

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

---

# Conway County Housing Authority

5 Year Plan for Fiscal Years 2000 - 2004  
Annual Plan for Fiscal Year 2000

## **PHA Plan Agency Identification**

**PHA Name:** Conway Housing Authority

**PHA Number:** AR161

**PHA Fiscal Year Beginning:** July /2000

**Public Access to Information** April 15, 2000 – May 18, 2000

**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)

- X 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**

X 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. *Additionally, we will promote opportunities in home ownership/home construction training programs to help stimulate Family self-sufficiency, through these training programs which are designed to establish good work ethics, marketability and experience of residents and Welfare to Work candidates.*

#### **B. Goals**

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

- X PHA Goal: Expand the supply of assisted housing  
Objectives:
  - Apply for additional rental vouchers:
  - Reduce public housing vacancies:
- X Leverage private or other public funds to create additional housing opportunities:
  - a). This would be accomplished through networking with DHS and the Transitional Employment Assistance Coalition*
- X Acquire or build units or developments
- X Other (list below)
  - Activate home building training program*
  - Networking with area TEA coalition. Recognized by Best Practice Symposium*

- X PHA Goal: Improve the quality of assisted housing  
Objectives:
  - X Improve public housing management: (PHAS score) 96.25%
  - X Improve voucher management: (SEMAP score) N/A
  - X Increase customer satisfaction:
  - X Concentrate on efforts to improve specific management functions:  
(list; e.g., public housing finance; voucher unit inspections)
  - X Renovate or modernize public housing units:  
Demolish or dispose of obsolete public housing:  
Provide replacement public housing:  
Provide replacement vouchers:  
Other: (list below)

- X PHA Goal: Increase assisted housing choices  
Objectives:
  - Provide voucher mobility counseling:
  - X Conduct outreach efforts to potential voucher landlords
  - X Increase voucher payment standards  
Implement voucher homeownership program:
  - X 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**

- X PHA Goal: Provide an improved living environment  
Objectives:
  - X Implement measures to deconcentrate poverty by bringing higher income public housing households into lower income developments:
  - X Implement measures to promote income mixing in public housing by assuring access for lower income families into higher income developments:
  - X Implement public housing security improvements:
  - X 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**

- X PHA Goal: Promote self-sufficiency and asset development of assisted households
- Objectives:
  - X Increase the number and percentage of employed persons in assisted families:
  - X Provide or attract supportive services to improve assistance recipients' employability:
  - X Provide or attract supportive services to increase independence for the elderly or families with disabilities.
  - Other: (list below)

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

- X PHA Goal: Ensure equal opportunity and affirmatively further fair housing
- Objectives:
  - X Undertake affirmative measures to ensure access to assisted housing regardless of race, color, religion national origin, sex, familial status, and disability:
  - X Undertake affirmative measures to provide a suitable living environment for families living in assisted housing, regardless of race, color, religion national origin, sex, familial status, and disability:
  - X 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)**

**Annual PHA Plan  
PHA Fiscal Year 2000**

[24 CFR Part 903.7]

**Annual Plan Type:**

at which type of Annual Plan the PHA will submit.

**X Standard Plan**

**Streamlined Plan:**

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

**Troubled Agency Plan**

## **Executive Summary of the Annual PHA Plan**

*The Housing Authority of the City of Morrilton is pleased to submit this Agency Plan*

*This Plan is in Two Parts:*

### ***Five Year Plan***

*PHA Mission Statement, goals and objectives*

### ***Annual Plan***

*Our Annual Plan includes all components required for submittals*

*Morrilton Housing Authority is a **Small Agency with High Performance Ratings**. The Housing Authority will continue to manage all programs in an efficient and cost effective manner. Transitional Employment Assistance initiatives are current and will be pursued aggressively.*

*This Annual Plan was available for view and comments from 03/20/2000 to 04/20/2000. Notification of public hearing was represented on public bulletin boards and local newspaper review throughout the month of December 1999, and have been available at the Morrilton Housing Authority Main Office.*

*The board of commissioners has approved this plan through resolution # **2000-2** on 18 May 2000 .*

## **Annual Plan Table of Contents**

### **Table of Contents**

Page #

	Page #
<b>Annual Plan</b>	
Executive Summary	
Table of Contents	
Housing Needs	
Financial Resources	
Policies on Eligibility, Selection and Admissions	
Rent Determination Policies	
Operations and Management Policies	

Grievance Procedures  
 Capital Improvement Needs  
 Demolition and Disposition  
 Designation of Housing  
 Conversions of Public Housing  
 Homeownership  
 Community Service Programs  
 Crime and Safety  
 Pets (Inactive for January 1 PHAs)  
 Civil Rights Certifications (included with PHA Plan Certifications)  
 Audit  
 Asset Management  
 Other Information

**Attachments**

Attachment A  
 Attachment B

**Required Attachments:**

Admissions Policy for Deconcentration  
 FY 2000 Capital Fund Program Annual Statement  
 Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)

**Optional Attachments:**

PHA Management Organizational Chart  
 FY 2000 Capital Fund Program 5 Year Action Plan  
 Public Housing Drug Elimination Program (PHDEP) Plan  
 Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text)  
 Other (List below, providing each attachment name)

**Supporting Documents Available for Review**

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
X	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
X	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans

X	Fair Housing Documentation: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions' initiatives to affirmatively further fair housing that require the PHA's involvement.	5 Year and Annual Plans
X	Consolidated Plan for the jurisdiction/s in which the PHA is located (which includes the Analysis of Impediments to Fair Housing Choice (AI)) and any additional backup data to support statement of housing needs in the jurisdiction	Annual Plan: Housing Needs
X	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources;
X	Public Housing Admissions and (Continued) Occupancy Policy (A&O), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public Housing Deconcentration and Income Mixing Documentation: 1. PHA board certifications of compliance with deconcentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/99 <i>Quality Housing and Work Responsibility Act Initial Guidance; Notice</i> and any further HUD guidance) and 2. Documentation of the required deconcentration and income mixing analysis	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public housing rent determination policies, including the methodology for setting public housing flat rents check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
x	Schedule of flat rents offered at each public housing development check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
x	Section 8 rent determination (payment standard) policies 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 check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
x	Section 8 informal review and hearing procedures 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
	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans or any other approved proposal for development of public housing	Annual Plan: Capital Needs
	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
x	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act	Annual Plan: Conversion of Public Housing
	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
	Policies governing any Section 8 Homeownership program check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
x	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
x	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
	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) (list individually; use as many lines as necessary)	(specify as needed)

