirements established by agency** To this end, the Southeastern Minnesota Multi-County Housing and Redevelop Authority has adopted “reasonable” pet rules.

The purpose of this policy is to ensure that pet ownership shall not be injurious to persons or property, or violate the rights of all residents to clean, quiet and safe surroundings.

The following regulations shall then apply for the purpose of maintaining a pet in your unit:

## 1. Selection Criteria

### A. Approval

Prior to accepting a pet for residency in this community owner must agree to follow all provisions of this policy. In addition, the pet owner must provide to the owner and/or his/her agent, proof of the pet’s good health and suitability under the standards set forth under “basic guidelines” in the criteria. In addition, in the case of dogs and cats, proof must be given and renewed annually, of the animal’s licensing and vaccination record together with proof of spaying and neutering.

### B. Basic Guidelines

1. The following types of common household pets will be permitted under the following criteria.

#### a. Dogs (small)

- 1) Maximum number: One (1)
- 2) Maximum adult weight: 25 pounds
- 3) Must be house broken
- 4) Each female dog over six (6) months of age shall be spayed and each male dog over eight (8) months of age shall be neutered.
- 5) Must have all required vaccinations
- 6) Must be licensed
- 7) Must wear identification collar. **Or**

#### b. Cats

- 1) Maximum number: one (1)
- 2) Must be de-clawed



- 3) Each female cat over six (6) months of age shall be spayed and each male cat over eight (8) months of age shall be neutered.
- 4) Must have all required vaccinations
- 5) Must be trained to a litter box, with litter box changed frequently.
- 6) Must wear an identification collar.
- c. Birds - Must be reported but no fees or deposit required.
  - 1) Maximum number: two (2)
  - 2) Must be maintained in cage at all times.
- d. Fish - Must be reported but no fees or deposit required.
  - 1) Maximum aquarium size: twenty(20) gallons
  - 2) Must be maintained on approved stand.

## 11. Pet Fees and Deposits

- A. A non-refundable pet fee of \$100 shall be required for each pet in compliance with federal guidelines. A refundable pet deposit of \$200 shall be required for each pet to cover additional costs attributable to the pet. The pet deposit will be returned when the tenant vacates the unit, and management has determined that the deposit is not needed to pay for damages or charges caused by the pet.
- B. A new resident who owns a pet must pay the pet fees and deposit at the time of the lease signing. A resident living in public housing that would like to acquire a pet must pay fees and deposit before bringing the pet to the unit.
- C. Resident's liability for damages caused by his/her pet is not limited to the amount of the pet deposit and the resident will be required to reimburse the SEMMCHRA for real cost of any and all damages caused by his/her pet where they exceed the amount of the pet deposit.
- D. All units occupied by a pet will be fumigated upon being vacated. Any infestation of a unit shall be the responsibility of the pet owner. Infestation of adjacent units or common areas attributable to a specific pet shall be liable for the cost of correcting the infestation.

## 111. Pet Rules

1. Residents must be in good standing with SEMMCHRA before issuance of a pet permit. Good standing is defined as a resident who complies with the terms of the lease agreement. A resident not in good standing is one with a history of lease violations including, but not limited to, housekeeping, late or delinquent rent payments, or noise complaints.
2. All pets shall be maintained within the resident pet owner's unit. When outside, the pet shall be kept on a leash and under the control of the resident at all times. Under no circumstances shall any pet be permitted to roam free, or be left tied up outside un-attended.
3. All animal waste or litter from cat litter boxes shall be picked up immediately by the pet owner and disposed of in sealed trash bags and

placed in trash bins. Cat litter and pet cages shall be changed at least every two (2) days. No pet waste shall be placed in the sinks or toilets. Charges for unclogging toilets/drains or clean-up of common areas required because of attributable pet nuisance, shall be billed to and paid by the resident pet owner.

