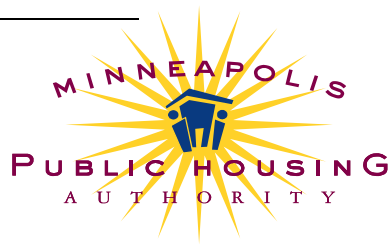


U.S. Department of Housing and Urban Development  
Office of Public and Indian Housing

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# **MPHA Comprehensive Agency Plan**

5 Year Plan for Federal Fiscal Years 2001-2005  
(PHA Fiscal Years 2002-2006)

Annual Plan for Federal Fiscal Year 2004  
(PHA Fiscal Year 2005)

*Submitted by Cora McCorvey, Executive Director*

Minneapolis Public Housing Authority  
1001 Washington Avenue North  
Minneapolis, MN 55401

**MPHA Website:** [www.mphaonline.org](http://www.mphaonline.org)

***Approved by the MPHA Board of Commissioners on June 23, 2004***

EQUAL EMPLOYMENT OPPORTUNITY – EQUAL HOUSING OPPORTUNITY

**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:** Minneapolis Public Housing Authority

**PHA Number:** MN002

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

### Public Access to Information

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

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

### Display Locations For PHA Plans and Supporting Documents

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

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

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

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

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

**A. Mission**

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

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

The mission of the Minneapolis Public Housing Authority is to promote and deliver quality, well-managed homes to a diverse low-income population; and as a valued partner, contribute to the well-being of the individuals, families and community we serve.

**B. Goals**

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

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

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

- Concentrate on efforts to improve specific management functions:  
(list; e.g., public housing finance; voucher unit inspections)  
*Voucher unit inspections, rent calculation public housing & Section 8.*
  - Renovate or modernize public housing units:
  - Demolish or dispose of obsolete public housing:
  - Provide replacement public housing:
  - Provide replacement vouchers:
  - Other: (list below)
- PHA Goal: Increase assisted housing choices
- Objectives:
- Provide voucher mobility counseling:
  - Conduct outreach efforts to potential voucher landlords
  - Increase voucher payment standards
  - Implement voucher homeownership program:  
(ongoing *Moving to Work*)  
( *Section 8 Homeownership Program*)
  - Implement public housing or other homeownership programs:
  - Implement public housing site-based waiting lists:
  - Convert public housing to vouchers:
  - Other: (list below)

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

- PHA Goal: Provide an improved living environment
- Objectives:
- Implement measures to deconcentrate poverty by bringing higher income public housing households into lower income developments:
  - Implement measures to promote income mixing in public housing by assuring access for lower income families into higher income developments:
  - Implement public housing security improvements:
  - Designate developments or buildings for particular resident groups (elderly, persons with disabilities)
  - Other: (list below)

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

- PHA Goal: Promote self-sufficiency and asset development of assisted households  
Objectives:
  - Increase the number and percentage of employed persons in assisted families:
  - Provide or attract supportive services to improve assistance recipients' employability:
  - Provide or attract supportive services to increase independence for the elderly or families with disabilities.
  - Other: (list below)
    - *VOA Senior Resources (Social Workers provided for highrise buildings)*
    - Family Self Sufficiency Program, Assisted Living Programs, Moving Home (Moving to Work Section 8 Homeownership Demonstration Program), Section 3 Employment and Contracting Program.*

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

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

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

The Minneapolis Public Housing Authority reserves its right to exercise, to the fullest extent authorized by law, the rights granted to a public housing agency, as more particularly enumerated under Section 13 of the Housing Act of 1937, as amended, in order to engage in activities including subsidiaries, joint ventures, partnerships and/or other business arrangements.

**Annual PHA Plan**  
**PHA Fiscal Year 2004**  
[24 CFR Part 903.7]

**i. Annual Plan Type:**

Select which type of Annual Plan the PHA will submit.

**Standard Plan**

**Streamlined Plan:**

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

**Troubled Agency Plan**

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

[24 CFR Part 903.7 9 (r)]

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

**Attachment mn002a03**

**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**

|  | <u>Page #</u> |
|--|---------------|
| <b>Annual Plan</b>                                   |               |
| i. Table of Contents                                 | 1             |
| 1. Housing Needs                                     | 5             |
| 2. Financial Resources                               | 13            |
| 3. Policies on Eligibility, Selection and Admissions | 14            |
| 4. Rent Determination Policies                       | 24            |
| 5. Operations and Management Policies                | 28            |
| 6. Grievance Procedures                              | 29            |
| 7. Capital Improvement Needs                         | 30            |
| 8. Demolition and Disposition                        | 32            |
| 9. Designation of Housing                            | 38            |
| 10. Conversions of Public Housing                    | 44            |
| 11. Homeownership                                    | 45            |
| 12. Community Service Programs                       | 47            |
| 13. Crime and Safety                                 | 49            |
| 14. Pets (Inactive for January 1 PHAs)               | 51            |

|   |     |
|---|-----|
| 15. Civil Rights Certifications (included with PHA Plan Certifications) | 51  |
| 16. Audit   | 51  |
| 17. Asset Management  | 52  |
| 18. Other Information   | 52  |
| 19. Executive Summary   | 56  |
| 20. Reasonable Accommodation Policy                                     | 67  |
| 21. Limited English Proficiency Procedure (LEP)                         | 75  |
| 22. Definition of Substantial Deviation                                 | 81  |
| 23. Voluntary Conversion Require Initial Assessment                     | 82  |
| 24. Section 8 Project Based Vouchers Statement                          | 83  |
| 25. Section 8 Homeownership Capacity Statement                          | 84  |
| 26. MPHA Homeownership Programs   | 85  |
| 27. Announcement of Membership of the Resident Advisory Board           | 86  |
| 28. Resident Advisory Board and Other Comments & Responses              | 87  |
| 29. MPHA's Progress in Meeting Its 5 Year Plan Goals                    | 100 |
| 30. MPHA's Admissions Policy for Deconcentration                        | 105 |

## 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:

- L Admissions Policy for Deconcentration
- M FY 2004 Capital Fund Program Annual Statement
- Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)
- I Membership of the Resident Advisory Board(s)
- K Brief statement of progress in meeting the Five-Year Plan Mission and Goals.
- Resident Membership of the PHA Governing Board.
- D Definition of Substantial Deviation and Significant Amendment or Modification.

### Optional Attachments:

- PHA Management Organizational Chart
- N FY 2001 Capital Fund Program 5 Year Action Plan
- Public Housing Drug Elimination Program (PHDEP) Plan
- J Comments of Resident Advisory Board or Boards and other Comments and Responses (must be attached if not included in PHA Plan text)
- Other (List below, providing each attachment name)
  - A Executive Summary
  - B Reasonable Accommodation Policy
  - C Limited English Proficiency (LEP) Plan
  - E Voluntary Conversion Required Initial Assessment

- F Section 8 Project Based Vouchers Statement
- G Section 8 Homeownership Capacity Statement
- H MPHA Homeownership Programs
- O Capital Fund Program Performance & Evaluation Report

**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:<br>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:<br>Housing Needs                                |
| X  | Most recent board-approved operating budget for the public housing program  | Annual Plan:<br>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 |
| X  | Public Housing Deconcentration and Income Mixing Documentation:<br>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<br>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   | 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 type="checkbox"/> check here if included in the public housing A & O Policy  |   |
| X  | Schedule of flat rents offered at each public housing development<br><input type="checkbox"/> check here if included in the public housing A & O Policy   | Annual Plan: Rent Determination                   |
| X  | Section 8 rent determination (payment standard) policies<br><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<br><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<br><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                        |
| X  | 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                        |
| X  | Approved or submitted applications for demolition and/or disposition of public housing  | Annual Plan: Demolition and Disposition           |
| X  | Approved or submitted applications for designation of public housing (Designated Housing Plans)   | Annual Plan: Designation of Public Housing        |
| X  | 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         |
| X  | Approved or submitted public housing homeownership programs/plans   | Annual Plan: Homeownership                        |
| X  | Policies governing any Section 8 Homeownership program<br><input type="checkbox"/> check here if included in the Section 8 Administrative Plan  | Annual Plan: Homeownership                        |
| X  | 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                            |

| <b>List of Supporting Documents Available for Review</b> |  |   |
|--|--|---|
| <b>Applicable &amp; On Display</b>                       | <b>Supporting Document</b>   | <b>Applicable Plan Component</b>                  |
|  |  | 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 |
|  | The most recent Public Housing Drug Elimination Program (PHEDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)                        | Annual Plan: Safety and Crime Prevention          |
| X  | The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U. S.C. 1437c(h)), the results of that audit and the PHA's response to any findings | Annual Plan: Annual Audit                         |
|  | Troubled PHAs: MOA/Recovery Plan   | Troubled PHAs                                     |
|  | Other supporting documents (optional)<br>(list individually; use as many lines as necessary)   | (specify as needed)                               |
|  |  |   |

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

[24 CFR Part 903.7 9 (a)]

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

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

| <b>Housing Needs of Families in the Jurisdiction<br/>by Family Type</b> |                |                       |               |                |                       |             |                  |
|---|----------------|-----------------------|---------------|----------------|-----------------------|-------------|------------------|
| <b>Family Type</b>  | <b>Overall</b> | <b>Afford-ability</b> | <b>Supply</b> | <b>Quality</b> | <b>Access-ibility</b> | <b>Size</b> | <b>Loca-tion</b> |
| Income <= 30% of AMI  | 29,206         | 5                     | 5             | 2              | 4                     | 4           | 4                |
| Income >30% but <=50% of AMI  | 15,522         | 5                     | 5             | 2              | 4                     | 4           | 4                |
| Income >50% but <80% of AMI   | 30,831         | 4                     | 5             | 2              | 3                     | 3           | 3                |
| Elderly   | 16,054         | 4                     | 4             | 1              | 3                     | 1           | 1                |
| Families with Disabilities*<br>Includes single,                         | *31,857        | 4                     | 4             | 2              | 5                     | 1           | 2                |

| <b>Housing Needs of Families in the Jurisdiction<br/>by Family Type</b> |         |                    |        |         |                    |      |               |
|---|---------|--------------------|--------|---------|--------------------|------|---------------|
| Family Type   | Overall | Afford-<br>ability | Supply | Quality | Access-<br>ibility | Size | Loca-<br>tion |
| non-elderly and<br>special needs<br>households                          |         |                    |        |         |                    |      |               |
| Small Families<br>(2-4)   | *12,043 | 4                  | 3      | 3       | 2                  | 4    | 4             |
| Large Families<br>(5+)  | *4,525  | 4                  | 5      | 5       | 3                  | 5    | 4             |
| White   | *N/A    | 5                  | 5      | 2       | 3                  | 3    | 3             |
| Black   | 6,809   | 5                  | 5      | 2       | 3                  | 3    | 3             |
| Hispanic  | 689     | 5                  | 5      | 2       | 3                  | 4    | 4             |
| Native American   | *N/A    | 5                  | 5      | 2       | 3                  | 3    | 4             |
| Asian   | *N/A    | 5                  | 5      | 2       | 3                  | 4    | 4             |

\*Rental households only. 2004 CHAS did not separate these categories for homeowners. There are 21, 794 non-elderly homeowners reported..

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& Draft 2004
- 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)  
\* *Wait List - 2004*

## 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.

| Housing Needs of Families on the Waiting List  |               |                     |                 |
|--|---------------|---------------------|-----------------|
| Waiting list type: (select one)  |               |                     |                 |
| <input type="checkbox"/> Section 8 tenant-based assistance                                       |               |                     |                 |
| <input checked="" type="checkbox"/> Public Housing   |               |                     |                 |
| <input type="checkbox"/> Combined Section 8 and Public Housing                                   |               |                     |                 |
| <input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional) |               |                     |                 |
| If used, identify which development/subjurisdiction:   |               |                     |                 |
|  | # of families | % of total families | Annual Turnover |
| Waiting list total   | 7,367         |                     |                 |
| Extremely low income <=30% AMI   | 6,630         | 90%                 |                 |
| Very low income (>30% but <=50% AMI)   | 663           | 9%                  |                 |
| Low income (>50% but <80% AMI)   | 74            | 1%                  |                 |
| Families with children   | 3,501         | 47%                 |                 |
| Elderly families   | 334           | 5%                  |                 |
| Families with Disabilities   | 347           | 5%                  |                 |
| White  | 1,031         | 14%                 |                 |
| Black  | 5,747         | 78%                 |                 |
| Native American  | 221           | 3%                  |                 |
| Asian  | 368           | 5%                  |                 |
| Hispanic   | 147           | 2%                  |                 |
| Non-Hispanic   | 7,220         | 98%                 |                 |
| Characteristics by Bedroom Size (Public Housing Only)  |               |                     |                 |
| 1BR  | 3,933         | 54%                 |                 |
| 2 BR   | 1,714         | 23%                 |                 |

| Housing Needs of Families on the Waiting List   |       |     |  |
|---|-------|-----|--|
| 3 BR  | 1,250 | 17% |  |
| 4 BR  | 371   | 5%  |  |
| 5 BR  | 99    | 1%  |  |
| 5+ BR   |       |     |  |
| Is the waiting list closed (select one)? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes (Open for 0-1 bedroom highrise units for near elderly, elderly and disabled only. Closed for 2-6 bedroom units.) |       |     |  |
| If yes:   |       |     |  |
| How long has it been closed (# of months)? 24 Months  |       |     |  |
| Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes  |       |     |  |
| Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes  |       |     |  |

| Housing Needs of Families on the Waiting List        |   |                     |                 |
|--|---|---------------------|-----------------|
| Waiting list type: (select one)                      |   |                     |                 |
| <input checked="" type="checkbox"/>                  | Section 8 tenant-based assistance                                       |                     |                 |
| <input type="checkbox"/>                             | Public Housing  |                     |                 |
| <input type="checkbox"/>                             | Combined Section 8 and Public Housing                                   |                     |                 |
| <input type="checkbox"/>                             | Public Housing Site-Based or sub-jurisdictional waiting list (optional) |                     |                 |
| If used, identify which development/subjurisdiction: |   |                     |                 |
|  | # of families   | % of total families | Annual Turnover |
| Waiting list total                                   | 6,917   | 100%                | 1380            |
| Extremely low income <=30% AMI                       | 5,879   | 85%                 |                 |
| Very low income (>30% but <=50% AMI)                 | 553   | 8%                  |                 |
| Low income (>50% but <80% AMI)                       | 278   | 4%                  |                 |
| Over 80% AMI   | 207   | 3%                  |                 |
| Families with children                               | 4,090   | 59%                 |                 |
| Elderly families                                     | 285   | 4%                  |                 |
| Families with Disabilities                           | 2,146   | 31%                 |                 |
| White  | 1,522   | 22%                 |                 |
| Black  | 4,982   | 72%                 |                 |
| Native American                                      | 346   | 5%                  |                 |

| Housing Needs of Families on the Waiting List   |       |     |  |
|---|-------|-----|--|
| Asian   | 69    | 1%  |  |
| Hispanic  | 169   | 2%  |  |
| Non-Hispanic  | 6,748 | 98% |  |
| Characteristics by Bedroom Size (Public Housing Only)   |       |     |  |
| 0BR   |       |     |  |
| 1BR   |       |     |  |
| 2 BR  |       |     |  |
| 3 BR  |       |     |  |
| 4 BR  |       |     |  |
| 5 BR  |       |     |  |
| 5+ BR   |       |     |  |
| <p>Is the waiting list closed (select one)? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes If yes:</p> <p>How long has it been closed (# of months)? 13 Months (as of the end of June 2004)</p> <p>Does the PHA expect to reopen the list in the PHA Plan year? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes</p> <p>Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes</p> <ul style="list-style-type: none"> <li>◆ <i>Public Housing Transfers</i></li> <li>◆ <i>Opt-Outs</i></li> <li>◆ <i>Families referred by the Minneapolis school district to be housed in the community surrounding the school attended by the children living in the household</i></li> <li>◆ <i>Mainstream Disabled</i></li> <li>◆ <i>Project Based Program Completion transfers</i></li> <li>◆ <i>Homeless families recovering from an addiction accepted into a program that provides housing and services intended to promote the continued recovery of the family</i></li> <li>◆ <i>Waiting List families in concentrated areas moving to non-concentrated areas will receive opportunities for a Hollman Voucher.</i></li> </ul> |       |     |  |

### 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)
  - *Work with CPED to implement Senior Affordable Housing Policy.*
  - *Explore possibility of selling MPHA properties and purchase other properties with proceeds.*
  - *Explore possibilities of issuing bonds as a mechanism for financing other affordable housing.*
  - *Explore possibility of fully utilizing MPHA's ACC authority.*
  - *Explore possibility of being a receiver for Tenant Remedies Act actions.*
  - *Purchase rental properties with Section 8 administrative funds for Section 8 and other affordable housing purposes.*

**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)  
*HUD has approved a designation plan of 11 public housing elderly buildings.*

**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 (*Through MPHA's Project Based Initiative*)
- 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)  
*Special outreach efforts to new immigrant residents regarding Agency Programs.*

**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:<br/>Planned Sources and Uses</b>                                      |                   |  |
|---|-------------------|--|
| <b>Sources</b>  | <b>Planned \$</b> | <b>Planned Uses</b>                              |
| <b>1. Federal Grants (FFY2004)</b>  |                   |  |
| a) Public Housing Operating Fund  | \$15,000,000      |  |
| b) Public Housing Capital Fund  | \$13,000,000      |  |
| c) HOPE VI Revitalization   | \$14,193,604      |  |
| d) HOPE VI Demolition   |                   |  |
| e) Annual Contributions for Section 8 Tenant-Based Assistance                                 | \$48,000,000      |  |
| f) Public Housing Drug Elimination Program (including any Technical Assistance funds)         |                   |  |
| g) Resident Opportunity and Self-Sufficiency Grants   | \$250,000         |  |
| h) Community Development Block Grant  | \$411,000         | General Rehabilitation<br>Resident Participation |
| i) HOME   |                   |  |
| Other Federal Grants (list below)   |                   |  |
| Section 8 Mod/Rehab   | \$1,500,000       | S8 Project Based Asst.                           |
| <b>2. Prior Year Federal Grants (unobligated funds only) (list below) FFY2003 &amp; Prior</b> |                   |  |
| Public Housing Drug Elimination   |                   |  |
| Development/Moving to Work S8 MTW   | 0                 | Public Housing Capital Improvements              |

| <b>Financial Resources:<br/>Planned Sources and Uses</b> |                   |                                     |
|--|-------------------|-------------------------------------|
| <b>Sources</b>   | <b>Planned \$</b> | <b>Planned Uses</b>                 |
| Capital Fund FFY2003                                     | \$2,000,000       | Public Housing Capital Improvements |
| <b>3. Public Housing Dwelling Rental Income</b>          | \$13,000,000      | Public Housing Operations           |
|  |                   |                                     |
| <b>4. Other income</b> (list below)                      |                   |                                     |
| Sales Service/Rooftop Leases                             | \$325,000         | Public Housing Operations           |
| Interest   | \$150,000         |                                     |
| <b>4. Non-federal sources</b> (list below)               |                   |                                     |
|  |                   |                                     |
| <b>Total Resources</b>                                   | \$107,829,600     |                                     |

### **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: (within an average of 6 months depending on availability)
- Other:

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) *Credit check, personal references*

- 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) *Under the terms of a Federal Consent Decree, MPHA refers applicants on the Low Rent Public Housing Waiting List to owners of property built as public housing replacement units. Those families may then be on a site-based waiting list maintained at each individual development.*

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

- PHA main administrative office
- PHA development site management office
- Other (list below) *Open houses at various sites, homeless shelters, nursing homes and home visits.*

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 -- Family Units
- Two
- Three or More – Highrise Units

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) *Up to a maximum of 15 occupancy transfers per month.*

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)  
*Elderly or disabled*  
*Near elderly*

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.