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

[24 CFR Part 903.79 (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 by Family Type</b>							
<b>Family Type</b>	<b>Overall</b>	<b>Affordability</b>	<b>Supply</b>	<b>Quality</b>	<b>Accessibility</b>	<b>Size</b>	<b>Location</b>
Income <= 30% of AMI	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Income >30% but <=50% of AMI	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Income >50% but <80% of AMI	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Elderly Conway County	3707	N/A	N/A	N/A	N/A	N/A	N/A
Families with Disabilities	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Race/Ethnicity Non Hispanic	19,920 Conway County	N/A	N/A	N/A	N/A	N/A	N/A
Race/Ethnicity Hispanic	276 Conway County	N/A	N/A	N/A	N/A	N/A	N/A
Race/Ethnicity	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Race/Ethnicity	N/A	N/A	N/A	N/A	N/A	N/A	N/A

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: 1995

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)

## Housing Needs of Families on the Public Housing and Section 8 Tenant- Based Assistance Waiting Lists

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
X Section 8 tenant-based assistance			
Public Housing			
Combined Section 8 and Public Housing			
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	89		
Extremely low income <=30% AMI	39		
Very low income (>30% but <=50% AMI)	26		
Low income (>50% but <80% AMI)	24		
Families with children	54		
Elderly families	4		
Families with Disabilities	20		
Race/ethnicity White	55		
Race/ethnicity Black	34		
Race/ethnicity Hispanic			
Race/ethnicity			
Characteristics by Bedroom Size (Public Housing Only)			
1BR	13		

2 BR	30		
3 BR	42		
4 BR	4		
5 BR			
5+ BR			
Is the waiting list closed (select one)? No <input checked="" type="checkbox"/> Yes If yes: How long has it been closed (# of months)? 4 months Does the PHA expect to reopen the list in the PHA Plan year? 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			

### Strategy for Addressing Needs

The Housing Authority for the City of Morrilton recognizing the need for additional housing to support family needs is networking with the Department of Human Services and Local Citizens to acquire land and develop homes through our Home Construction Course. **The housing needs of the low, very low, and extremely low-income families on our waiting list consist of two main issues. Affordability and Supply. Our units are affordable and rent is based on income. Our waiting list is long, due to a shortage in available rental housing.**

**The Morrilton Housing Authority is committed to providing quality, affordable housing, that is decent and safe, to eligible families in this community. We strive to make the best use of all available resources so that our residents may live in an environment that is clean, well maintained and attractive. Our goal is to manage our public housing units in a manner that is consistent with good, financially sound property management practices, by taking advantage of available community and government resources, we intend to provide our residents with as many opportunities for economic self-sufficiency as we can identify. We endeavor to instill pride and a desire for an enhanced quality of life for our residents and their families. We are committed to serving our residents and this entire community in a manner that demonstrates professional courtesy, respect and caring.**

**To avoid concentrations of economically and socially deprived families in any one or all of the HA's public housing developments.**

**To lawfully deny the admission of applicants, or the continued occupancy of residents, whose habits and practices reasonably may be expected to adversely affect the health, safety, comfort or welfare of other residents or the physical environment of the neighborhood, or create a danger to PHA employees.**

**To attempt to house a tenant body in each development that is composed of families with a broad range of incomes and rent-paying abilities that are representative of the range of incomes of low-income families in the PHA's jurisdiction.**

**To provide opportunities for upward mobility or families who desire to achieve self-sufficiency.**

To facilitate the judicious management of the PHA inventory, and the efficient management of the PHA staff.

To ensure compliance with Title VI of the Civil Rights Act of 1964 and all other applicable Federal laws and regulations so that the admissions and continued occupancy are conducted without regard to race, color, religion, creed, sex, national origin, handicap or familial status.

### **(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:**

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

**Strategy 2: Increase the number of affordable housing units by:**

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

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

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

- X Exceed HUD federal targeting requirements for families at or below 30% of AMI in public housing

X Exceed HUD federal targeting requirements for families at or below 30% of AMI in tenant-based section 8 assistance

Employ admissions preferences aimed at families with economic hardships

X 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**

X Employ admissions preferences aimed at families who are working

X 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:**

X Seek designation of public housing for the elderly

X Apply for special-purpose vouchers targeted to the elderly, should they become available

Other: (list below)

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

**Strategy 1: Target available assistance to Families with Disabilities:**

X Seek designation of public housing for families with disabilities

X Carry out the modifications needed in public housing based on the section 504 Needs X Assessment for Public Housing

X Apply for special-purpose vouchers targeted to families with disabilities, should they become available

X Affirmatively market to local non-profit agencies that assist families with disabilities

Other: (list below)

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

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

X Affirmatively market to races/ethnicities shown to have disproportionate housing needs

Other: (list below)

**Strategy 2: Conduct activities to affirmatively further fair housing**

X Counsel section 8 tenants as to location of units outside of areas of poverty or minority concentration and assist them to locate those units

X Market the section 8 program to owners outside of areas of poverty /minority concentrations

Other: (list below)

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

**(2) Reasons for Selecting Strategies**

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

X Funding constraints

X Staffing constraints

X Limited availability of sites for assisted housing

X 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

X Influence of the housing market on PHA programs

X 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)

**Statement of Financial Resources**

[24 CFR Part 903.7 9 (b)]

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
<b>1. Federal Grants (FY 2000 grants)</b>	N/A	
a) Public Housing Operating Fund	.00	

b) Public Housing Capital Fund	.00	
c) HOPE VI Revitalization	N/A	
d) HOPE VI Demolition	N/A	
e) Annual Contributions for Section 8 Tenant-Based Assistance	\$320,376.00	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)	No Grants Issued	
g) Resident Opportunity and Self-Sufficiency Grants	None	
h) Community Development Block Grant	None	
i) HOME	None	
Other Federal Grants (list below)		
<b>2. Prior Year Federal Grants (unobligated funds only) (list below)</b>		
<b>3. Public Housing Dwelling Rental Income</b>		
<b>4. Other income (list below)</b>		
OPERATING RESERVES	\$84,299.00	
<b>4. Non-federal sources (list below)</b>	N/A	
<b>Total resources</b>	<b>\$404,675.00</b>	

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

[24 CFR Part 903.79 (c)]

## **A. Public Housing**

### **(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: **(30 days)**
  - Other: (describe)
- b. Which non-income (screening) factors does the PHA use to establish eligibility for admission to public housing (select all that apply)?
- Criminal or Drug-related activity
  - Rental history
  - Housekeeping
  - Other (describe)
- c.  Yes  No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?
- d.  Yes  No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?
- e.  Yes  No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)

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

- a. Which methods does the PHA plan to use to organize its public housing waiting list (select all that apply)
- Community-wide list
  - Sub-jurisdictional lists
  - Site-based waiting lists
  - Other (describe)
- b. Where may interested persons apply for admission to public housing?
- PHA main administrative office
  - PHA development site management office
  - Other (list below)
- c. If the PHA plans to operate one or more site-based waiting lists in the coming year, answer each of the following questions; if not, skip to subsection **(3) Assignment**

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

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

If yes, how many lists?