4. Pets are not allowed on the lawns at anytime. Seeing eye dogs, guide dogs, signal and service dogs are exempt from this regulation.
5. Pet owners shall keep their pets under control at all times. Pet owners shall assume sole responsibility for liability arising from injury sustained by any person attributable to their pet and agree to hold the owner and management harmless in such proceedings.
6. Resident pet owners agree to control the noise of his/her pet such that it does not constitute a nuisance to other residents. Failure to control pet noise may result in the removal of pet from the premises.
7. No pet shall be left unattended in any unit for longer than twelve (12) hours.
8. All resident pet owners shall provide adequate care, nutrition, exercise and medical attention for his/her pet. Pets which appear to be poorly cared for or which are left unattended for longer than twelve (12) hours will be reported to the appropriate authority and will be removed from the premises at the pet owner's expense.
9. Resident pet owners acknowledge that other residents may have chemical sensitivities or allergies to pets, or are easily frightened by such animals. The resident, therefore, agrees to exercise common sense and common courtesy with respect to such other resident's right to peaceful and quiet enjoyment of the premises.
10. No disturbances by pets shall be allowed which interferes with the quiet enjoyment of other residents, visitors, Housing Authority staff or agents of the Housing Authority. Such disturbances include, but are not limited to: barking, howling, growling, chirping, biting, chewing, scratching, meowing, or other such activity that threatens or disturbs others.
11. Cancellation of the pet permit will result if the pet becomes a documented nuisance or health threat. The resident will be given no more than two written notices of the nature of the violation, with the opportunity to correct the situation. Upon third notification of violation, the resident will be required to remove the pet promptly or be evicted. In an emergency situation, such as an attack of a person or other domestic animal, cancellation of the pet permit will result without issuance of warning.
12. Resident must identify an alternate custodian for their pet(s), in the event the resident becomes incapable of caring for the pet. If any pet is left unattended, and it is determined by the Housing Authority that the pet(s) is in distress or is suffering from lack of care, the Housing Authority will enter the unit to remove the pet, or cause the pet to be removed, and deliver the pet to the proper authority. The Housing Authority is not responsible for the pet under such circumstances, and any/all cost

associated with the removal or return of the pet is the resident's responsibility.

13. The resident shall not alter the dwelling unit or any other area on the premises in any manner to accommodate the pet.
14. The Housing Authority is not responsible for a pet in the event of the pet escaping from the dwelling unit while Housing Authority staff; representatives or agents are conducting their job duties. Housing Authority staff, at their discretion, may refuse to enter a unit if a pet is not leashed, kenneled, or is otherwise left unattended in the unit.
15. The resident agrees to have their pet kenneled when staff needs to enter the unit for inspections or repairs.
16. The resident understands that all fees, deposits, required documentation, and Pet Permission Lease Addendum must be signed and in place before the pet is allowed on the premises.

#### **1V Notification Policy**

##### Creation of a nuisance

1. The owner of any pet which creates a nuisance upon the grounds, or by excessive noise, odor or unruly behavior, shall be notified in writing of the violation by management and shall be extended no more than a twenty-four (24) hour compliance period.
2. Management shall provide written notification to the pet owner of dangerous behavior and the pet owner shall have not more than twenty-four (24) hours to correct the animal's behavior, or remove the pet from the premises.
3. Consistent with local and state ordinances, management shall take appropriate steps to remove a pet from the premises in the event that the pet owner fails to correct the dangerous behavior of his/her pet with the compliance period.
4. Any pet which causes physical harm to any resident, guest, staff member or other authorized person present upon the grounds, shall have pet permit immediately revoked.
5. Cancellation of the pet permit will result if the pet becomes a documented nuisance or health threat. The resident will be given no more than two written notices of the nature of the violation, with the opportunity to correct the situation. Upon third notification of violation, the resident will be required to remove the pet promptly or be evicted.

# AFFIDAVIT

I have read and understand the pet policy of the Southeastern Minnesota Multi-County Housing and Redevelopment Authority and agree to comply fully with its provisions. I understand that failure to comply may constitute reason for removal of my pet(s). If the removal of they pet(s) from the premises is required by management, I agree to allow such removal and understand that my failure to so agree shall constitute grounds for eviction.

Resident Signature:\_\_\_\_\_.

Resident Signature:\_\_\_\_\_.

Date:\_\_\_\_\_.

The above named resident has read and signed these rules in my presence:

Signature:\_\_\_\_\_.

Title:\_\_\_\_\_.

Date:\_\_\_\_\_.

## Veterinarian's Health Report

This pet, belonging to \_\_\_\_\_ has been  
examined by me and I find the animal to be healthy and stable with the following  
exceptions: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Breed: \_\_\_\_\_.

Weight: \_\_\_\_\_.

Color: \_\_\_\_\_.

Age: \_\_\_\_\_.

\_\_\_\_\_. I certify that this pet has been spayed/neutered.