## 5 Date and Time

Former Federal preferences:

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

Other preferences (select all that apply)

- Working families and those unable to work because of age or disability
- 6 Veterans and veterans' families
- 5 Residents who live and/or work in the jurisdiction
- 4 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

3 Victims of reprisals or hate crimes

Other preference(s) (list below)

1 Elderly or disabled (*Highrise Units Only*)

2 Near elderly (*Highrise Units Only*)

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)

Security Guard Post Orders

Agency Plan

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**

#### **Component 3, (6) Deconcentration and Income Mixing**

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

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

If yes, list these developments as follows:

**Deconcentration Policy for Covered Developments**

| Development Name:             | Number of Units | Explanation (if any) [see step 4 at §903.2(c)(1)(iv)] | Deconcentration policy (if no explanation) [see step 5 at §903.2(c)(1)(v)] |
|-------------------------------|-----------------|---|--|
| 1415 E 22 <sup>nd</sup>       | 129             |   |  |
| 1900 – 3 <sup>rd</sup> St NE  | 32              |   |  |
| 1515 Park                     | 182             |   |  |
| 1707 – 3 <sup>rd</sup> Avenue | 199             |   |  |
|                               |                 |   |  |
|                               |                 |   |  |
| 315 Lowry Ave N               | 193             |   |  |
|                               |                 |   |  |
|                               |                 |   |  |
|                               |                 |   |  |
|                               |                 |   |  |

**\*\*NOTE:** While projects 2,3,5,39,48,53,58 and 81 have incomes above or below 85% to 115% because they are scattered site units, by nature they are deconcentrated and will not be included in the Plan.

## B. Section 8

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

### (1) Eligibility

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

e. Indicate what kinds of information you share with prospective landlords? (select all that apply)

- Criminal or drug-related activity  
 Other (describe below)  
*Current and past rental history if available.*

**(2) Waiting List Organization**

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

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

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

- PHA main administrative office  
 Other (list below)  
*By US Mail as indicated in the public notice for opening the waiting list.*

**(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:

The initial term of the voucher will be 90 days and will be stated on the Housing Choice Voucher.

The Housing Authority may grant one or more extensions of the term, but the initial term plus any extensions will not exceed 120 calendar days from the initial date of issuance without an extraordinary reason. To obtain an extension, the family must make a request in writing prior to the expiration date. A statement of the efforts the family has made to find a unit must accompany the request. A sample extension request form and a form for recording their search efforts will be included in the family's briefing packet. If the family documents their efforts and additional time can reasonably be expected to result in success, the Housing Authority will grant the length of request sought by the family or 30 days, whichever is less.

If the family includes a person with disabilities and the family requires an extension due to the disability, the Housing Authority will as a reasonable accommodation grant an extension allowing the family an additional 120 days of search time.

**(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)
- ◆ *Lease in Place.*
  - ◆ *Waiting List families in concentrated areas moving to non-concentrated areas will receive opportunities for a Hollman Voucher.*
  - ◆ *Mainstream disabled Hollman Program.*
  - ◆ *Homeless families recovering from an addiction accepted into a program that provides housing and services intended to promote the continued recovery of the family.*

- ◆ *Families referred by the Minneapolis school district to be housed in the community surrounding the school attended by the children living in the household.*
- ◆ *Single parent head of household enrolled full-time in an accredited educational institution and referred by a service provider who provides affordable housing with services.*
- ◆ *Public Housing residents who have been approved to participate in MPHA's Homeownership Program.*

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.

2 Date and Time

Former Federal preferences

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

Other preferences (select all that apply)

- Working families and those unable to work because of age or disability
- 1 Veterans and veterans' families
- 1 Residents who live and/or work in your jurisdiction
- 1 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)

- 10 Lease in place*
- 10 Waiting List families in concentrated areas moving to non-concentrated areas will receive opportunities for a Hollman Voucher.*
- 10 Mainstream disabled Hollman Program.*
- 10 Homeless families recovering from an addiction accepted into a program that provides housing and services intended to promote the continued recovery of the family.*

- 10 Families referred by the Minneapolis school district to be housed in the community surrounding the school attended by the children living in the household.
- 10 Single parent head of household enrolled full-time in an accredited educational institution and referred by a service provider who provides affordable housing with services.
- 10 Public Housing residents who have been approved to participate in MPHA's Section 8 Homeownership

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

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

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

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

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

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

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

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

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

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

- Through published notices - *English, Somali, Hmong, Laotian and Spanish*
- Other (list below)  
*To reach persons who don't read, the Agency utilizes broadcast media, including Talking Book Radio and Public Service Announcements.  
For Hollman vouchers specific mailings to eligible Hollman class members.*

**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:

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?

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

*20% for 0 bedrooms at Project MN002-026, Rainbow Terrace, 1710 Plymouth*

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:  
*20% for 0 bedrooms at Project MN002-026, Rainbow Terrace, 1710 Plymouth*
- 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) *For Interim rent increases will exclude income such that rent will not exceed the established flat rent.*

e. Ceiling rents

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

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

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

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

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

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

f. Rent re-determinations:

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

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

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

**(2) Flat Rents**

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

- The section 8 rent reasonableness study of comparable housing
- Survey of rents listed in local newspaper
- Survey of similar unassisted units in the neighborhood
- Other (list/describe below)  
*Based on rent reasonableness of non-assisted housing absent various amenities including carpet, dishwashers, garbage disposal, etc.*

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

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

**(1) Payment Standards**

Describe the voucher payment standards and policies.

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

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

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

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

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

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

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

- Annually
- Other (list below)

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

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

## **(2) Minimum Rent**

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

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

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

## **5. Operations and Management**

[24 CFR Part 903.7 9 (e)]

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

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

Describe the PHA's management structure and organization.

(select one)

- An organization chart showing the PHA's management structure and organization is attached.
- A brief description of the management structure and organization of the PHA follows:

**B. HUD Programs Under PHA Management**

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

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

**C. Management and Maintenance Policies**

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

- (1) Public Housing Maintenance and Management: (list below)
- (2) Section 8 Management: (list below)

**6. PHA Grievance Procedures**

[24 CFR Part 903.7 9 (f)]

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

### **A. Public Housing**

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

If yes, list additions to federal requirements below:

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

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

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

If yes, list additions to federal requirements below:

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

## **7. Capital Improvement Needs**

[24 CFR Part 903.7 9 (g)]

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

### **A. Capital Fund Activities**

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

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

Using parts I, II, and III of the Annual Statement for the Capital Fund Program (CFP), identify capital activities the PHA is proposing for the upcoming year to ensure long-term physical and social viability

of its public housing developments. This statement can be completed by using the CFP Annual Statement tables provided in the table library at the end of the PHA Plan template **OR**, at the PHA's option, by completing and attaching a properly updated HUD-52837.

Select one:

The Capital Fund Program Annual Statement is provided as an attachment to the PHA Plan at Attachment (state name) **mn002m03**

-or-

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

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

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

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

b. If yes to question a, select one:

The Capital Fund Program 5-Year Action Plan is provided as an attachment to the PHA Plan at Attachment **mn002n03**

-or-

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

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

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

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

1. Development name: ***Bryants Replacement***
2. Development (project) number: ***MN002-050***.
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:  
*MPHA may partner with developers in a mixed finance deal to replace Hollman units. MPHA will list such projects when they are determined.*

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:  
*Numerous scattered site replacement activities related to the Hollman Consent decree and the replacement of other scattered site units that have recently been disposed. In addition, MPHA plans to convert unused storage space in some of its highrises to operational public housing units. These activities will increase MPHA's public housing inventory by 3-8 units.*

## **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:   | Scattered Site   |
| 1b. Development (project) number:                                   | MN02-039   |
| 2. Activity type:   | Demolition <input type="checkbox"/><br>Disposition <input checked="" type="checkbox"/>   |
| 3. Application status (select one)                                  | Approved <input type="checkbox"/><br>Submitted, pending approval <input type="checkbox"/><br>Planned application <input checked="" type="checkbox"/> |
| 4. Date application approved, submitted, or planned for submission: | <u>(01/10/04)</u>  |
| 5. Number of units affected:  | 4  |
| 6. Coverage of action (select one)                                  | <input checked="" type="checkbox"/> Part of the development<br><input type="checkbox"/> Total development  |
| 7. Timeline for activity:   | a. Actual or projected start date of activity: 01/10/04<br>b. Projected end date of activity: 31/03/05   |

| <b>Demolition/Disposition Activity Description</b>                  |  |
|---|--|
| 1a. Development name:   | Glenwood   |
| 1b. Development (project) number:                                   | MN02-004   |
| 2. Activity type:   | Demolition <input type="checkbox"/><br>Disposition <input checked="" type="checkbox"/>   |
| 3. Application status (select one)                                  | Approved <input type="checkbox"/><br>Submitted, pending approval <input type="checkbox"/><br>Planned application <input checked="" type="checkbox"/> |
| 4. Date application approved, submitted, or planned for submission: | <u>(01/10/04)</u>  |
| 5. Number of units affected:  | 0 (Land Only)  |
| 6. Coverage of action (select one)                                  | <input checked="" type="checkbox"/> Part of the development  |

|   |
|---|
| <input type="checkbox"/> Total development  |
| 7. Timeline for activity:<br>a. Actual or projected start date of activity: 01/10/04<br>b. Projected end date of activity: 30/09/05 |

| <b>Demolition/Disposition Activity Description</b>   |
|--|
| 1a. Development name: Lyndale<br>1b. Development (project) number: MN02-003  |
| 2. Activity type: Demolition <input type="checkbox"/><br>Disposition <input checked="" type="checkbox"/>   |
| 3. Application status (select one)<br>Approved <input type="checkbox"/><br>Submitted, pending approval <input type="checkbox"/><br>Planned application <input checked="" type="checkbox"/> |
| 4. Date application approved, submitted, or planned for submission: (01/10/04)   |
| 5. Number of units affected: 0 (Land Only)   |
| 6. Coverage of action (select one)<br><input checked="" type="checkbox"/> Part of the development<br><input type="checkbox"/> Total development  |
| 7. Timeline for activity:<br>a. Actual or projected start date of activity: 01/10/04<br>b. Projected end date of activity: 30/09/05  |

| <b>Demolition/Disposition Activity Description</b>   |
|--|
| 1a. Development name: Scattered Site<br>1b. Development (project) number: MN02-013   |
| 2. Activity type: Demolition <input type="checkbox"/><br>Disposition <input checked="" type="checkbox"/>   |
| 3. Application status (select one)<br>Approved <input type="checkbox"/><br>Submitted, pending approval <input type="checkbox"/><br>Planned application <input checked="" type="checkbox"/> |

|   |
|---|
| 4. Date application approved, submitted, or planned for submission: <u>(01/10/04)</u>   |
| 5. Number of units affected: 4  |
| 6. Coverage of action (select one)<br><input checked="" type="checkbox"/> Part of the development<br><input type="checkbox"/> Total development |
| 7. Timeline for activity:<br>a. Actual or projected start date of activity: 01/10/04<br>b. Projected end date of activity: 30/03/05             |

| <b>Demolition/Disposition Activity Description</b>   |
|--|
| 1a. Development name: Scattered Site<br>1b. Development (project) number: MN02-058   |
| 2. Activity type: Demolition <input type="checkbox"/><br>Disposition <input checked="" type="checkbox"/>   |
| 3. Application status (select one)<br>Approved <input type="checkbox"/><br>Submitted, pending approval <input type="checkbox"/><br>Planned application <input checked="" type="checkbox"/> |
| 4. Date application approved, submitted, or planned for submission: <u>(01/10/04)</u>  |
| 5. Number of units affected: 1   |
| 6. Coverage of action (select one)<br><input checked="" type="checkbox"/> Part of the development<br><input type="checkbox"/> Total development  |
| 7. Timeline for activity:<br>a. Actual or projected start date of activity: 01/10/04<br>b. Projected end date of activity: 30/06/05  |

| <b>Demolition/Disposition Activity Description</b>  |
|---|
| 1a. Development name: Scattered Site<br>1b. Development (project) number: MN02-053  |
| 2. Activity type: Demolition <input type="checkbox"/><br>Disposition <input checked="" type="checkbox"/>                        |
| 3. Application status (select one)<br>Approved <input type="checkbox"/><br>Submitted, pending approval <input type="checkbox"/> |

|   |
|---|
| Planned application <input checked="" type="checkbox"/>   |
| 4. Date application approved, submitted, or planned for submission: <u>(30/10/04)</u>   |
| 5. Number of units affected: 1  |
| 6. Coverage of action (select one)<br><input checked="" type="checkbox"/> Part of the development<br><input type="checkbox"/> Total development |
| 7. Timeline for activity:<br>a. Actual or projected start date of activity: 30/10/04<br>b. Projected end date of activity: 30/06/05             |

| <b>Demolition/Disposition Activity Description</b>   |
|--|
| 1a. Development name: Scattered Site<br>1b. Development (project) number: MN02-044   |
| 2. Activity type: Demolition <input type="checkbox"/><br>Disposition <input checked="" type="checkbox"/>   |
| 3. Application status (select one)<br>Approved <input type="checkbox"/><br>Submitted, pending approval <input type="checkbox"/><br>Planned application <input checked="" type="checkbox"/> |
| 4. Date application approved, submitted, or planned for submission: <u>(30/10/04)</u>  |
| 5. Number of units affected: 1   |
| 6. Coverage of action (select one)<br><input checked="" type="checkbox"/> Part of the development<br><input type="checkbox"/> Total development  |
| 7. Timeline for activity:<br>a. Actual or projected start date of activity: 30/10/04<br>b. Projected end date of activity: 30/06/05  |

| <b>Demolition/Disposition Activity Description</b>   |
|--|
| 1a. Development name: Scattered Site<br>1b. Development (project) number: MN02-043   |
| 2. Activity type: Demolition <input type="checkbox"/><br>Disposition <input checked="" type="checkbox"/>   |
| 3. Application status (select one)<br>Approved <input type="checkbox"/><br>Submitted, pending approval <input type="checkbox"/><br>Planned application <input checked="" type="checkbox"/> |
| 4. Date application approved, submitted, or planned for submission: <u>(30/10/04)</u>  |

|   |
|---|
| 5. Number of units affected: 1  |
| 6. Coverage of action (select one)<br><input checked="" type="checkbox"/> Part of the development<br><input type="checkbox"/> Total development |
| 7. Timeline for activity:<br>a. Actual or projected start date of activity: 30/10/04<br>b. Projected end date of activity: 30/06/05             |

| <b>Demolition/Disposition Activity Description</b>   |
|--|
| 1a. Development name: Scattered Site<br>1b. Development (project) number: MN02-047   |
| 2. Activity type: Demolition <input type="checkbox"/><br>Disposition <input checked="" type="checkbox"/>   |
| 3. Application status (select one)<br>Approved <input type="checkbox"/><br>Submitted, pending approval <input type="checkbox"/><br>Planned application <input checked="" type="checkbox"/> |
| 4. Date application approved, submitted, or planned for submission: <u>(30/10/04)</u>  |
| 5. Number of units affected: 1   |
| 6. Coverage of action (select one)<br><input checked="" type="checkbox"/> Part of the development<br><input type="checkbox"/> Total development  |
| 7. Timeline for activity:<br>a. Actual or projected start date of activity: 30/10/04<br>b. Projected end date of activity: 30/06/05  |

| <b>Demolition/Disposition Activity Description</b>   |
|--|
| 1a. Development name: Scattered Site<br>1b. Development (project) number: MN02-038   |
| 2. Activity type: Demolition <input type="checkbox"/><br>Disposition <input checked="" type="checkbox"/>   |
| 3. Application status (select one)<br>Approved <input type="checkbox"/><br>Submitted, pending approval <input type="checkbox"/><br>Planned application <input checked="" type="checkbox"/> |
| 4. Date application approved, submitted, or planned for submission: <u>(30/10/04)</u>  |
| 5. Number of units affected: 7   |

|   |
|---|
| 6. Coverage of action (select one)<br><input checked="" type="checkbox"/> Part of the development<br><input type="checkbox"/> Total development |
| 7. Timeline for activity:<br>a. Actual or projected start date of activity: 30/10/04<br>b. Projected end date of activity: 30/06/05             |

| <b>Demolition/Disposition Activity Description</b>   |
|--|
| 1a. Development name: Spring Manor Highrise<br>1b. Development (project) number: MN02-033  |
| 2. Activity type: Demolition <input type="checkbox"/><br>Disposition <input checked="" type="checkbox"/>   |
| 3. Application status (select one)<br>Approved <input type="checkbox"/><br>Submitted, pending approval <input type="checkbox"/><br>Planned application <input checked="" type="checkbox"/> |
| 4. Date application approved, submitted, or planned for submission: (01/10/04)   |
| 5. Number of units affected: 0 Land Only   |
| 6. Coverage of action (select one)<br><input checked="" type="checkbox"/> Part of the development<br><input type="checkbox"/> Total development  |
| 7. Timeline for activity:<br>a. Actual or projected start date of activity: 01/10/04<br>b. Projected end date of activity: 30/09/05  |

