

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

PHA Plans

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

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

HUD 50075
OMB Approval No: 2577-0226
Expires: 03/31/2002

PHA Plan Agency Identification

PHA Name: Housing Authority of the County of Butte

PHA Number: CA043

PHA Fiscal Year Beginning: (mm/yyyy) 10/01/2000

Public Access to Information

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

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

Display Locations For PHA Plans and Supporting Documents

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

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

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

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

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

A. Mission

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

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

The mission of the Housing Authority of the County of Butte is to assist low and moderate-income residents to secure and maintain high quality affordable housing.

B. Goals

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

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

- PHA Goal: Expand the supply of assisted housing
Objectives:
- Apply for additional rental vouchers: 25
 - Reduce public housing vacancies:
 - Leverage private or other public funds to create additional housing opportunities: \$110,000
 - Acquire or build units or developments
 - Other (list below)
- PHA Goal: Improve the quality of assisted housing
Objectives:
- Improve public housing management: (PHAS score)

- Improve voucher management: (SEMAP score)
 - Increase customer satisfaction:
 - Concentrate on efforts to improve specific management functions: (list; e.g., public housing finance; voucher unit inspections)
 - Renovate or modernize public housing units: 70
 - Demolish or dispose of obsolete public housing:
 - Provide replacement public housing:
 - Provide replacement vouchers:
 - Other: (list below)
- PHA Goal: Increase assisted housing choices
- Objectives:
- Provide voucher mobility counseling:
 - Conduct outreach efforts to potential voucher landlords
 - Increase voucher payment standards
 - Implement voucher homeownership program:
 - Implement public housing or other homeownership programs:
 - Implement public housing site-based waiting lists:
 - Convert public housing to vouchers:
 - Other: (list below)

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

- PHA Goal: Provide an improved living environment
- Objectives:
- Implement measures to deconcentrate poverty by bringing higher income public housing households into lower income developments:
 - Implement measures to promote income mixing in public housing by assuring access for lower income families into higher income developments:
 - Implement public housing security improvements:
 - Designate developments or buildings for particular resident groups (elderly, persons with disabilities)
 - Other: (list below) **Implement Broad Range of Income, work with TANF and others to provide job training and opportunities for economic self-sufficiency, continue with CIAP program in public housing to improve quality of life.**

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

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

Objectives:

- Increase the number and percentage of employed persons in assisted families: 25
- Provide or attract supportive services to improve assistance recipients' employability: 5 supportive services
- 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

PHA Goal: Ensure equal opportunity and affirmatively further fair housing

Objectives:

- Undertake affirmative measures to ensure access to assisted housing regardless of race, color, religion national origin, sex, familial status, and disability: 5 workshops
- 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: Continuing to participate with the North Valley Property Owners Association
- 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)

In addition, the Housing Authority has developed the following Strategic Goals:

1. Streamline and/or conduct operations analysis for maintaining good customer service
 - a. Review operations to keep up with needs
 - b. Create and/or revise organizational chart
 - c. Evaluate office space and other space issues, including community space
 - d. Review hardware and software computer systems to keep up with program requirements and regulation changes.

- e. Implement regulatory changes as they become effective
2. Implement and maintain quality affordable housing
- a. Maintain program integrity in public housing and Section 8
 - b. Overcome negative perceptions of assisted housing
 - c. Develop self-sufficiency opportunities for participants
 - d. Maintain lease up in Farm Labor Housing
 - e. Look at opportunities for acquisition of non-HUD properties
 - f. Complete conversion to Voucher leases
 - g. Process incremental and special Voucher allocations
 - h. Develop resident groups for strong neighborhoods
3. Improve and maintain inter-agency cooperation
- a. Continue to work with agencies to provide services
 - b. Seek to strengthen links between HACB and the County
 - c. Look at opportunities to increase participation between agencies for self-sufficiency activities, including child care and youth activities

Annual PHA Plan PHA Fiscal Year 2000

[24 CFR Part 903.7]

i. Annual Plan Type:

Select which type of Annual Plan the PHA will submit.

Standard Plan

Streamlined Plan:

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

Troubled Agency Plan

ii. Executive Summary of the Annual PHA Plan

[24 CFR Part 903.7 9 (r)]

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

The Housing Authority of the County of Butte (HACB) is a high performing housing authority that operates Section 8, Public Housing, Farm Labor Housing and locally funded assisted housing.

As part of the Agency Plan process, the HACB has identified the following goals to meet over the next five (5) years:

1. Streamline and analyze operations
2. Implement and maintain quality affordable housing
3. Maintain and improve inter-agency cooperation

Because the HACB is a high performing agency, it is submitting a streamlined plan in accordance with the regulations; however, in areas of local importance, such as home ownership and self-sufficiency, the HACB is addressing those areas, even though they are not required of high performing agencies.

As part of the Agency Plan process, the HACB appointed a Resident Advisory Board, including recipients of Section 8 and Public Housing assistance. The Resident Advisory Board held four (4) meetings to review and comment on components of the Agency Plan. Comments from the residents at those meetings can be found in the Plan and in the Attachments.

The HACB is committed to working with other agencies, with the community and other partners in looking at the needs of its communities and funding opportunities to make these goals a reality.

iii. Annual Plan Table of Contents

[24 CFR Part 903.7 9 (r)]

Provide a table of contents for the Annual Plan, including attachments, and a list of supporting documents available for public inspection.

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Attachments

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

Required Attachments:

- Admissions Policy for Deconcentration (Eligibility and Selection)
- 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) (Resident Comments)
- Other (List below, providing each attachment name)

Attachments regarding Eligibility and Selection, Rent Determination, Safety and Crime Prevention, Self-Sufficiency and Community Service, Home Ownership

Supporting Documents Available for Review

Indicate which documents are available for public review by placing a mark in the "Applicable & On Display" column in the appropriate rows. All listed documents must be on display if applicable to the program activities conducted by the PHA.

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
X	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
X	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans
X	Fair Housing Documentation: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions' initiatives to affirmatively further fair housing that require the PHA's involvement.	5 Year and Annual Plans
X	Consolidated Plan for the jurisdiction/s in which the PHA is located (which includes the Analysis of Impediments to Fair Housing Choice (AI)) and any additional backup data to support statement of housing needs in the jurisdiction	Annual Plan: Housing Needs
X	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources;
X	Public Housing Admissions and (Continued) Occupancy Policy (A&O), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
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 <i>2/18/99 Quality Housing and Work Responsibility Act Initial Guidance; Notice</i> and any further HUD guidance) and 2. Documentation of the required deconcentration and income mixing analysis	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public housing rent determination policies, including the methodology for setting public housing flat rents <input type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X	Schedule of flat rents offered at each public housing development <input type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X	Section 8 rent determination (payment standard) policies <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
X	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	Annual Plan: Operations and Maintenance
X	Public housing grievance procedures <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
X	Section 8 informal review and hearing procedures <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
X	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
N/A	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

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
N/A	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
N/A	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
N/A	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
N/A	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
N/A	Policies governing any Section 8 Homeownership program <input type="checkbox"/> check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
N/A	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
N/A	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
N/A	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)

1. Statement of Housing Needs

[24 CFR Part 903.7 9 (a)]

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

Based upon the information contained in the Consolidated Plan/s applicable to the jurisdiction, and/or other data available to the PHA, provide a statement of the housing needs in the

jurisdiction by completing the following table. In the “Overall” Needs column, provide the estimated number of renter families that have housing needs. For the remaining characteristics, rate the impact of that factor on the housing needs for each family type, from 1 to 5, with 1 being “no impact” and 5 being “severe impact.” Use N/A to indicate that no information is available upon which the PHA can make this assessment.

Housing Needs of Families in the Jurisdiction by Family Type--Chico							
Family Type	Overall	Afford-ability	Supply	Quality	Acces-s-ibility	Size	Loca-tion
Income <= 30% of AMI	1,924	5	5	3	2	3	3
Income >30% but <=50% of AMI	2,056	4	4	3	2	3	3
Income >50% but <80% of AMI	1,682	2	2	2	2	2	2
Elderly	390	4	4	3	4	3	2
Families with Disabilities							
Race/Ethnicity							
Race/Ethnicity							
Race/Ethnicity							
Race/Ethnicity							

Housing Needs of Families in the Jurisdiction by Family Type—Butte County							
Family Type	Overall	Afford-ability	Supply	Quality	Acces-s-ibility	Size	Loca-tion
Income <= 30% of AMI	13,982	5	5	4	2	3	3
Income >30% but <=50% of AMI	9,381	4	4	3	2	3	3
Income >50% but <80% of AMI	12,270	2	2	2	2	2	2
Elderly	39,764	5	5	4	4	3	2
Families with Disabilities							
White/Hispanic	165,200						

Housing Needs of Families in the Jurisdiction by Family Type—Butte County							
Family Type	Overall	Afford-ability	Supply	Quality	Acces-s-ibility	Size	Loca-tion
Asian/Pac. Islander	5,170						
Hispanic	See above						
Black	2,361						

What sources of information did the PHA use to conduct this analysis? (Check all that apply; all materials must be made available for public inspection.)

- Consolidated Plan of the Jurisdiction/s
Indicate year: 2000-2004
- U.S. Census data: the Comprehensive Housing Affordability Strategy (“CHAS”) dataset
- American Housing Survey data
Indicate year:
- Other housing market study
Indicate year:
- Other sources: (list and indicate year of information)

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

State the housing needs of the families on the PHA's waiting list/s. **Complete one table for each type of PHA-wide waiting list administered by the PHA.** PHAs may provide separate tables for site-based or sub-jurisdictional public housing waiting lists at their option.

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input type="checkbox"/> Section 8 tenant-based assistance			
<input checked="" type="checkbox"/> Public Housing			
<input type="checkbox"/> Combined Section 8 and Public Housing			
<input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional)			
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	220		35
Extremely low income <=30% AMI	134	61	
Very low income (>30% but <=50% AMI)	68	31	
Low income (>50% but <80% AMI)	18	8	
Families with children	134	61	
Elderly families	20	9	
Families with Disabilities	76	35	
White	137	62	
Hispanic	37	17	
Black	13	6	
Am. Indian	4	1	
Asian/Pac. Islander	29	13	
Characteristics by Bedroom Size (Public Housing Only)			

Housing Needs of Families on the Waiting List			
1BR	40		
2 BR	41		
3 BR	14		
4 BR	4		
5 BR	1		
5+ BR			
Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			
If yes:			
How long has it been closed (# of months)?			
Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input type="checkbox"/> Yes			

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input checked="" type="checkbox"/> Section 8 tenant-based assistance			
<input type="checkbox"/> Public Housing			
<input type="checkbox"/> Combined Section 8 and Public Housing			
<input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional)			
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	626		209
Extremely low income <=30% AMI	392	63	
Very low income (>30% but <=50% AMI)	234	37	
Low income (>50% but <80% AMI)	N/A		
Families with children	373	60	
Elderly families	59	9	
Families with Disabilities	241	38	
White	446	71	
Hispanic	49	8	

Housing Needs of Families on the Waiting List			
Black	45	8	
Am. Indian	17	2	
Asian/Pac. Islander	69	11	
Characteristics by Bedroom Size (Public Housing Only)			
1BR			
2 BR			
3 BR			
4 BR			
5 BR			
5+ BR			
Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			
If yes:			
How long has it been closed (# of months)?			
Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input type="checkbox"/> Yes			

C. Strategy for Addressing Needs

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

(1) Strategies

Need: Shortage of affordable housing for all eligible populations

Strategy 1. Maximize the number of affordable units available to the PHA within its current resources by:

Select all that apply

- Employ effective maintenance and management policies to minimize the number of public housing units off-line
- Reduce turnover time for vacated public housing units
- Reduce time to renovate public housing units
- Seek replacement of public housing units lost to the inventory through mixed finance development

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

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

Select all that apply

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

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

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

Select all that apply

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

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

Strategy 1: Target available assistance to families at or below 50% of AMI

Select all that apply

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

Need: Specific Family Types: The Elderly

Strategy 1: Target available assistance to the elderly:

Select all that apply

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

Need: Specific Family Types: Families with Disabilities

Strategy 1: Target available assistance to Families with Disabilities:

Select all that apply

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

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

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

Select if applicable

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

Strategy 2: Conduct activities to affirmatively further fair housing

Select all that apply

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

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

(2) Reasons for Selecting Strategies

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

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

2. Statement of Financial Resources

[24 CFR Part 903.7 9 (b)]

List the financial resources that are anticipated to be available to the PHA for the support of Federal public housing and tenant-based Section 8 assistance programs administered by the PHA during the Plan year. Note: the table assumes that Federal public housing or tenant based Section 8 assistance grant funds are expended on eligible purposes; therefore, uses of these funds need not be stated. For other funds, indicate the use for those funds as one of the following categories: public housing operations, public housing capital improvements, public housing safety/security, public housing supportive services, Section 8 tenant-based assistance, Section 8 supportive services or other.

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
1. Federal Grants (FY 2000 grants)		
a) Public Housing Operating Fund	51,507	
b) Public Housing Capital Fund	883,037	
c) HOPE VI Revitalization		
d) HOPE VI Demolition		
e) Annual Contributions for Section 8 Tenant-Based Assistance	5,844,563	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)		
g) Resident Opportunity and Self-Sufficiency Grants		
h) Community Development Block Grant		
i) HOME		
Other Federal Grants (list below)		
2. Prior Year Federal Grants (unobligated funds only) (list below)		

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
3. Public Housing Dwelling Rental Income	882,886	Operations
4. Other income (list below)		
Interest Income	29,090	Operations
Misc. Charges	26,714	Operations
4. Non-federal sources (list below)		
Total resources	7,757,797	

3. PHA Policies Governing Eligibility, Selection, and Admissions

[24 CFR Part 903.7 9 (c)]

A. Public Housing

Exemptions: PHAs that do not administer public housing are not required to complete subcomponent 3A.