\_\_\_\_\_. I certify that this pet has received and is up to date on all of the required  
vaccinations.

Doctor of Veterinary Medicine: \_\_\_\_\_.

Date: \_\_\_\_\_.

## **Addendum to Lease Pet Permission**

This agreement entered in to this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_ by  
and between the Southeastern Minnesota Multi-County Housing and Redevelopment  
Authority, owner and \_\_\_\_\_ resident  
amends and supersedes article 9 of the lease agreement. In consideration of their mutual  
promises, the resident agrees to abide by all terms outlines in the pet polices that have  
been signed by the resident and attached to this lease addendum.

The resident desires and has received permission from the owner to keep the pet named  
\_\_\_\_\_ and described as \_\_\_\_\_.

In the event of default by resident of any of the terms of this agreement, resident agrees  
upon proper written notice of default from owner, to cure the default, remove the pet, or  
vacate the premises.

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

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

Management Approval: \_\_\_\_\_.

## **Statement of Progress in Meeting Mission and Goals Outlined in Current Five-Year Plan**

Progress made on each of the HRA's goals stated in the 1999 Annual Plan are outlined below consistent with the numbering in the plan:

1. We served 428 households through the Section 8 Rental Assistance Program.
2. Housing rehabilitation deferred loans were provided to 26 households.
3. A newsletter was published in June and December.
4. The Annual Report was completed in May.
5. Program information was inserted in HAP checks once per quarter.
6. The Section 8 Program was marketed through our web page and brochure mailings.
7. One (1) meeting was held for landlords with only two (2) persons attending.
8. The FSS Program is talked about at each briefing and applicants are encouraged to apply.
9. FSS Program materials are distributed to all service providers in SE Minnesota.
10. The FSS Coordinator works with participants in completing their contracts.
11. SEMMCHRA works directly with PIC and social services to coordinate efforts to assist FSS participants.
12. The FSS Coordinating Committee meets on a quarterly basis.
13. Fair Housing materials are placed in each briefing packet.
14. Fair Housing is discussed at each briefing.
15. Persons are referred to legal services for any fair housing issues.
16. The newsletters contain articles about homeownership programs available through the HRA.
17. Brochures outlining the HRA's homeownership program are distributed to interested persons.
18. The HRA has First Time Home Buyer funding available. All persons inquiring about homeownership opportunities are encouraged to attend homebuyer training and counseling.
19. The HRA applied for and received HOME Rental Rehabilitation funding.
- 20-21. The HRA worked with three (3) communities and submitted applications for funding for rehabilitation loan/grant programs.
- 22-23. The HRA worked with two (2) communities and submitted applications for funding for revitalization programs to eliminate slum and blight.
24. The HRA meet with local employers in Winona County to identify housing needs and develop strategies for meeting housing need.
25. The HRA partnered with one (1) employer in the City of Hayfield County in providing both rental townhomes and for sale twinhomes.

## **Resident Membership of the PHA Governing Board**

The resident member of the HRA Board of Commissioners is Rose Weber. She has been appointed to the Board to serve a five-year term.

### **Method of Selection:**

A letter was sent to each Public Housing tenant and each Section 8 Rental Assistance participant inquiring if they were interested in serving on the Board of Commissioners. Each person who indicated an interest was asked to complete a Board Application Form.

There were eight (8) number of participants interested in serving on the HRA Board. The HRA Board of Commissioners interviewed three (3) persons at their December 2000 meeting and appointed Rose Weber to serve on the Board.



## **Membership of the Resident Advisory Board**

The Resident Advisory Board consists of the following members:

Mary Lou Beckman  
Lake City, MN

Marjorie Hanson  
Lake City, MN

Bernie Gohl  
Lake City, MN

Melvin Brownell  
St. Charles, MN

Bernice Bitter  
Wabasha, MN

Shirley Huth  
Wabasha, MN

Staff of the HRA working in conjunction with the Resident Advisory Board includes:

Cheryl Richardson  
Joseph Wheeler  
Anne Bergan

EXTRACTS FROM THE MINUTES OF REGULAR MEETING  
OF THE COMMISSIONERS OF THE SOUTHEASTERN MINNESOTA  
MULTI-COUNTY HOUSING AND REDEVELOPMENT AUTHORITY HELD ON THE  
17<sup>TH</sup> DAY OF JANUARY, 2001

The Commissioners of Southeastern Minnesota Multi-County Housing and Redevelopment Authority met in a regular meeting at the SEMMCHRA office in Wabasha, MN, at the hour and date duly established for the holding of such meeting.