**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:  | Parker Skyview  |
| 1b. Development (project) number:  | MN002-35  |
| 2. Designation type:   | Occupancy by only the elderly <input checked="" type="checkbox"/><br>Occupancy by families with disabilities <input type="checkbox"/><br>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 checked="" type="checkbox"/><br>Submitted, pending approval <input type="checkbox"/><br>Planned application <input type="checkbox"/>  |
| 4. Date this designation approved, submitted, or planned for submission: | <u>(11/08/94)</u>   |
| 5. If approved, will this designation constitute a (select one)          | <input type="checkbox"/> New Designation Plan<br><input checked="" type="checkbox"/> Revision of a previously-approved Designation Plan?  |
| 6. Number of units affected:   | 333   |
| 7. Coverage of action (select one)                                       | <input type="checkbox"/> Part of the development<br><input checked="" type="checkbox"/> Total development   |

| <b>Designation of Public Housing Activity Description</b>                |   |
|--|---|
| 1a. Development name:  | Riverside   |
| 1b. Development (project) number:  | MN002-17  |
| 2. Designation type:   | Occupancy by only the elderly <input checked="" type="checkbox"/><br>Occupancy by families with disabilities <input type="checkbox"/><br>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 checked="" type="checkbox"/><br>Submitted, pending approval <input type="checkbox"/><br>Planned application <input type="checkbox"/>  |
| 4. Date this designation approved, submitted, or planned for submission: | <u>(11/08/94)</u>   |
| 5. If approved, will this designation constitute a (select one)          | <input type="checkbox"/> New Designation Plan<br><input checked="" type="checkbox"/> Revision of a previously-approved Designation Plan?  |

|   |
|---|
| 6. Number of units affected: 150<br>7. Coverage of action (select one)<br><input type="checkbox"/> Part of the development<br><input checked="" type="checkbox"/> Total development |
|---|

| <b>Designation of Public Housing Activity Description</b>   |
|---|
| 1a. Development name: Hamilton Manor<br>1b. Development (project) number: MN002-37  |
| 2. Designation type:<br>Occupancy by only the elderly <input checked="" type="checkbox"/><br>Occupancy by families with disabilities <input type="checkbox"/><br>Occupancy by only elderly families and families with disabilities <input type="checkbox"/> |
| 3. Application status (select one)<br>Approved; included in the PHA's Designation Plan <input checked="" type="checkbox"/><br>Submitted, pending approval <input type="checkbox"/><br>Planned application <input type="checkbox"/>                          |
| 4. Date this designation approved, submitted, or planned for submission: <u>(11/08/94)</u>  |
| 5. If approved, will this designation constitute a (select one)<br><input type="checkbox"/> New Designation Plan<br><input checked="" type="checkbox"/> Revision of a previously-approved Designation Plan?   |
| 6. Number of units affected: 219<br>7. Coverage of action (select one)<br><input type="checkbox"/> Part of the development<br><input checked="" type="checkbox"/> Total development   |

| <b>Designation of Public Housing Activity Description</b>   |
|---|
| 1a. Development name: Holland Highrise<br>1b. Development (project) number: MN002-32  |
| 2. Designation type:<br>Occupancy by only the elderly <input checked="" type="checkbox"/><br>Occupancy by families with disabilities <input type="checkbox"/><br>Occupancy by only elderly families and families with disabilities <input type="checkbox"/> |
| 3. Application status (select one)<br>Approved; included in the PHA's Designation Plan <input checked="" type="checkbox"/><br>Submitted, pending approval <input type="checkbox"/><br>Planned application <input type="checkbox"/>                          |
| 4. Date this designation approved, submitted, or planned for submission: <u>(11/08/94)</u>  |
| 5. If approved, will this designation constitute a (select one)<br><input type="checkbox"/> New Designation Plan<br><input checked="" type="checkbox"/> Revision of a previously-approved Designation Plan?   |
| 6. Number of units affected: 171  |

|  |
|--|
| <p>7. Coverage of action (select one)</p> <p><input type="checkbox"/> Part of the development</p> <p><input checked="" type="checkbox"/> Total development</p> |
|--|

| <b>Designation of Public Housing Activity Description</b>  |
|--|
| <p>1a. Development name: Horn terrace (2 Buildings)</p> <p>1b. Development (project) number: MN002-31</p>  |
| <p>2. Designation type:</p> <p>Occupancy by only the elderly <input checked="" type="checkbox"/></p> <p>Occupancy by families with disabilities <input type="checkbox"/></p> <p>Occupancy by only elderly families and families with disabilities <input type="checkbox"/></p> |
| <p>3. Application status (select one)</p> <p>Approved; included in the PHA's Designation Plan <input checked="" type="checkbox"/></p> <p>Submitted, pending approval <input type="checkbox"/></p> <p>Planned application <input type="checkbox"/></p>                          |
| <p>4. Date this designation approved, submitted, or planned for submission: <u>(11/08/94)</u></p>  |
| <p>5. If approved, will this designation constitute a (select one)</p> <p><input type="checkbox"/> New Designation Plan</p> <p><input checked="" type="checkbox"/> Revision of a previously-approved Designation Plan?</p>   |
| <p>6. Number of units affected: 328</p> <p>7. Coverage of action (select one)</p> <p><input checked="" type="checkbox"/> Part of the development</p> <p><input type="checkbox"/> Total development</p>   |

| <b>Designation of Public Housing Activity Description</b>  |
|--|
| <p>1a. Development name: Lyndale Manor</p> <p>1b. Development (project) number: MN002-25</p>   |
| <p>2. Designation type:</p> <p>Occupancy by only the elderly <input checked="" type="checkbox"/></p> <p>Occupancy by families with disabilities <input type="checkbox"/></p> <p>Occupancy by only elderly families and families with disabilities <input type="checkbox"/></p> |
| <p>3. Application status (select one)</p> <p>Approved; included in the PHA's Designation Plan <input checked="" type="checkbox"/></p> <p>Submitted, pending approval <input type="checkbox"/></p> <p>Planned application <input type="checkbox"/></p>                          |
| <p>4. Date this designation approved, submitted, or planned for submission: <u>(11/08/94)</u></p>  |
| <p>5. If approved, will this designation constitute a (select one)</p> <p><input type="checkbox"/> New Designation Plan</p> <p><input checked="" type="checkbox"/> Revision of a previously-approved Designation Plan?</p>   |
| <p>6. Number of units affected: 286</p>  |

|   |
|---|
| 7. Coverage of action (select one)                    |
| <input type="checkbox"/> Part of the development      |
| <input checked="" type="checkbox"/> Total development |

| <b>Designation of Public Housing Activity Description</b>                                  |
|--|
| 1a. Development name: Spring Manor   |
| 1b. Development (project) number: MN002-32   |
| 2. Designation type:   |
| Occupancy by only the elderly <input checked="" 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 checked="" type="checkbox"/>       |
| Submitted, pending approval <input type="checkbox"/>                                       |
| Planned application <input type="checkbox"/>   |
| 4. Date this designation approved, submitted, or planned for submission: <u>(11/08/94)</u> |
| 5. If approved, will this designation constitute a (select one)                            |
| <input type="checkbox"/> New Designation Plan  |
| <input checked="" type="checkbox"/> Revision of a previously-approved Designation Plan?    |
| 6. Number of units affected: 188   |
| 7. Coverage of action (select one)   |
| <input type="checkbox"/> Part of the development   |
| <input checked="" type="checkbox"/> Total development                                      |

| <b>Designation of Public Housing Activity Description</b>                                      |
|--|
| 1a. Development name: Heritage Commons at PondsEdge  |
| 1b. Development (project) number: MN002-050  |
| 2. Designation type:   |
| Occupancy by only the elderly <input checked="" 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 checked="" type="checkbox"/> * HOPE VI |
| Submitted, pending approval <input type="checkbox"/>   |
| Planned application <input type="checkbox"/>   |
| 4. Date this designation approved, submitted, or planned for submission: <u>(01/10/04)</u>     |
| 5. If approved, will this designation constitute a (select one)                                |
| <input type="checkbox"/> New Designation Plan?   |
| <input checked="" type="checkbox"/> Revision of a previously-approved Designation Plan         |
| 6. Number of units affected: 102   |
| 7. Coverage of action (select one)   |
| <input type="checkbox"/> Part of the development   |
| <input checked="" type="checkbox"/> Total development  |

| <b>Designation of Public Housing Activity Description</b>   |
|---|
| 1a. Development name: Cedar Highrise<br>1b. Development (project) number: MN002-30  |
| 2. Designation type:<br>Occupancy by only the elderly <input checked="" type="checkbox"/><br>Occupancy by families with disabilities <input type="checkbox"/><br>Occupancy by only elderly families and families with disabilities <input type="checkbox"/> |
| 3. Application status (select one)<br>Approved; included in the PHA's Designation Plan <input checked="" type="checkbox"/><br>Submitted, pending approval <input type="checkbox"/><br>Planned application <input type="checkbox"/>                          |
| 4. Date this designation approved, submitted, or planned for submission: (11/08/94)   |
| 5. If approved, will this designation constitute a (select one)<br><input type="checkbox"/> New Designation Plan<br><input checked="" type="checkbox"/> Revision of a previously-approved Designation Plan?   |
| 6. Number of units affected: 190<br>7. Coverage of action (select one)<br><input type="checkbox"/> Part of the development<br><input checked="" type="checkbox"/> Total development   |

| <b>Designation of Public Housing Activity Description</b>   |
|---|
| 1a. Development name: Signe Burckardt<br>1b. Development (project) number: MN002-18   |
| 2. Designation type:<br>Occupancy by only the elderly <input checked="" type="checkbox"/><br>Occupancy by families with disabilities <input type="checkbox"/><br>Occupancy by only elderly families and families with disabilities <input type="checkbox"/> |
| 3. Application status (select one)<br>Approved; included in the PHA's Designation Plan <input checked="" type="checkbox"/><br>Submitted, pending approval <input type="checkbox"/><br>Planned application <input type="checkbox"/>                          |
| 4. Date this designation approved, submitted, or planned for submission: (27/03/00)   |
| 5. If approved, will this designation constitute a (select one)<br><input type="checkbox"/> New Designation Plan<br><input checked="" type="checkbox"/> Revision of a previously-approved Designation Plan?   |
| 6. Number of units affected: 40<br>7. Coverage of action (select one)<br><input type="checkbox"/> Part of the development<br><input checked="" type="checkbox"/> Total development  |

| <b>Designation of Public Housing Activity Description</b>                |   |
|--|---|
| 1a. Development name:  | Rainbow Terrace   |
| 1b. Development (project) number:  | MN002-26  |
| 2. Designation type:   | Occupancy by only the elderly <input checked="" type="checkbox"/><br>Occupancy by families with disabilities <input type="checkbox"/><br>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 checked="" type="checkbox"/><br>Submitted, pending approval <input type="checkbox"/><br>Planned application <input type="checkbox"/>  |
| 4. Date this designation approved, submitted, or planned for submission: | (03/27/00)  |
| 5. If approved, will this designation constitute a (select one)          | <input type="checkbox"/> New Designation Plan<br><input checked="" type="checkbox"/> Revision of a previously-approved Designation Plan?  |
| 6. Number of units affected:   | 83  |
| 7. Coverage of action (select one)                                       | <input type="checkbox"/> Part of the development<br><input checked="" 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<br><input type="checkbox"/> Assessment results submitted to HUD<br><input type="checkbox"/> Assessment results approved by HUD (if marked, proceed to next question)<br><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<br><input type="checkbox"/> Conversion Plan submitted to HUD on: (DD/MM/YYYY)<br><input type="checkbox"/> Conversion Plan approved by HUD on: (DD/MM/YYYY)<br><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: _____)<br><input type="checkbox"/> Units addressed in a pending or approved HOPE VI demolition application (date submitted or approved: _____)<br><input type="checkbox"/> Units addressed in a pending or approved HOPE VI Revitalization Plan (date submitted or approved: _____)<br><input type="checkbox"/> Requirements no longer applicable: vacancy rates are less than 10 percent<br><input type="checkbox"/> Requirements no longer applicable: site now has less than 300 units<br><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**

**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<br/>(Complete one for each development affected)</b>   |  |
|---|--|
| 1a. Development name:   |  |
| 1b. Development (project) number:   |  |
| 2. Federal Program authority:   |  |
| <input type="checkbox"/> HOPE I<br><input type="checkbox"/> 5(h)<br><input type="checkbox"/> Turnkey III<br><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<br><input type="checkbox"/> Submitted, pending approval<br><input type="checkbox"/> Planned application |  |
| 4. Date Homeownership Plan/Program approved, submitted, or planned for submission:<br>(DD/MM/YYYY)  |  |
| 5. Number of units affected:  |  |
| 6. Coverage of action: (select one)   |  |
| <input type="checkbox"/> Part of the development<br><input type="checkbox"/> Total development  |  |

## B. Section 8 Tenant Based Assistance

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

### 2. Program Description:

#### a. Size of Program

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

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

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

#### b. PHA-established eligibility criteria

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

If yes, list criteria below:

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

[24 CFR Part 903.7 9 (l)]

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

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

#### 1. Cooperative agreements:

- Yes  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<br>(including location, if appropriate) | Estimated Size | Allocation Method<br>(waiting list/random selection/specific criteria/other) | Access<br>(development office / PHA main office / other provider name) | Eligibility<br>(public housing or section 8 participants or both) |
|--|----------------|--|--|---|
|  |                |  |  |   |
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**(2) Family Self Sufficiency program/s**

a. Participation Description

| <b>Family Self Sufficiency (FSS) Participation</b> |  |  |
|--|--|--|
| Program  | Required Number of Participants<br>(start of FY 2000 Estimate) | Actual Number of Participants<br>(As of: DD/MM/YY) |
| Public Housing                                     |  |  |
| Section 8  |  |  |

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

**C. Welfare Benefit Reductions**

1. The PHA is complying with the statutory requirements of section 12(d) of the U.S. Housing Act of 1937 (relating to the treatment of income changes resulting from welfare program requirements) by: (select all that apply)

- Adopting appropriate changes to the PHA's public housing rent determination policies and train staff to carry out those policies
- Informing residents of new policy on admission and reexamination
- Actively notifying residents of new policy at times in addition to admission and reexamination.
- Establishing or pursuing a cooperative agreement with all appropriate TANF agencies regarding the exchange of information and coordination of services
- Establishing a protocol for exchange of information with all appropriate TANF agencies
- Other: (list below)

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

**13. PHA Safety and Crime Prevention Measures**

[24 CFR Part 903.7 9 (m)]

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

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

1. Describe the need for measures to ensure the safety of public housing residents

(select all that apply)

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

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

- Safety and security survey of residents
- Analysis of crime statistics over time for crimes committed "in and around" public housing authority

- Analysis of cost trends over time for repair of vandalism and removal of graffiti
- Resident reports
- PHA employee reports
- Police reports
- Demonstrable, quantifiable success with previous or ongoing anticrime/anti drug programs
- Other (describe below)

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

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

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

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

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

**C. Coordination between PHA and the police**

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

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

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

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

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

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

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

[24 CFR Part 903.7 9 (n)]

#### **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
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 **mn002j02**
- 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) *The Resident Advisory Board (RAB) meets regularly with MPHA staff and serves as a conduit for input from the various resident organizations and individual residents. The Plan that was presented to the MPHA Board for approval and was developed with full RAB participation.*

#### **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.)

\* *The Minneapolis City Charter determines how residents are appointed to MPHA's Board of Commissioners. The MPHA Board has two resident representatives; one is appointed by the mayor and one is appointed by the city council. (MPHA and the Resident Organization has developed clarifying language regarding resident input into selection of the Resident Commissioners).*

### 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)

### **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: City of Minneapolis
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)

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

*The Consolidated Plan Process resulted in \$411,000 being allocated to MPHA.*

**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.

mn002a03 Executive Summary  
mn002b03 Reasonable Accommodation Policy  
mn002c03 Limited English Proficiency (LEP) Procedure  
mn002d03 Definition of Substantial Deviation  
mn002e03 Voluntary Conversion Require Initial Assessment  
mn002f03 Section 8 Project Based Vouchers Statement  
mn002g03 Section 8 Homeownership Capacity Statement  
mn002h03 MPHA Homeownership Programs  
mn002i03 Announcement of Membership of the Resident Advisory Board  
mn002j03 Resident Advisory Board and Other Comments and MPHA Responses  
mn002k03 MPHA's Progress in Meeting Its 5 Year Plan Goals  
mn002l03 Admissions Policy for Deconcentration  
mn002m03 2004 Capital Fund Annual Statement &  
mn002n03 Y2004 Capital Fund 5 Year Action Plan  
mn002o03 Capital Fund Performance & Evaluation Report YR04

## Attachment - mn002a03

MINNEAPOLIS PUBLIC HOUSING AUTHORITY  
FISCAL YEAR 2005 (HUD FY 2004) AGENCY PLAN

### Executive Summary

- Below you will find a summary of the significant issues addressed in (HUD FY 2004) MPHA FY2005 Agency Plan. The Agency Plan consists of a HUD designed template (that identifies local housing needs, financial information, MPHA public housing and Section 8 policies on eligibility, admissions, rent determinations and various management and operational practices of MPHA) as well as the required and optional attachments.
- Also included as part of the Fiscal Year 2005 Agency Plan Executive Summary are: Revisions to MPHA's Statement of Policies, the Fiscal Year 2005 Capital Fund Program Annual Statement and Capital Fund 5 Year Action Plan; the Capital Fund Performance and Evaluation Report, MPHA Reasonable Accommodation Policy, Section 8 Project Voucher Statement and Revisions to Section 8 Administrative Plan; MPHA Definition of Substantial Deviation, Voluntary Conversion Required Initial Assessment, Home Ownership Capacity Statement, MPHA Home Ownership Programs Description, Progress Report on meeting the 5 Year Mission and Goals identified in the Agency Plan Template; MPHA's Limited English Proficiency Policy (LEP), Revised Maintenance Policy, list of Resident Advisory Board Members; and comments from the Resident Advisory Board, resident organizations, individual residents, and community constituencies with MPHA responses.
- **The HUD Template**
- ***Significant Changes***
  - **5 Year Plan:**
    - **PHA Goal: Improve the quality of assisted housing – Objectives**
      - **Checked** “Concentrate on efforts to improve specific management functions: Voucher unit inspections, rent calculation public housing & Section 8”.
  - **Statement of Housing Needs:**
    - **Updated demographics for the following:**
      - Housing Needs of Families in the Jurisdiction by Family Type
      - Housing Needs of Families on the Waiting List for Public Housing and Section 8
  - **Strategy for Addressing Needs:**
    - **Target available assistance to the elderly.**
      - **Other:** Changed the number of public housing elderly buildings under the HUD approved designation plan from 15 to 11.