(1) Eligibility

a. When does the PHA verify eligibility for admission to public housing? (select all that apply)

- When families are within a certain number of being offered a unit: (state number)
- When families are within a certain time of being offered a unit: **3 months**
- 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)

PHA local office

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

Assignment

1. How many site-based waiting lists will the PHA operate in the coming year?
2. Yes No: Are any or all of the PHA's site-based waiting lists new for the upcoming year (that is, they are not part of a previously-HUD-approved site based waiting list plan)?
If yes, how many lists?
3. Yes No: May families be on more than one list simultaneously
If yes, how many lists?
4. Where can interested persons obtain more information about and sign up to be on the site-based waiting lists (select all that apply)?

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

(3) Assignment

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

- One
- Two
- Three or More

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

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

(4) Admissions Preferences

a. Income targeting:

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

b. Transfer policies:

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

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

c. Preferences

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

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

Former Federal preferences:

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

Other preferences: (select below)

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

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

within ranking categories: Date and Time

Former Federal preferences:

- 1 Involuntary Displacement (Disaster, Government Action, Action of Housing

Owner, Inaccessibility, Property Disposition) **Given equal weight**
Victims of domestic violence
Substandard housing
Homelessness
High rent burden

Other preferences (select all that apply)

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

4. Relationship of preferences to income targeting requirements:

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

(5) Occupancy

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

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

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

- At an annual reexamination and lease renewal
- Any time family composition changes

- At family request for revision
 Other (list)

(6) Deconcentration and Income Mixing

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

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

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

- Adoption of site-based waiting lists
If selected, list targeted developments below:
- Employing waiting list "skipping" to achieve deconcentration of poverty or income mixing goals at targeted developments
If selected, list targeted developments below:
- Employing new admission preferences at targeted developments
If selected, list targeted developments below:
- Other (list policies and developments targeted below)

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

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

- Additional affirmative marketing
 Actions to improve the marketability of certain developments
 Adoption or adjustment of ceiling rents for certain developments
 Adoption of rent incentives to encourage deconcentration of poverty and income-mixing
 Other (list below)

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

- Not applicable: results of analysis did not indicate a need for such efforts
 List (any applicable) developments below:

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

- Not applicable: results of analysis did not indicate a need for such efforts
 List (any applicable) developments below:

B. Section 8

Exemptions: PHAs that do not administer section 8 are not required to complete sub-component 3B.

Unless otherwise specified, all questions in this section apply only to the tenant-based section 8 assistance program (vouchers, and until completely merged into the voucher program, certificates).

(1) Eligibility

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

- Criminal or drug-related activity only to the extent required by law or regulation
 Criminal and drug-related activity, more extensively than required by law or regulation
 More general screening than criminal and drug-related activity (list factors below)
 Other (list below)

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

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

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

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

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

Prior landlord name and address and telephone number if available

(2) Waiting List Organization

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

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

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

- PHA main administrative office
 Other (list below)

PHA local office

(3) Search Time

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

If yes, state circumstances below:

As reasonable accommodation and to households actively searching for housing

(4) Admissions Preferences

a. Income targeting

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

b. Preferences

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

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

Former Federal preferences

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

Other preferences (select all that apply)

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

3. If the PHA will employ admissions preferences, please prioritize by placing a "1" in the space that represents your first priority, a "2" in the box representing your second priority, and so on. If you give equal weight to one or more of these

choices (either through an absolute hierarchy or through a point system), place the same number next to each. That means you can use “1” more than once, “2” more than once, etc.

Within ranking categories: Date and Time

Former Federal preferences

Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition) **given equal weight**

Victims of domestic violence

Substandard housing

Homelessness

High rent burden

Other preferences (select all that apply)

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

Veterans and veterans' families

Residents who live and/or work in your jurisdiction

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

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

Households that contribute to meeting income requirements (targeting)

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

Victims of reprisals or hate crimes

Other preference(s) (list below)

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

Date and time of application

Drawing (lottery) or other random choice technique

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

This preference has previously been reviewed and approved by HUD

The PHA requests approval for this preference through this PHA Plan

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

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

(5) Special Purpose Section 8 Assistance Programs

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

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

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

- Through published notices
- Other (list below)

4. PHA Rent Determination Policies

[24 CFR Part 903.7 9 (d)]

A. Public Housing

Exemptions: PHAs that do not administer public housing are not required to complete sub-component 4A.

(1) Income Based Rent Policies

Describe the PHA's income based rent setting policy/ies for public housing using, including discretionary (that is, not required by statute or regulation) income disregards and exclusions, in the appropriate spaces below.

a. Use of discretionary policies: (select one)

- The PHA will not employ any discretionary rent-setting policies for income based rent in public housing. Income-based rents are set at the higher of 30% of adjusted monthly income, 10% of unadjusted monthly income, the welfare rent, or minimum rent (less HUD mandatory deductions and exclusions). (If selected, skip to sub-component (2))

---or---

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

b. Minimum Rent

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

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

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

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

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

1. Yes No: Does the PHA plan to charge rents at a fixed amount or percentage less than 30% of adjusted income?

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

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

- For the earned income of a previously unemployed household member
 For increases in earned income
 Fixed amount (other than general rent-setting policy)
If yes, state amount/s and circumstances below:

Fixed percentage (other than general rent-setting policy)
If yes, state percentage/s and circumstances below:

- For household heads
 For other family members
 For transportation expenses
 For the non-reimbursed medical expenses of non-disabled or non-elderly families
 Other (describe below)

e. Ceiling rents

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

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

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

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

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

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

f. Rent re-determinations:

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

- Never
- At family option

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

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

(2) Flat Rents

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

- The section 8 rent reasonableness study of comparable housing
- Survey of rents listed in local newspaper
- Survey of similar unassisted units in the neighborhood
- Other (list/describe below)

B. Section 8 Tenant-Based Assistance

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

(1) Payment Standards

Describe the voucher payment standards and policies.

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

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

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

- FMRs are adequate to ensure success among assisted families in the PHA's segment of the FMR area

- The PHA has chosen to serve additional families by lowering the payment standard
- Reflects market or submarket
- Other (list below)

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

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

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

- Annually
- Other (list below)

As needed to ensure continued leasing capability—approximately every 6 months

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

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

(2) Minimum Rent

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

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

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

5. Operations and Management

[24 CFR Part 903.7 9 (e)]

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

N/A High Performing PHA

A. PHA Management Structure

Describe the PHA’s management structure and organization.

(select one)

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

B. HUD Programs Under PHA Management

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

Program Name	Units or Families Served at Year Beginning	Expected Turnover
Public Housing	345	35
Section 8 Vouchers	1,298	50
Section 8 Certificates	182	0
Section 8 Mod Rehab	23	5
Special Purpose Section 8 Certificates/Vouchers (list individually)	0	
Public Housing Drug Elimination Program (PHDEP)	0	
Other Federal Programs(list individually)	0	

C. Management and Maintenance Policies

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

(1) Public Housing Maintenance and Management: (list below) **N/A**

(2) Section 8 Management: (list below) **N/A**

6. PHA Grievance Procedures

[24 CFR Part 903.7 9 (f)]

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

N/A High Performing PHA

A. Public Housing

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

If yes, list additions to federal requirements below:

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

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

B. Section 8 Tenant-Based Assistance

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

If yes, list additions to federal requirements below:

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

- PHA main administrative office
- Other (list below)

7. Capital Improvement Needs

[24 CFR Part 903.7 9 (g)]

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

A. Capital Fund Activities

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

(1) Capital Fund Program Annual Statement

Using parts I, II, and III of the Annual Statement for the Capital Fund Program (CFP), identify capital activities the PHA is proposing for the upcoming year to ensure long-term physical and social viability of its public housing developments. This statement can be completed by using the CFP Annual Statement tables provided in the table library at the end of the PHA Plan template **OR**, at the PHA's option, by completing and attaching a properly updated HUD-52837.

Select one:

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

-or-

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

(2) Optional 5-Year Action Plan

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

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

b. If yes to question a, select one:

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

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

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

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

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

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

The HACB has used mixed financing, such as tax credits in the past and will look for opportunities in the next 5 years.

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

8. Demolition and Disposition

[24 CFR Part 903.7 9 (h)]

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

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

2. Activity Description—**N/A**

- 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.)

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

9. Designation of Public Housing for Occupancy by Elderly Families or Families with Disabilities or Elderly Families and Families with Disabilities

[24 CFR Part 903.7 9 (i)]

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

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

2. Activity Description—**N/A**

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.

Designation of Public Housing Activity Description	
1a. Development name:	Winston Gardens
1b. Development (project) number:	043-010
2. Designation type:	Occupancy by only the elderly <input checked="" type="checkbox"/> Occupancy by families with disabilities <input type="checkbox"/> Occupancy by only elderly families and families with disabilities <input type="checkbox"/>
3. Application status (select one)	Approved; included in the PHA’s Designation Plan <input checked="" type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/>
4. Date this designation approved, submitted, or planned for submission:	8/1/1982
5. If approved, will this designation constitute a (select one) N/A	<input type="checkbox"/> New Designation Plan <input type="checkbox"/> Revision of a previously-approved Designation Plan? N/A
6. Number of units affected:	62
7. Coverage of action (select one)	<input type="checkbox"/> Part of the development <input checked="" type="checkbox"/> Total development

10. Conversion of Public Housing to Tenant-Based Assistance

[24 CFR Part 903.7 9 (j)]

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

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

1. Yes No: Have any of the PHA's developments or portions of developments been identified by HUD or the PHA as covered under section 202 of the HUD FY 1996 HUD Appropriations Act? (If "No", skip to component 11; if "yes", complete one activity description for each identified development, unless eligible to complete a streamlined submission. PHAs completing streamlined submissions may skip to component 11.)

2. Activity Description—**N/A**

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.

Conversion of Public Housing Activity Description
1a. Development name: 1b. Development (project) number:
2. What is the status of the required assessment? <input type="checkbox"/> Assessment underway <input type="checkbox"/> Assessment results submitted to HUD <input type="checkbox"/> Assessment results approved by HUD (if marked, proceed to next question) <input type="checkbox"/> Other (explain below)
3. <input type="checkbox"/> Yes <input type="checkbox"/> No: Is a Conversion Plan required? (If yes, go to block 4; if no, go to block 5.)
4. Status of Conversion Plan (select the statement that best describes the current status) <input type="checkbox"/> Conversion Plan in development <input type="checkbox"/> Conversion Plan submitted to HUD on: (DD/MM/YYYY) <input type="checkbox"/> Conversion Plan approved by HUD on: (DD/MM/YYYY) <input type="checkbox"/> Activities pursuant to HUD-approved Conversion Plan underway

5. Description of how requirements of Section 202 are being satisfied by means other than conversion (select one)

- 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)

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

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

11. Homeownership Programs Administered by the PHA

[24 CFR Part 903.7 9 (k)]

A. Public Housing

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

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

2. Activity Description—**N/A**

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.)

Public Housing Homeownership Activity Description (Complete one for each development affected)	
1a. Development name:	
1b. Development (project) number:	
2. Federal Program authority:	<input type="checkbox"/> HOPE I <input type="checkbox"/> 5(h) <input type="checkbox"/> Turnkey III <input type="checkbox"/> Section 32 of the USHA of 1937 (effective 10/1/99)
3. Application status: (select one)	<input type="checkbox"/> Approved; included in the PHA’s Homeownership Plan/Program <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application
4. Date Homeownership Plan/Program approved, submitted, or planned for submission: (DD/MM/YYYY)	
5. Number of units affected:	
6. Coverage of action: (select one)	<input type="checkbox"/> Part of the development <input type="checkbox"/> Total development

B. Section 8 Tenant Based Assistance

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

performer status. **High performing PHAs** may skip to component 12.)

HACB will undertake a feasibility study of Section 8 homeownership in FY 2000

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:

Criteria to be determined, if applicable, after feasibility study

12. PHA Community Service and Self-sufficiency Programs

[24 CFR Part 903.7 9 (l)]

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

N/A—High Performing PHA, See Attachments

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?

DD/MM/YY

2. Other coordination efforts between the PHA and TANF agency (select all that apply)

- Client referrals
- Information sharing regarding mutual clients (for rent determinations and otherwise)
- Coordinate the provision of specific social and self-sufficiency services and programs to eligible families
- Jointly administer programs
- Partner to administer a HUD Welfare-to-Work voucher program
- Joint administration of other demonstration program
- Other (describe)

B. Services and programs offered to residents and participants

(1) General

a. Self-Sufficiency Policies

Which, if any of the following discretionary policies will the PHA employ to enhance the economic and social self-sufficiency of assisted families in the following areas? (select all that apply)

- Public housing rent determination policies
- Public housing admissions policies
- Section 8 admissions policies
- Preference in admission to section 8 for certain public housing families
- Preferences for families working or engaging in training or education programs for non-housing programs operated or coordinated by the PHA
- Preference/eligibility for public housing homeownership option participation
- Preference/eligibility for section 8 homeownership option participation
- Other policies (list below)

b. Economic and Social self-sufficiency programs

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

Services and Programs				
Program Name & Description (including location, if appropriate)	Estimated Size	Allocation Method (waiting list/random selection/specific criteria/other)	Access (development office / PHA main office / other provider name)	Eligibility (public housing or section 8 participants or both)
<i>Section 3 Program (Chico, Oroville, Gridley, Biggs)</i>	10	<i>Residents</i>	<i>PHA Main Office</i>	<i>Public Housing</i>
TBRA	30	Referrals	Various Social Services	Section 8
ROOF	10	Referrals	Butte Behavioral Health	Section 8

(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		

Section 8	48	33* * (as of 4/20/00, with 5 pending contracts)
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- 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:

As of July 2,000, there will be 6 graduates from the FSS programs, which will bring the number of required participants down to 44.