Commissioner Beniak called the meeting to order and on role call the following answered present:

John Cole	Jack Roberts
Bob Beniak	Mary Lou Beckman
Leonard Lodermeier	

Those Absent: Doug Klevos, excused

Others Present: Joseph P. Wheeler, Mary Rivers

A motion was made by Commissioner Beckman and seconded by Commissioner Roberts to open the public hearing to discuss the SEMMCHRA Five Year Plan. Passed unanimously. The Executive Director pointed out two significant changes from the last plan. One was adding a pet policy. The deposit is \$300.00 with \$100.00 of that not reimbursed to the tenant. The \$100.00 will be used to thoroughly clean the unit. Dogs and cats are acceptable pets, no exotic pets will be allowed. The second change is the addition of the Section 8 Homeownership program with a goal of five participants housed through the program. Commissioner Cole commented that he thought \$300.00 was a fair and reasonable amount for allowing a pet into the development. Commissioner Beckman noted that during the meetings with the tenants they were supportive of the policy and approved the \$300.00 deposit in order to have pets in their units. With no further questions or comments, a motion was made by Commissioner Beckman and seconded by Commissioner Lodermeier to close the public hearing. Passed unanimously.

The following resolution for PHA Certification of Compliance with the PHA Plans and Related Regulations was introduced by Commissioner Beniak, read in full and considered:

01/01/17/01

Commissioner Beckman moved that the foregoing resolution be adopted and introduced as read, which motion was seconded by Commissioner Cole and upon the roll call the AYES and NAYES were as follows:

AYES

Jack Roberts  
Robert Beniak  
Leonard Lodermeier  
Mary Lou Beckman  
John Cole

NAYES

**OLD BUSINESS:**

The addendum to the agenda was reviewed. Motion made by Commissioner Cole and seconded by Commissioner Lodermeier to accept the addendum to the agenda. Passed unanimously.

The minutes were reviewed and discussed from the regular meeting held on December 27, 2000. Motion made by Commissioner Cole seconded by Commissioner Lodermeier to approve the minutes. Passed unanimously.

Staff reviewed with Board the Financial Summary Reports. Motion was made by Commissioner Lodermeier and seconded by Commissioner Cole to approve the Financial Summary Report. Passed unanimously.

Staff reviewed the Section 8 monthly report. Staff requested approval of a resolution to adopt the revised payment standards for the Section 8 Housing Choice Voucher Program to bring rent payments in line with the Fair Market Rent (FMR) recommendations for each county. Goodhue County payment standard would be increased \$7 in each category, Winona County would be increased \$6 in each category, Wabasha County would be increased \$5 in each category, Houston County would be increased to 105% of FMR for one bedroom units only and all other units would be at FMR, Dodge County would be increased to 105% of FMR for all categories and Fillmore County would be increased \$5 in each category.

The following resolution was introduced by Commissioner Beniak, read in full and considered:

01/01/17/02

Commissioner Cole moved that the foregoing resolution be adopted and introduced as read, which motion was seconded by Commissioner Lodermeier and upon the roll call the AYES and NAYES were as follows:

**AYES**

Jack Roberts  
Robert Beniak  
Leonard Lodermeier  
Mary Lou Beckman  
John Cole

**NAYES**

The chairperson thereupon declared said motion carried and said resolution adopted.

Staff reviewed Public Housing monthly report.

Staff reviewed Rivers Edge monthly report and requested the Board to authorize a \$40 per unit increase in rent. Staff pointed out that the rent has not been increased since Rivers Edge was constructed in 1994. Motion made by Beckman and seconded by Roberts to authorize staff to increase rent \$40 per unit. Passed unanimously.

Staff reviewed Lake Pepin Plaza, Pepin Apartments, Greenview Estates, Parkview Court, Holden Meadows, Countryside Way, Whispering Woods, Trailside Terrace, and Rolling Hills monthly reports.