- **Public Housing Waiting List Organization:**
  - **Added:** Homeless Shelters to lists of places for outreach
- **Statement of Financial Resources:**
  - **Budget Details:** This section provides detail of MPHA’s overall budget.
- **Public Housing Admissions Preferences:**
  - **Checked:** “Those enrolled currently in educational, training, or upward mobility programs”
- **Deconcentration & Income Mixing:**
  - **Updated:** Identified specific developments where there are income deviations above or below 85 – 115% of all average incomes.
- **Section 8 Admissions Preferences:**
  - **Other Preferences**
    - **Added:** “Public Housing residents who have been approved to participate in MPHA’s Homeownership Program.”
- **PHA Rent Determination Policies:**
  - **Public Housing:**
    - **Added:** an exclusion to Rent Determination Policies that reads, “For interim rent increases will exclude income such that rent will not exceed the established flat rent.”
- **Demolition and Disposition:**
  - Dates and Timelines for demolition and dispositions were updated.
- **Designation of Public Housing Activity Description:**
  - **Added:** Heritage Commons at PondsEdge as a Senior Designated building .
- **Election Process for Residents on the PHA Board:**
  - **Added:** Clarification that the Minneapolis Highrise Representative Council (MHRC), the City -wide resident organization, has developed procedures for its recommendation to the Mayor of its candidate for appointment to the Board of Commissioners.
- **Required Attachments:**
  - **Section 8 Project-Based Vouchers Statement:**
    - **Changed:** MPHA can project base up to 800 vouchers. Last year’s plan limited this to 600 vouchers

- **Other Required Attachments:** There are no recommended changes to the following attachments:
  - Reasonable Accommodation Policy
  - Definition of Substantial Deviation
  - Voluntary Conversion Initial Assessment
  - Section 8 Homeownership Capacity Statement
  - MPHA Homeownership Program
  
- **Optional Attachments:**
  - **Limited English Proficiency (LEP) Procedures:**
    - MPHA adopted LEP Procedures
      - **Purpose of LEP:** To assist MPHA staff in providing access to MPHA's programs & activities by person with Limited English Proficiency (LEP).
      - **Summary of LEP:** No LEP client will be denied access to a MPHA program because the client does not speak English or communicate in English on a limited basis. Program offers of free language assistance, translation of documents, formal interpreters, informal interpreters, strategies for emergency situations, requires documentation of use of interpreters and MPHA staff training.
  
  - **MPHA Maintenance Procedures:**
    - MPHA updated its Maintenance Procedures and made them available for review and comment as part of its Agency Plan process.
  
- **Progress in Meeting the Five-Year Plan Goals:**
  - **Five Year Plan Goals:**
    - **Expand Supply of Assisted Housing:**
      - MPHA identified a site in the Beltrami Neighborhood to help the pursuit of providing affordable housing for low income seniors.
      - MPHA has identified approximately \$1M in non-HOPE VI grant money to enhance Heritage Commons at PondsEdge.
      - 277 Project Based units have been developed.
      - MPHA has completed 645 of 770 replacement housing units required by the Hollman Consent Decree.
      - MPHA has secured \$1M from the City to develop five townhomes that will become permanent public housing.
      - "It's All About the Kids" Program has housed 78 families so children may live in the neighborhood where they attend school. MPHA also increased vouchers available to this program from 75 to 150.
      - 155 families have purchased homes through MPHA's two Homeownership Programs.
        - +16 Families have purchased homes under the Moving To Work (MTW)
        - Section 8 Home Ownership Demonstration Program (MOVING HOME)
        - +139 Families have purchased home through the Home Ownership Made Easy (HOME) program

- **Improve the Quality of Assisted Housing:**
  - MPHA continues to be a high performer and has made significant strides in its Section 8 management operations.
  - More than \$140M in capital improvements work has been completed at MPHA properties since its inception in 1993.
  - MPHA has developed 452 public housing units in suburban communities.
  - MPHA continues to operate five Assisted Living Programs
  - MPHA continues to partner with various service providers and local agencies to enhance and maintain on-site services to residents.
  
- **Increase Assisted Housing Choices**
  - MPHA continues to work with Person to Person, Inc. to assist up to 650 families in utilizing Hollman vouchers.
  - MPHA has disbursed over \$65,000 in 0% interest security deposit loans to families.
  
- **Provide Improved Living Environment:**
  - MPHA is enhancing the quality of its services through a comprehensive training and performance program at the agency's new training facility.
  - MPHA offered a variety of training programs for MPHA staff.
  - MPHA continues a partnership with the Minneapolis Police Department to provide a team of police officers exclusively for public housing security purposes.
  - MPHA continued its partnership with MHRC to enhance Project Lookout, a resident run security support system.
  - MPHA partners with MHRC in implementing various diversity initiatives for both residents and staff, which is very critical due to the diverse population of residents in MPHA communities.
  - MPHA continues to partner with 40 Resident Councils to encourage resident participation in MPHA communities.
  - MPHA revamped its data communication infrastructure resulting in increased efficiency.
  - MPHA is implementing a new work order system that improves tracking of work orders and allows for better coordination between different departments
  
- **Promote Self-Sufficiency & Asset Development of Assisted Households:**
  - Expanded MPHA's Step Up Program to include all Section 3 eligible residents.
  - Secured an agreement from HUD to allow Step Up to be utilized in City development projects.
  - Moved Section 3 Program from Special Projects Department to Procurement Department.
  - MPHA continued to contract with the Corporation for National Service in providing employment opportunities for residents through the Volunteers in Service to America (VISTA) program.
  - Added one FTE to the Family Self Sufficiency Program to create a Section 8 HCV FSS Coordinator and increased the public housing FSS staff from .5 to one FTE.
  - Worked with Public Works and a private developer to implement Section 3 employment goals for Heritage Park.
  - Set aside \$10,000 for Section 3 residents to acquire various supports for participation in Section 3 activities.
  - Increased MPHA's Self Help program budget to \$110,000.
  
- **Ensure Equal Opportunity and Affirmatively Further Fair Housing Objectives:**
  - MPHA created a Limited English Proficiency (LEP) policy as an attachment to its Agency Plan.
  - MPHA was awarded 400 Designated Vouchers for Disabled (DVD) to assist non-elderly disable families in obtaining affordable housing.

- MPHA established an Admissions Review Committee to address issues surrounding fair access to MPHA programs and services.

- **MPHA Statement of Policies (ACOP) (*Summary of Significant Changes*)**

- **Part I: Definitions:**

- **Child care expenses:**  
Added language stating that childcare would be deducted from income to allow a tenant to *actively seek* employment and that the amount of the deductions would not exceed the income of the *lowest paid worker*.
- **Ceiling Rent:**  
This definition was deleted.
- **Family Housing Unit:**  
Clarified definition of family housing.
- **Live in Aide:**  
Added language that the verification of need of a live-in aide must include the hours that care is needed.

- **Part II: Requirements for Admission:**

- **Unfavorable information about an applicant:**

Added that the following would be considered when there was unfavorable information about an applicant: Objective and collaborative evidence that a person who has been involved in disqualifying conduct has not been a member of the household for a reasonable amount of time and the family agrees to trespass that person.

- **Screening criteria for criminal history:**

Added Screening criteria for criminal history. (This procedure includes a chart that clarifies by crime the specific determinations MPHA will utilize when an applicant has a criminal history)

- **Tenant Selection Criteria:**

MPHA added a provision that allows it to withdraw the application if the applicant is not cooperating.

Under “Other conditions for qualification for admission” added a provision that the applicant must provide three professional reference letters to secure the waiver of the 36-month residential history requirement.

Under Part D, MPHA clarified that the evidence required for showing that the family can overcome unfavorable information by demonstrating “objective and collaborative” evidence.

- **Part III: Verifications (Applicants):**

- As a result of the recent Rental Integrity Monitoring (RIM) review tightened up the language on verifications to ensure MPHA practices are consistent with HUD requirements such as:
  - Up-front Verification
  - Third Party Written
  - Third Party Oral
  - Review of documents provided by the Tenant
  - Self Certification

- **Part VII: Rent Computation and Security Deposit:**

- **Added permissive deductions:**

Where an interim increase occurs, MPHA will deduct income such that rent is not above the flat rent amount.

Amounts received specifically for a special diet will be deducted from income.

- **Part X: Leasing:**

- **Addition of adults to the lease where the Head of Household has died:**

Language added to this section regarding addition of adults to the lease where the Head of Household has died:

*Where the Head of Household dies leaving minor children in the unit, if requested MPHA will consider a new Head of Household for the unit. In order to be considered permanent legal physical custody must be established and the adult must be eligible and pass screening.*

- **Part XI: Reexamination of Tenant Eligibility and Rent Adjustments:**

- **Verifications:**

Clarified that the same verification process for applicants will be used for recertifications.

- **Part XIII Grievance Procedure:**

- Added that the Grievance Procedures would be bypassed for any felony conviction.

- **Part XVI: Post Orders:**

- The Post Orders were changed to identify the acceptable forms of ID:
  - Each guest who is 18 years old or older shall show a *valid* picture ID or other official identification card. *Acceptable forms of ID include:*  
*Current and valid state issued driver's license, state issued ID, or a passport; if the person doesn't have a state issued ID, another form of picture ID plus a birth certificate or other valid verification of date of birth will be accepted.*

- **Appendix "C": Sales and Service Charge Schedule:**

- **Updated Charges:**

- Highrise Screens \$12.00 (reasonable wear and tear excepted) Previously \$6/per square foot – this updated charge is actually a reduction.
- Not being prepared for pest control \$25.00. Previously \$13.00.
- Each additional reschedule for pest control - \$40.00. Previously \$20.00.

- **New Charges:**

- Window Blinds - \$3.00 per slat (reasonable wear and tear excepted)
- Shower Curtain - \$5.00 (reasonable wear and tear excepted)
- Additional freezer - \$4.00/month (excess utilities)
- After hours food fires - \$40.00 (when staff responds)
- Closing windows in cold weather - \$10.00 (during business hours)
- MPHA owned air conditioners:
  - Replacement: actual cost minus depreciation of \$20 per year (ordinary wear and tear excepted).
  - Repairs (from abuse or misuse) will be the actual cost of repair

- **Clarifications:**

- The language was clarified for excess water usage to indicate that tenants would be charged :
  - 2 Bedroom \$68/month
  - 3 Bedroom \$94/month
  - 4 Bedroom \$120/month
  - 5 Bedroom \$146/month
  - 6 Bedroom \$172/month

- **Appendix F: Rent Collections Policy:**

- MPHA will be sending the notice of lease termination in the first month of delinquency instead of the second.
- After mailing this notice, MPHA will not accept partial payment and payment must be the full amount of rent owed by money order or cashier's check
- Failure to pay rent owed will result in eviction.
- Security Deposits should be paid when the lease is signed. If MPHA and the tenant sign an agreement, the tenant may have up to three months from the effective date to pay.

- **Section 8 Administrative Plan**

- **Significant Changes:**

- **Obligations of the Participant/Use and Occupancy of the Unit**

- The family must notify the MPHA Section 8 Department within ten calendar days when there is a change in the composition of a family. This is a change from five days.

- **Families Nearing the Top of the Waiting List:**

- Added a paragraph regarding the steps required once a preference has been verified.

- **Purging the Waiting List:**

- Clarified MPHA's policy for purging the waiting list:
  - Once annually per year contact all applicants by mail
  - Those with forwarding addresses will be re-mailed.
  - The following will be removed:
    - \*Failure to respond within 30 calendar days
    - \*Letter returned with no forwarding address.
 (There will be a 365 day grace period)
  
- **Preferences:**
  - Combined two paragraphs to note those instances where MPHA has established preferences for awarding vouchers to programs that offer housing and services.
  
- **Subsidy Standards:**
  - This section was modified to clarify that MPHA's subsidy standards would be within the HUD minimum requirements.
  
- **Approval to Lease a Unit:**
  - Clarified MPHA policy which requires that the lease term must run concurrent with the HAP contract.
  
- **Procedures Regarding Family Moves:**
  - Require a family that gives notice to vacate to have the landlord or his/her agent sign a statement giving the date and time received, and provide a copy of this statement to the MPHA within 10 calendar days.
  - Established a process for the participant (family) if unable to get a signed statement.
  
- **Verification Procedures:**
  - As a result of the recent Rental Integrity Monitoring (RIM) review tightened up the language on verifications to ensure MPHA practices are consistent with HUD requirements such as:
    - Up-front Verification
    - Third Party Written
    - Third Party Oral
    - Review of documents provided by the Tenant
    - Self Certification
  
- **Verification of Allowable Deductions from Income:**
  - Added that the PHA will not consider the cost of nutritional supplements, vitamins, herbal supplements, natural medicines, etc., unless you can only obtain them with a licensed physician's prescription. No over the counter medicines will be considered a medical expense.
  
- **Verifying Non-Financial Factors:**
  - **New addition:** Clarified the requirements for documenting guardianships.
  
- **Utility Allowance:**

- Added a requirement that a copy of the current Utility Allowance/Payment Standard will be placed in the participant file with the processed annual paperwork.
- **Distribution of Housing Assistance Payment:**
  - Added that requests for reconciliation of HAP payments for owners will only be considered during the calendar year in which the discrepancy occurs.
- **Change of Ownership:**
  - Added a new section which clarifies documents required from new owners.
- **Time Frames and Corrections of HQS Fail Items:**
  - Clarified that the owner will be given up to *21 calendar days* to correct the items noted as failed.
- **Changes in Lease or Rent:**
  - Added an exception that allows a different procedure for notification of any changes for buildings of 50+ units that request an annual increase outside of the anniversary date of the contract.
- **Annual Activities and Interim Reexaminations:**
  - These sections were revised to detail MPHA's procedure for conducting annual exams and interim re-exams.
- **Termination of the Lease and Contract:**
  - Added that the PHA may on a case-by-case basis, sanction or terminate program participation with owners who have violated the HAP contract.
- **Quality Control of Section 8 Program:**
  - "annually review" changed to "regularly review"
  - "...a quality control specialist" changed from "...a supervisor or another qualified person ... or someone subordinate to that person."
  - Minimums on number of files/records checked have been removed.
- **2004 Capital Fund Program**
  - The Capital Fund component of the Agency Plan consists of the Annual Performance and Evaluation Report and the HUD FY 2004 Capital Fund Program Application. (MPHA has yet to receive a final formula amount from HUD for the FY2004 Capital Fund Program. Therefore the application will be in draft form until MPHA receives notice from HUD and will modify this portion of the Agency Plan once HUD provides the necessary information.)
- **2004 Performance & Evaluation Report**
  - The Annual Performance & Evaluation (P & E) Report is a summary of capital funded programs for the period ending March 31<sup>st</sup> of each year. The current P & E is for the period starting April 1, 2003 and ending March 31, 2004. There are two major components to this report: a summary review of Capital Funding of Management and Physical Improvement activities for the past year; and a summary spreadsheet of the status of obligations and expenditures of MPHA's Capital Funding.

- **Background**
- *HUD introduced the Capital Fund Program in 1992 as the Comprehensive Grant Program. It was designed to provide housing authorities across the country with consistent funding to plan and implement major capital improvement projects, as well as improvements to management processes and systems.*
- Since its introduction in 1992 and as of March 31, 2004, MPHA has been awarded \$175 million and expended \$156 million in Capital and Management Improvements. Pending continued funding from HUD, MPHA will continue its concerted efforts towards the preservation of its precious and much needed affordable housing stock.
- **Resident Partnership**
- The success of the Capital Fund Program could not have been accomplished without a constructive relationship with the residents. We have worked very hard at achieving and maintaining a positive and beneficial partnership with residents and resident organizations.
- The Modernization Committees that are formed at each development are a critical component of the capital improvement process at all MPHA properties. Residents meet with the property manager, capital improvements project manager, and develop a team to refine plans for the building, inspect the work in process and accept the completed product. This successful partnership approach is always being refined and it will be continued because it works so well.
- *Another important part of the process has been the City-Wide Capital Fund Committee, which includes representatives from both family and highrise housing; Mayor R.T. Rybak's Office, the City Council, Hennepin County, MPHA staff, and the City Planning Department. The City-Wide Committee, chaired by Executive Director Cora McCorvey, is a vital advisory resource to MPHA in developing its annual application to HUD for its Capital Fund allocation. In 2003/2004, the Capital Fund Committee met several times to develop the Capital Fund FY 2004 application and Five-Year Implementation Plan.*
- Physical Improvements:
  - Total grant received to date: \$175,042,733
  - Total grant obligated to date: \$164,999,107
  - **Total grant expended to date: \$156,210,723**
- **FY 2004 Capital Fund Program Application**
  - Total Application Amount: \$13,646,499
- **Components Include:**
  - CFP Transfer to Operations:
  - Management Improvements:
  - *Examples:*
    - MIS Software, Training, and Consulting
    - Physical Plant Operations Upgrades
    - Self-Help Program
  - Physical Improvements:

- **Resident Advisory Board / Comments on Agency Plan**

- The Agency Plan includes a listing of the Resident Advisory Board (RAB) members and their comments as well as comments and responses from other resident organizations, individual residents and representatives of various community organizations.

- **Certifications**

- The final requirement for the Agency Plan is that MPHA provide a number of Certifications including the Resolution Approving MPHA's Agency Plan adopted by the MPHA Board.

**Attachment - mn002b03**

# **Reasonable Accommodation Policy**

## **1.0 Purpose**

The purpose of this policy is to help Minneapolis Public Housing Authority staff in providing reasonable accommodations to its applicants, public housing residents, Section 8 participants and other program recipients with a disability. It does not enlarge MPHA's duty under any law, regulation or ordinance. Where in conflict, the applicable law, regulation or ordinance shall prevail.

## **2.0 Mission Statement**

MPHA's policy is to comply with the Rehabilitation Act, § 504 29 U.S.C. § 794, as implemented by 24 C.F.R. § 8, Americans with Disabilities Act, 42 U.S.C. § 2101 as implemented by 28 C.F.R. § 35 and 29 C.F.R. § 1630, Fair Housing Act, 42 U.S.C. § 3601 as implemented by 24 C.F.R. §100, Minnesota Human Rights Act, Minn. Stat. § 363 and Minneapolis Civil Rights Ordinance.