C. Welfare Benefit Reductions

1. The PHA is complying with the statutory requirements of section 12(d) of the U.S. Housing Act of 1937 (relating to the treatment of income changes resulting from welfare program requirements) by: (select all that apply)
- Adopting appropriate changes to the PHA's public housing rent determination policies and train staff to carry out those policies
 - Informing residents of new policy on admission and reexamination
 - Actively notifying residents of new policy at times in addition to admission and reexamination.
 - Establishing or pursuing a cooperative agreement with all appropriate TANF agencies regarding the exchange of information and coordination of services
 - Establishing a protocol for exchange of information with all appropriate TANF agencies
 - Other: (list below)

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

N/A—High Performing PHA, No PHDEP, See Attachments

13. PHA Safety and Crime Prevention Measures

[24 CFR Part 903.7 9 (m)]

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

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

1. Describe the need for measures to ensure the safety of public housing residents (select all that apply)

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

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

- Safety and security survey of residents
- Analysis of crime statistics over time for crimes committed "in and around" public housing authority
- Analysis of cost trends over time for repair of vandalism and removal of graffiti
- Resident reports
- PHA employee reports
- Police reports
- Demonstrable, quantifiable success with previous or ongoing anticrime/anti drug programs
- Other (describe below)

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

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

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

- Contracting with outside and/or resident organizations for the provision of crime- and/or drug-prevention activities

- Crime Prevention Through Environmental Design
- Activities targeted to at-risk youth, adults, or seniors
- Volunteer Resident Patrol/Block Watchers Program
- Other (describe below)

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

C. Coordination between PHA and the police

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

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

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

D. Additional information as required by PHDEP/PHDEP Plan

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

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

14. RESERVED FOR PET POLICY

[24 CFR Part 903.7 9 (n)]

15. Civil Rights Certifications

[24 CFR Part 903.7 9 (o)]

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

16. Fiscal Audit

[24 CFR Part 903.7 9 (p)]

1. Yes No: Is the PHA required to have an audit conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h))?
(If no, skip to component 17.)
2. Yes No: Was the most recent fiscal audit submitted to HUD?
3. Yes No: Were there any findings as the result of that audit?
4. Yes No: If there were any findings, do any remain unresolved?
If yes, how many unresolved findings remain? _____
5. Yes No: Have responses to any unresolved findings been submitted to HUD? If not, when are they due (state below)?

17. PHA Asset Management

[24 CFR Part 903.7 9 (q)]

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

N/A—High Performing PHA

1. Yes No: Is the PHA engaging in any activities that will contribute to the long-term asset management of its public housing stock, including how the Agency will plan for long-term operating, capital investment, rehabilitation, modernization, disposition,

and other needs that have **not** been addressed elsewhere in this PHA Plan?

2. What types of asset management activities will the PHA undertake? (select all that apply)

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

3. Yes No: Has the PHA included descriptions of asset management activities in the **optional** Public Housing Asset Management Table?

18. Other Information

[24 CFR Part 903.7 9 (r)]

A. Resident Advisory Board Recommendations

1. Yes No: Did the PHA receive any comments on the PHA Plan from the Resident Advisory Board/s?

2. If yes, the comments are: (if comments were received, the PHA **MUST** select one)

- Attached at Attachment (File name) **Resident Comments**
- 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:

Added information to needs of families on public housing waiting list to reflect the HACB's 1 5-bedroom unit

Clarified that preferences are given equal weight in admissions preferences

Added that interested persons may apply for programs at local PHA offices

Corrected Plan to show that HACB is at 100% FMR and that Payment Standards are reviewed approximately every 6 months

Changed PHA-eligibility criteria to show that any criteria would be developed only after conclusion of feasibility of homeownership in Section 8

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

- The PHA has based its statement of needs of families in the jurisdiction on the needs expressed in the Consolidated Plan/s.
- The PHA has participated in any consultation process organized and offered by the Consolidated Plan agency in the development of the Consolidated Plan.
- The PHA has consulted with the Consolidated Plan agency during the development of this PHA Plan.
- Activities to be undertaken by the PHA in the coming year are consistent with the initiatives contained in the Consolidated Plan. (list below)

- Other: (list below)

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

The State Department of Housing and Community Development (HCD) encourages the HACB to submit suggestions, improvements, and additional objectives for consideration in the State Consolidated Plan updates. HCD also solicits information and feedback from PHA's such as public responses to the PHA plans. This collaboration of housing needs of HACB provides HCD with a means of sharing solutions to similar problems among the agencies in its jurisdictions.

The HACB assists in meeting the goals of the Consolidated Plan of Chico through both its input into the Consolidated Plan process, as well as in the following:

1. **Operating a family self-sufficiency program**

- 2. Working with the City in preserving at risk affordable housing developments where possible**
- 3. Collaborate with the City and Behavioral Health in the management of a 20-unit apartment complex for persons with mental illness**

D. Other Information Required by HUD

Use this section to provide any additional information requested by HUD.

Attachments

ELIGIBILITY, SELECTION, AND ADMISSIONS POLICY

The policies that govern eligibility, selection, and admission for the Housing Authority of the County of Butte (HACB) are found in our Admissions and Continued Occupancy Policy and our Section 8 Administrative Plan. The relevant sections are as follows:

Public Housing

Eligibility, Selection Policy

The HACB will administer its waiting list for housing waiting list as required by 24 CFR Part 5, Subparts B, D & E; Part 982, Subpart E. Each applicant will be assigned an appropriate place on the waiting list.

Applicants will be listed in sequence assigned through local preference point system, the size and type of unit required and, where points are equal, by date and time of application.

In filling an actual or expected vacancy, HACB will offer the dwelling unit to the appropriate applicant in sequence.

To be eligible for participation, an applicant must meet HUD's criteria, as well as any permissible additional criteria established by the HA.

The HUD eligibility criteria are:

1. An applicant must be a "family"
2. Is at least 18 years of age
3. Is not currently housed in an HACB unit
4. An applicant must be within the appropriate Income Limits
5. An applicant must furnish Social Security Numbers for all family members age six and older
6. An applicant must furnish declaration of Citizenship or Eligible Immigrant Status and verification where required

Opening and Closing the Waiting Lists

HACB, at its discretion, may restrict application intake, suspend application intake and close waiting lists in whole or in part.

The decision to close the waiting list will be based on the number of applications available for a particular size and type of unit, the number of applicants who qualify for a local preference and the ability of HACB to house an applicant in an appropriate unit within a reasonable time.

When the HACB opens the waiting list, the HACB will advertise through public notice in major newspapers, minority publications and media entities. The notice will contain:

- the dates, times and locations where families may apply
- the programs for which applications will be taken
- a brief description of the program
- a statement that Section 8 participants must submit a separate application if they wish to apply for public housing
- limitations, if any, on who may apply
- the fair housing logo and fair housing slogan

Notices will be made in an accessible format for the disabled if requested. Notices will provide potential applicants with information that includes HACB's address and telephone number, information on how to submit an application.

Persons with disabilities who require a reasonable accommodation in completing an application may call the HACB to make special arrangements. The HACB uses the California Relay Service for individuals who are hearing-impaired.

When application taking is suspended

HACB may suspend application-taking, or may accept only applications meeting criteria adopted by the HACB, if it believes it would not be possible to offer assistance to additional Applicants within a reasonable period of time.

The waiting list may not be closed if it would have a discriminatory effect inconsistent with applicable civil rights laws.

During the period when the waiting list is closed, HACB **will not** maintain a list of individuals who wish to be notified when the waiting list is open.

Suspension of application taking is announced in the same way as opening the waiting list.

The open period shall be long enough to achieve an adequate waiting list. The waiting list contains the following information for each applicant listed:

1. Applicant Name
2. Family Unit Size
3. Date and Time of Application
4. Qualification for any local preference
5. Racial or ethnic designation of the head of household
6. Targeted Income

Reopening the list

If the waiting list is closed and HACB decides to open the waiting list, HACB will publicly announce the opening. Any reopening of the list is done in accordance with HUD requirements.

Limits on Who may Apply

When the waiting list is open, any family asking to be placed on the waiting list for Public Housing rental assistance will be given the opportunity to complete a application.

Depending on the composition of the waiting list with regard to family types and preferences and to better serve the needs of the community, at times the HACB may only accept applications from families meeting criteria adopted by the HACB.

In the event two or more applicants with identical preferences are eligible for placement on the waiting list, their order of placement will be determined by the unit size needed and the date and time of application.

Changes Prior to Unit Offer

Changes that occur during the period between placement on the waiting list and an offer of a suitable unit may affect the family's eligibility or Total Tenant Payment. The family is responsible for notifying HACB of such changes and all changes must be made in writing. Confirmation of the changes will be confirmed with the family in writing.

Every reasonable effort will be made by HACB to assure that applicants are able to make informed choices regarding the projects in which they wish to reside, such as location of available sites, occupancy number and size of accessible units, available amenities, security, transportation, and estimate of waiting time for a unit.

Waiting List Preferences

A preference does not guarantee admission to the program. Preferences are used to establish the order of placement on the waiting list. Every applicant must still meet HACB's Selection Criteria as defined in this policy.

HACB's preference system will work in combination with HACB requirements to match the characteristics of the family to the type of unit available, including units with a targeted population, and any required deconcentration of poverty in public housing. When such matching is required HACB will give preference to qualified families.

Applicant with Criminal History

An applicant will not be granted any preference if any member of the family has been evicted from any federally assisted housing during the past three (3) years because of drug-related criminal activity.

HACB may at its discretion grant an exception to such a family if:

- The responsible member has successfully completed a rehabilitation program approved by HACB prior to awarding the preference, or
- The evicted person clearly did not participate in or know about the drug-related activity.

Misrepresentation of Applicant Status

If an applicant makes a false statement in order to qualify for a preference or priority, HACB will deny admission to the program for the family.

Types of Applicants with Preference Over "Other Singles"

Applicants who are elderly, disabled, or displaced households of no more than two persons will be given a selection priority over all "Other Single".

Local Preferences

In the absence of the federal preferences, the HACB is currently authorized to select applicants from its Public Housing waiting list on the basis of Local Preferences. The HACB has established the following Local Preferences.

1. Date and Time Sequence
2. Bedroom size needed by the family according to Occupancy Standards

3. Local Preferences:
 - a. Families displaced as a result of governmental action or whose dwelling has been extensively damaged or destroyed as a result of disaster declared or otherwise formally recognized pursuant to Federal disaster relief laws, will be given the highest priority.
 - b. Veterans or families of veterans will be given preference ahead of non-veteran families
 - c. Income targeting of families whose income is “extremely low/very low” (30% of the median income) as required by Federal regulations. At least 40% of all admissions must be admitted under this requirement.
 - d. Families being selected under the “Broad Range of Incomes” procedure (those families that do not meet the definition of very low income.)

In addition, all applicants must meet Low Income eligibility requirements as established by HUD. In addition, at least 40% of new admissions to the program must be extremely low income (30% or less of the median income).

Initial Determination of Local Preference Qualification

An applicant’s certification that they qualify for a preference or priority will be verified at the time the application is taken.

If the preference verification indicates that an applicant does not qualify for the preference or priority, the applicant will be placed on the waiting list with the correct preference or priority.

Preference Eligibility [24 CFR 5.415]

1. Change in Circumstances

Changes in an applicant’s circumstances while on the waiting list may affect the family’s entitlement to a preference. Applicants are required to notify HACB in writing when their circumstances change. When an applicant claims an additional preference, s/he will be placed on the waiting list in the proper order of their newly-claimed preference.

2. Cross-Listing of Public Housing and Section 8

HACB will not merge the waiting lists for public housing and Section 8. However, if the Section 8 waiting list is open when the applicant is placed on the public housing list, HACB must offer to place the family on both lists. If the public housing waiting list is open at the time an applicant

applies for Section 8, HACB must offer to place the family on the public housing waiting list.

Order of Selection

The order of selection is based on HACB's system of preferences and the requirement that one or two person elderly, disabled, or displaced families will always be selected before other singles.

Factors other than Preferences that affect Selection of Applicants

Available Units

Before applying its preference system, HACB will first match the characteristics of the available unit to the applicants available on the waiting lists. Factors such as unit size, accessible features, or units in housing designated for the elderly or disabled, limit the admission of families to those characteristics match the characteristics and features of the vacant unit available.

By matching unit and family characteristics, it is possible that families who are lower on the waiting list may receive an offer of housing ahead of families with an earlier date and time of application.

HACB's preference system will work in combination with requirements to match the characteristics for the family to the type of unit available, including units with targeted populations. When such matching is required or permitted by current law, HACB will give preference to the families described below.

Deconcentration of Poverty and Income Mixing

Gross annual income is used for income limits at admission and for income-mixing purposes.

HACB will gather data and analyze, at least annually, the tenant characteristics of its public housing stock, including information regarding tenant incomes, to review any need to revise deconcentration policy.

If the analysis shows a mix of tenant incomes that are predominantly higher, the complex will be designated a "higher income complex." It will be designated a "lower income complex" if the tenant income mix is predominantly lower.

The HACB will not take any adverse action toward any family member that chooses not to accept occupancy of an offered Unit. The skipping of a family on

the waiting list to reach another family in order to implement the policy under this section shall not be considered an adverse action and shall not be contestable.

Income Targeting

HACB will monitor its admissions to ensure that at least 40% of families admitted to public housing projects by HACB each year shall have incomes that do not exceed 30% of area median.

Families whose incomes do not exceed 30% of area median income will be referred to as “extremely low income families”.

Final Verification of Preference [24 CFR 5.415] Preference information on applications will be updated as applicants are selected from the waiting list.

Preference Denial [24 CFR 5.415]

If HACB denies a preference, HACB will notify the applicant in writing of the reasons why the preference was denied and offer the applicant an opportunity for an informal meeting. If the preference denial is upheld as a result of the meeting, or the applicant does not request a meeting, the applicant will be placed on the waiting list without benefit of the preference. Applicants may exercise other rights if they believe they have been discriminated against.

If the applicant falsifies documents or makes false statements in order to qualify for any preference or priority, they will be removed from the Waiting List.

Removal from Waiting List and Purging [24 CFR 982.204(c)]

All applicants who fail to keep a scheduled appointment with the HACB will be sent a notice of denial of admission that will give the applicant the right to request an informal review.

The HACB will allow the family to request a reschedule for good cause. When good cause exists for missing an appointment, the HACB will work closely with the family to find a more suitable time.

If the family misses the rescheduled appointment, the applicant family will be sent a notice denying them admission and they will be offered the right to an informal review before being removed from the waiting list.