3. Yes  No: May families be on more than one list simultaneously

If yes, how many lists?

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

PHA main administrative office

All PHA development management offices

Management offices at developments with site-based waiting lists

At the development to which they would like to apply

Other (list below)

### **3) Assignment**

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

One

Two

Three or More

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

c. If answer to b is no, list variations for any other than the primary public housing waiting list/s for the PHA:

### **(4) Admissions Preferences**

a. Income targeting:

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

b. Transfer policies:

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

Emergencies

Overhoused

Underhoused

Medical justification

Administrative reasons determined by the PHA (e.g., to permit modernization work)

Resident choice: (state circumstances below)

Other: (list below)

1. Preferences

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

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

Former Federal preferences:

Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)

Victims of domestic violence

Substandard housing

Homelessness

High rent burden (rent is > 50 percent of income)

Other preferences: (select below)

Working families and those unable to work because of age or disability

Veterans and veterans' families

Residents who live and/or work in the jurisdiction

Those enrolled currently in educational, training, or upward mobility programs

Households that contribute to meeting income goals (broad range of incomes)

Households that contribute to meeting income requirements (targeting)

Those previously enrolled in educational, training, or upward mobility programs

Victims of reprisals or hate crimes

Other preference(s) (list below)

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

1 Date and Time

Former Federal preferences:

- 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)

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

4. Relationship of preferences to income targeting requirements:

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

2. **(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)

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

- b. How often must residents notify the PHA of changes in family composition? (select all that apply)
- At an annual reexamination and lease renewal
  - Any time family composition changes
  - At family request for revision
  - Other (list)

**(6) Deconcentration and Income Mixing**

a.  Yes No: Did the PHA's analysis of its family (general occupancy) developments to determine concentrations of poverty indicate the need for measures to promote deconcentration of poverty or income mixing?

b.  Yes No: Did the PHA adopt any changes to its **admissions policies** based on the results of the required analysis of the need to promote deconcentration of poverty or to assure income mixing?

c. If the answer to b was yes, what changes were adopted? (select all that apply)

Adoption of site-based waiting lists  
If selected, list targeted developments below:

Employing waiting list "skipping" to achieve deconcentration of poverty or income mixing goals at targeted developments  
If selected, list targeted developments below:

Employing new admission preferences at targeted developments  
If selected, list targeted developments below:

Other (list policies and developments targeted below)

d.  Yes No: Did the PHA adopt any changes to **other** policies based on the results of the required analysis of the need for deconcentration of poverty and income mixing?

e. If the answer to d was yes, how would you describe these changes? (select all that apply)

Additional affirmative marketing  
 Actions to improve the marketability of certain developments

- X Adoption or adjustment of ceiling rents for certain developments  
Adoption of rent incentives to encourage deconcentration of poverty and income-mixing  
Other (list below)

f. Based on the results of the required analysis, in which developments will the PHA make special efforts to attract or retain higher-income families? (select all that apply)

Not applicable: results of analysis did not indicate a need for such efforts

List (any applicable) developments below:

g. Based on the results of the required analysis, in which developments will the PHA make special efforts to assure access for lower-income families? (select all that apply)

Not applicable: results of analysis did not indicate a need for such efforts

List (any applicable) developments below:

## B. Section 8

### (1) Eligibility

a. What is the extent of screening conducted by the PHA? (select all that apply)

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

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

d. Yes X 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)

- X Criminal or drug-related activity
- Other (describe below)

**(2) Waiting List Organization**

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

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

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

- X PHA main administrative office
- Other (list below)

**(3) Search Time**

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

If yes, state circumstances below:

- 1. Medical Problems/Transportation

**(4) Admissions Preferences**

a. Income targeting

X 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. X 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

- X Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)

- X Victims of domestic violence
- X Substandard housing
- X Homelessness
- X High rent burden (rent is > 50 percent of income)

Other preferences (select all that apply)

- X Working families and those unable to work because of age or disability
- X Veterans and veterans' families
- X Residents who live and/or work in your jurisdiction
- X 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
- X Victims of reprisals or hate crimes
- Other preference(s) (list below)

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

- 1 Date and Time

Former Federal preferences

- 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)

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

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

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

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

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

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

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

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

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

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

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

- Through published notices  
Other (list below)

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

[24 CFR Part 903.7 9 (d)]

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

#### **4. Income Based Rent Policies**

5.

Describe the PHA's income based rent setting policy/ies for public housing using, including discretionary (that is, 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---

X 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

X \$26-\$50

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

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

**PHA Procedures for Notification to Families of Hardship Exceptions**

**The PHA will notify all families at time of leaseup of their right to request a minimum rent hardship exception.**

The PHA notification will advise the family that hardship exception determinations are subject to PHA grievance procedures.

The PHA will review all tenant requests for exception from the minimum rent due to financial hardships.

**All requests for minimum rent exception are required to be in writing.**

**Requests for minimum rent exception must state the family circumstances that qualify the family for an exception.**

**Exceptions to Minimum Rent**

The PHA will immediately grant the minimum rent exception to all families who request it.

The Minimum Rent will be suspended until the PHA determines whether the hardship is:

Covered by statute

Temporary or long term

If the PHA determines that the minimum rent is not covered by statute, the PHA will impose a minimum rent including payment for minimum rent from the time of suspension.