MPHA shall not discriminate against an applicant, public housing resident, Section 8 participant or other program recipient because of disability, race, color, creed, religion, national origin or ancestry, familial status, sex, sexual preference, veteran status, public assistance status, marital status, age, or political affiliation. MPHA shall not retaliate against a person who claims discrimination. MPHA shall not solely on the basis of a disability, deny benefits to an otherwise qualified person. MPHA shall give a qualified person with a disability through a reasonable accommodation an equal opportunity to participate in and benefit from its housing, aid, benefit or service.

By means of a reasonable accommodation, MPHA shall give a qualified person with a disability housing, aid, benefit or service that is equally effective as that provided to others without a disability. The term "equally effective" is not intended to produce an identical result or level of achievement as a person without a disability but is intended to give a person with a disability an equal opportunity to obtain the same result or level of achievement.

This policy shall be incorporated into MPHA's "Statement of Policies Governing Admission to Continuing Occupancy of Low Rent Housing" and "Section 8 Program Administrative Plan" and shall apply to all MPHA programs designed to provide financial or advisory assistance to persons seeking housing including the Family Self Sufficiency Program and Housing Counseling Programs.

## **3.0 Definitions**

### 3.1 **A Person With A Disability Is One Who:**

1. Has a physical or mental impairment that substantially limits one or more major life activity;
2. Has a record of such an impairment; or
3. Is regarded as having such an impairment.

#### 3.11 Specifically, excluded from the definition of a disability under the Americans with Disabilities Act are:

- a.) Sexual behavior disorders such as transvestitism, pedophilia, exhibitionism and voyeurism.
- b.) Compulsive gamblers, kleptomaniacs or pyromaniacs.
- c.) Homosexuality, bisexuality, gender disorders and transsexualism.

3.12 Under the Americans with Disabilities Act, the disability must be current and substantially limit one or more major life activity. Under certain circumstances, physical conditions such as high blood pressure and poor vision, which are corrected by medication or another measure, are not a disability.

3.13 Under 24 CFR § 100.201 (a)(2) *handicap* a disability does not include the current illegal use of or addiction to a controlled substance. Nor is being a transvestite a disability. Also, for purposes of eligibility for low-income housing a person does not have a disability solely based on any drug or alcohol dependence.

### 3.2 **Major Life Activity**

Includes but is not limited to caring for one's self, doing manual tasks, walking, seeing, sleeping, hearing, speaking, breathing, learning and working.

### 3.3 **Mental and Physical Impairments**

A mental impairment includes but is not limited to mental retardation, organic brain syndrome, emotional or mental illness and specific learning disabilities.

A physical impairment includes but is not limited to cosmetic disfigurement, neurological, musculoskeletal, senses, respiratory, cardiovascular, reproductive, AIDS, HIV-positive, digestive, genito-urinary, hemic, lymphatic and skin.

A mental or physical impairment includes but is not limited to cerebral palsy, autism, epilepsy, muscular dystrophy, multiple sclerosis, cancer, heart disease, diabetes, and mental retardation.

### 3.4 **A Qualified Person With A Disability:**

Is one who meets the essential eligibility requirements and who can achieve the purpose of the program or activity with or without modifications.

### **3.5 Essential Eligibility Requirements**

Include but are not limited to: stated eligibility requirements like income; compliance with selection criteria; timely payment of financial obligations; care of premises; no disqualifying criminal or drug activities; respect for the rights of others; explicit or implicit requirements inherent to the program or activity; and compliance with all obligations of occupancy with or without supportive services provided by persons other than MPHA. A person may request a reasonable accommodation to meet the essential eligibility requirements.

For instance, a mentally ill person whose conduct, even with a reasonable accommodation, poses a significant risk of substantial interference with the health, safety or peaceful enjoyment of the premises, or would result in substantial physical damage to the property of others, may not be qualified for a project or program lacking the necessary supportive services.

### **3.6 Reasonable Accommodation**

A reasonable accommodation may include a transfer, an alteration to the home or housing complex, or an exception to MPHA's rules, policies or procedures. While MPHA may accept the judgement of the person with the disability that an accommodation is needed, it has the option to require the person to show the need for an accommodation.

The person with the disability has the burden to show that the accommodation is likely to enable the person to comply with the lease or the program and that the person will accept necessary assistance. However, MPHA cannot amend the lease or the program requiring the person to accept such services. MPHA may evict or deny admission to the program if the rejection of the services results in conduct that violates the lease or program. For example, MPHA may not evict a tenant for not taking a medication, but may evict the tenant for conduct resulting in serious or repeated lease violations resulting from not taking the medication.

MPHA may accept the judgement of the person with the disability that the requested accommodation is the most appropriate. However, MPHA may investigate alternatives to the requested accommodation and/or alternative methods of providing the requested accommodation.

If more than one reasonable accommodation will satisfy the needs of the person with the disability, MPHA has the option to select the accommodation which is most convenient and cost effective for it.

MPHA shall make a reasonable accommodation for a physical or mental impairment of a qualified applicant or recipient unless MPHA shows that (a) the accommodation would impose an undue financial and administrative burden; (b) fundamentally change the

nature of the program; (c) the accommodation would pose a direct threat to others, the person's own health or safety; (d) the accommodation would result in substantial physical damage to the property of others; (e) the person cannot meet the essential eligibility requirements; (f) the request is not a request for a reasonable accommodation; (g) there is a lack of documentation of the disability; (h) the documentation of the disability lacks credibility or foundation; (i) the accommodation has failed in the past and the person can not show new circumstances as to why the accommodation will likely work in the future; or (j) the request is based upon a personal preference; or (k) another reason as provided by law or regulation.

For instance, a reasonable accommodation is not a personal preference. A personal preference is the liking of something over another. In addition, a reasonable accommodation does not require MPHA to provide counseling, medical or social services that are outside the scope of services provided to other persons.

### **3.7 Exclusions**

A person with a disability may be excluded when a person's tenancy with or without a reasonable accommodation would pose a direct threat to others or the person's own health or safety, would result in substantial physical damage to the property of others, or if the person is not "otherwise qualified" for housing.

### **3.8 Undue Hardship**

MPHA has the burden to show that the reasonable accommodation would result in an undue hardship. An undue hardship is a significant difficulty or expense or undue financial or administrative burden.

### **4.0 Communication**

MPHA shall make reasonable accommodations to communicate with applicants, public housing residents, Section 8 participants, other program recipients and members of the public. Reasonable accommodations may include using auxiliary aids such as interpreters for applicants, Braille materials, large print materials, audio tapes, note takers or telecommunication devices for deaf persons. MPHA is not required to provide devices that are of a personal nature or that are prescribed or for personal use or study.

### **5.0 Application Process**

During the application process, MPHA may ask all applicants the same appropriate questions. An applicant is not required to talk about a disability. However, MPHA may ask an applicant to verify a disability if the applicant asks for a reasonable accommodation. MPHA shall not assume that a person has a disability.

An applicant may refuse to explain negative information because it may reveal the existence, nature or severity of a disability. The applicant has the right not to talk about the disability. However, MPHA may have the right to deny admission because of a lack of information or negative information.

If an applicant requests a reasonable accommodation, the applicant has the burden to show that the accommodation is likely to enable the applicant to comply with the lease and that the applicant will accept necessary assistance. MPHA may make it a condition of an applicant's admission to accept supportive services, or attend a self-help group or rehab program if the applicant's history warrants. However, MPHA cannot amend the lease or program requiring the person to accept such services but may evict or deny admission if the rejection of the services results in conduct that violates the lease or program.

## **6.0 Physical Accessibility**

Where practicable, MPHA's buildings will be physically accessible and usable by disabled persons. A physical accommodation is reasonable if it does not (a) cause an undue financial and administrative burden; (b) fundamentally change the nature of the program; (c) pose a direct threat to others or the person's own health; or (d) result in substantial physical damage to the property of others. Requests based upon personal preference or requests which are not requests for a reasonable accommodation will not be granted under this policy.

With each physical alteration, a cost base analysis may be needed. Cost base factors include but are not limited to the type of accommodations, cost, the size of MPHA's overall housing business, number of units, type of units, budget, expenses and ability to recoup the cost.

Alterations in new construction shall comply with federal and state law and regulations.

If a physical accommodation is unreasonable, MPHA may provide for program access at a different accessible location.

## **7.0 Barrier Free Units**

It is MPHA's goal to provide barrier free units for persons with mobility-impairments of at least 5% of the total number of the units in each project as follows:

- 7.1 For the hearing or sight-impaired will be installed. MPHA will comply with accessibility standards as provided by the Uniform Federal Accessibility Standards, 24 C.F.R. § 40, Appendix A and the Americans with Disabilities Act Accessibility Guidelines.
- 7.2 The rehabilitation of existing projects that exceeds 75% of the replacement cost of the completed facility will include 5% barrier free units and as needed, equipment for the hearing or sight impaired will be installed.
- 7.3 Alteration work in a dwelling unit that does not exceed 75% of the replacement cost of the completed facility, but is substantial in nature as determined by MPHA, will include the conversion of 5% of the units to barrier free at the time of construction.

- 7.4 Buildings receiving modernization work which include substantial work in the units but does not exceed 75% of the cost of the unit and with existing programs that service the disabled or frail elderly, the number of handicapped units may exceed 5% at MPHA's discretion.
- 7.5 Consistent with the provisions of this policy, barrier free units may be created to meet the specific needs of a resident in a building.

#### **8.0 Accessible Units For Hearing and Sight Impaired**

MPHA will modify units to reasonably accommodate residents with hearing or sight impairments consistent with the provisions of this policy.

#### **9.0 Barrier Free Common Areas and Non Dwelling Areas**

It is MPHA's goal to achieve barrier free common areas and non-dwelling sites as follows:

- 9.1 dwelling areas within a building, which are not accessible, will be modified to meet accessibility requirements when the building undergoes comprehensive modernization or when making a reasonable accommodation.

#### **10.0 Transfer To A Barrier Free Unit**

To satisfy a reasonable accommodation, a resident may transfer to a barrier free unit in priority as follows:

- 10.1 First, if available, the resident will be offered a unit in the same project.
- 10.2 Second, the resident will be offered, if available, a barrier free unit in any building. If a unit is not available, the resident will be placed on a waiting list for a reasonable period of time.
- 10.3 Third, the resident's current unit may be modified to meet the needs of the resident consistent with the provisions of this policy.
- 10.4 Fourth, the resident will be offered a Section 8 certificate or voucher.

#### **11.0 Disability Applicants On The Waiting List**

A disabled applicant who is qualified and needs a modified unit, shall be offered a unit as follows:

- 11.1 When the qualified applicant is on the waiting list and when an appropriate modified unit is available and no tenant in the building needs the features of the unit.

- 11.2 When a qualified applicant is at the top of the waiting list, and an appropriate modified unit is not available, MPHA may modify the unit consistent with the provisions of this policy.
- 11.3 If an appropriate modified unit becomes available and no disabled applicant is on the waiting list and no tenant in the building needs the modified unit, the unit will be offered to the qualified applicant next on the waiting list. However, if the modified unit is needed for a disabled applicant or resident, the occupant in the unit shall vacate and transfer to another unit. The transferred tenant is entitled to due process.

## 12.0 **Program Accessibility**

MPHA will make reasonable accommodations for qualified persons with disabilities to have access and use its programs. Except when necessary to maintain the fundamental nature of the program, MPHA will not use eligibility criteria, which adversely impacts upon disabled persons.

## 13.0 **Section 8**

When issuing a housing voucher to a family with a disabled person, MPHA shall include a current listing of available accessible units known to it. If necessary, MPHA will offer other assistance to the family in locating an available accessible dwelling unit. MPHA shall consider the special problems of a disabled person in locating accessible housing when considering requests for extensions of housing vouchers.

If necessary, MPHA shall request an exception to fair market rents to allow a Section 8 voucher holder to rent an accessible unit.

## 13.0 **A Disabled Person's Compliance with MPHA's Rules, Policies or Procedures.**

A reasonable accommodation may include an exception to MPHA's rules, policies and procedures. If an applicant or recipient can show that the failure to comply with a rule, policy or procedure was due to a disability, MPHA may reinstate the person's status. This may include reinstating the person to a waiting list at an original spot or setting aside the termination or eviction procedures.

If an accommodation failed in the past MPHA is not required to offer the same accommodation unless the person can show new circumstances as to why the accommodation will likely work in the future.

An exception to MPHA's rules, procedures and policies does not require a lowering or a waiver of the essential requirements of a lease or program. If a tenant refuses services or another reasonable accommodation, and violating conduct continues, MPHA may take the same action as it would with a person without a disability.

A disabled person is required to show documentation of the disability and the need for the accommodation. Without such documentation, MPHA need not offer an accommodation such as a companion or service animal. However, the person must maintain health and safety standards in keeping the animal. Animals that are dangerous or potentially dangerous under federal law or regulation, state law or local ordinance are not permitted.

#### 14.0 **Grievances**

A grievance is any dispute which an applicant or recipient may have for MPHA's failure to provide the requested accommodation. A person or their representative shall present a grievance either verbally or in writing to MPHA's area Management Office within 10 working days after the receipt of the denial of the request. The grievance shall state:

1. The reasons for the grievance,
2. The action requested,
3. Name, address, and telephone of applicant or recipient.

The grievance shall be processed in accordance with MPHA's Grievance Procedures, as set out in its Statement of Policies Governing Admission to and Continued Occupancy of Low-Rent Housing or Section 8 Program Administrative Plan.

#### 15.0 **Amendment**

The Executive Director may amend this policy when it is reasonably necessary to effectuate its intent, purpose or interpretation. The proposed amendment along with the rationale for the amendment shall be submitted to the Executive Director for consideration. Where reasonably necessary, the Executive Director may approve the amendment. The amendment shall be effective and incorporated herein on the date that the Executive Director signs the amendment.

## **Limited English Proficiency (LEP) Plan**

### **A. PURPOSE**

The purpose of this Plan is to assist Minneapolis Public Housing Authority (MPHA) staff in providing meaningful access to MPHA's programs and activities by persons with Limited English Proficiency (LEP). MPHA is committed to complying with federal requirements in providing free meaningful access for its LEP clients. No LEP client will be denied access to an MPHA program because the client does not speak English or communicates in English on a limited basis.

### **B. DEFINITION OF TERMS**

**1. Client** – A client is a person who:

- a. is an applicant for public housing, Section 8, homeownership and other MPHA programs;
- b. is a recipient of public housing, Section 8, home ownership and other MPHA programs;  
or
- c. may be eligible for MPHA's programs but is underserved and may benefit from an outreach program.

**2. Effective Communication** –Effective communication occurs when MPHA staff has taken reasonable steps to provide meaningful access to an LEP client. Effective communication also means that the LEP client is able to provide and receive required or necessary information.

**3. Interpretation** – Interpretation means the oral or spoken transfer of a message from one language into another language.

**4. Language Assistance**- Language assistance includes interpretation and translation. MPHA has the sole discretion to determine whether to provide the language assistance in the form of interpretation or translation.

**5. Limited English Proficiency (LEP)** – A person who does not speak English as their primary language **and** who has a limited ability to read, write, speak or understand English may be limited English proficient (LEP) and may be entitled to language assistance with respect to a particular program, benefit or right. The focus is on the client's lack of English proficiency. A client who proficiently speaks English is not a LEP client.

**6. Meaningful Access** – Meaningful access is free language assistance in compliance with federal requirements. MPHA's goal is to provide meaningful access to MPHA's programs and services by LEP persons in a manner that balances the following four factors:

- a. The number of or proportion of LEP persons eligible to be served or likely to be encountered by MPHA.
- b. The frequency with which MPHA comes into contact with a particular language. MPHA's daily contact with a particular language may require more language service, than sporadic contact.
- c. The nature and importance of the program, activity or service to the person's life. A compulsory activity is evidence of importance. For example, voluntary attendance at a resident meeting does not have the same importance as the application and termination process for public housing and Section 8 participation.
- d. MPHA's resources and the cost of providing meaningful access. Reasonable steps may cease to be reasonable where the costs imposed substantially exceed the benefits. MPHA determines the budget for language assistance.

**7. Translation** – Translation means the written transfer of a message from one language into another language.

### **C. OFFER OF FREE LANGUAGE ASSISTANCE**

MPHA staff will offer the opportunity for meaningful access to LEP clients who have difficulty communicating in English. If a client asks for language assistance and MPHA determines that the client is LEP and that language assistance is necessary to provide meaningful access, MPHA will make reasonable efforts to provide free language assistance. If reasonably possible MPHA will provide the language assistance in the LEP client's preferred language.

### **D. LANGUAGE ASSISTANCE**

#### **1. Mix of Language Assistance**

MPHA has substantial flexibility in determining the type of language assistance necessary to provide meaningful access. Meaningful access should be at a time and place that avoids the effective denial of the program or an undue burden or delay in the rights, benefits or services to the LEP person.

#### **2. Translation of Documents**

Where 10% of MPHA's public housing tenants or Section 8 recipients are LEP persons and speak a specific language, MPHA will translate the public housing lease and selected mass mailings and documents of vital importance in that language.

#### **3. Formal Interpreters**

- a. Formal interpreters include MPHA bilingual staff and contract vendors.
- b. Formal interpreters shall be used at the: 1) formal hearing for denial of admission to public housing; 2) informal settlement conferences and formal hearing for termination of

public housing; 3) nondisclosure hearing for Section 8 participation; and 4) termination hearing for Section 8 participation.

c. A MPHA Staff interpreter may not be a subordinate to the person making the decision.

#### **4. Informal Interpreters**

a. Informal interpreters may include the family members, friends, legal guardians, service representatives or advocates of the LEP client. Informal interpreters may be appropriate depending upon the circumstances and subject matter. However in many circumstances, informal interpreters, especially children, are not competent to provide quality and accurate interpretations. There may be issues of confidentiality, competency or conflict of interest.

b. An LEP person may use an informal interpreter of their own choosing and expense in place of or as a supplement to the free language assistance offered by MPHA. If possible, MPHA should accommodate a LEP client's request to have an informal interpreter. In these cases the client and interpreter should sign a waiver of free interpreter services.

c. MPHA may risk noncompliance if it requires, suggests, or encourages a LEP client to use an informal interpreter.

d. If a LEP client prefers an informal interpreter, after MPHA has offered free interpreter services, the informal interpreter may interpret.

e. If a LEP client wants an informal interpreter, MPHA may also have a formal interpreter present.