The HACB will update its waiting list every 18 months or as determined by the HACB to ensure that the pool of applicants reasonably represents the interested families for whom the HACB has current information, i.e. applicant’s address,

family composition, income category and preferences. Families will be given 14 calendar days to confirm their continued interest in public housing.

Notices will be made available in accessible format upon the request of a person with a disability.

Section 8

Eligibility and Selection Policy

It is the HACB's objective to ensure that families are placed in the proper order on the waiting list so that an offer of assistance is not delayed to any family, or made to any family prematurely.

By maintaining an accurate waiting list, the HACB will be able to perform the activities that ensure that an adequate pool of qualified applicants will be available, so that program funds are used in a timely manner.

Application Pool

The waiting list will be maintained in accordance with the following guidelines:

1. The application will be maintained in a permanent file.
2. Applications equal in preference will be maintained by date and time sequence. The date of application is determined by the actual date the application is submitted.
3. All applicants must meet all eligibility requirements as established by HUD. Any exceptions to these requirements, other than those outlined in the Chapter, "Eligibility for Admission", must have been approved previously by the HUD Field Office.

Cross-Listing of Public Housing and Section 8

The HACB will not merge the waiting lists for public housing and Section 8. However, if the Section 8 waiting list is open when the applicant is placed on the public housing list, the HACB must offer to place the family on both lists. If the public housing waiting list is open at the time an applicant applies for Section 8, the HACB must offer to place the family on the public housing waiting list.

Application

The application process will involve two phases. The first will be the “initial” application for assistance. Families who wish to apply for any of HACB’s programs must complete a written application form when the waiting list is open. Applications will be made available in an accessible format upon request, in accordance with the procedures in the Administrative Plan, from a person with a disability. This first phase will result in the family’s placement on the waiting list.

The second phase will be the “final determination of eligibility” (referred to as the full application). The full application will take place when the family reaches the top of the waiting list. At this time HACB will ensure that verification of all HUD and HACB eligibility factors is current in order to determine the family’s eligibility for the Voucher Program.

Management of the Waiting List

HACB will administer its Section 8 waiting list as required by 24 CFR 982.54(d)(1). It is the HACB’s policy that each applicant shall be assigned an appropriate place on the waiting list.

Applicants will be listed in sequence assigned through the local preference system, including date and time of application.

1. Opening and Closing the Waiting Lists. [24 CFR 982.207]

HACB, at its discretion, may restrict application intake, suspend application intake, and close waiting lists in whole or in part. HACB may open or close the list by local preference category.

The decision to close the waiting list will be based on the number of applications available for a particular type of voucher, the number of applicants who qualify for a local preference, and the ability of HACB to provide vouchers within a reasonable period of time.

When HACB opens the waiting list, HACB will advertise through public notice in newspapers, minority publications, media entities and local human service

agencies and with the same organizations that are used for the public housing program. The notice will contain:

The dates, times, and the locations where families may apply.

The programs for which applications will be taken.

A brief description of the program.

A statement that Public Housing residents must submit a separate application if they want to apply for the Section 8 Program.

Limitations, if any, on who may apply.

The notices will be made in an accessible format if requested. They will provide potential applicants with information that includes HACB's address and telephone number, how to submit an application, information on eligibility requirements, and the availability of local preferences.

Upon request from a person with a disability, additional time will be given as a reasonable accommodation for submission of an application after the closing deadline. This accommodation is to allow persons with disabilities the opportunity to submit an application in cases when a social service organization provides inaccurate or untimely information about the closing date.

2. When Application Taking is Suspended

The HACB will announce the closing of the waiting list by public notice.

The open period shall be long enough to achieve a waiting list adequate to cover projected turnover and new allocations over the next twelve months. The HACB will give at least ten (10) days notice prior to closing the list. When the period for accepting applications is over, the HACB will add the new applicants to the list by separating the new applicants into groups based on preferences and ranking applicants within each group by date and time of application.

3. Reopening the List

If the waiting list is closed and HACB decides to open the waiting list, HACB will publicly announce the opening. Any reopening of the list is done in accordance with HUD requirements.

Even though there are enough applicants on the waiting list to fill the turnover within the next 12 months, if there are not enough applicants who claim a local preference, HACB may elect to accept applications from applicants who claim a local preference only.

4. Limits on Who May Apply

When the waiting list is open, any family asking to be placed on the waiting list for Section 8 rental assistance will be given the opportunity to complete an application.

Depending upon the composition of the waiting list with regard to family types and preferences and to better serve the needs of the community, at times HACB may only accept applications from any family claiming a local preference.

5. Special Admissions

Applicants, who are admitted under Special Admissions, rather than from the waiting list, are identified by codes in the automated system and are not maintained on separate lists.

6. Time of Selection

When the application is submitted to HACB, it establishes the family's date and time of application for placement order on the waiting list.

When vouchers are available, families will be selected from the waiting list in their preference-determined sequence.

6. Changes Prior to Voucher Offer

Applicants are required to inform the HACB in writing of changes in family composition, income and address, as well as any changes in their preference status. Applicants are also required to respond to requests from the HACB to update information on their application and to determine their interest in assistance.

Waiting List Preferences

A preference does not guarantee admission to the program. Preferences are used to establish the order of placement on the waiting list. Every applicant must still meet HACB's Selection Criteria.

a. Applicant with Criminal History

An applicant will not be granted any preference if any member of the family has been evicted from any federally assisted housing during the past three years because of drug-related criminal activity.

HACB may at its discretion grant an exception to such a family if:

The responsible member has successfully completed a rehabilitation program no less than two years prior to awarding the preference, or

The evicted person clearly did not participate in or know about the drug-related activity.

b. Misrepresentation of Applicant Status

If an applicant makes a false statement in order to qualify for a preference or priority, HACB will deny admission to the program for the family.

c. Types of Applicants With Preference Over "Other Singles"

Applicants who are elderly, disabled, or displaced households of no more than two persons will be given a selection priority over all "Other Single" applicants.

Local Preferences Local preferences will be used to select among applicants on the waiting list.

Local preferences will be given to applicants who are otherwise eligible and who, at the time information is verified, meet the definitions of the preferences described below. Applicants without local preferences will be placed on the waiting list as of the date and time of application.

1. Date and Time
2. Local Preferences:
 - a. Displaced by government action
 - b. Working preference, including a person with social security or SSI income who is 62 years of age or older or disabled which prevents them from working
 - c. Mentally, physically or developmentally disabled applicants
 - d. Veterans, including active service personnel, veterans or surviving spouses of veterans.

The HACB defines the following preferences:

Displaced by government action requires one of the following to apply:

1. The applicant has been involuntarily displaced and is not living in standard, permanent replacement housing; or

2. The applicant will be involuntarily displaced within no more than six months from the date of preference status verification by the HACB.

Involuntarily displaced includes the following categories:

1. Displaced by disaster, such as fire, flood or earthquake.
2. Displaced by government action: condemnation of property due to health, safety reasons or government action for public improvement.
3. Displacement to avoid reprisals where family members have provided information regarding criminal activity to law enforcement personnel and the family must move to avoid or minimize the risk of violence against family members.
4. Displaced by hate crimes where a family has been the victim of actual or threatened physical violence or intimidation that is directed against a person or his/her property based on the person's race, color, religion, sex, national origin, handicap or familial status.

Exception for Special Admissions

If HUD awards a HA program funding that is targeted for specifically named families, the HA will admit these families under a Special Admission procedure.

Special admissions families will be admitted outside of the regular waiting list process. They do not have to qualify for any preferences, nor are they required to be on the program waiting list. The HA maintains separate records of these admissions.

The following are examples of types of program funding that may be designated by HUD for families living in a specified unit:

1. A family displaced because of demolition or disposition of a public or Indian housing project;
2. A family residing in a multifamily rental housing project when HUD sells, forecloses or demolishes the project;
3. For housing covered by the Low Income Housing Preservation and Resident Home-ownership Act of 1990;
4. A family residing in a project covered by a project-based Section 8 HAP contract at or near the end of the HAP contract term; and
5. A non-purchasing family residing in a HOPE 1 or HOPE 2 project.

Targeted Funding

When HUD awards special funding for certain family types, families who qualify are placed on the regular waiting list. When a specific type of funding becomes available, the waiting list is searched for the first available family meeting the targeted funding criteria.

Applicants who are admitted under targeted funding that are not identified as a Special Admission are identified by codes in the automated system and are not maintained on separate waiting lists.

Initial Determination of Local Preference Qualification

An applicant's certification that they qualify for a preference or priority will be accepted without verification at the time of application. When the family is selected from the waiting list for the final determination of eligibility, the preference or priority will be verified.

If the preference verification indicates that an applicant does not qualify for the preference or priority, the applicant will be returned to the waiting list with the correct preference or priority, and if the family contests the change they will be given an opportunity for a meeting.

If at the time the family applied, the preference claim was the only reason for placement of the family on the list and the family cannot verify their eligibility for the preference as of the date of application, the family will be placed back on the waiting list with the appropriate preference.

Applicants who claim veteran status must furnish verification at the time of application in the form of a copy of their DD214.

Preference Eligibility

Change in Circumstances

Changes in an applicant's circumstances while on the waiting list may affect the family's entitlement to a preference. Applicants are required to notify HACB in writing when their circumstances change. When an applicant claims an additional

preference, s/he will be placed on the waiting list in the proper order of their newly claimed preference.

Order of Selection

The order of selection is based on HACB's system of preferences and the HUD requirement that one or two person elderly, disabled, or displaced families will always be selected before other singles.

The HACB has elected to apply local preferences with equal weight. Among applicants with equal preference status, the waiting list will be organized by date and time of application.

Deconcentration of Poverty

HACB will gather data and analyze, at least annually, the tenant characteristics of its Section 8 participants, including information regarding participant incomes, to assist in HACB's deconcentration efforts.

Income Targeting

HACB will monitor its admissions to ensure that at least 75% of families admitted to Section 8 program by HACB each year shall have incomes that do not exceed 30% of area median.

Families whose incomes do not exceed 30% of area median income will be referred to as "extremely low income families".

Final Verification of Preferences {24 CFR 982.210(c)(3),(4)} Preference information on applications will be updated as applicants are selected from the waiting list. At that time, HACB will obtain third party verifications of preferences and priorities.

Preference Denial {24 CFR 982.201(d)}

If HACB denies a preference, HACB will notify the applicant in writing of the reasons why the preference was denied and offer the applicant an opportunity for an informal meeting. If the preference denial is upheld as a result of the meeting, or the applicant does not request a meeting, the applicant will be placed on the waiting list without benefit of the preference. Applicants may exercise other rights if they believe they have been discriminated against.

If the applicant falsifies documents or makes false statements in order to qualify for any preference or priority, they will be removed from the Waiting List.

Removal from Waiting List and Purging {24 CFR 982.204(c)}

If an applicant fails to respond to a mailing from HACB, the applicant will be sent written notification to contact HACB. If they fail to respond they will be removed from the waiting list. An extension will be considered an accommodation if requested by a person with a disability. If a letter is returned by the Post Office without a forwarding address, the applicant will be removed without further notice and the envelope and letter will be maintained in the file.

If an applicant is removed from the waiting list for failure to respond, they will not be entitled to reinstatement unless it is determined that there were circumstances beyond the person's control. The following exceptions, if determined to exist, will be acceptable to warrant reinstatement: hospitalization, death in family, family medical emergency.

The waiting list will be purged at least annually by a mailing to all applicants to ensure that the waiting list is current and accurate. The mailing will ask for current information and confirmation of continued interest.

Notices will be made available in accessible format upon the request of a person with a disability.



RENTAL DETERMINATION AND ASSISTANCE PROGRAM POLICIES

The HACB operates both public housing and Section 8 assistance. Included in this section are policies that govern the following:

- Lease and occupancy standards
- Any exclusions to income
- The Agency's minimum rent policies
- The Agency's flat rent policies
- Policies governing rent reductions, hardship, rent switching and rent phase-ins
- The Fair Housing Policy of the Agency

Public Housing

DETERMINATION OF TOTAL TENANT PAYMENT

Introduction

The accurate calculation of Annual Income and Adjusted Income will ensure that families are not paying more or less money for rent than their obligation under the regulations.

This section defines the allowable deductions from Annual Income and how the presence or absence of household members may affect the Total Tenant Payment (TTP). Income and TTP are calculated in accordance with 24 CFR Part 5, Subpart F and further instructions set forth in HUD Notices, Memoranda and Addenda. The formula for the calculation of TTP is specific and not subject to interpretation. HACB's policies in this section address those areas that allow HACB discretion to define terms and to develop standards in order to assure consistent application of the various factors that relate to the determination of TTP.

Income and Allowances

Income: The types of money that are to be used as income for purposes of calculating the TTP are defined by HUD in federal regulations. In accordance with this definition, income from all sources of each member of the household is documented.

Annual Income is defined as the gross amount of income anticipated to be received by the family during the 12 months after certification or recertification. Gross income is the amount of income prior to any HUD allowable expenses or

deductions, and does not include income that has been excluded by HUD. Annual income is used to determine whether or not applicants are within the applicable income limits. (24 CFR 5.607)

Adjusted Income is defined as the Annual income minus any HUD allowable deductions.

HUD has five allowable deductions from Annual Income:

1. Dependent allowance: \$480 each for family members (other than the head or spouse), who are minors, and for family members who are 18 and older who are full-time students or who are disabled.
2. "Elderly" allowance: \$400 per household for families whose head or spouse is 62 or over or disabled.
3. Allowable medical expenses for all family members are deducted for elderly and disabled families.
4. Childcare expenses for children under 13 are deducted when childcare is necessary to allow an adult member to work, attend school, or actively seek employment.
5. Expenses for attendant care or auxiliary apparatus for persons with disabilities if needed to enable the individual or an adult family member to work.