**The PHA will use its standard verification procedures to verify circumstances which have resulted in financial hardship, such as loss of employment, death in the family, etc.**

#### **HUD Criteria for Hardship Exception**

In order for a family to qualify for a hardship exception the family's circumstances must fall into one of the following criteria: The family has lost eligibility or is awaiting an eligibility determination for Federal, State, or local assistance; The family would be evicted as a result of the imposition of the minimum rent requirement; The income of the family has decreased because of changed circumstances, including: Loss of employment, Death in the family.

#### **Temporary Hardship**

If the PHA determines that the hardship is temporary, a minimum rent will be imposed, including back payment from time of suspension, but the family will not be evicted for nonpayment of rent during the 90 day period commencing on the date of the family's request for exemption.

The PHA defines temporary as **less than 120 days**.

#### **Repayment Agreements for Temporary Hardship**

The PHA will offer a repayment agreement to the family for any such rent not paid during the temporary hardship period.

**If the family owes the PHA money for rent arrears incurred during the minimum rent period, the PHA will calculate the total amount owed and divide it by 12 to arrive at a reasonable payment increment that will be added to the family's regular monthly rent payment. The family will be required to pay the increased amount until the arrears are paid in full.**

**If the family goes into default on the repayment agreement for back rent incurred during a minimum rent period, the PHA will reevaluate the family's ability to pay the increased rent amount and:**

**Determine whether the family has the means to meet the obligation and, if so determined, initiate eviction proceedings for nonpayment of rent; or.**

7. Rents set at less than 30% than adjusted income

1. Yes X No: Does the PHA plan to charge rents at a fixed amount or

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

d. Which of the discretionary (optional) deductions and/or exclusions policies does the PHA plan to employ (select all that apply)

For the earned income of a previously unemployed household member

For increases in earned income

Fixed amount (other than general rent-setting policy)

If yes, state amount/s and circumstances below:

Fixed percentage (other than general rent-setting policy)

If yes, state percentage/s and circumstances below:

For household heads

For other family members

X For transportation expenses

For the non-reimbursed medical expenses of non-disabled or non-elderly families

Other (describe below)

e. Ceiling rents

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

X 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)

X 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)

- X 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
- X Any time the family experiences an income increase
- Any time a family experiences an income increase above a threshold amount or percentage: (if selected, specify threshold)\_\_\_\_\_
- Other (list below)

g. Yes X 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**

8. 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
- X Survey of similar unassisted units in the neighborhood
- Other (list/describe below)

## B. Section 8 Tenant-Based Assistance

### (1) Payment Standards

#### F. PAYMENT STANDARDS FOR THE VOUCHER PROGRAM

[24 CFR 982.505(b)(1)]

The Payment Standard is used to calculate the housing assistance payment for a family. The Payment Standard is set by the HA between 80 percent and 100 percent of the FMR/exception rent. The HA reviews the appropriateness of the Payment Standard annually when the FMR is published. In determining whether a change is needed, the HA will ensure that the Payment Standard is within the range of 80 percent to 100 percent of the new FMR.

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)

**Exceptions to Minimum Rent**

The PHA will immediately grant the minimum rent exception to all families who request it.

The Minimum Rent will be suspended until the PHA determines whether the hardship is:

Covered by statute

Temporary or long term

If the PHA determines that the minimum rent is not covered by statute, the PHA will impose a minimum rent including payment for minimum rent from the time of suspension.

**The PHA will use its standard verification procedures to verify circumstances which have resulted in financial hardship, such as loss of employment, death in the family, etc.**

**HUD Criteria for Hardship Exception**

In order for a family to qualify for a hardship exception the family's circumstances must fall into one of the following criteria:

The family has lost eligibility or is awaiting an eligibility determination for Federal, State, or local assistance;

The family would be evicted as a result of the imposition of the minimum rent requirement;

The income of the family has decreased because of changed circumstances, including:

Loss of employment

Death in the family

Other circumstances as determined by the PHA or HUD

### **Temporary Hardship**

If the PHA determines that the hardship is temporary, a minimum rent will be imposed, including back payment from time of suspension, but the family will not be evicted for nonpayment of rent during the 90 day period commencing on the date of the family's request for exemption.

The PHA defines temporary as **less than 120 days**.

### **Repayment Agreements for Temporary Hardship**

The PHA will offer a repayment agreement to the family for any such rent not paid during the temporary hardship period.

**If the family owes the PHA money for rent arrears incurred during the minimum rent period, the PHA will calculate the total amount owed and divide it by 12 to arrive at a reasonable payment increment that will be added to the family's regular monthly rent payment. The family will be required to pay the increased amount until the arrears are paid in full.**

**If the family goes into default on the repayment agreement for back rent incurred during a minimum rent period, the PHA will reevaluate the family's ability to pay the increased rent amount and:**

**Determine whether the family has the means to meet the obligation and, if so determined, initiate eviction proceedings for nonpayment of rent; or.**

The PHA's policies regarding repayment agreements are further discussed in the chapter entitled "Family Debts to the PHA."

## **5. Operations and Management**

[24 CFR Part 903.79 (e)]

Options from Component 5: High performing and small PHAs are not required to complete this section. Section 8 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.

- X A brief description of the management structure and organization of the PHA follows:  
The Executive Director manages all components under the Section 8 Program.

**B. HUD Programs Under PHA Management**

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	206	152
Section 8 Vouchers	36	24
Section 8 Certificates	68	33
Section 8 Mod Rehab		
Special Purpose Section 8 Certificates/Vouchers (list individually)		
Public Housing Drug Elimination Program (PHDEP)	Pending Approval	
Other Federal Programs(list individually)		

**C. Management and Maintenance Policies**

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)
  - HA Lease
  - Occupancy Policy
  - Annual Inspection System
  - On Display at HA Main Office
- (2) Section 8 Management: (list below)
  - Administrative Plan
  - On Display at HA Main Office

**6. PHA Grievance Procedures**

[24 CFR Part 903.79 (f)]

Options 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:

**Procedure for Review**

A request for an Informal Review must be received [in writing] by the close of the business day, no later than [5 Calendar] days from the date of the HA's notification of denial of assistance. The informal review will be scheduled within [5 Calendar] days from the date the request is received.

The Informal Review may not be conducted by the person who made or approved the decision under review, nor a subordinate of such person.

The Review may be conducted by:

A staff person who is at the [Section 8] level or above

The applicant will be given the option of presenting oral or written objections to the decision. Both the HA and the family may present evidence and witnesses. The family may use an attorney or other representative to assist them at their own expense.

The review may be conducted by mail and/or telephone if acceptable to both parties.