#### **5. Outside Resources**

a. Outside Resources may include community volunteers, Minneapolis Highrise Representative Council, City Liaison, and MPHA residents or Section 8 participants.

b. Outside Resources may be used for interpretive services at public or informal meetings or events.

#### **6. Emergency Situations**

Any interpreter may be used in an emergency situation. MPHA should first respond to the emergency and follow-up with language assistance as appropriate.

#### **7. Document Use of Interpreter**

MPHA staff will document in the LEP client's file or record when an interpreter is used during the application and termination process to a MPHA program or during a public housing grievance procedure.

## **E. GUIDELINES FOR USING AN INTERPRETER**

1. State the purpose of your communication and describe the type of information you may convey.
2. Enunciate your words and avoid contractions such as “can’t” which can be easily misunderstood. Instead say, “cannot.”
3. Speak in short sentences, expressing one idea at a time and allow the information to be interpreted.
4. Avoid the use of double negatives, e.g., “If you don’t appear in person, you won’t get your benefits.” Instead say, “You must come in person in order to get your benefits.”
5. Speak to the LEP client and not to the interpreter.
6. Avoid using slang and acronyms such as MFIP. If you must do so, please explain their meaning.
7. Provide brief explanations of technical terms or terms of art, such as recertification, income disregard and minimum rent.
8. Occasionally ask if the interpreter understands the information or if you should slow down or speed up your speech. If the interpreter is confused, the client may also be confused.
9. Occasionally ask if the LEP client understands the information. You may have to repeat or clarify some information by saying it in a different way.
10. Be patient and thank the interpreter.

## **F. NOTICE OF FREE LANGUAGE ASSISTANCE FOR MPHA BUSINESS**

1. Applications for public housing and Section 8 participation will ask applicants if they are LEP and need language assistance for MPHA business.
2. The letter informing clients about recertification will state that clients may contact their eligibility technician to request free language assistance for MPHA business.
3. Each denial to public housing, lease termination and denial of Section 8 participation will state that the client may contact MPHA for free language assistance about the action taken.
4. The public housing monthly rental statement will state that a tenant may contact their property manager for free language assistance for MPHA business.
5. MPHA will determine on what other occasions to give notice that a client may request free language assistance for MPHA business.

6. MPHA will make a language identification flashcard available to staff.

## **G. PRIVATE AND CONFIDENTIAL DATA**

### **1. MPHA Staff Interpreters**

Federal and state law requires MPHA to protect private or confidential data.

### **2. Contract Language Assistance Vendors**

Contract language assistance vendors will sign a “State and Federal Data Privacy Statement” form as part of the contract documents.

### **3. Informal Interpreters**

When using informal interpreters MPHA should have the informal interpreter and client sign a “Waiver of Free Interpretive Services” form.

## **H. COLLECTION OF LANGUAGE INFORMATION**

1. The application for public housing and Section 8 shall ask the LEP client to identify their language.
2. MPHA will enter a client’s language on the tracking software for public housing and Section 8.

## **I. MPHA STAFF TRAINING**

1. MPHA will make the LEP Plan available to staff.
2. MPHA will inform new employees in the New Employee Orientation of MPHA’s duty to offer free language assistance in compliance with federal requirements.
3. MPHA Staff who have ongoing contact with LEP clients will attend LEP training.
4. LEP training will include the following:
  - a. MPHA’s duty to offer free language assistance in compliance with federal requirements;
  - b. The substance of MPHA’s LEP Plan;
  - c. How to document a client’s language needs; and
  - e. Identity of the LEP Manager, bilingual staff and contract interpreters. .

## **J. MONITORING**

Periodically, the MPHA LEP Manager will review the LEP Plan. The review will include:

1. A summary report from the tracking software of the number of MPHA clients who are LEP.

2. A summary report from the tracking software listing the languages used by LEP clients.
3. A determination as to whether 10% of MPHA's clients speak a specific language requiring the translation of documents as provided in Part D-2 listed above.

#### **K. LEP PLAN DISTRIBUTION AND PUBLIC POSTING**

The LEP Plan will be:

1. Distributed to all MPHA supervisors.
2. Available in MPHA Management Offices and the Section 8 Department.
3. Posted on MPHA's website, mphaonline.org.

#### **L. STANDARD OF CARE**

The LEP Plan does not create a standard of care, a covenant of habitability or any rights to third parties or MPHA clients. The Plan does not enlarge MPHA's duty under any law, regulation or ordinance. In cases of conflict, the applicable law, regulation or ordinance shall prevail. The Plan is a general guideline as to a standard of care to which MPHA aspires.

**Definition of Substantial Deviation**  
**AND**  
**Significant Amendment or Modification**

Substantial deviation is a material change to an MPHA [written] policy that requires approval by Minneapolis Public Housing Authority's (MPHA's) Board of Commissioners. It does not include a change in strategy, policy or procedure when the change is reasonably necessary to effectuate the intent, purpose or interpretation of MPHA's Agency Plan or other policy.

A significant amendment or modification to an MPHA policy is one that will most likely result in a major effect upon the intent, purpose or interpretation of MPHA's Agency Plan or other policy.

## **Voluntary Conversion Required Initial Assessment**

In response to the Final Rule published on July 23, 2001 requiring initial assessments for Voluntary Conversion of Developments from Public Housing Stock. The Minneapolis Public Housing Authority (MPHA) has 57 developments of which nine are or will be designated in the near future for seniors only.

With regard to the non-designated developments, MPHA has concluded based on our initial assessment that it is inappropriate for MPHA to convert any of its public housing inventory to tenant-based assistance. We have reached this conclusion for the following reasons:

- Public Housing is more widely utilized in our community than tenant based assistance. Our Public Housing occupancy rates have been at 99% for over 5 years.
- MPHA maintains its properties at a level that allows our units to compete with other assisted and non-assisted properties in Minneapolis.
- MPHA has struggled to achieve over 90% utilization for our Section 8 tenant based assistance program. The main cause of this is that the vacancy rate for rental housing in Minneapolis and surrounding communities has been less than 2% for the past several years.

Based on these reasons, MPHA believes it would be inappropriate to convert any of its public housing inventory to tenant based assistance as it would not benefit the community and would likely adversely affect the availability of affordable housing in the Minneapolis community.

MPHA will continue to study this matter and reserves the right to request conversion in the future.

## **Section 8 Project Based Vouchers Statement**

The Minneapolis Public Housing Authority (MPHA) has 800 units (20% ) of subsidy for use in existing buildings or in building which the owner agrees to construct or rehabilitate the dwelling units in compliance with federal regulations.

MPHA's goals for the program include contributing to the upgrading and long-term visibility of the City's housing stock, increase the supply of affordable housing and choice of location for very low income households, integrate housing and supportive services, and promote the coordination and leveraging of resources.

MPHA is pursuing the project basing of units because of the lack of availability of rental units in the City of Minneapolis. Current tenant-based vouchers and certificates are difficult for applicants to use. Project-basing can provide qualifying property owners with a reliable source of rental income and a steady stream of tenants. Applications for project basing will be accepted from owners with property located within the city limits of the City of Minneapolis.

**Attachment - mn002g03**

## **Section 8 Homeownership Capacity Statement**

It is the Minneapolis Public Housing Authority's intention to establish a Section 8 Home Ownership Program pursuant to the requirements of the Quality Housing and Work Responsibility Act of 1998 and subsequent regulations adopted by HUD in September 2000.

Program participants will be required to pay a minimum down payment of three percent of which at least 1% of the down payment will be expected to come from the family's own resources.

MPHA will require that financing for the purchase of a home under its Section 8 homeownership program will be provided, insured or guaranteed by the state or Federal government; comply with secondary mortgage market underwriting requirements; or comply with generally accepted private sector underwriting standards.

**Attachment - mn002h03**

## **MPHA Homeownership Programs**

MPHA operates two home ownership programs: **Home Ownership Made Easy (HOME)** and **Moving Home** a Moving To Work Section 8 home ownership demonstration program.

### **HOME:**

The HOME program is for families who currently live in public housing or participate in the Section 8 program. It provides assistance to families purchasing their first home.

Services: Below market mortgage financing through participating lenders. Down payment and closing costs assistance. Information and referral for helping families identify whether or not they are ready for homeownership. Individual counseling and consultation. Referral to real estate agency familiar with local mortgage programs and experienced in working with first time homebuyers. Follow up to ensure that families successfully settle in their new home.

### **Moving Home:**

The Moving To Work, Section 8 Homeownership Demonstration program, called Moving Home, will assist up to 50 Section 8 families who are first time homebuyers, have at least one dependent child and at least one adult in the household who is working fulltime. Families must be participants in MPHA's Family Self Sufficiency Program (FSS). Family income must be at least \$16,000 per year. Participants must be able to meet underwriting criteria and be able to qualify for and obtain a mortgage from a participating lender.

Services and requirements: Down payment and closing costs assistance. Homeownership counseling. Credit Counseling. The Section 8 Housing Choice Voucher will be used to for a period of up to 5 years so that their PITI is not in excess of 30% of their income. Participants will also pay an additional \$25.00 per month into an escrow account administered by a loan service officer to help pay for any necessary home repairs. Annual eligibility evaluations as is required under the Section 8 program. As long as the family remains eligible for Section 8 assistance, remains in the home and uses the home as the family's sole residence, has an outstanding mortgage, continues to participate in the FSS program and attends counseling as required; eligibility for the Housing Assistance Payment (HAP) toward the mortgage will continue for the full 5 year period. All homes to be purchased must pass the annual Housing Quality Standards Inspection for the life of the participants assistance in the program and an independent homebuyers inspection prior to home purchase.

Eligible families may receive a grant of up to \$1,000 to assist with downpayment assistance and to pay for the independent home buyer's inspection.

**Attachment - mn002i03**

## **Announcement of Membership of the Resident Advisory Board FY2004 MPHA AGENCY PLAN**

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James Anderson (Highrise) – City Wide Committee Representative

Ahmed S Ahmed Bani (Highrise) – MHRC Representative

Shirley Davis (Section 8) – TAC Representative

Sharon Frencher (Highrise – Alternate)

George Gammans (Highrise) – TAC Representative

Matt Gerard (Highrise – Alternate)

Regina Goudeau (Section 8)

Ruth Menzel (Highrise) – MHRC President

Yacub Muhammed (Highrise) – TAC Chair

Howard Penas (Highrise) – TAC Representative

\*\*Dorothy Robinson (Highrise) – MHRC Representative

William Tweet (Family)

\*\**Denotes Resident Advisory Board Chair*

**Attachment - mn002j03**

# **Resident Advisory Board and Other Comments and MPHA Responses**

## **DRAFT TEMPLATE**

- Strategy #1 (p. 11 Draft Plan) Target available assistance to Families with Disabilities. Because persons with disabilities are a protected class under the fair housing laws, it is recommended this strategy be strengthened to include a housing preference for the Section 8 Program for disabled applicants. There already is a housing preference for disabled applicants in the Public Housing Program.

**MPHA Response:** *MPHA serves a large number of disabled families and individuals in both our Section 8 and Public Housing programs. Serving the disabled has always been a high priority of the Public Housing Authority and will remain so. With the resources and guidance provided by HUD. MPHA will continue to provide housing opportunities for disabled families and individuals.*

- Public Housing Waiting List (p.15 Draft Plan) Recommend adding Homeless shelters to outreach sites, along with nursing homes and home visits. This seems especially applicable, as homeless applicants receive a preference for Public Housing.

**MPHA Response:** *MPHA's outreach efforts do include homeless shelters and we will include this acknowledgement as part of the Agency Plan Template.*

- Tenant Selection, Public Housing Family Unit Offering (p.16, Draft Plan) Recommend adding an additional hardship factor to the current three hardship factors in the selection of family units. Provide that a family unit could be rejected if an applicant could show by objective criteria that the location of the unit is detrimental to the family stability. Such criteria could include reports on domestic abuse, hate crimes or other forms of victimization that occurred in close proximity to the unit offered. It would be the responsibility of the applicant to present such information. Examples: Police reports, advocacy or social service reports/documentation, Court records/documentation. This increase in hardship factors is consistent with the Public Housing admissions preference for applicants who are victims of domestic abuse, hate crimes and reprisals. It is assumed that Agency staff assisting applicants in obtaining safe housing also would assist them with relocating to a neighborhood away from the source of their victimization.

**MPHA Response:** *MPHA believes that its current hardship factor for rejecting a family unit is sufficient. The addition of a factor that would expand the hardship factor as suggested would be difficult to establish measurable and objective criteria for granting this hardship.*

- Admissions Preferences – Section 8 (p.21, Draft Plan) Recommend giving an admissions preference to disabled applicants based on the following criteria:
  - Disabled persons make up the largest group of all the groups listed on the Statement of Housing Needs (p.5 Draft Plan)
  - Disabled persons comprise 31% of the Section 8 waiting list
  - Disabled persons are protected class members under fair housing laws. Preferences are given to people who are not in protected classes.
  - There is an admissions preference for disability in the Public Housing Program
  - The HUD strategic goal (p.3, Draft Plan) states MPHA will “undertake affirmative measure to ensure access to assisted housing . . .” This directly relates to access to Section 8 housing by disabled persons.
  - “Special Purpose” vouchers have been designated for disabled applicants. They are an important part of an overall strategy to house disabled applicants. However, “Special Purpose” or

“Mainstream” vouchers are not consistently available, they are limited in quantity, the demand for them far exceeds the supply, and often they are designated for a specific use, such as for housing with supportive services. A more comprehensive approach is to assign an admissions preference and administer “Special Purpose”/“Mainstream” vouchers when they are available for the identified purpose.

- There is likelihood that when the Section 8 Program resumes funding the “Special Purpose” vouchers will not be renewed or refunded so that the backlog of applicants from the general waiting list can be served. That would put disabled applicants at a disadvantage in securing assisted housing, despite their status under fair housing laws.

**MPHA Response:** *As previously noted, MPHA serves a large number of disabled families and individuals in both our Section 8 and Public Housing programs. Serving the disabled has always been a high priority of the Public Housing Authority and will remain so. With the resources and guidance provided by HUD, MPHA will continue to provide housing opportunities for disabled families and individuals.*

## **COMMUNICATION**

- When trying to communicate with MPHA or MHRC, we don’t get a human voice. The voicemail is not helpful because often staff does not return calls.

**MPHA Response:** *MPHA through its public housing and Section 8 programs houses over 25,000 persons and in addition has thousands more on our waiting lists. The numbers of people that we deal with on a daily basis does not allow us to have a person answer each and every phone call, at the time of the call. However, MPHA does have an expectation that all calls and voice messages should be returned in a timely manner.*

*MHRC is an independent organization. MPHA has informed them of these concerns.*

- When a resident phones MPHA and tries to leave a voicemail message, she only has 18 seconds to leave the message and then is cut off.

**MPHA Response:** *MPHA’s voice mail system allows for up to 3 minutes for a message. The phone mail system is voice activated. If the person leaving a message pauses for a period of time, the system may shut off as if the message had been concluded.*

- MPHA needs to try to find a better way to communicate issues that may affect residents to them (e.g., loss of key tag service).

**MPHA Response:** *MPHA has an effective system for communicating to residents when situations arise (such as the temporary loss of the key tag system). In such instances we provide immediate written notice, door knocking or posting signs depending on the immediacy of the situation.*

- When changes happen that affect everyone in the building, how is that decided? How is it communicated?

**MPHA Response:** *In general, decisions that are considered management decisions, such as procedures, are decided by MPHA and when appropriate are communicated to residents. Policy decisions such as changes to the lease, the Statement of Policies and Agency Plan require resident involvement and public comment as provided by federal law and regulation. Depending on the nature of the communication, MPHA has a variety of ways of communicating changes to residents. These ways may include: enclosures in the rental statement; newsletters; flyers to individual units; reports to and has discussions with the Tenant Advisory Committee, Resident Advisory Board, MHRC, resident councils, Security Advisory Committee, Citywide Capital Fund Committee, Board of Commissioners; utilizing the Agency Plan process; MPHA’s website; mass mailings and enclosures at the time of application or recertification.*

- Property Managers should survey residents prior to making changes or decisions that impact residents.

**MPHA Response:** *As described above, MPHA generally involves residents on policy decisions in compliance with the procedures outlined in federal law and regulation. Also, residents have input through resident councils, MHRC and the various committees and meetings listed above. MPHA believes that these ongoing processes are cost effective and foster a proactive process.*

## **STATEMENT OF POLICIES**

- In dealing with criminal history, MPHA should not consider police calls or arrests that do not lead to conviction. As you know, people with low incomes, and especially people of color, are often arrested for offenses they did not commit. To prevent the discriminatory impact of these arrests from being amplified into an inability to get public housing, MPHA should adopt a policy that it will not consider criminal history in cases where the defendant was found innocent or the charges were dropped.

**MPHA Response:** *Under federal regulation MPHA is required to consider favorable and unfavorable information with respect to a person's application to public housing and to consider factors which may indicate a reasonable probability of future conduct may be unfavorable. Furthermore, the burden of proof in a criminal matter is beyond a reasonable doubt, the highest burden of proof and in a civil matter the burden of proof is a preponderance of the evidence, the lowest burden of proof. In addition, MPHA permits an applicant to contest the accuracy of the non-public criminal history records and to explain the incident.*

- MPHA should continue in its attempts to lower the number of eviction cases filed each month – an issue of even graver concern now that MPHA is being charged \$250 in filing fees and is passing those fees on to tenants whose financial distress has already been indicated by their inability to pay the rent on time.

**MPHA Response:** *MPHA has put in place strategies that are intended to result in fewer evictions. MPHA encourages residents to pay their rent on time, will provide notice in the first month of delinquency and utilize the processes available under our Rent Collection procedures to promote resolution prior to the formal eviction action.*

- MPHA should work with the court and a mediation program to develop a streamlined system of pre-filing mediation as follows: Before filing an eviction, MPHA would notify the tenant of its plans to file on a certain day, and of the possibility of mediating the dispute at the courthouse on that day, before the filing, and of the advantages of doing so (potentially saving \$250 and avoiding a court record). If the tenant does not show up, or the mediation is not successful, MPHA will not have lost any neither time nor done extra traveling.