Disallowance of Earned Income

HACB's policy is to encourage self-sufficiency for the residents of Public Housing. In an effort to encourage non-working adult family members to secure permanent employment HACB will disallow earned income in the following manner and in the following cases:

- HACB will not increase the family's rent for a period of 12 months if the increase in earned income results from:
 1. earnings of a previously consistently unemployed family member (family member unemployed for at least 9 months of the previous 12 months, or has had sporadic income from earnings of less than \$200 per month), or
 2. earnings of a family member during participation in a self-sufficiency or job training program, or

3. earnings of a family member that had been receiving welfare in the previous six (6) months.
- If the family member leaves the job without good cause after 6 months and before 12 months, the rent will be calculated retroactively to include the employment income.
 - After the 12-month disallowance, a family's rent increase will be phased in. Only 50% of the earned income will be used to compute the resident's rent for an additional period of 12 months.
 - The source of income must be reported and recorded in the tenant's file. Failure to report the income within 30 days will result in the family being disqualified for the disallowance and the full income will be used to calculate the rent.

DEFINITION OF TEMPORARILY/PERMANENTLY ABSENT

HACB must compute all applicable income of every adult family member who is on the lease, including those who are temporarily absent. In addition, HACB must count the income of the spouse or the head of the household if that person is temporarily absent.

Income of persons permanently absent will not be counted. If the spouse is temporarily absent and in the military, all military pay and allowances (except hazardous duty pay when exposed to hostile fire and any other exceptions to military pay HUD may define) is counted as income.

It is the responsibility of the head of household to report changes in family composition. HACB will evaluate absences from the unit in accordance with this policy.

Absence of Entire Family

These policy guidelines address situations when the family is absent from the unit, but has not moved out of the unit. In cases where the family has moved out of the unit, HACB will terminate tenancy in accordance with the appropriate lease termination procedures.

Families are required to notify HACB before they move out of a unit in accordance with the lease and to give HACB information about any family absence from the unit.

Families must notify HACB if they are going to be absent from the unit for more than 30 consecutive days. If the entire family is absent from the assisted unit for more than 90 consecutive days, the unit will be considered to be vacated and the lease will be terminated.

"Absence" means that no family member is residing in the unit.

Absence of Any Member

In the case where a family member is absent from the household, whether as an applicant or participant, the HACB will require sufficient information to determine whether the household member is temporarily absent or is no longer a member of the family. In the case where the member is the spouse, legal separation, filing for dissolution of marriage, annulment, or other verification acceptable to the HACB will be sufficient proof that the family member is no longer a member of the household. In the case of a minor child, proof of legal custody has been granted to another will be proof that the child is no longer in the home. If the child has been removed from the household by child welfare workers, or other operation of the law, the HACB will require additional information in order to make a determination as to whether the child will be considered temporarily or permanently removed from the household.

Absence due to Incarceration

If the sole member is incarcerated for more than 90 consecutive days, s/he will be considered permanently absent. Any member of the household, other than the sole member, will be considered permanently absent if s/he is incarcerated for 90 consecutive days.

HACB must determine if the reason for incarceration is for drug-related or violent criminal activity. If so, the lease will be terminated.

Reporting Additions to HACB

Reporting changes in household composition to HACB must be made in compliance with the lease provision requirements regarding adding household members.

If the family does not obtain prior written approval from HACB, any person the family has permitted to move in will be considered an unauthorized household member.

Families are required to report any additions to the household in writing to HACB.

An interim reexamination will be conducted for any additions to the household.

Reporting Absences to HACB

If a family member leaves the household, the family must report this change to HACB, in writing, within 10 calendar days of the change and certify as to whether the member is temporarily absent or permanently absent.

HACB will conduct an interim evaluation for changes that affect the TTP in accordance with the interim policy.

Averaging Income

When Annual Income cannot be anticipated for a full twelve months, HACB may:

- Average known sources of income that vary to compute an annual income.
- Annualize current income and conduct an interim reexamination if income changes.
- Average known income and schedule quarterly interim reexaminations.

If there are bonuses or overtime that the employer cannot anticipate for the next twelve months, bonuses and overtime received the previous year will be used.

Income from the previous year may be analyzed to determine the amount to anticipate when third-party or check-stub verification is not available.

If by averaging, an estimate can be made for those families whose income fluctuates from month to month, this estimate will be used so that the housing payment will not change from month to month.

The method used depends on the regularity, source and type of income.

Income of Person Permanently Confined to Nursing Home

If a family member is permanently confined to a hospital or nursing home and there is a family member left in the household, HACB will calculate the Total Tenant Payment.

The HACB will exclude the income of the person permanently confined to the nursing home, if the family can verify that the income is specifically dedicated for the person's nursing care or goes directly to the nursing facility, and give the family no deductions for medical expenses of the confined family member.

HACB must receive written third party verification from the facility in which the member is confined.

Regular Contributions and Gifts [24 CFR 5.609(a)(7)]

Regular contributions and gifts received from persons outside the household are counted as income for calculation of the Total Tenant Payment.

WELFARE PAYMENTS OR GENERAL ASSISTANCE

If a family's welfare or public assistance benefits are reduced because of any failure to comply with the conditions under the assistance program requiring participation in an economic self-sufficiency program or imposing a work activities requirement, the family's monthly rent contribution may not be decreased during the period of reduction. The expiration of a time limit for receiving benefits will not be considered a failure to comply.

In addition, if a family's welfare or public assistance benefits are reduced because of an act of fraud by a member of the family under the law or program, the family's monthly rent contribution may not be decreased during the period of reduction as a result of any decrease in the family's income (to the extent that such decrease in income is a result of the reduction in benefits).

Alimony and Child Support [24 CFR 5.609(a)(7)]

Regular alimony and child support payments are counted as income for calculation of Total Tenant Payment.

If the amount of child support or alimony received is less than the amount awarded by the court, HACB must use the amount awarded by the court unless the family can verify that they are not receiving the full amount.

HACB will accept as verification that the family is receiving an amount less than the award if:

HACB receives verification from the agency responsible for enforcement or collection.

OR

The family furnishes documentation of child support or alimony collection action filed through a child support enforcement/collection agency, or has filed an enforcement or collection action through an attorney.

It is the family's responsibility to supply a certified copy of the divorce decree.

Lump Sum Receipts [24 CFR CFR 5.609(b)(5), (c)]

Lump-Sum Payments Not Counted As Income

Lump-sum additions to Family assets, such as inheritances, insurance payments (including payments under health and accident insurance and worker's compensation), capital gains, and settlement for personal or property losses, are not included in income but may be included in assets.

The family must report such lump sum payments to HACB within ten (10) days of occurrence.

LUMP-SUM PAYMENTS INCLUDED IN INCOME

Lump-sum payments caused by delays in processing periodic payments (unemployment or welfare assistance) are counted as income. Lump sum payments from Social Security or SSI are excluded from income, but any amount remaining will be considered an asset. Deferred periodic payments which have accumulated due to a dispute will be treated the same as periodic payments that are deferred due to delays in processing.

In order to determine amount of retroactive tenant rent that the family owes as a result of the lump sum receipt:

HACB will calculate prospectively if the family reported the payment within 10 days and retroactively to date of receipt if the receipt was not reported within that time frame.

Prospective Calculation Methodology

If the payment is reported on a timely basis, the calculation will be done prospectively and will result in an interim adjustment calculated as follows:

1. The entire lump-sum payment will be added to the annual income at the time of the interim.
2. HACB will determine the percent of the year remaining until the next annual recertification as of the date of the interim (three months would be 25% of the year).
3. At the next annual recertification, HACB will apply the percentage balance (75% in this example) to the lump sum and add it to the rest of the annual income, or
5. The lump sum will be added in the same way for any interims that occur prior to the next annual recertification.

Retroactive Calculation Methodology

1. HACB will go back to the date the lump-sum payment was received, or to the date of admission, whichever is closer.
2. HACB will determine the amount of income for each certification period, including the lump sum, and recalculate the tenant rent for each certification period to determine the amount due HACB.

At HACB's option, HACB may enter into a Repayment Agreement with the family.

The amount owed by the family is a collectible debt even if the family becomes unassisted.

Attorney Fees

The family's attorney fees may be deducted from lump-sum payments when computing annual income if the attorney's efforts have recovered a lump-sum compensation, and the recovery paid to the family does not include an additional amount in full satisfaction of the attorney fees.

Contributions to Retirement Funds--Assets

Contributions to company retirement/pension funds are handled as follows:

1. While an individual is employed, count as assets only amounts the family can withdraw without retiring or terminating employment.
1. After retirement or termination of employment, count any amount the employee elects to receive as a lump sum.

Assets Disposed of for Less than Fair Market Value

HACB must count assets disposed of for less than fair market value during the two years preceding signing a lease or reexamination. HACB will count the difference between the market value and the actual payment received in calculating total assets.

Assets disposed of as a result of foreclosure or bankruptcy are not considered to be assets disposed of for less than fair market value. Assets disposed of as a result of a divorce or separation are not considered to be assets disposed of for less than fair market value.

HACB's minimum threshold for counting assets disposed of for less than Fair Market value is \$5,000. If the total value of assets disposed of within the two-year period is less than \$5,000, they will not be considered an asset.

Child Care Expenses

Childcare expenses for children under 13 may be deducted from annual income if they enable an adult to work, attend school full time, or actively seek employment.

Medical Expenses [24 CFR 5.603]

When it is unclear in the HUD rules as to whether or not to allow an item as a medical expense, IRS Publication 502 will be used as a guide.

Proration of Assistance for "Mixed" Families [24 CFR 5.520]

Applicability

Proration of assistance must be offered to any "mixed" applicant or participant family. A "mixed" family is one that includes at least one U.S. citizen or eligible immigrant and any number of ineligible members.

"Mixed" families that were participants on June 19, 1995, and that do not qualify for continued assistance must be offered prorated assistance. (See Chapter 10 entitled "Recertifications.") Applicant mixed families are entitled to prorated assistance. Families that become mixed after June 19, 1995, by addition of an ineligible member are entitled to prorated assistance.

Prorated Assistance Calculation

Prorated assistance will be calculated by subtracting the Total Tenant Payment from the applicable Maximum Rent for the unit the family occupies to determine the Family Maximum Subsidy. The family's TTP will be calculated by:

1. Dividing the Family Maximum Subsidy by the number of persons in the family to determine Member Maximum Subsidy.
2. Multiplying the Member Maximum Subsidy by the number of eligible family members to determine Eligible Subsidy.
3. Subtracting the amount of Eligible Subsidy from the applicable Maximum Rent for the unit the family occupies to get the family's Revised Total Tenant Payment.

Reduction in Benefits

If the family's benefits, such as social security, SSI or AFDC, are reduced through no fault of the family, HACB will use the net amount of the benefit. If the family's benefits were reduced due to family error, omission, or misrepresentations, HACB will use the gross amount of the benefit.

Utility Allowance and Utility Reimbursement Payments

If the cost of utilities (excluding telephone, cable and other luxuries) is not included in the Tenant Rent, a utility allowance will be deducted from the total tenant payment. The allowances are based on the monthly cost of reasonable consumption utilities in an energy conservative household, *not* on a family's actual consumption.

Any savings resulting from utility costs below the amount of the allowance belongs to the tenant.

Resident-Paid Utilities

Paying the utility bill is the resident's obligation under the lease. Failure to pay utilities is grounds for eviction.

Excess Utility Payments

Residents in units where HACB pays the utilities may be charged for excess utilities in accordance with the lease.

Family Choice Rental Payment Method

At the time of the annual reexamination and recertification process the family can elect to pay one of the following:

- Flat Rate rent
- Income Based rent

HACB will provide the family with enough information for the family to make an informed choice. This information shall include:

1. the amounts of both the flat rate and income-based rent
2. the method by which income based rent is calculated so the family can determine the rental amount

Switching Rent Methods to Lower Rent Because of Financial Hardship

HACB will switch a family from a flat rent to an income-based rent if HACB determines that the family has a financial hardship.

HACB will conduct an examination of the family's income in order to switch the rent method as quickly as possible, but the rent will be lowered no later than the 1st of the month following the month in which the family reported the hardship.

Income-Based Rent

A family's level of income determines the family's income-based rent. The basic calculation is the higher of 10% of income, or 30% of adjusted income, or minimum rent, whichever is greater.

Minimum Rent

The minimum rent for HACB is \$50.

The Total Tenant Payment is the greater of:

30% of the adjusted monthly income

10% of the monthly income

The Minimum rent as established by HACB

The Total Tenant Payment does not include charges for excess utility consumption or other charges.

Hardship Exemptions

HACB will grant an exemption to this requirement if a family is unable to pay such amount because of financial hardship due to the following circumstances:

1. The family has lost eligibility for, or is awaiting eligibility determination for, a federal, state, or local government assistance program;
2. The family would be evicted as a result of the imposition of the minimum rent requirement (if the family has requested such an exemption, and the HA finds a hardship exists);
3. The income of the family has decreased because of changed circumstance, including loss of employment, through no fault of the family;
4. A death in the family has occurred, where such death resulted in the loss of the sole source of the family's income; and

HACB will require reasonable documentation of the hardship. If the family requests a hardship exemption, the minimum rent requirement is immediately suspended beginning the month following the family's hardship request.

The suspension will continue until a determination is made regarding whether:

- (a) there is a hardship covered by the policy, and
- (b) the hardship is temporary or long-term.

If HACB determines that there is a qualifying hardship, but that the hardship is of a temporary nature, HACB will reinstate the minimum rent for the entire time of the suspension. HACB will not evict the family for nonpayment of rent for a period of 90 days following the reinstatement of the minimum rent, and will offer the family a reasonable repayment agreement.

HACB Procedures for Notification to Families of Hardship Exceptions

HACB will notify all participant families subject to a minimum rent of their right to request a minimum rent hardship exception under the law.

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

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

Section 8

DETERMINATION OF TOTAL TENANT PAYMENT

Introduction

As in the public housing program, the accurate calculation of Annual Income and Adjusted Income will ensure that families are not paying more or less money for rent than their obligation under the regulations.

This section defines the allowable deductions Annual Income and how the presence or absence of household members may affect the Total Tenant Payment (TTP). Income and TTP are calculated in accordance with federal regulations and further instructions as set forth in HUD Notices, Memoranda and Addenda. The formula for the calculation of TTP is specific and not subject to interpretation. HACB's policies in this section address those areas that allow the HACB discretion to define terms and to develop standards in order to assure consistent application of the various factors that relate to the determination of TTP.