A Notice of the Review findings will be provided in writing to the applicant within [10 Calendar] days after the review. It shall include the decision of the review officer, and an explanation of the reasons for the decision.

All requests for a review, supporting documentation, and a copy of the final decision will be retained in the family's file.

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

- X PHA main administrative office
- Other (list below)

## **7. Capital Improvement Needs**

[24 CFR Part 903.79 (g)]

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

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

Options 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**

For 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 at the end of the PHA Plan template **OR**, at the PHA's option, by completing and attaching a properly updated HUD-52837.

Select one:

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

-or-

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**

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

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

b. If yes to question a, select one:

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

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

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

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

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

1. Development name:
2. Development (project) number:
3. Status of grant: (select the statement that best describes the current status)
  - Revitalization Plan under development
  - Revitalization Plan submitted, pending approval
  - Revitalization Plan approved

Activities pursuant to an approved Revitalization Plan underway

Yes  No: c) Does the PHA plan to apply for a HOPE VI Revitalization grant in the Plan year?  
If yes, list development name/s below:

Yes  No: d) Will the PHA be engaging in any mixed-finance development activities for public housing in the Plan year?  
If yes, list developments or activities below:

Yes  No: e) Will the PHA be conducting any other public housing development or replacement activities not discussed in the Capital Fund Program Annual Statement?  
If yes, list developments or activities below:

#### **10. Demolition and Disposition**

[24 CFR Part 903.79 (h)]

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

1. Yes  No: Does the PHA plan to conduct any demolition or disposition activities (pursuant to section 18 of the U.S. Housing Act of 1937 (42 U.S.C. 1437p)) in the plan Fiscal Year? (If “No”, skip to component 9; if “yes”, complete one activity description for each development.)

#### 2. Activity Description

Yes  No: Has the PHA provided the activities description information in the **optional** Public Housing Asset Management Table? (If “yes”, skip to component 9. If “No”, complete the Activity Description table below.)

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

**11. 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)]

Options from Component 9; Section 8 only PHAs are not required to complete this section.

1. Yes No: Has the PHA designated or applied for approval to designate or does the PHA plan to apply to designate any public housing for occupancy only by the elderly families or only by families with disabilities, or by elderly families and families with disabilities or will apply for designation for occupancy by only elderly families or only families with disabilities, or by elderly families and families with disabilities as provided by section 7 of the U.S. Housing Act of 1937 (42 U.S.C. 1437e) in the upcoming fiscal year? (If “No”, skip to component 10. If “yes”, complete one activity description for each development, unless the PHA is eligible to complete a streamlined submission; PHAs completing streamlined submissions may skip to component 10.)

2. Activity Description

Yes No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? If “yes”, skip to component 10. If “No”, complete the Activity Description table below.

<b>Designation of Public Housing Activity Description</b>
1a. Development name: 1b. Development (project) number: <b>AR026-002 &amp; AR026-003 Rock street one bedrooms only</b>
2. Designation type: Occupancy by only the elderly <input checked="" type="checkbox"/> X Occupancy by families with disabilities Occupancy by only elderly families and families with disabilities
3. Application status (select one) Approved; included in the PHA’s Designation Plan Submitted, pending approval Planned application <input checked="" type="checkbox"/> X
4. Date this designation approved, submitted, or planned for submission: <b>07/01/2000</b>
5. If approved, will this designation constitute a (select one) New Designation Plan <input checked="" type="checkbox"/> X Revision of a previously-approved Designation Plan?
6. Number of units affected: 108 7. Coverage of action (select one) <input checked="" type="checkbox"/> X Part of the development Total development

**10. Conversion of Public Housing to Tenant-Based Assistance**

[24 CFR Part 903.7 9 (j)]

Options from Component 10; Section 8 only PHAs are not required to complete this section.

**A. Assessments of Reasonable Revitalization Pursuant to section 202 of the HUD FY 1996 HUD Appropriations Act**

1. Yes  X No: Have any of the PHA’s developments or portions of developments been identified by HUD or the PHA as covered

under section 202 of the HUD FY 1996 HUD Appropriations Act? (If “No”, skip to component 11; if “yes”, complete one activity description for each identified development, unless eligible to complete a streamlined submission. PHAs completing streamlined submissions may skip to component 11.)

2. Activity Description

Yes No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? If “yes”, skip to component 11. If “No”, complete the Activity Description table below.

<b>Conversion of Public Housing Activity Description</b>
1a. Development name: 1b. Development (project) number:
2. What is the status of the required assessment? Assessment underway Assessment results submitted to HUD Assessment results approved by HUD (if marked, proceed to next question) Other (explain below)
3. Yes 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) Conversion Plan in development Conversion Plan submitted to HUD on: (DD/MM/YYYY) Conversion Plan approved by HUD on: (DD/MM/YYYY) 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) Units addressed in a pending or approved demolition application (date submitted or approved: Units addressed in a pending or approved HOPE VI demolition application (date submitted or approved: ) Units addressed in a pending or approved HOPE VI Revitalization Plan (date submitted or approved: ) Requirements no longer applicable: vacancy rates are less than 10 percent Requirements no longer applicable: site now has less than 300 units Other: (describe below)

Reserved for Conversions pursuant to Section 22 of the U.S. Housing Act of 1937

Reserved for Conversions pursuant to Section 33 of the U.S. Housing Act of 1937

**11. Homeownership Programs Administered by the PHA**

[24 CFR Part 903.7 9 (k)]

NONE

**A. Public Housing**

Options from Component 11A: Section 8 only PHAs are not required to complete 11A.

1. Yes X No: Does the PHA administer any homeownership programs administered by the PHA under an approved section 5(h) homeownership program (42 U.S.C. 1437c(h)), or an approved HOPE I program (42 U.S.C. 1437aaa) or has the PHA applied or plan to apply to administer any homeownership programs under section 5(h), the HOPE I program, or section 32 of the U.S. Housing Act of 1937 (42 U.S.C. 1437z-4). (If “No”, skip to component 11B; if “yes”, complete one activity description for each applicable program/plan, unless eligible to complete a streamlined submission due to **small PHA** or **high performing PHA** status. PHAs completing streamlined submissions may skip to component 11B.)

2. Activity Description

Yes No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? (If “yes”, skip to component 12. If “No”, complete the Activity Description table below.)