Staff updated the Board on reports for the Hayfield, Kenyon, Lewiston, Wabasha County (Reads Landing), Wabasha City SCDP, FTHB and the HOME Rental Rehab programs. Staff requested authorization from the Board to offer a \$65,000.00 bid for 3-1/2 lots in Reads Landing as part of the sewer project there. This offer was contingent on an appraisal at that value. Motion made by Commissioner Cole and seconded by Commissioner Lodermeier to authorize staff to offer \$65,000.00 for 3-1/2 lots in Reads Landing. Passed unanimously.

Staff recommended approval of SCDP loan Wab # 105 and PI # 123. Motion made by Commissioner Roberts and seconded by Commissioner Lodermeier to approve SCDP loan Wab # 105 and PI # 123. Passed unanimously.

Staff recommended approval of Elgin #114 subordination for \$92,849.00. Motion made by Commissioner Roberts and seconded by Commissioner Cole to approve subordination Elgin #114 for \$92,849.00. Passed unanimously. Staff recommended approval of CF #107 for \$130,000.00. Motion made by Commissioner Cole and seconded by Commissioner Lodermeier to approve subordination CF #107 for \$130,000.00. Passed unanimously. Staff recommended approval of SC #1 19 for \$93,750.00. Motion made by Commissioner Lodermeier and seconded by Commissioner Roberts to approve subordination SC #1 19 for \$93,750.00. Passed unanimously.

Staff updated the Board on the Public Housing Capital Improvement project.

Staff updated the Board on Candlewood Heights and Fuller Estates Projects.

Staff updated the Board on the Single Family Housing Projects.

Staff updated the Board on the Greenbriar II Zumbrota Project.

Staff updated the Board on the ongoing TIF projects.

Staff updated the Board on the Memory Lane lawsuit.

Staff updated the Board on the Dodge County EDA/HRA.

## **NEW BUSINESS:**

Staff updated the Board on the land acquisition in the City of St. Charles for housing development.

Staff updated the Board on the Wabasha Land Acquisition.

Staff updated the Board on the acquisition of land in the City of Elgin.

Staff requested approval of the rough draft of the 2001 Budget with revisions to be brought forth at a later time. Motion made by Commissioner Roberts and seconded by Commissioner Cole to approve the rough draft of the 2001 Budget. Passed unanimously.

Staff updated the Board on the City of West Concord land acquisition.

Staff informed the Board that their recent choice for board appointment, Rose Weber, was unable to fulfill her appointment due to health concerns. Commissioner Beniak then recommended the appointment of Manual Guajardo, Sr. to the Board to comply with HUDs requirement that there is representation on the Board from a participant of one of the HRA's programs. A motion was made by Commissioner Beckman and seconded by Commissioner Roberts to accept the Board members' recommendation that Manual Guajardo, Sr. be appointed to the SEMMCHRA board. Passed unanimously.

Staff updated the Board on efforts to secure more County Board involvement in SEMMCHRA activities.

Staff updated the Board on a prospective Lake City downtown redevelopment project.

Staff reviewed MN NAHRO 2001 Legislative Issues with the Board.

Staff updated the Board on the Lead Training for Construction Supervisors being held in Rochester.

There being no further business to come before the Board, on motion duly made by Commissioner Cole and seconded by Commissioner Lodermeier, the meeting was adjourned.

I certify that the above is a true and correct record of the proceedings of the Southeastern Minnesota Multi-County Housing and Redevelopment Authority at a regular meeting on January 17, 2001, at which a majority of the members of said Board were present.

(SEAL)

Mary Lou Beckman, Secretary

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

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

**Optional Table 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.

<b>Optional 5-Year Action Plan Tables</b>				
<b>Development Number</b>	<b>Development Name (or indicate PHA wide)</b>	<b>Number Vacant Units</b>	<b>% Vacancies in Development</b>	
MN197-006	713 West 6 <sup>th</sup> St., Wabasha, MN	2	5%	
<b>Description of Needed Physical Improvements or Management Improvements</b>			<b>Estimated Cost</b>	<b>Planned Start Date (HA Fiscal Year)</b>
General Apartment Rehab			480,000	2002
<b>Total estimated cost over next 5 years</b>			<b>480,000</b>	