Subsidy Standards

All standards in this section relate to the number of bedrooms on the Voucher, not the family's actual living arrangements. The HACB does not determine who shares a bedroom/sleeping room, but there must be at least one person per bedroom. The HACB's subsidy standards for determining Voucher size shall be

applied in a manner consistent with Fair Housing guidelines. The family's Voucher size or actual unit size, whichever is less, is used to determine the maximum rent subsidy for the family.

Criteria for Determining Voucher Size

In issuing the Voucher, the HACB will consider and advise the family that the Voucher size will be assigned so it is not necessary for older persons of the opposite sex, to occupy the same bedroom, except that:

Children of the opposite sex, nine years of age or under, may occupy the same bedroom.

Generally, the HACB assigns bedrooms within the following guidelines:

1. Foster children will be included in determining unit size only if they will be in the unit only if permanent placement or adoption is pending.
2. Live-in attendants will generally be provided a separate bedroom. No additional bedrooms are provided for the attendant's family.
3. Space will not be provided for a child who is away at school but who lives with the family during school recesses.
4. Space will not be provided for a family member, other than a spouse, who will be absent most of the time, such as a member who is away in the military.
5. Single person families may be allocated either a zero or one bedroom.

Income and Allowances

Income: The types of money that are to be used as income for purposes of calculating the TTP are defined by HUD in federal regulations. In accordance with this definition, income from all sources of each member of the household is documented.

Annual Income is defined as the gross amount of income anticipated to be received by the family during the 12 months after certification or recertification. Gross income is the amount of income prior to any HUD allowable expenses or deductions, and does not include income that has been excluded by HUD. Annual income is used to determine whether or not applicants are within the applicable income limits. (24 CFR 5.607)

HUD has five allowable deductions from Annual Income:

1. Dependent allowance: \$480 each for family members (other than the head or spouse), who are minors, and for family members who are 18 and older who are full-time students or who are disabled.
2. "Elderly" allowance: \$400 per household for families whose head or spouse is 62 or over or disabled.
3. Allowable medical expenses for all family members are deducted for elderly and disabled families.
4. Childcare expenses for children under 13 are deducted when child care is necessary to allow an adult member to work, attend school, or actively seek employment.
5. Expenses for attendant care or auxiliary apparatus for persons with disabilities if needed to enable the individual or an adult family member to work.

Minimum Rent

"Minimum Rent" in the Voucher program is \$50. Minimum Rent includes the combined amount (TTP) a family pays towards rent and/or utilities.

DEFINITION OF TEMPORARILY/PERMANENTLY ABSENT

HACB must compute all applicable income of every family member who is on the lease, including those who are temporarily absent. In addition, HACB must count the income of the spouse or the head of the household if that person is temporarily absent.

Income of persons permanently absent will not be counted. If the spouse is temporarily absent and in the military, all military pay and allowances (except hazardous duty pay when exposed to hostile fire and any other exceptions to military pay HUD may define) is counted as income.

It is the responsibility of the head of household to report changes in family composition. HACB will evaluate absences from the unit in accordance with this policy.

Absence of Entire Family

These policy guidelines address situations when the family is absent from the unit. "Absent" means that no family member is residing in the unit, but that the family has not moved out of the unit.

In order to determine if the family is absent from the unit, the HACB may:

- Conduct home visit or inspection
- Write letters to the family at the unit
- Telephone the family at the unit
- Interview neighbors
- Verify if utilities are in service

Families must notify the HACB if they are going to be absent from the unit for more than 90 consecutive days. If the entire family is absent from the assisted unit for more than 90 days, the unit will be considered to be vacated and the assistance will be terminated.

If the absence which resulted in termination of assistance was due to a person's disability, and the HACB can verify that the person was unable to notify the HACB in accordance with the family's responsibilities and, if funding is available, the HACB may reinstate the family as an accommodation if requested by the family.

In cases where the family has moved out of the unit, the HACB will terminate assistance in accordance with appropriate procedures as contained in the Administrative Plan.

Absence of Any Member

Any member of the household will be considered permanently absent if s/he is away from the unit for 90 days in a twelve month period.

Absence due to Medical Reasons

If any family member leaves the household to enter a facility such as hospital, nursing home, or rehabilitation center, HACB will seek advice from a reliable qualified source as to the likelihood and timing of their return. If the verification indicates that the family member will be permanently confined to a nursing home, the family member will be considered permanently absent. If the verification indicates that the family member will return in less than 90 consecutive days, the family member will not be considered permanently absent.

If the person who is determined to be permanently absent is the sole member of the household, the lease will be terminated in accordance with HACB's "Absence of Entire Family" policy.

Absence due to Incarceration

If the sole member is incarcerated for more than 90 consecutive days, s/he will be considered permanently absent. Any member of the household, other than the sole member, will be considered permanently absent if s/he is incarcerated for 90 days in a 12-month period.

HACB must determine if the reason for incarceration is for drug-related or violent criminal activity. If so, housing assistance will be terminated.

Foster Care and Absences of Children

If the family includes a child or children temporarily absent from the home due to placement in foster care, HACB will determine from the appropriate agency when the child/children will be returned to the home.

If the time period is to be greater than 90 days from the date of removal of the child(ren), the unit size will be reduced. If all children are removed from the home permanently, the unit size will be reduced in accordance with HACB's occupancy guidelines.

ABSENCE OF ADULT

If neither parent remains in the household and the appropriate agency has determined that another adult is to be brought into the assisted unit to care for the children for an indefinite period, HACB will treat that adult as a visitor for the first 60 days.

If the appropriate agency cannot confirm the guardianship status of the caretaker, the HACB will review the status at 30-day intervals. If custody or legal guardianship has not been awarded by the court, but the action is in process, the HACB will secure verification from social services staff or the attorney as to the status. The HACB will transfer the voucher to the caretaker, in the absence of a court order, if the caretaker has been in the unit for more than 90 days and it is reasonable to expect that custody will be granted.

When the HACB approves a person to reside in the unit as caretaker for the children, the income should be counted pending final resolution. The HACB will work with the appropriate service agencies and the landlord to provide a smooth transition in these cases.

If a member of the household is subject to a court order that restricts him/her from the home for more than 90 days, the person will be considered permanently absent.

Time extensions will be granted as an accommodation on request by a person with a disability.

If an adult child goes into the military and leaves the household, s/he will be considered permanently absent.

Full time students who attend school away from home will be treated in the following manner:

Full time students who attend school away from home and live with the family during school recess will be considered permanently absent from the household.

Visitors

Any adult not reported as a member of the household who has been in the unit for more than 14 consecutive days or a total of 180 days in a 12-month period, will be considered to be living in the unit as an unauthorized household member.

Statements from neighbors and/or landlords will be considered in making the determination. Use of the unit address as the visitor's current residence for any purpose that is not explicitly temporary shall be construed as permanent residence.

The burden of proof that the individual is a visitor rests on the family. In the absence of such proof, the individual will be considered an unauthorized member of the family and HACB will terminate assistance to the family since prior approval was not requested for the addition.

Minors and college students who were part of the family but who now live away from home during the school year and are not considered members of the household may visit for up to 120 days per year without being considered a member of the household.

In a joint custody arrangement, if the minor is in the household less than 180 days per year, the minor will be considered to be an eligible visitor and not a family member.

Reporting Additions to the Owner and HACB

Reporting changes in household composition to the HACB is both a HUD and HACB requirement.

The family obligations require the family to request prior approval in writing to add household members, other than those added through birth, adoption or court-awarded custody of a child. The family must inform the HACB in writing of the birth, adoption or court-awarded custody of a child in writing.

If the family does not obtain prior written approval of the HACB, any person the family has permitted to move in will be considered an unauthorized household member and the housing assistance will be terminated for failure to report. This does not apply to those persons added through birth, adoption or court-awarded custody.

In addition, the HACB requires the family to obtain prior written approval from the owner when adding an adult to the family composition.

An interim reexamination will be conducted for any additions to the household.

Reporting Absences to HACB

If a family member leaves the household, the family must report this change to HACB, in writing, within *10 business* days of the change and certify as to whether the member is temporarily absent or permanently absent.

HACB will conduct an interim evaluation for changes that affect the TTP in accordance with the interim policy.

Averaging Income

When Annual Income cannot be anticipated for a full twelve months, the HACB may:

1. Average known sources of income that vary to compute an annual income
2. Annualize current income and conduct an interim reexamination if income changes

The method used depends on the regularity, source and type of income.

If there are bonuses or overtime that the employer cannot anticipate for the next twelve months, bonuses and overtime received the previous year will be used.

If by averaging, an estimate can be made for those families whose income fluctuates from month to month, this estimate will be used so that the housing payment will not change from month to month

Minimum Income

There is no minimum income. Families who report zero income are required to complete a written certification every 90 days.

Income of Person Permanently Confined to Nursing Home

If a family member is permanently confined to a hospital or nursing home and there is a family member left in the household, HACB will calculate the Total Tenant Payment.

- (a) Exclude the income of the person permanently confined to the nursing home if assistance goes directly to the nursing facility.

OR

- (b) Include the income of the person permanently confined to the nursing home and give the family the medical deductions allowable on behalf of the person in the nursing home.

Regular Contributions and Gifts

Regular contributions and gifts received from persons outside the household are counted as income for calculation of the Total Tenant Payment.

Any contribution or gift received every month or more frequently will be considered a "regular" contribution or gift, unless the amount is less than \$600 per year. This includes rent and utility payments made on behalf of the family and other cash or non-cash contributions provided on a regular basis. It does not include casual contributions or sporadic gifts.

If the family's expenses exceed its known income, HACB will question the family about contributions and gifts.

Alimony and Child Support [24 CFR 5.609(a)(7)]

Regular alimony and child support payments are counted as income for calculation of Total Tenant Payment.

If the amount of child support or alimony received is less than the amount awarded by the court, HACB must use the amount awarded by the court unless the family can verify that they are not receiving the full amount.

HACB will accept as verification that the family is receiving an amount less than the award if:

HACB receives verification from the agency responsible for enforcement or collection.

OR

The family furnishes documentation of child support or alimony collection action filed through a child support enforcement/collection agency, or has filed an enforcement or collection action through an attorney.

It is the family's responsibility to supply a certified copy of the divorce decree.

Lump Sum Receipts [24 CFR CFR 5.609(b)(5), (c)]

Lump-Sum Payments Not Counted As Income

Lump-sum additions to Family assets, such as inheritances, insurance payments (including payments under health and accident insurance and worker's compensation), capital gains, and settlement for personal or property losses, are not included in income but may be included in assets.

Lump-Sum Payments Included in Income

Lump-sum payments caused by delays in processing periodic payments (unemployment or welfare assistance) are counted as income. Lump sum payments from Social Security or SSI are excluded from income, but any amount remaining will be considered an asset. Deferred periodic payments which have accumulated due to a dispute will be treated the same as periodic payments that are deferred due to delays in processing.

In order to determine amount of retroactive tenant rent that the family owes as a result of the lump sum receipt:

HACB will calculate prospectively if the family reported the payment within 10 days and retroactively to date of receipt if the receipt was not reported within that time frame.

Prospective Calculation Methodology

If the payment is reported on a timely basis, the calculation will be done prospectively and will result in an interim adjustment calculated as follows:

1. The entire lump-sum payment will be added to the annual income at the time of the interim.
 2. HACB will determine the percent of the year remaining until the next annual recertification as of the date of the interim (three months would be 25% of the year).
-
1. At the next annual recertification, HACB will apply the percentage balance (75% in this example) to the lump sum and add it to the rest of the annual income, or

Retroactive Calculation Methodology

1. HACB will go back to the date the lump-sum payment was received, or to the date of admission, whichever is closer.
2. HACB will determine the amount of income for each certification period, including the lump sum, and recalculate the tenant rent for each certification period to determine the amount due HACB.

At HACB's option, HACB may enter into a Repayment Agreement with the family.

The amount owed by the family is a collectible debt even if the family becomes unassisted.

Attorney Fees

The family's attorney fees may be deducted from lump-sum payments when computing annual income if the attorney's efforts have recovered a lump-sum compensation, and the recovery paid to the family does not include an additional amount in full satisfaction of the attorney fees.

Contributions to Retirement Funds--Assets

Contributions to company retirement/pension funds are handled as follows:

1. While an individual is employed, count as assets only amounts the family can withdraw without retiring or terminating employment.
2. After retirement or termination of employment, count any amount the employee elects to receive as a lump sum.

Assets Disposed of for Less than Fair Market Value

HACB must count assets disposed of for less than fair market value during the two years preceding signing a lease or reexamination. HACB will count the difference between the market value and the actual payment received in calculating total assets.

Assets disposed of as a result of foreclosure or bankruptcy are not considered to be assets disposed of for less than fair market value. Assets disposed of as a result of a divorce or separation are not considered to be assets disposed of for less than fair market value.

HACB's minimum threshold for counting assets disposed of for less than Fair Market value is \$1500. If the total value of assets disposed of within the two-year period is less than \$1500, they will not be considered an asset.

Child Care Expenses

Childcare expenses for children under 13 may be deducted from annual income if they enable an adult to work, attend school full time, or actively seek employment.

In the case of a child attending private school, only after-hours care can be counted as childcare expenses.

Childcare expenses cannot be allowed as a deduction if there is an adult household member capable of caring for the child who can provide the childcare. Examples of those adult members who would be considered *unable* to care for the child include:

- The abuser in a documented child abuse situation, or
- A person with disabilities or older person unable to take care of a small child, as verified by a reliable knowledgeable source.

Childcare expenses must be reasonable. Reasonableness is determined by what the average childcare rates are in HACB's jurisdiction.

Allowability of deductions for childcare expenses is based on the following guidelines:

Childcare to work: The maximum childcare expense allowed must be less than the amount earned by the person enabled to work. The "person enabled to work" will be the adult member of the household who earns the least amount of income from working.

Childcare for school: The number of hours claimed for childcare may not exceed the number of hours the family member is attending school plus reasonable travel time and from school.

Amount of Expense: HACB will survey the local care providers in the community to determine what is reasonable. HACB will use the collected data as a guideline. If the hourly rate materially exceeds the guideline, HACB may calculate the allowance using the guideline.