<b>Public Housing Homeownership Activity Description (Complete one for each development affected)</b>
1a. Development name:
1b. Development (project) number:

<p>2. Federal Program authority:  HOPE I  5(h)  Turnkey III  Section 32 of the USHA of 1937 (effective 10/1/99)</p>
<p>3. Application status: (select one)  Approved; included in the PHA's Homeownership Plan/Program  Submitted, pending approval  Planned application</p>
<p>4. Date Homeownership Plan/Program approved, submitted, or planned for submission:  (DD/MM/YYYY)</p>
<p>5. Number of units affected:</p>
<p>6. Coverage of action: (select one)  Part of the development  Total development</p>

**B. Section 8 Tenant Based Assistance**

1. Yes X 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)]

**Options 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 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? 05/24/2000

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

- X 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

X Yes No: Does the PHA coordinate, promote or provide any programs to enhance the economic and social self-sufficiency of residents? (If “yes”, complete the following table; if “no” skip to sub-component 2, Family Self Sufficiency Programs. The position of the table may be altered to facilitate its use. )

Services and Programs				
Program Name & Description (including location, if appropriate)	Estimated Size	Allocation Method (waiting list/random selection/specific criteria/other)	Access (development office / PHA main office / other provider name)	Eligibility (public housing or section 8 participants or both)
<i>Transitional Employment Assistance</i>	<i>15</i>	<i>Welfare to Work Recipients</i>	<i>Department of Human Services</i>	<i>Both</i>


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

a. Participation Description

Family Self Sufficiency (FSS) Participation		
Program	Required Number of Participants (start of FY 2000 Estimate)	Actual Number of Participants (As of: DD/MM/YY)
Public Housing	0 tea	10 tea
Section 8	0	0

- 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)

**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 903.79 (m)]

ptions from Component 13: High performing and small PHAs not participating in PHDEP and Section 8 Only  
s may skip to component 15. High Performing and small PHAs that are participating in PHDEP and are  
nitting 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)

- X High incidence of violent and/or drug-related crime in some or all of the PHA's developments
- X High incidence of violent and/or drug-related crime in the areas surrounding or adjacent to the PHA's developments
- X Residents fearful for their safety and/or the safety of their children  
Observed lower-level crime, vandalism and/or graffiti
- X 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
- X 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
- X Resident reports
- X PHA employee reports
- X Police reports  
Demonstrable, quantifiable success with previous or ongoing anticrime/anti drug programs  
Other (describe below)

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

- AR026-001
- AR026-003

**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: \_\_\_\_)

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
2.  Yes  No: Was the most recent fiscal audit submitted to HUD?
3.  Yes  No: Were there any findings as the result of that audit?
4.  Yes  No: If there were any findings, do any remain unresolved?  
If yes, how many unresolved findings remain? \_\_\_\_\_
5.  Yes  No: Have responses to any unresolved findings been submitted to HUD?  
If not, when are they due (state below)?

## **17. PHA Asset Management**

[24 CFR Part 903.7 9 (q)]

ptions from component 17: Section 8 Only PHAs are not required to complete this component. High performing small PHAs are not required to complete this component.

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 (File name)  
Provided below:
3. In what manner did the PHA address those comments? (select all that apply)  
Considered comments, but determined that no changes to the PHA Plan were necessary.  
The PHA changed portions of the PHA Plan in response to comments  
List changes below:  
  
Other: (list below)

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

1.  Yes No: Does the PHA meet the exemption criteria provided section 2(b)(2) of the U.S. Housing Act of 1937? (If no, continue to question 2; if yes, skip to sub-component C.)
2. Yes No: Was the resident who serves on the PHA Board elected by the residents? (If yes, continue to question 3; if no, skip to sub-component C.)
3. Description of Resident Election Process
  - a. Nomination of candidates for place on the ballot: (select all that apply)  
Candidates were nominated by resident and assisted family organizations  
Candidates could be nominated by any adult recipient of PHA assistance  
Self-nomination: Candidates registered with the PHA and requested a place on ballot  
Other: (describe)
  - b. Eligible candidates: (select one)  
Any recipient of PHA assistance

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

c. Eligible voters: (select all that apply)

All adult recipients of PHA assistance (public housing and section 8 tenant-based assistance)

Representatives of all PHA resident and assisted family organizations

Other (list)

**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: State of Arkansas

2. The PHA has taken the following steps to ensure consistency of this PHA Plan with the Consolidated Plan for the jurisdiction: (select all that apply)

The PHA has based its statement of needs of families in the jurisdiction on the needs expressed in the Consolidated Plan/s.

The PHA has participated in any consultation process organized and offered by the Consolidated Plan agency in the development of the Consolidated Plan.

The PHA has consulted with the Consolidated Plan agency during the development of this PHA Plan.

Activities to be undertaken by the PHA in the coming year are consistent with the initiatives contained in the Consolidated Plan. (list below)

Other: (list below)

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

**D. Other Information Required by HUD**

ATTACHMENT B

## EMPLOYMENT SERVICES

### NEED

There is a need for a Career Center/Job Bank in Conway County that will be accessible to and supportive of individuals seeking employment, training, and as a resource for employers.

Currently housing inventory includes 3 principle programs for the City of Morrilton The Housing Authority manages 206 family/elderly units under the Public Housing Sector. 45 elderly/disabled apartments, subsidized under Farmers Home Program & Section 8, has 104 certificates available for applicants of Conway County to receive housing assistance. Emergency Housing is non-existent.

### NEED DOCUMENTATION

There is a need to provide pre-employment training and work maturity skills. In recent survey of the TEA clients, 91% stated they had no advance training for employment, 9% had poor basic educational skills, 25% had neither a High School Diploma nor a (GED, and 21% claim to have a learning disability.

The City of Morrilton has a requirement for temporary emergency housing, which will facilitate our efforts to properly house individuals and families while in the transitional phase of re-establishing their futures. The city of Morrilton has a need for apprenticeship programs which could assist in the welfare-to-work (W-T-W) job training of potential employees, while providing decent housing for individuals and families in the transitional phase of re-establishing their futures.

### GOAL

Establish a Center that will provide resources and equipment for employability skills training that will meet the needs of employees/employers.

Acquire 2 Public Housing units and establish them as Emergency Housing. These units would accommodate W-T-W, allow applicants to reside closer to jobs and more suitable housing through one of the three available housing programs already in place. A training program can be developed through the Housing Authority which would allow us to train clients in home construction, remodeling techniques and maintenance fields.