# 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 MN46P19750101 FFY of Grant Approval: (01/2001)

Original Annual Statement

Line No.	Summary by Development Account	Total Estimated Cost
1	Total Non-CGP Funds,	N/A
2	1406 Operations	18,819.00
3	1408 Management Improvements	
4	1410 Administration	8,134.00
5	1411 Audit	
6	1415 Liquidated Damages	
7	1430 Fees and Costs	30,000.00
8	1440 Site Acquisition	
9	1450 Site Improvement	90,463.00
10	1460 Dwelling Structures	
11	1465.1 Dwelling Equipment-Nonexpendable	2,875.00
12	1470 Nondwelling Structures	5,300.00
13	1475 Nondwelling Equipment	21,500.00
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>	177,091.00
21	Amount of line 20 Related to LBP Activities	
22	Amount of line 20 Related to Section 504 Compliance	
23	Amount of line 20 Related to Security	
24	Amount of line 20 Related to Energy Conservation Measures	

**Part 11**  
**The Capital Fund Program Annual Statement – MN197 - FY - 2001**

Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Total Estimated Cost
MN 197003	Roof , gutters, downs	1450	7,000
MN 197005/197006	Lawn Plantings	1450	39,175
MN197006	General Apartment Rehab	1450	33,638
MN197003	Driveway Repair/Replacement	1450	9,350
MN197003	Siding	1450	1,300
MN 197003	Stoves & Refrigerators	1465.1	2,875
MN 1976006	Repair 3 storage sheds	1470	5,300
MN 197005/197006	Laundry rooms	1475	5,000
MN 197005	Furniture	1475	7,500
MN 197005	Lawn Tractor	1475	9,000
AW	Costs & Fees	1430	30,000
AW	Administration	1410	8,134
AW	Operations	1406	18,819

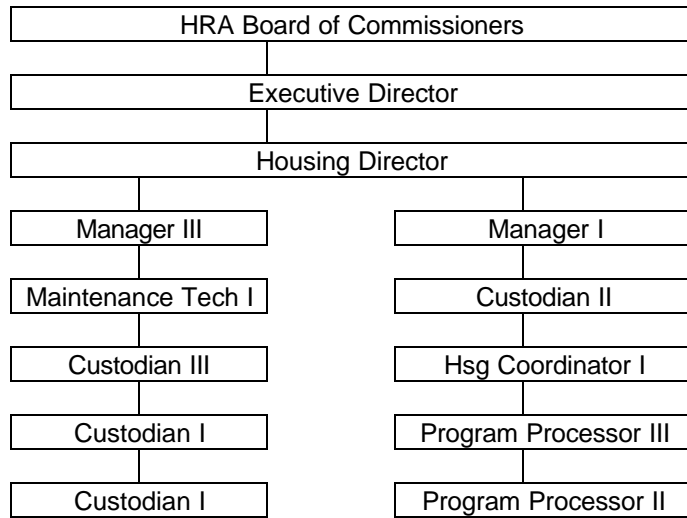


**Annual Statement - MN197 FY – 2001**  
**Capital Fund Program (CFP) Part III: Implementation Schedule**

Development Number/Name HA-Wide Activities	All Funds Obligated (Quarter Ending Date)	All Funds Expended (Quarter Ending Date)
HA - wide	June 30, 2003	June 30, 2004
MN197-003	June 30,2003	June 30, 2004
MN197-005	June 30,2003	June 30, 2004
MN197-006	June 30,2003	June 30,2004

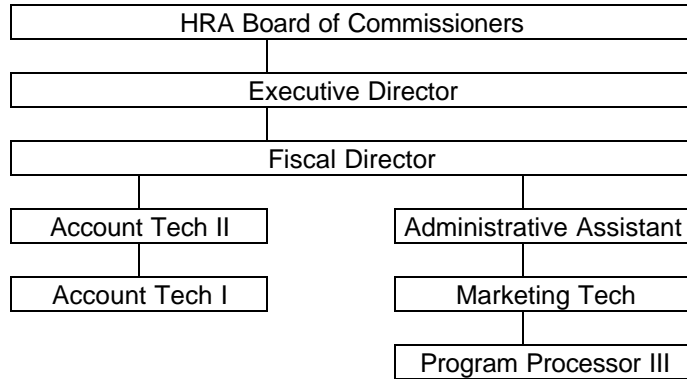
**Southeastern Minnesota Multi-County Housing and Redevelopment Authority  
Assisted Housing Organizational Chart**

Page 1 of 3



**Southeastern Minnesota Multi-County Housing and Redevelopment Authority  
Administrative Organizational Chart**

Page 2 of 3



**Southeastern Minnesota Multi-County Housing and Redevelopment Authority  
Community Development Organizational Chart**

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