Medical Expenses [24 CFR 5.603]

When it is unclear in the HUD rules as to whether or not to allow an item as a medical expense, IRS Publication 502 will be used as a guide.

Nonprescription medicines must be doctor-recommended in order to be considered a medical expense. Acupressure, acupuncture and related herbal medicines, and chiropractic services will be considered allowable medical expenses, *if recommended by a doctor or qualified licensed medical practitioner.*

Applicability

Proration of Assistance for "Mixed" Families [24 CFR 5.520]

Proration of assistance must be offered to any "mixed" applicant or participant family. A "mixed" family is one that includes at least one U.S. citizen or eligible immigrant and any number of ineligible members.

"Mixed" families that were participants on June 19, 1995, and that do not qualify for continued assistance must be offered prorated assistance. (See Chapter 10 entitled "Recertifications.") Applicant mixed families are entitled to prorated

assistance. Families that become mixed after June 19, 1995, by addition of an ineligible member are entitled to prorated assistance.

Prorated Assistance Calculation

Prorated assistance will be calculated by subtracting the Total Tenant Payment from the applicable Maximum Rent for the unit the family occupies to determine the Family Maximum Subsidy. The family's TTP will be calculated by:

1. Dividing the Family Maximum Subsidy by the number of persons in the family to determine Member Maximum Subsidy.
2. Multiplying the Member Maximum Subsidy by the number of eligible family members to determine Eligible Subsidy.
3. Subtracting the amount of Eligible Subsidy from the applicable Maximum Rent for the unit the family occupies to get the family's Revised Total Tenant Payment.

Reduction in Benefits

If the family's benefits, such as social security, SSI or AFDC, are reduced through no fault of the family, HACB will use the net amount of the benefit. If the family's benefits were reduced due to family error, omission, or misrepresentations, HACB will use the gross amount of the benefit.

Utility Allowance and Reimbursement , Schedule

The utility allowance is intended to help defray the cost of utilities not included in the rent and is subtracted from the Total Tenant Payment to establish the family's rent to the landlord. The approved schedule is given to families, along with their Vouchers. The allowances are based on actual rates and average consumption studies, not on a family's actual consumption, but the utility allowance is based on the actual unit size selected.

Where the Utility Allowance exceeds the family Total Tenant Payment or Minimum Rent, the HACB will provide a Utility Reimbursement payment to the tenant each

month. The check will be made out to the highest cost utility on behalf of the tenant.

Higher Utility Allowance as a Reasonable Accommodation

On request from a family that includes a member with disabilities, the HACB must approve a utility allowance that is higher than the applicable amount on the utility allowance schedule if a higher allowance is needed as a reasonable accommodation to make the program accessible and usable to a family member with a disability.

Schedule

The HACB will maintain a Utility Allowance Schedule that is prepared and submitted in accordance with HUD requirements. The HACB will maintain the allowance in the categories prescribed as part of its responsibilities under the Section 8 Management Assessment Program. The schedule will be reviewed annually in accordance with federal requirements and will be adjusted if there has been a change of 10% or more in the utility rate since the last review.

HOUSING QUALITY STANDARDS AND INSPECTIONS

Housing Quality Standards (HQS) are the HUD minimum standards for tenant-based programs. HQS standards are required both at initial occupancy and during the term of the lease. HQS standards apply to the building and premises, as well as to the unit.

These minimum standards have been enhanced by the HACB. The use of the term HQS here refers to the combination of both HUD and HACB requirements.

Guidelines/Types of Inspections

All units must meet the minimum standards set forth in the HQS. Efforts will be made at all times to encourage owners to provide housing above HQS standards.

All utilities must be in service when the unit is inspected.

The stove and refrigerator must be present when the unit is inspected regardless of who is supplying the appliances.

There are four types of inspections that the HACB will perform:

- Initial/Move In after receipt for Request for Lease Approval and in accordance with federally-required time frames.
- Annual: must be conducted within 12 months of the anniversary date.
- Special/Complaint: at request of owner, family, agency or third party
- Quality Control: a quality control inspection will be conducted for five percent of all units that have been inspected. These inspections will be conducted in conformance with SEMAP requirements.

Acceptability Criteria and Exceptions to HQS

The HACB adheres to the acceptability criteria in the regulations and HUD Inspection Booklet, with the additions described below:

Additions to HQS

1. Walls in area where plaster or drywall is sagging, severely cracked or otherwise damaged, it must be repaired or replaced.
2. All window sashes must be in good condition, solid and intact, and fit properly in the window frame. Damaged or deteriorated sashes must be replaced.
3. Windows must be weather stripped as needed to ensure a water-tight seal.
4. Any room for sleeping must have a window.
5. All exterior doors must be weather-tight to avoid any air or water infiltration, be lockable, have all trim intact and have a threshold.
6. All interior doors must have trim intact, and be openable without the use of key.
7. All exterior doors must have deadbolt locks installed in accordance with State law requirements.
8. Any loose or warped boards must be resecured and made level. If they cannot be leveled, they must be replaced.
9. All sinks and commode water lines must have shut-off valves unless faucets are wall mounted.

10. All worn or cracked toilet seats and tank lids must be replaced and toilet tank lid must fit properly.
11. If window security bars or security screens are present on emergency exit window, they must be equipped with quick release system.
12. The owner is responsible for ensuring that the family is instructed in the use of the quick release system.
13. Owners are responsible for assuring that batteries are replaced for battery-powered smoke detectors. Tenants will be instructed not to tamper with smoke detectors or remove batteries.
14. Bedrooms in basements or attics are not allowed unless they meet local code requirements and must have adequate ventilation and emergency exit capabilities.
15. Minimum bedroom size will be 70 sq. feet.

Modifications:

Modifications or adaptations to a unit due to a disability must meet all applicable HQS and building codes.

Extension for repair items not required by HQS will be granted for modifications/adaptations to the unit if agreed to by the tenant and landlord. HACB will allow execution of HAP contract if the unit meets all requirements and the modifications do not affect the livability of the unit.

Inspections

The HACB conducts an inspection in accordance with HQS at least annually, 60 days before the anniversary month of the contract. Special inspections may be scheduled between anniversary dates. HQS deficiencies that cause a unit to fail must be corrected by the landlord unless it is the tenant's responsibility. The family is only responsible for breaches of HQS that are caused by:

- Non-payment of utilities by family
- Not providing or not maintaining appliances not provided by the owner
- Damages to the unit or premises caused by a household member or guest beyond normal wear and tear

- Waste (excessive damage) caused to the unit by the family's failure to report a condition needing repair within a timely manner (e.g. leaks, etc.)

Inspections will be conducted on business days, unless with prior arrangement between the family and HACB as reasonable accommodation. Inspections are conducted between the hours of 8:30 a.m. and 4:00 p.m. The HACB will notify the family by phone or in writing prior to the inspection no less than 72 hours prior, but usually in writing within five (5) days.

If the family does not contact the HACB to reschedule the appointment, or if the family misses two appointments, the HACB will consider the family to have violated a Family Obligation and their assistance will be terminated in accordance with termination procedures.

Reinspections

The family and owner are given a written or oral notice of the inspection appointment. If the family is not at home for the reinspection appointment, a card will be left at the unit and another appointment is automatically scheduled.

Time Standards for Repairs

- Life threatening deficiencies must be corrected within 24 hours of notification.
- Non-emergency items must be corrected within 30 days
- For major repairs, the Program Specialist may approve an extension beyond 30 days.

Emergency Repair Items

The following items are considered of an emergency nature and must be corrected by the owner/tenant (whoever is responsible) within 24 hours of notice by the Inspector:

- Lack of security to unit
- Waterlogged ceiling in imminent danger of collapse
- Major plumbing leaks or flooding
- Propane or Natural gas leak or fumes
- Electrical problem that could result in fire
- No heat when outside temperature is below 50 degrees F and temperature inside is below 58 degrees.
- Utilities not in service (unless family has not paid utility bill)

- No running water or hot water
- Broken glass where someone could be injured
- Obstacle that prevents tenant's entrance or exit
- Lack of functioning toilet

The HACB may give a short extension of time (not more than 24 additional hours) whenever the responsible party cannot be notified or if it is impossible to effect the repair within the 24 hour period.

Consequences if Owner is Responsible

When it has been determined that a unit on the program fails to meet HQS, and the owner responsible for completing the necessary repairs in the time period specified by the HACB fails to make corrections, the assistance payment to the owner will be abated. If the owner fails to make repairs during the abatement period, the contract will be terminated.

Extensions

The HACB can grant an extension in lieu of abatement in the following cases:

- There is an unavoidable delay in completing repairs due to difficulties in obtaining parts or contracting for services
- The owner makes a good faith effort to make repairs
- The repairs are expensive (such as exterior painting or roof repair) and the owner needs time to obtain the funds
- The repairs must be delayed due to climate condition

The extension or reduction will be made for a period of time not to exceed 30 days. At the end of that time, at the HACB's discretion, the HACB will begin abatement or termination of assistance.

Consequences if Family is Responsible

If non-emergency violations of HQS are determined to be the responsibility of the family, the HACB will require the family to make any repairs within 30 days. If the repairs are not made in this time period, the HACB will terminate the assistance to the family. Extensions in these cases must be approved by the Program Specialists or the Assistant Housing Manager. The owner's rent will not be abated for items that are the family's responsibility. If the family is responsible and corrections are not made, the HAP contract will terminate when the assistance is terminated.

Fair Housing Policy

It is the policy of the Housing Authority to comply fully with all Federal, State and local nondiscrimination laws and with the rules and regulations governing Fair Housing and Equal Opportunity in housing and employment.

The HACB shall not deny any family or individual the opportunity to apply for or receive assistance under its programs on the basis of race, color, sex, religion, creed, national or ethnic origin, age, family or marital status, handicap or disability or sexual orientation.

To further its commitment to full compliance with applicable Civil Rights laws, the HACB will provide Federal/State/Local information to Voucher holders regarding "discrimination" and any recourse available to them if they believe they are victims of discrimination.

Except as otherwise noted in the federal regulations, no individual with disabilities will be denied the benefits of, be excluded from participation in, or otherwise be subjected to discrimination because the HACB facilities are inaccessible to or unusable by persons with disabilities.

Posters and housing information are displayed in locations throughout the HACB office in such manner as to be easily read from a wheelchair.

The office of the Housing Authority main office is located at 580 Vallambrosa Avenue, Chico, CA. Accessibility for the hearing impaired is provided by the California Relay Service.

COMMUNITY SERVICE AND SELF-SUFFICIENCY

COMMUNITY SERVICE REQUIREMENTS

INTRODUCTION:

In order to participate in HACB's housing programs, each adult family member must either (1) contribute eight hours per month of community service (not including political activities) within the community in which the public housing development is located, or (2) participate in an economic self-sufficiency program unless they are exempt from this requirement.

The HACB will notify all such family members of the community service requirement and of the categories of individuals who are exempt from the requirement. The notification will provide the opportunity for family members to claim and explain an exempt status. The HACB will verify such claims.

The notification will advise families that their community service obligation will begin upon the effective date of their first annual reexamination on or after 10/1/99. For families paying a flat rent, the obligation begins on the date their annual reexamination would have been effective had an annual reexamination taken place. It will also advise them that failure to comply with the community service requirement will result in ineligibility for continued assistance at the time of any subsequent annual reexamination.

Exemptions to the community service requirement:

The following adult family members of *tenant* families are exempt from this requirement.

1. Family members who are 62 or older
 2. Family members who are blind or disabled
 3. Family members who are the primary care giver for someone who is blind or disabled
 4. Family members engaged in work activity
1. Family members who are exempt from work activity under part A title IV of the Social Security Act or under any other State welfare program,

including the welfare-to-work program

2. Family members receiving assistance under a State program funded under part A title IV of the Social Security Act or under any other State welfare program, including welfare-to-work and who are in compliance with that program

Volunteer Opportunities:

Community service includes performing work or duties in the public benefit that serve to improve the quality of life and/or enhance resident self-sufficiency, and/or increase the self-responsibility of the resident within the community.

An economic self-sufficiency program is one that is designed to encourage, assist, train or facilitate the economic independence of participants and their families or to provide work for participants. These programs may include programs for job training, work placement, basic skills training, education, English proficiency, work fare, financial or household management, apprenticeship, and any program necessary to ready a participant to work (such as substance abuse or mental health treatment).

The HACB will create partnerships with public and private agencies to make opportunities available to residents. Together with the resident advisory council, the HACB may create volunteer position for volunteers.

The Process:

At the first annual reexamination on or after October 1, 2000, and each annual reexamination thereafter, the HACB will do the following:

- A. Provide a list of volunteer opportunities to the family members.
- B. Provide information about obtaining suitable volunteer positions.
- C. Provide a volunteer time sheet to the family member. Instructions for the time sheet require the individual to complete the form and have a supervisor date and sign for each period of work.
- D. Thirty (30) days before the family's next lease anniversary date, HACB staff or the contractor volunteer coordinator will advise the

HACB whether each applicable adult family member is in compliance with the community service requirement.

Non-compliance with Community Service Requirement:

The HACB will notify any family found to be in noncompliance of the following:

- A. The family member(s) has been determined to be in non-compliance;
- B. That the determination is subject to the grievance procedure;
- C. That, unless the family member(s) enter into an agreement to comply, the lease will not be renewed or will be terminated;

The HACB will offer the family member(s) the opportunity to enter into an agreement prior to the anniversary of the lease. The agreement shall state that the family member(s) agrees to enter into an economic self-sufficiency program or agrees to contribute to community service for as many hours as needed to comply with the requirement over the past 12-month period. Both the head of the household and the family member shall sign the agreement. The cure shall occur over the 12-month period beginning with the date of the agreement and the resident shall at the same time stay current with that year's community service requirement. The first hours a resident earns goes toward the current commitment until the current year's commitment is made.

Family members will be assisted in identifying volunteer opportunities and compliance will be tracked on a monthly basis.

If any applicable family member does not accept the terms of the agreement, does not fulfill their obligation to participate in an economic self-sufficiency program, or falls behind in their obligation under the agreement to perform community service by more than three (3) hours after three (3) months, the HACB shall take action to terminate the lease.