### OBJECTIVE 1

To develop and implement a plan of action

## EMPLOYMENT SERVICES

### MILESTONES

Enlist and initiate small design team to prepare short, mid and long-term periods plans-of-action. Convene business leaders who have policy making and hiring authority to meet with design team. Enlist and convene representative organizations to integrate their experience and expertise in work force plan.. Cooperatively develop a short, mid and long term plan-of-action. Initiate plan of action.

RESPONSIBLE: JTPA Career Center Coordinator PROJECTED  
DATE: **October 15, 1999**

#### **STANDARD FOR SUCCESSFUL ACCOMPLISHMENT**

Once the group of business leaders has been established; with goals set along the way.

#### **HOW SUCCESS WILL BE MEASURED**

**By the Number of clients referred and put to work**

### **OBJECTIVE 2**

To develop and implement a collaborative, cooperative working relationship with employers.

#### **MILESTONES**

Research and document opportunities for collaborative relationship in work force development, state, regional and national. Outline preliminary county work-force development plan and choices. Convene business leaders with policy making and hiring authority to reflect employment opportunities. Prepare preliminary plan to work including coordination with all state agencies whose program are to be included. Initiate collaborative activities.

RESPONSIBLE: JTPA  
PROJECTED DATE: **October 23, 1999**

### **EMPLOYMENT SERVICES**

#### **STANDARD FOR SUCCESSFUL ACCOMPLISHMENT**

**To get as many employees as possible to accept the employer**

#### **HOW SUCCESS WILL BE MEASURED**

By the number of clients put to work.

### **OBJECTIVE 3**

To develop a job pool of existing and potential employment opportunities.

#### **MILESTONES**

Research current listings and sources of relevant data on county-wide employment opportunities. Convene business leaders who have policy making and or hiring authority to reflect current and future employment opportunities in Conway County and neighboring counties. Agree upon policies and procedures to maintain up-to-date employment opportunity pool and effective dissemination. Create and initiate employment opportunities relevant to information.

**RESPONSIBLE:** JTPA

**PROJECTED DATE:** October 24, 1999

#### **STANDARD FOR SUCCESSFUL ACCOMPLISHMENT**

Establish a database that is used by the coalition and monitoring progress and by case manager for referrals

#### **HOW SUCCESS WILL BE MEASURED**

Clients will be referred through the use of information in the database. Case manager will monitor referrals and usage of the database.

### **OBJECTIVE 4**

#### **EMPLOYMENT SERVICES**

To create an Emergency Housing Task Force and acquire emergency housing

#### **MILESTONES**

Research and document state, regional and national programs and projects relating to emergency housing needs and options.

**RESPONSIBLE:** Housing Task Force; Richard Upton;  
Community

**Housing Innovations**

**PROJECTED DATE: January 1, 2000**

Enlist knowledgeable public and private agency representatives to the creation of a community-based task force

**RESPONSIBLE: Housing Task Force; Richard Upton;  
Community Housing Innovations**

**PROJECTED DATE: April 1, 2000**

Prepare a preliminary plan-of-work and funding sources for emergency housing. This will include coordination with federal and state funding, as well as, The Emergency Food and Shelter Program (EFSP)

**RESPONSIBLE: Housing Task Force;  
Housing Innovations**

**PROJECTED DATE: June 1, 2000**

Richard Upton Community

Raise public understanding of community enrichment potential available communication tools

**RESPONSIBLE: Housing Task Force; Housing Innovations**

**PROJECTED DATE: August 1, 2000**

Initiate project

**RESPONSIBLE: Housing Task Force; Housing Innovations**

**PROJECTED DATE: November 1, 2000**

**EMPLOYMENT SERVICES**

**STANDARD FOR SUCCESSFUL ACCOMPLISHMENT**

**Emergency Housing Task force plan-of-work developed**

**HOW SUCCESS WILL BE MEASURED**

Emergency Housing Task Force and emergency housing approved and operational

## **OBJECTIVE 5**

To start a Job Training home construction program through Housing Maintenance Division.

### **MILESTONES**

Research and document housing related training programs –state, regional and national

**RESPONSIBLE:** Housing Task Force; Richard Upton; Arkansas  
Construction Education Foundation

**PROJECTED DATE:** March 1, 2000

Identify and enlist potential partners, institution and individual, with expertise in  
Construction remodeling and housing maintenance skills

**RESPONSIBLE:** Housing Task Force; Richard Upton; Arkansas  
Construction Education Foundation

**PROJECTED DATE:** May 1, 2000

Develop a cooperative program using human and financial resources within the county

**RESPONSIBLE:** Housing Task Force; Richard Upton; Arkansas  
Construction Education Foundation

**PROJECTED DATE:** June 1, 2000 Initiate job training program

### **EMPLOYMENT SERVICES**

**RESPONSIBLE:** Housing Task Force; Richard Upton; Arkansas  
Construction Education Foundation; River Valley  
Technical Center, Petit Jean College

**PROJECTED DATE:** January 1, 2001

### **STANDARD FOR SUCCESSFUL ACCOMPLISHMENT**

**Program design developed**

### **HOW SUCCESS WILL BE MEASURED**

Housing skills, job training organized, initiated and clients hired in construction trades

## **OBJECTIVE 6**

To develop, in cooperation with River Valley Technical Center in cooperation with Arkansas Construction Education Foundation, a comprehensive construction remodeling maintenance and allied skills training for youth

## **MILESTONES**

Research and document construction skills program, specifically directed toward youth

**RESPONSIBLE: Housing Task Force;  
Construction Education Foundation  
PROJECTED DATE: March 1, 2000  
Richard Upton; Arkansas**

Develop a cooperative plan with River Valley Technical Center including short, mid and long-term funding

**RESPONSIBLE: Housing Task Force;  
Construction Education Foundation  
PROJECTED DATE: April 1, 2000  
Richard Upton; Arkansas**

## **EMPLOYMENT SERVICES**

### **STANDARD FOR SUCCESSFUL ACCOMPLISHMENT**

Enlistment of task force members and program goals agreed upon

### **HOW SUCCESS WILL BE MEASURED**

Task force members providing apprenticeships and jobs

## **EMPLOYMENT SERVICES**

## PROGRAM NARRATIVE

The goal of the Career Center in Conway County will be to provide a program that will meet the needs of employees/employers. The Center in Conway County is a “touch point” in the organization design of West

Central Arkansas Planning Development District (WCAPDD) whose base of operation for this area is Russellville, Arkansas.