**MPHA Response:** *Currently, MPHA sends out a lease termination letter when the resident has not paid rent for two months. In addition, the lease information letter gives the resident at least 14 days to pay the rent in full before an eviction action is filed. In most cases, particularly since residents are required to pay a filing fee of \$247 and a service fee of \$22 if an eviction action is filed, pay the rent with the 14 day period. Also, MPHA intends to send out a lease termination letter after a resident has not paid one month's rent. This change should make it easier for residents to pay their rent in full and reduce the number of eviction actions. Furthermore, MPHA's service vendor and not MPHA staff files eviction actions with the court. Also, by the time eviction action is filed, the resident has already been served the eviction action and has incurred a service fee. MPHA encourages all residents to timely pay their rent to avoid the eviction action.*

- We suggest that MPHA conduct an analysis of the cases in which it has filed for eviction for non-payment to identify preventable factors leading to a filing, and the MPHA interview comparable housing agencies and other landlords to learn if they have any best practices that might be helpful.

Questions for analysis:

- Did the tenant have difficulty understanding the late payment notice, due to speaking English as a foreign language or not reading well?
- Do tenants know about emergency resources that can help them in financial crises?
- Do tenants know, and are they encouraged to use, financial literacy and budgeting programs?
- Are certain tenants chronically late, and what efforts are made to work with them to change their behavior?
- Would phone calls from MPHA be a worthwhile supplement to the written notices?

**MPHA Response:** *MPHA created an Admissions Review Committee that looked at these specific issues. Actions taken include the development of a Limited English Proficiency Plan (LEP) and providing residents with a list of resources (e.g., Emergency Assistance) that may be available to help pay past due rent.*

- MPHA should provide its residents and property managers with a list of the factors that managers should consider in deciding whether to terminate a lease. Most MPHA managers already consider all factors, but our proposal would make such consideration consistent and uniform and would help tenants using the grievance process to focus on the important factors, rather than getting lost in details.

**MPHA Response:** *The lease clearly states that MPHA may evict for serious or repeated violations of the lease. Also, the lease specifically states some of the lease violations which are grounds for termination. However, in all cases, the relevant Public Housing Manager and the Assistant Director of Property Management approves the lease termination so that residents in similar situations are treated similarly. Furthermore, except for lease terminations specifically identified in the lease, residents are given the opportunity to participate in the grievance procedure in a lease termination. The vast majority of these lease terminations are resolved without an eviction.*

- MPHA should not approve the proposed change to the rent collections policy that would mandate termination for a second failure to report income. Many MPHA tenants have incomes that fluctuate greatly or stop and start, and many have more than one working family member to keep track of. It is very easy to forget to report an income change or not to know that reporting is required in an individual instance. The requirement that the report from the tenant be in writing is also a barrier for tenants who are not literate or not able to write in English. While repeated attempts to deliberately conceal information from MPHA should, perhaps, lead to lease termination, two innocent mistakes certainly should not.

**MPHA Response:** *MPHA will review the proposed changes to the “Appendix ‘F’ Rent Collection Policy” regarding the concerns of a lease termination for a second failure to report income.*

- Minimum Rent, Hardship Exemption Policy (p.35, S.O.P.)  
Recommend that a motor vehicle be removed from the list of non-essential goods/services. A vehicle is basic transportation that enables families to look for work, access medical care, and utilize child care resources. Families requesting a hardship exemption already experience economic distress. To deny an exemption based on ownership of a motor vehicle seems counterproductive to relieving distress and may act to exacerbate the distress. The Section 8 Program Hardship Exemption Policy does not disallow for a motor vehicle.

**MPHA Response:** *HUD guidelines for determining income ask questions in relationship to motor vehicle ownership and operations making MPHA’s inquiries about automobiles an appropriate consideration for determining hardship.*

- Tenant Grievance Procedure (p.51, S.O.P.)

Recommend that #5 be eliminated as “any felony” is overly broad. Only felonies related to the health and safety of the premises of other residents, neighbors, employees of MPHA, and others should be exempted from the grievance procedure. Legal Aid Society also has provided comment on this matter.

**MPHA Response:** *MPHA responded to this same concern raised by Legal Aid as follows: A ‘conviction’ of a felony crime is a serious breach or; material violation of the lease warranting an immediate eviction action. A tenant is still permitted to argue his/her case through the court system should MPHA move to evict the tenant. HUD has determined that Minnesota’s Housing Court provides sufficient due process for tenants.*

- The letter for lease violations is too threatening. MPHA should review the language in communications with residents to make sure it is not too threatening.

**MPHA Response:** *We encourage all residents to pay rent on a timely basis. It is imperative that residents understand that failure to pay rent is a serious breach of their lease and could lead to eviction. The \$247 fee now charged by the court and a \$22 service fee must be paid by the resident. As failure to pay the rent will result in an eviction action, it is necessary that the letter from MPHA clearly state the consequence faced by a resident who fails to pay his/her rent. We believe MPHA’s letter meets this purpose.*

- Regarding the fee for closing windows in the winter, someone in my building always opens all the windows in the hallways during the winter. Who is responsible for that? Will that person have to pay the fee?

**MPHA Response:** *If residents open windows in common areas and it results in damages or additional cost to MPHA, a resident could be held accountable under the lease. In situations that require maintenance and/or repair residents should call Work Orders at (612) 342-1585 (Highrise); (612) 342-1545 (Family/Rowhouse); (612) 342-1515 (Family/Scattered Site).*

- Why are we charged two extra months for air conditioning? They are two months when we don’t need the air conditioning.

**MPHA Response:** *MPHA prorates the charge for air conditioning over a longer period of time to keep the charge more affordable for residents.*

- Will the resident be held accountable if MPHA mails the late rent termination statement and the rent is paid in the interim between when the rent was due and the mailing of the termination?

**MPHA Response:** *No, assuming that the rent was paid in full.*

- Will the resident still be penalized if they are ill or have been in the hospital at the time scheduled for pest control? What about people with allergies to the spray? I don’t believe they do the public areas when spraying.

**MPHA Response:** *In situations where the resident is ill or hospitalized, MPHA will evaluate the situation on a case by case basis. It is our understanding that the new pesticides utilized by MPHA do not create allergic reactions. If a doctor indicates there is a risk to a resident we will evaluate the circumstance and alternatives. MPHA assigns staff to accompany the pest control contractor to ensure that all areas, including public areas, are appropriately treated.*

- MPHA states that people actively looking for work or working get a deduction for child care, what about residents attending school?

**MPHA Response:** *Residents who participate in educational opportunities and have children under the age of 13 can have a child care deduction pursuant to the Statement of Policies.*

- Regarding Sales & Service Charges (Statement of Policies, Appendix C): Residents are concerned about the dramatic increase of \$13 to \$25 for the first time residents are not properly prepared for pest control and the increase of \$20 to \$40 for the second time they are unprepared. Overall, residents are willing to do their part to help with pest control efforts, but also believe more needs to be done to ensure the MPHA is doing theirs, including making sure exterminators do a thorough job treating apartments, trash chutes, compactor rooms and building common areas.

**MPHA Response:** *MPHA shared in the various meetings with residents the need to have all residents participate in actions to enhance pest control strategies. The changes in Sales and Service fees are designed to promote cooperation with treating apartments. Other strategies include assessing our properties and instituting changes as have been suggested.*

- Why is the MPHA Space Use Policy not included in the Statement of Policies? Use of community space is an important issue for highrise residents. This policy should be included in the Agency Plan so it can be reviewed each year.

**MPHA Response:** *The document that addresses MPHA's Space Use is a procedural document, not a specific policy; as such it can be reviewed and if necessary changed at any time.*

## **CRIMINAL SCREENING CRITERIA**

- Why is there no Grievance Procedure for residents with a felony conviction?

**MPHA Response:** *A 'conviction' of a felony crime is a serious breach or material violation of the lease warranting an immediate eviction action. A tenant is still permitted to argue his/her case through the court system should MPHA move to evict the tenant. HUD has determined that Minnesota's Housing Court provides sufficient due process for tenants.*

- We disagree with the proposal that the grievance process should be bypassed for any felony conviction. The grievance process should be bypassed only if the activity threatens the health or safety of other residents or staff.

**MPHA Response:** *As noted above a felony conviction is a serious or material breach of the lease.*

## **LIMITED ENGLISH PROFICIENCY PLAN**

- Regarding the new Limited English Proficiency Plan: We wholeheartedly support this effort to provide more assistance to non-English speaking residents in accessing MPHA programs through the MPHA providing more translation and interpretive services.

**MPHA Response:** *Thank you for your support. MPHA works hard to foster a better understanding of all its programs and services.*

- How can "we" residents and councils support LEP and work better with MPHA to create activities to promote limited English residents?

**MPHA Response:** *Residents and resident organizations can help in this effort by supporting the various diversity initiatives of MPHA, MHRC, serving as informal interpreters, opening community spaces to organizations that offer English as a Second Language (ESL) and sponsor activities that welcome those with limited English proficiency. The MPHA IT Department is developing a web capacity that will "read aloud" information on MPHA's website. Residents should be encouraged to utilize this function as needed.*

- We ask that MPHA make its Limited English Proficiency plan a part of its Statement of Policies and furnish the draft LEP to residents and community members for comment as part of the agency planning process. LEP policies are an integral part of MPHA's service to its residents and applicants, as well as a matter of federal, state and local civil rights laws. Residents and community members need to know what those policies are and need to be offered a chance to provide input in their drafting.

**MPHA Response:** *MPHA's LEP Plan is a procedural document for which public review is not required. However, MPHA has attached the LEP Plan as an optional attachment to the Agency Plan and is utilizing the Agency Plan process to seek informal review and comment.*

## **SECURITY ISSUES**

- Will there be new cameras added for security for the buildings?

**MPHA Response:** *The MPHA Security Committee has identified the need to upgrade and increase the overall number of cameras for enhancing MPHA's security. They are working with MPHA's Information Technology Department to make these upgrades and place cameras where they are most needed.*

- I have read that the police department plans to work to cut crime 10% during the summer. I live at 2419 – 5th Ave S and have already seen gang types coming into the building in the early a.m. and early afternoon. We don't have a guard anymore. We need a guard present at these times.

**MPHA Response:** *MPHA has limited funds for security purposes. When residents become aware of criminal activity they should call 911 for emergencies, police for reporting other criminal activity and may also call the Crime Tip Line at (612) 342-1987.*

- Project Lookout needs adequate resources to be able to provide security, (e.g., phones).

**MPHA Response:** *As noted previously, MPHA has limited resources. MPHA will work with MHRC in developing strategies for the Project Lookout Program.*

- Project Lookout volunteers should be paid a stipend.

**MPHA Response:** *Project Lookout was developed as a resident volunteer program. Changes to this program should be made in coordination with MHRC who is responsible for how this program is delivered*

- Resident is a Project Lookout volunteer and would like to know why they cannot have a list of the residents who live in the building to assist them in knowing who belongs in the building and who does not.

**MPHA Response:** *MPHA believes that this information is not public information and cannot be provided to Project Lookout. Project Lookout and MHRC can explore alternate methods of getting to know and identify residents of a particular building.*

- Elliot Twins: poor parking lot lighting, need additional cameras, new door at front entrance, secured television for Project Lookout, radios for security guards.

**MPHA Response:** *Currently, we are in the process of conducting an area-wide security assessment of MPHA highrises and are planning to visit the Elliot Twins to evaluate building needs in the near future. These buildings have money in the FY04 budget and, once these needs are identified, they may be added to the scope of work.*

- 3116 Oliver: need parking permits, overall awareness.

**MPHA Response:** *This is one of the first buildings we evaluated for security needs; we have reviewed the recommendations and have determined the scope of work and will be implementing improvements in the very near future. Parking lot issues are one area that we will be addressing.*

## **SECTION 8**

- MPHA should make changes so that it is easier to rent with Section 8, particularly outside the inner city. MPHA should work with other local housing authorities to develop a brochure and a coordinated marketing plan for potential landlords. Part of that plan should include focus groups with landlords – including past participants, current participants, and potential participants in Section 8 to learn what they do and don't like about the program and what would entice them to join or rejoin it. Particular attention should be paid to streamlining the approval process and starting the HAP payment as soon as possible.

**MPHA Response:** *MPHA has made significant changes in its Section 8 program over the past year including, working with owners to increase their participation in the Section 8 program. Given the current funding crisis faced by the Section 8 program, MPHA is exploring numerous strategies to preserve the integrity and availability of our program to the maximum number of participants. We have forwarded the suggestions made to our Section 8 program for consideration as part of this overall process.*

- As a resident, I would like to know how the cuts to Section 8 affect me. I live in a highrise and don't receive a Section 8 voucher or certificate, so how does it affect me?

**MPHA Response:** *The proposed changes in the Section 8 program will not have a significant impact on those who live in public housing. However, the strategies MPHA adopts to deal with the Section 8 changes will have a dramatic impact on that program as well as some implications for public housing. For example: Public housing residents on the Section 8 waiting list may have to wait longer for their names to come up on the list due to the fact that MPHA is suspending issuing new vouchers, the Section 8 Reserve fund used to be a flexible source of revenue that could be used to fund activities for the low rent program such as Board stipends, counseling for MPHA's HOME program, etc.*

- What is project based Section 8 housing?

**MPHA Response:** *Project Based Section 8 housing is where MPHA assigns the voucher to a particular unit of housing instead of assigning the voucher to a tenant. This is done generally to support service based programs that include housing as part of their services. These projects must be new construction, rehabilitation projects, or existing projects with services.*

- How will the change in Section 8 funding affect MPHA?

**MPHA Response:** *Administrative fees have been cut 13% retroactive to January 1, 2004. This will challenge MPHA's ability to continue support for the Section 8 Program at current levels. This could require layoffs or other cuts in the Section 8 Program. If Housing Assistance Payments (HAP) are insufficient to pay program costs MPHA faces significant challenges in our ability to support activities traditionally associated with the Section 8 program; such as, rents not exceeding 30% of income, portability, landlord participation, and utilization of all vouchers currently available to MPHA.*

- Is MPHA taking applications at this time for Section 8?

**MPHA Response:** *No. MPHA opened its waiting list in May 2003 and over 8,000 people applied for the program.*

- Will the Section 8 Wait list be closed due to the funding crisis?

**MPHA Response:** *Section 8 waiting list is closed because we have recently received over 8,000 applications. The current funding crisis may cause significant delays in people moving from the waiting list to receiving a Section 8 voucher.*

- I am a Family resident and have been on the Section 8 waitlist for 3 years. Why haven't I been contacted?

**MPHA Response:** *MPHA, on a regular basis (generally annually), sends inquiries to those on its Section 8 waiting list to see if they wish to remain on the waiting list. If you have not been contacted in over 3 years, please contact Cheryl Borden at (612) 342-1420 to determine if you are still on the list.*

## **MISCELLANEOUS COMMENTS**

- Regarding the Proposed Management Improvements: Thank you for responding to resident requests to increase funding for the Self Help Program. Self Help helps to supplement the MPHA's work force during lean budgetary times while providing economic opportunity and a sense of community pride for public housing residents.

**MPHA Response:** *The Self Help program is a valuable service for both residents and MPHA. The partnership we have with resident through this program allows for mutual benefit and more productive ways of accomplishing the mission of our agency.*

- MHRC appreciates that funding has been included to continue the important joint MHRC/MPHA Diversity Initiatives Program and that funding has been allocated for MPHA staff customer service training. It is critical that staff who has the most direct and frequent contact with residents treat them with respect and dignity.

**MPHA Response:** *MPHA has an expectation that all residents, applicants and others who interact with the Agency be treated with dignity and respect. We honor the diversity in our community and allocate resources to support these efforts.*

- MPHA should require service providers (e.g., home health workers) to wear name tags. Often providers use highrise laundry facilities for their clients and residents should be able to easily tell that these individuals are authorized to be in the building.

**MPHA Response:** *MPHA will send a notice to all service providers who have Agreements with MPHA of our expectation that name tags are worn and when appropriate, uniforms be worn when performing services at MPHA sites. In addition, MPHA will add a clause in all our Agreements with various organizations making this requirement a specific part of the Agreement.*

- Sometimes resident partnerships can serve as an exclusive tool to keep residents out of the process for decisions. How can MPHA encourage support and promote the voices of resident who don't speak loud and often?

**MPHA Response:** *MPHA works diligently to include residents who are interested in participating in the various activities through MPHA. If residents feel excluded or like they are being denied the opportunity to participate, they should contact MPHA management at (612) 342-1225, Resident Initiatives Department at (612) 342-1414, their resident council and/or the Minneapolis Highrise Representative Council at (612) 342-1330. We are committed to support involvement of residents in the activities and programs of MPHA.*

- What about the "housing" relationship with Time Warner Cable. How or when will we be informed about the contract that MPHA has with them, who is involved in the process and when will residents be able to provide input into that process.

**MPHA Response:** *MPHA will research this matter and follow up accordingly.*

- What is Section 3 and how does it work?

**MPHA Response:** *Section 3 is a federal program that seeks to provide eligible residents with an opportunity to derive economic benefit from the expenditure of federal housing dollars. There are specific goals for Section 3 employment and Section 3 contracting. For information regarding Section 3 programs at MPHA please contact Leslie Woyee, MPHA Section 3 Coordinator, at (612) 342-1404.*

- How can “we” residents on an on-going basis receive Section 3 information and opportunities? We can’t take advantage of programs if we don’t know about them.

**MPHA Response:** *As noted above, please contact Leslie Woyee.*

- Please respond to the cuts and proposed elimination of FSS & the Homeownership programs by the Bush administration. How bad will it be?

**MPHA Response:** *The Family Self Sufficiency (FSS) Program has been made a competitive grant program under HUD’s latest policy. MPHA will be submitting a grant to continue this valuable program for low rent residents. The Section 8 Department has hired a full time FSS Coordinator for that department.*

*MPHA has two Homeownership Programs through which 155 families have purchased homes. Homeownership continues to be a priority of MPHA. Our ability to fund Homeownership efforts will be determined once we have a full understanding of the federal funding for public housing and Section 8. We will keep residents apprised as we learn more.*

- Residents go down to the community room to cool off especially on hot humid nights, but the room has restricted hours. The community room serves the elderly for many things and they should be able to use the room during the summer when their apartments are too hot.

**MPHA Response:** *The use of community rooms is dictated by the Space Use Procedure which allows for many activities in the community room of the highrise buildings. Activities are limited to between the hours of 7:00 a.m. and 9:00 p.m. However, on extremely hot days, MPHA will provide for the air conditioned community space to be open overnight.*

## **CAPITAL IMPROVEMENTS/MAINTENANCE OPERATIONS**

- 600 18th Avenue North: apartment kitchen cabinets are too high and exhaust fans for stoves are nonexistent.