SELF-SUFFICIENCY

INTRODUCTION

The HACB, in its Section 8 Program, has a highly successful Family Self-

Sufficiency Program (FSS). The primary objective of the FSS program is to promote jobs and economic opportunity and to guide participants on a journey that moves through a continuum from reliance on public assistance to attaining a self-sufficient living wage.

PROGRAM OPPORTUNITIES

The FSS program is a voluntary program for Section 8 participants interested in transitioning from public assistance programs. Participants work in partnership with FSS staff to develop a self-sufficiency plan to achieve specific goals and objectives, identify and secure resources and services necessary for success, begin an escrow account when family employment income increases. Each participant signs a Five-Year Contract of Participation that outlines the family's rights and responsibilities while enrolled in the program.

SAFETY AND CRIME PREVENTION

INTRODUCTION:

All federally assisted housing is intended to provide a place to live and raise families, not a place to commit crime, to use or sell drugs or terrorize neighbors. Although the HACB has not applied for Public Housing Drug Elimination Program funds (PHDEP), nevertheless, it is the intention of the HACB to fully endorse and implement a policy that is designed to:

- Help create and maintain a safe and drug-free community
- Keep our program participants free from threats to their personal and family safety
- Help maintain an environment where children can live safely, learn and grow up to be productive citizens
- Assist families in their vocational/educational goals in the pursuit of self-sufficiency

All screening procedures shall be administered fairly and in such a way as not to violate rights to privacy or to discriminate on the basis of sexual orientation, race, color, nationality or ancestry, religion, familial or marital status, disability, age, sex or other legally protected groups.

Policies regarding enforcement and promotion of the crime prevention policy will be made available to applicants and participants upon request.

The HACB's policy is to conduct criminal record checks on applicants of both the Section 8 and Public Housing Programs. The HACB intends to vigorously enforce the "One Strike" provisions to the fullest extent of the law. The prohibits participants from receiving housing who have:

- Committed a violent criminal act
- Committed a drug-related criminal act
- Is a convicted sexual offender
- Has been evicted for manufacture or distribution of crystal methamphetamine in federally-assisted housing

In addition, the HACB, works to eliminate the root cause of violence and drug-related criminal activity in the Section 8 program through aggressive

implementation of its FSS program and its partnership with social service agencies. In its public housing programs, the HACB works with the resident council and management on issues related to crime and actively seeks to find ways to address the root cause of such problems in its public housing.

HOME OWNERSHIP

Implementing a New Homeownership Program

As would be expected with any successful homeownership program, the implementation of a program must be undertaken with care and consideration. The Housing Authority of the County of Butte must maintain a balance between sustaining a healthy stock of affordable rental housing in an environment that is financially difficult for low-income families while making homeownership opportunities available.

The Housing Authority of the County of Butte (HACB) realizes the importance of maintaining a viable homeownership program. The pilot program will be limited to 25 participants to ensure that the program works smoothly and to create a successful program for participants. The Housing Authority may expand homeownership possibilities based on the success of the pilot program.

Program Criteria

Fundamental to a successful program are the following elements:

1. Comprehensive and clear written policies for any proposed homeownership program.
2. Defining minimum cash down payment and equity requirements, financing requirements, lender qualification and participation, restrictions against seller financing, terms of financing, prohibitions against balloon payments and unrealistic financing arrangements, reporting and monitoring mechanisms, and affordability issues to be imposed on participants in the program and resale restrictions.
3. Establishing a list of qualified participating lenders. Lenders must meet minimum FHA requirements in order to be considered for participation in the program.
4. Researching financing methods to be used for homeownership assistance payments.
5. The maximum time to be imposed for a family to locate and purchase a home.
6. Publication of the final federal rule or additional rulemaking on the use of Section 8 for homeownership assistance.

7. Penalties, if any, for households who fall out of Section 8 homeownership agreements.

CAPITAL IMPROVEMENTS

Because the HACB has a small public housing program, it receives funding through the Capital Fund program. The HACB is committed to maintaining the integrity of its public housing stock. Attached to this section is its application for expenditure of its formula grant allocation.

The Housing Authority held three meetings with residents regarding its proposed application: Oroville at Winston Gardens on March 23, 2000, Gridley/Biggs at 111 S. Ohio Street on March 28, 2000 and Chico at 1040 Willow Street on March 29, 2000.

The meetings involved discussion regarding estimated amounts of next year's grant since it had not been announced by HUD as of the meetings. Estimates are based on amounts of two years ago, \$766,000. The HACB has spent almost \$707,000 of that amount.

Oroville Meeting

Discussion involved carports at Winston Gardens, adding Pionite tub enclosures to help the mold problems in bathrooms. Regarding the five year plan, there was discussion regarding increasing wattage in exterior lighting, cleaner garbage cans, fencing between the houses at Gardella Street and a "Green Thumb" person and interior lighting.

Gridley/Biggs

Discussion regarding planned improvements to carports at Winston Gardens. Regarding the next 5 years, comments involved playground equipment, basketball courts and volleyball courts. Discussed adding lights to playground area, speed bumps, new floors, community building and fixing up the lawns.

Chico

Regarding the next five years, there was discussion regarding community/daycare building in Chico. Other items of discussion included fencing around front yards, window replacement at Rhodes Terrace, speed limits posted and speed bumps at the entrance of Lalieta Court and Natoma Court.

RESIDENT COMMENTS

In addition to the comments presented in the body of the Plan that resulted in changes to the Plan, residents made the following comments:

1. There was a comment from that the Chamber of Commerce should have applications available for applicants to programs.
2. There was a comment that abused women should have preference over other applicants, but other residents disagreed.
3. There was a comment that it was good to not to allow sex-offenders into assisted housing.
4. Residents commented that they thought criminal record checks were a good idea.
5. Residents asked for the number of households that used Portability. The Housing Authority responded that the number was approximately 30 households.
6. Residents asked how the housing needs statistics were developed. The Housing Authority responded that the statistics were developed Using census data and updates as available.
7. Regarding Homeownership, there were comments that some people might want a balloon payment, that penalties should be comparable to existing penalties. The Housing Authority responded that any program rules would be dependent on the outcome of feasibility; also that most loan programs for 1st time buyers do not allow balloon payments.
8. There was a comment that welfare has enough policies helping to Promote work without the Housing Authority spending time and money in this area.

At the Board meeting on July 12, 2000, during the public hearing portion, Evanne O'Donnell from Legal Services made oral and written comments. Following is the Housing Authority's response:

MISSION STATEMENT

Legal Services stated that based on the Needs Section of the Annual Plan, the mission statement should emphasize meeting the needs of extremely low income and very low income populations.

HACB Response: The Housing Authority plans no change in its Mission Statement at this time since low income includes all income under 50% of AMI.

GOALS

Legal Services stated that the HACB could justify applying for more than 25 additional vouchers.

HACB Response: The Housing Authority will apply whenever vouchers are available. The goals were established based upon known attainable measures.

STRATEGY FOR ADDRESSING NEEDS

Legal Services stated that the HACB has the basis for requesting more than 25 new vouchers over the next 5 years. Legal Services also stated that California Government Code Sec. 12955 et seq. prohibits discrimination in housing based on a person's source of income and stated that the HACB should not employ admissions preferences for working families.

HACB Response: The Housing Authority will apply whenever vouchers are available. The preference given to working and disabled families will not exclude others access to housing. Preferences permitted per Federal Rule the ability of PHAs to select a broad range of income, which is required by HUD.

PHA POLICIES GOVERNING ELIGIBILITY, SELECTION AND ADMISSIONS

INCOME TARGETING

Legal Services stated that the HACB should target at least 50% of new admissions to public housing to the extremely low income group.

HACB Response: The Housing Authority will use HUD targeting requirements.

ADMISSIONS PREFERENCES

Legal Services stated that HACB should consider a preference to public housing or Section 8 for those who are enrolled in educational, training or upward mobility programs.

HACB Response: The preferences will remain as they are.

PAYMENT STANDARD

Legal Services recommended an increase in the payment standard to above 100% but below 110% of FMR.

HACB Response: HUD FMR's are based on the 40 percentile rent. Raising the Payment Standard reduces the total funding and, therefore, reduces the numbers of assisted families. Upon the Housing Authority's review of the existing contracts, there is no need to increase the payment standard at present.

MINIMUM RENT

Legal Services stated that the HACB should not impose a minimum rent and further stated that the HACB checked "no" regarding additional discretionary exemptions to minimum rent and asked if this was incorrect since the HACB has policies regarding hardship exemption

HACB Response: The minimum rent will remain at \$50 to address circumstances where "zero" eligible income may not equate to no income.

On page 24 of the Annual Plan, the "NO" answer checked was correct since the question is regarding discretionary exception as opposed to mandatory exemptions. HACB uses HUD mandatory exemptions.

HOME OWNERSHIP PROGRAMS ADMINISTERED BY THE PHA

Section 8 Tenant Based Assistance

Legal Services encourages the feasibility study of homeownership and encourages the HACB to create a tangible goal.

HACB Response: The Housing Authority will consider tangible goals in next year's Plan.

PHA COMMUNITY SERVICE AND SELF-SUFFICIENCY PROGRAMS

SERVICES AND PROGRAMS OFFERED TO RESIDENTS AND PARTICIPANTS/WELFARE BENEFIT REDUCTIONS

Legal Services stated that it failed to complete the table listing the program name and description for programs to enhance economic and social self-sufficiency.

HACB Response: On page 39 of the Annual Plan, the “table” will be completed. The Housing Authority will consider establishing a cooperative agreement with Butte County Welfare Department.

ATTACHMENTS

ELIGIBILITY, SELECTION, AND ADMISSIONS POLICY: PUBLIC HOUSING

Legal Services reiterated that 50% of all admissions should be targeted to extremely low income households.

HACB Response: This section will remain as is.

LEASE TERMINATIONS

Legal Services stated that California law requires a landlord who terminates participation or fails to renew to give a 90-day written notice to the tenant. Legal Services asked that this be included in the Agency Plan.

HACB Response: State law stands on its own and may change. Therefore, it will not be referenced here.

Evanne O'Donnell verbally commented on the term of assistance for nonpayment of utilities. She recommended that the Housing Authority work with landlords and tenants to resolve this issue before termination.

HACB Response: The Housing Authority will work to resolve termination of utilities, however, water, sewer, garbage, gas and electricity must be functioning to comply with HUD's Housing Quality Standards. If these services are not provided, the contract for Section 8 must be terminated or in Conventional Public Housing, the tenant evicted.

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

Annual Statement

Capital Fund Program (CFP) Part I: Summary

Capital Fund Grant Number CA30P043501000 FFY of Grant Approval: (10/01/2000)

Original Annual Statement

Line No.	Summary by Development Account	Total Estimated Cost
1	Total Non-CGP Funds	
2	1406 Operations	
3	1408 Management Improvements	145,660
4	1410 Administration	76,600
5	1411 Audit	
6	1415 Liquidated Damages	
7	1430 Fees and Costs	32,800
8	1440 Site Acquisition	
9	1450 Site Improvement	20,000
10	1460 Dwelling Structures	551,564
11	1465.1 Dwelling Equipment-Nonexpendable	7,000
12	1470 Nondwelling Structures	
13	1475 Nondwelling Equipment	
14	1485 Demolition	
15	1490 Replacement Reserve	
16	1492 Moving to Work Demonstration	
17	1495.1 Relocation Costs	2,056
18	1498 Mod Used for Development	
19	1502 Contingency	
20	Amount of Annual Grant (Sum of lines 2-19)	835,680
21	Amount of line 20 Related to LBP Activities	50,056
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	168,107

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

Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Total Estimated Cost	
CA43-1A, 1B, 4	A. Roof and soffit replacement	1460	57,282	
	B. Kitchen remodel	1460	79,810	
	C. Bathroom remodel	1460	4,471	
	D. Appliance/HVAC replacement	1465.1	47,489	
	E. Window replacement	1460	5,777	
	F. Ceiling/Wall repaint LBP	1460	19,563	
	G. Electrical Upgrade	1460	14,666	
	H. Water heater replacement	1460	728	
	I. Interior door/closet repairs	1460	4,847	
	J. Utility Room Renovation/add.	1460	728	
	K. Site work, etc.	1460	13,335	
	L. Gutters, etc.	1460	2,436	
	TOTAL			251,132

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

Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Total Estimated Cost
CA43-3	A. Roof and soffit replacement	1460	73,001
	B. Kitchen remodel	1460	102,689
	C. Bathroom remodel	1460	5,697
	D. Appliance/HVAC replacement	1465.1	60,520
	E. Window replacement	1460	7,361
	F. Ceiling/Wall repaint (LBP)	1460	24,931
	G. Electrical Upgrade	1460	18,690
	H. Water heater replacement, etc.	1460	928
	I. Interior door/closet repairs	1460	6,177
	J. Utility room renovation/addition	1460	928
	K. Site work, etc.	1450	16,994
	L. Gutters, etc.	1460	3,105
	TOTAL		321,932

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

Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Total Estimated Cost
CA43-2A and 2B	A. Roof and soffit replacement	1460	0
	B. Kitchen remodel	1460	0
	C. Bathroom remodel	1460	0
	D. Appliance/HVAC replacement	1465.1	0
	E. Window replacement	1460	0
	F. Ceiling/Wall repaint	1460	0
	G. Electrical Upgrade	1460	0
	H. Water heater replacement, etc.	1460	0
	I. Interior door/closet repairs	1460	0
	J. Utility room renovation/addition	1460	0
	K. Site work, etc.	1450	0
	L. Gutters, etc.	1460	0
	TOTAL		0

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

Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Total Estimated Cost
CA43, Authority-wide	M. Management Improvements, computer/office equipment	1408	145,060
	N. Administration	1410	76,600
	O. Fees/permits, architect, LBP testing	1430	32,800
	P. Resident relocation	1495.1	2,056
	Q. Non-dwelling equipment	1475	7,000
	R. Replacement Reserve	1490	0
	S. Contingency	1502	0
	TOTAL		263,576

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

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