Personnel from JTPA staff and volunteers will man the center. It will be available to the clientele and employers. Time for training activities and other activities will be dependent on the basis of the needs of the client and availability of existing resources to meet the needs. A schedule of activities will be developed at periodic intervals and publicized through the media, announcement in specific locations, and through memos to employers.

The JTPA office and other educational professional institutions will provide materials, including software. Service providers and foundations will provide human and capital resources that will be utilized in the operational aspects of the program. Other resources will include the Morrilton Chamber of Commerce and Conway County Industrial Development Commission. The entities will play a prominent role in developing a working relationship between the employees and the employer with the Center acting as a liaison.

the success of the program will be built on the training, availability of permanent employment, and access to a range of employment opportunities. These items will be prime priorities in the establishment and operation of the center for existing and future clientele.

The Center will utilize the expertise and skills of several existing resources. Those that have indicated commitment are JTPA, Adult Education., Petit Jean College, Families First, Employment Security Division, Manpower, Counseling Associates, Community Service, Inc., Morrilton Housing Authority, Dept. of Health., South Conway County School District and the Ministerial Alliance. Other entities will be recruited to further enhance the viability of the Center.

The Housing Authority has an active interest working with the local TEA Coalition in both establishing and maintaining safe, decent housing and to provide assistance in helping applicants establish good sound work ethics coupled with experience which can be valuable to potential employers. In order to provide adequate housing and assistance to applicants, our intention is to provide two public housing units fully furnished and to maintain utilities year round for transitional housing. Transit housing is only a footstep in the direction needed to secure housing either through Housing Assistance programs or to a self-sustaining posture.

This emergency housing using public housing is a temporary solution; however, a necessary step needed to provide time to establish temporary housing units built by potential candidates learning a trade through the Housing Authority and the TEA Coalition.

In addition to transitional housing, the Conway County Housing Authority in cooperation with Arkansas Construction Education Foundation would like to implement a training program with a multi-faceted training approach:

- 1) Provide additional housing units to low income and very low income housing through a work training program where a multi-trade environment exists.
- 2) Train applicants in construction techniques while building homes for low income and very low income families to rent through housing assistance programs.

## EMPLOYMENT SERVICES

### TRAINING OBJECTIVES

- a) Basic Carpentry
- b) Cabinet Building and Installation
- c) Roofing
- d) Soffit, fascia and gutter installation
- e) Finish Carpentry
- f) Siding installation
- g) Rudimentary plumbing and fixture placement
- h) Rudimentary electrical
- i) Flooring
- j) Landscaping and equipment operation
- k) Safety concepts in construction and related fields

#### Program Sustainability:

This concept and training package has the capability to pay for itself after initial development costs are met.

Home construction revenue will be placed back into the program ensuring future funding for continued training, salaries, materials and new home inventory. Assistance from the Department of Human Services,

JTPA, and the TEA coalition are paramount and a must to help defray employment and construction cost.

A minimum of six months training per applicant is required.

This narrative describes the basic components required for a successful attempt to:

- 1. Increase availability of low-income housing
- 2. Start training program for welfare-to-work recipients in home construction and the many different disciplines associated with home construction
- 3. Allow our program to become self-sufficient

It is our calculation that the residuals proceeds from rental, sale or the use of low-income housing programs (ie: Section 8 certificate voucher programs) will enable us to continue building and training welfare-to-work recipients for many years without additional funding. The total amount required for a self-sustaining environment - \$2,300,000.00

## EMPLOYMENT SERVICES

### BUDGET JUSTIFICATION

#### OPERATIONS:

Job Development

\$1,802.00

These funds will be used to develop a job pool of potential and existing employment opportunities.

Incentives \$ 1.00000

This money will be used to offer an incentive bonus to TEA clients who have Remained on the job six months to one year.

ABC Membership \$ 700.00

Associated Builders and Contractors

Trainee Equipment \$6,000.00

These funds will be for individual safety equipment for trainees.

Trainee Tuition \$8,700.00

Trade school tuition for 15 trainees for 1 year

PIOJ15 & Specs \$2:800.00

To develop blueprints for the home which trainees will help build

Miscellaneous Tools/Equipment \$3,000.00

Small hand tools for trainees

insurance coverage for Volunteer! \$3,086.00

Workman's comp

this section to provide any additional attachments referenced in the Plans.

---

**PHA Plan  
Table Library**

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

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

Capital Fund Grant Number      FFY of Grant Approval: (MM/YYYY)

Original Annual Statement

Line No.	Summary by Development Account	Total Estimated Cost
1	Total Non-CGP Funds	
2	1406 Operations	
3	1408 Management Improvements	\$9,532.00
4	1410 Administration	\$55,000.00
5	1411 Audit	
6	1415 Liquidated Damages	
7	1430 Fees and Costs	\$21,000.00
8	1440 Site Acquisition	
9	1450 Site Improvement	\$50,000.00
10	1460 Dwelling Structures	\$200,000.00
11	1465.1 Dwelling Equipment-Nonexpendable	
12	1470 Nondwelling Structures	

**Table Library**

13	1475 Nondwelling Equipment	
14	1485 Demolition	
15	1490 Replacement Reserve	
16	1492 Moving to Work Demonstration	
17	1495.1 Relocation Costs	
18	1498 Mod Used for Development	
19	1502 Contingency	
20	<b>Amount of Annual Grant (Sum of lines 2-19)</b>	\$335,532.00
21	Amount of line 20 Related to LBP Activities	
22	Amount of line 20 Related to Section 504 Compliance	
23	Amount of line 20 Related to Security	
24	Amount of line 20 Related to Energy Conservation Measures	

**Optional Public Housing Asset Management Table**

**Table Library**

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

<b>Public Housing Asset Management</b>	
<b>Development Identification</b>	<b>Activity Description</b>

Name, Number, and Location _Number and Type of units_Capit al Fund Program Parts II and III  <i>Component  7a</i> _Developm ent Activities <i>Component  7b</i> _Demolit ion / disposition <i>Component  8</i> _Designat ed housing <i>Component  9</i> _Conversi on  <i>Component  10</i> _Home- ownership <i>Component  11a</i> _Other (describe) <i>Component  17</i>	-							
---	---	--	--	--	--	--	--	--

**Table Library**