**MPHA Response:** *Apartment kitchen rehab at this building is included in the FY04 budget. The scope of work includes new kitchen cabinets and range exhaust fans; the new cabinets will be lower and therefore easier for senior residents to use.*

- 3116 Oliver Avenue North: need new light fixtures, tub rooms for HCPD individuals

**MPHA Response:** *When the last comprehensive physical needs assessment was completed in 2001, apartment conditions, including lighting, were considered to be functional and in good condition. There are improvements slated at this building in the 2007 budget; however, staff can re-evaluate the current conditions and, if determined to be an immediate need, it is possible that this work can be addressed sooner. There are no tub rooms at this building and with the existing building configuration it is unfeasible to create tub rooms there.*

- Horn Towers/Terrace: would like recreational rooms such as pool/game room, exercise room.

**MPHA Response:** *This will be brought up to the modernization committee for Horn Towers/Terrace.*

- Horn Towers/Terrace: new cabinets seem smaller than current

**MPHA Response:** *This is not correct. The new kitchens have additional cabinet space that did not exist with the previous layout.*

- Horn Towers/Terrace: improve corridor/hallway floor cleanliness

**MPHA Response:** This request is being forwarded to the on-site property management staff. In addition, residents who have concerns with about cleanliness and other upkeep issues at their buildings need to call the Work Order Center at (612) 342-1585.

- Hiawathas: landscaping needs, would like a central building to improve and simplify social services.

**MPHA Response:** *General landscaping was completed in 2001/02. In 2005, we will be addressing other site improvements and will determine what additional landscaping is needed at that time. A central building is cost prohibitive.*

- 1717 Washington Avenue NE: dust problem in building, wondering what year apartment kitchen cabinets and closet doors will be replaced.

**MPHA Response:** *Extensive modernization, which includes apartment rehab, is planned in FY05 at this building. The ventilation system is being examined to assess dust problem.*

- 3116 Oliver Avenue North: windows need cleaning, cigarette butts need to be cleaned up regularly.

**MPHA Response:** MPHA recognizes the need to have routine window cleaning at its highrises and is pursuing resources to implement this program. Cigarette butt cleaning issues are being forwarded to on site staff.

- 1815 Central Avenue NE: unable to clean apartment windows since they have been replaced, wondering if an area-wide cleaning service is a possibility.

**MPHA Response:** MPHA recognizes the need to have routine window cleaning at its highrises and is pursuing resources to implement this program.

- 1415 East 22nd Street: doesn't have air conditioners, many seniors live there.

**MPHA Response:** *Due to limited resources available to take care of all its physical improvement needs, MPHA has prioritized senior developments to receive air conditioners.*

- Can air conditioners be made available for disabled persons in addition to seniors?

**MPHA Response:** *MPHA helps facilitate finding services for that provide AC units to disabled residents.*

- The kitchen rehab at my building (809 Spring Street) did not result in additional counter space; why weren't residents asked for design feedback?

**MPHA Response:** *MPHA Capital Improvements staff insist that a Modernization Committee be formed whenever work is planned at a specific building. There was a Modernization Committee at 809 Spring when the kitchens were remodeled. Although residents are involved in the planning process, sometimes design options are limited due to several factors such as restricted space or code compliance issues.*

- The exterminating company does not get rid of all the roaches so the company can keep returning and make more money.

**MPHA Response:** *MPHA and the exterminating company use and apply the chemicals which are most effective in eliminating infestation of roaches. It is in the exterminating company's best interest to be successful with its initial application as there are no additional charges to MPHA for repeated applications to the same site.*

- What is the best place(s) within the apartments to apply gel for roaches (current places are ineffective).

**MPHA Response:** *Roaches like food and water. Tenant's cooperation in eliminating roaches is essential. Prior to pest control treatment, tenants should clean their apartment, clean and remove items from cupboards and around sinks, toilets and bathroom.*

- Accessibility issues need to be addressed for the blind.

**MPHA Response:** *Accessibility issues are addressed in accordance with MPHA's Reasonable Accommodation Policy.*

- Additional work needs to be done to the tuck pointing at 2728 E Franklin. When will this be finished? Also, when will we be getting fencing?

**MPHA Response:** *Tuck pointing is currently underway at this building and is expected to be completed this summer. Fencing around the patio area is identified in the needs assessment for funding in FY07.*

- Will there be a new contractor for service of the elevators?

**MPHA Response:** *MPHA already has a contract in place with a new elevator contractor.*

- Why does maintenance take so long to respond?

**MPHA Response:** *MPHA completes 44,231 work orders each year including 2,677 emergency work orders within 24 hours, 40,470 non-emergency work orders and 1,084 preventive maintenance. MPHA is proud of our ability to respond to the thousands of work orders we have each year. In order to provide even better service, MPHA is in the process of implementing a new work order system that has better tracking capability and allows for follow up work orders to be monitored.*

- The key tag system at Horn Towers does not work. We have to use keys to enter the building.

**MPHA Response:** *MPHA is upgrading the key tag computer software; the prior system was failing. In the process of replacing the prior system, some memory was lost. We are currently recovering the lost data. This will fully restore the system to a functional level.*

- 1710 Plymouth: the base of the elevator has an extra wide gap. A tenant accidentally dropped her key down this gap and was charged to have someone retrieve the keys. Also, this gap could impact resident safety in getting in and out of the elevator.

**MPHA Response:** *Keys dropped into the elevator hoistway will require a special trip by the elevator maintenance company, which results in an additional cost to MPHA. The gap at the door track is within code requirements and necessary for proper door functioning.*

- Horn: open basement area for more convenient building to building access.

**MPHA Response:** *Remodeling of Horn Towers eliminated common space accessible to residents in the basement area. The tunnels are only usable for maintenance and mechanical activities.*

- Not all buildings have modernization committees.

**MPHA Response:** *Modernization committees are essential for the successful implementation of capital improvements. If one does not exist when we come to a building to plan modernization, we insist that one be formed.*

- Would like updates on this information more than once a year.

**MPHA Response:** MPHA will consider utilizing its resident newsletter, website and communications through the Modernization Committees to keep residents apprised of modernization activities.

- When preparing your packets, you need to include full size copies of the spreadsheets (not just on the PowerPoint handout) with line items specifying what the amount is for.

**MPHA Response:** *The spreadsheets are copied in full size.*

## **Progress in Meeting 5 Year Plan Goals**

The Minneapolis Public Housing Authority has made significant progress in meeting its five-year goals as identified in its 5-Year Plan for Fiscal Years 2001-2005.

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

- ◆ MPHA works with the City of Minneapolis Community Planning and Economic Development Agency (CPED) to develop a Senior Rental Policy to provide affordable housing for low income seniors and is working with both CPED and Mayor's office to implement this policy. MPHA has identified a specific site in the Beltrami Neighborhood in pursuit of this goal.
- ◆ MPHA successfully secured a HOPE VI Grant to develop a 102 unit Senior Development with an Assisted Living component and is working to secure approximately \$1,000,000 in non-Hope VI grant funds to enhance this development. Construction is set to start in the fall of 2004 and be completed in the following year.
- ◆ MPHA Board has approved the use of up to 20% (800) of its Section 8 Vouchers for project basing. To date some 277 Section 8 project based units have been developed.
- ◆ MPHA's non-profit affiliate, Community Housing Resources, Inc. has purchased its first property and made it affordable by leasing to Section 8 participants.
- ◆ MPHA has completed 645 of the 770 replacement housing units required by the Hollman Consent Decree and has commitments for all 770 units.
- ◆ MPHA continues to work with the CPED and the Mayor's office to develop strategies that will better utilize existing resources for affordable housing. Strategies include: MPHA purchase of rental property and renting them to Hollman Section 8 Voucher holders and matching MPHA's unused ACC authority to residential development projects in the City. The Minneapolis City Council has approved \$1,000,000 from the City to develop a 5 unit townhouse development. MPHA will use its ACC authority to make these units permanent public housing units.
- ◆ MPHA's collaboration with Minneapolis Public Schools, Family Housing Fund and Lutheran Social Services in creating the "It's All About the Kids" program has successfully housed 78 families. 150 Housing Choice Vouchers have been made available for families who are homeless and working with the Minneapolis Public Schools. Participating families will receive housing, supportive services and counseling that will allow families to live in neighborhoods where their children attend school.

- ◆ Through MPHA's two Homeownership Programs 155 families have purchased homes. To date over 800 families have participated in the home ownership and credit counseling services offered through these programs. Both programs provide counseling, mortgage readiness training and down-payment assistance as part of the array of services offered.
- ◆ **-Moving To Work (MTW) :** 16 families have purchased homes under the MTW Section 8 Home Ownership Demonstration program. This demonstration program will allow up to 50 families to use Section 8 Vouchers as part of their mortgage financing package.
- ◆ **-Home Ownership Made Easy (HOME):** 139 families have successfully purchased homes through this program.

### **Improve the quality of assisted housing:**

- ◆ MPHA's Capital Improvements program has invested more than \$140 million in capital improvements work since the inception of the program in 1993.
- ◆ Through mixed financed agreements and negotiations with developers and community partners, MPHA has made significant progress in de-concentrating public housing. To date, 452 public housing units have been located in suburban localities.
- ◆ Through partnerships with 3 assisted living providers and funding through Hennepin County, MPHA has created 5 Assisted Living programs that provide services in its public housing developments.
- ◆ MPHA has over two dozen partnerships with different service organizations that address a variety of needs of MPHA residents.

### **Increase Assisted Housing Choices:**

- ◆ MPHA contracted with Person to Person, Inc. to assist up to 650 families to utilize Hollman Vouchers to secure housing in non concentrated areas.
- ◆ MPHA has been granted \$40,000 dollars in budget authority from Greater Minneapolis Metropolitan Housing Corporation. Through this partnership, MPHA has disbursed over \$65,000 in 0% interest security deposit loans to families who would otherwise not be able to secure affordable housing because of the high costs of security deposit requirements of landlords

### **Provide Improved Living Environment:**

- ◆ MPHA enhanced the quality of its services by providing an ongoing training program for maintenance employees who can receive a Certified Housing Maintenance designation.
- ◆ MPHA created an in-house Supervisory Training Program to further develop and increase the skills of its management staff and also renewed its membership to the Housing Television Video Network to provide ongoing satellite training opportunities in-house. Staff also participates in other professional development training opportunities, including but not limited to: Family Self Sufficiency; Public Housing Manager; Rental Integrity Monitoring; Rent Calculations; Inspections; Computer Technology; etc.
- ◆ MPHA revamped its data communication infra-structure that brings speeds of 100 MB to the desktops using Cisco giga- switches. This enhances our administration processing by increasing efficiency.
- ◆ MPHA installed new desktops for staff (with Microsoft Windows XP operating system and Microsoft Office XP suite). These computers are faster with latest technology for increased efficiency (faster processing) and better reliability.
- ◆ MPHA upgraded its e-mail and voice-mail systems to provide redundancy for failures and avoid any down time
- ◆ MPHA is revamping its website to make it more current.
- ◆ MPHA is implementing a new work order system called MPHA Maintenance System (MMS). This will allow us to track the work orders more efficiently and allows better coordination with different departments.
- ◆ MPHA has established an IT Committee to assess all technology needs and prioritize them according to the available resources to meet the demands towards Agency goals.
- ◆ MPHA contracts with the Minneapolis Police Department for a public housing police unit dedicated to provide police services and law enforcement to MPHA.
- ◆ MPHA partners with the Minneapolis Highrise Representative Council (MHRC) to enhance Project Lookout, a resident security program in MPHA highrises.
- ◆ MPHA works with the Minneapolis Highrise Representative Council in implementing diversity initiatives.
- ◆ MPHA continues to partner with 40 resident councils including the Minneapolis Highrise Representative Council, Glendale Resident Organization and the Minneapolis Scattered Site Resident Council to encourage resident participation in MPHA communities.

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

- ◆ Expanded MPHA's Step Up program to include all Section 3 Eligible Residents.
- ◆ Transferred the Section 3 Program from Special Projects Department to the MPHA Procurement department to better integrate the Section 3 program with Agency procurement activities.
- ◆ Secured agreement from HUD to allow the Step Up program to be utilized in major City of Minneapolis Development projects.
- ◆ Increased the Family Self Sufficiency Program for Section 8 participants by increasing the Section 8 FSS Coordinator from a half time position to a full time and locating this position in the Section 8 Department.
- ◆ Increased the Public Housing Family Self Sufficiency Program from a half time to a full time position and revised performance standards to enhance program support and services for Public Housing FSS participants.
- ◆ Worked with the Minneapolis Department of Public Works and Heritage Park developer to implement Section 3 employment and business goals for this \$200 million development.
- ◆ Contracts with the Corporation for National Service in providing employment opportunities for residents through the Volunteers in Service to America (VISTA) program.
- ◆ Set aside \$10,000 in Capital Fund / Management Improvements for Section 3 Residents to acquire various supports (e.g tools, steel toed shoes, pay Step-Up registrations, purchase bus passes and other small items that are necessary for participation in Section 3 related activities.
- ◆ Increased MPHA's Self Help program budget to \$110,000. This fund provides work opportunities and stipends for residents who perform a number of tasks for MPHA at the buildings in which residents live as well as at the administrative offices of MPHA.

**Ensure equal opportunity and affirmatively further fair housing objectives:**

- ◆ MPHA developed a Limited English Proficiency Plan in order to establish procedures for increasing accessibility to agency services by limited English speaking clients.
- ◆ MPHA was awarded 400 Designated Vouchers for Disabled (DVD) to be used specifically in assisting non-elderly disabled in obtaining affordable housing. MPHA worked with advocates and service providers from the Metropolitan area to prepare disabled persons for accessing this valuable resource. The MPHA Section 8 Department along with the Minnesota Supportive Housing Consortium, the Corporation for Supportive Housing, and the Hennepin County CFASD Housing provided informational workshops for housing and service providers serving adults with disabilities seeking housing opportunities. Over eighty agencies, including Legal Aid, sent representatives to these workshops, and over 300 persons

attended the workshops. To date 140 of the DVD vouchers have been leased up. An additional 131 families are in the stage of eligibility processing and issuance.

- ◆ MPHA created a committee to address issues surrounding ensuring fair access by all communities to our services. The committee met with representatives from the African American Men's Project, Minnesota Department of Corrections, as well as conducted surveys with other housing authorities regarding their admissions and denial practices. The MPHA has adopted new criminal admissions procedures to help guide admissions and denials.

**Attachment - mn002l03**

## Admissions Policy for Deconcentration

MPHA will strive to house higher income families in lower income communities and lower income families in higher income communities as required by 24 CFR 903. The buildings are exempt from the deconcentration plan:

Buildings designated for seniors

Units in mixed income developments

MPHA developments not exempted will be divided into three groups based on the average tenant income. The Established Income Range are those developments where the average tenant income is between 85% and 115% of the MPHA-wide average tenant income or below 30% of the area median. The top income group will be those developments where the average is above 115% of the MPHA area-wide average tenant income. And the bottom will be those developments where average tenant income of below 85% of the MPHA area-wide average tenant income. Where applicable in family units, the average tenant income will be measured based on bedroom size.

### A. Family Units:

If the first offer is based on the deconcentration policy and the unit is declined, the applicant will be offered a second unit when there is one available. If the approved applicant does not accept the vacant unit offered, that applicant will be placed on the waiting list without any local preferences for a period of six months. If the initial offer is not based on the deconcentration policy and the applicant declines the unit, the applicant will be placed back on the waiting list without any local preferences for a period of six months. After six months, the preferences will be reinstated.

If an applicant then refuses the next unit offered, they will be removed from the active applicant list. The applicant will then be required to reapply as a new applicant when the application process is open for family housing.

Applicants whose utility accounts are not current may not be offered a unit until such time as verification is provided that the utility accounts are current. Applicants must have the ability to have utility accounts in their name (see Part II. 3.B.1.) The applicant must view the unit prior to acceptance.

### B. Highrise Units:

Senior designated buildings, assisted living program buildings and units involved in other special programs within General Occupancy buildings including handicap accessible units, will be excluded from the deconcentration efforts. Units in the above mentioned programs will be offered based on vacate date and the applicant's suitability for the program or unit, with the unit which has been vacant the longest offered first.

General Occupancy highrise units will be offered to approved general occupancy applicants in a manner that will promote MPHA's goal for deconcentration. Approved applicants with an income above the Established Income Range will be offered a unit in a development where the average income is below the Established Income Range and visa versa. If the approved applicant refuses the first offer, which is based on the deconcentration goals, they will be offered a unit based on the vacancy rate. General Occupancy highrises which contain vacancies will be divided into three approximately equal groupings (excluding buildings with no vacancies) on a monthly basis: 1) those containing the largest number of vacancies, 2) those containing medium number of vacancies, and 3) those containing the fewest number of vacancies. The second offer will be in a building in the group with the highest vacancy rate. The third offer will be made from the group containing the medium number of vacancies and the final offer will be made from the group of buildings with the lowest vacancy rate.

General Occupancy applicants will be offered a maximum of four units at which time their name will be removed from the waiting list.

C. If any applicant presents evidence that the acceptance of the unit offered will result in hardship not related to considerations of race, religion, sex, or national origin, then refusal of the offer(s) will not be considered a refusal and the applicant will retain his or her place on the waiting list. A hardship must be requested in writing and directed to the Manager of Leasing and Occupancy. The following factors will be considered hardships:

- 1) The unit offered is not accessible to the applicant's employment or job training site.
- 2) The unit offered is not accessible to the site of day care or special education facility for the applicant's child(ren).
- 3) The unit offered is not accessible to the medical or other support service necessary to the applicant's ability to be lease compliant, where such support service is a) provided by a limited number of agencies, and b) does not provide citywide transportation services and the applicant cannot use public transportation services.

D. After seeing a unit, the applicant must notify MPHA of the acceptance or rejection of the unit offered no later than the next working day after the applicant has had the opportunity to see the unit. If the applicant is unable to see the apartment within the prescribed time period, the Leasing & Occupancy Manager or Supervisor may grant additional time based upon reasonable cause. If the applicant does not notify MPHA of a decision to reject or to accept the apartment within the prescribed time period, the offer will be considered to have been rejected. In any event, no applicant will be offered more than four suitable vacancies (two in family, when the first is offered to satisfy the income deconcentration policy) before being placed on the bottom of the waiting list.