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**

**PHA Plan**
**Agency Identification**

**PHA Name:** West Hartford Housing Authority

**PHA Number:** CT039

**PHA Fiscal Year Beginning: (mm/yyyy) 07/2000**

## Public Access to Information

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

x 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)

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

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

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

# 5-Year Plan
# PHA Fiscal Years 2000 - 2004

[24 CFR Part 903.5]

## A. Mission

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 PHA's mission is to create and preserve safe, sanitary and affordable housing for low-income persons and families throughout West Hartford. Tha Authority works collaboratively with local, state and federal agencies to provide programs and resources for low-income residents that will assist them in maintaining independent living styles in 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:

x Apply for additional rental vouchers:

Reduce public housing vacancies:

Leverage private or other public funds to create additional housing opportunities:

Acquire or build units or developments

Other (list below)

Research programs to assist Section 8 families with homeownership.

Seek out availablle resources/projects that would create congregate and/or assisted living units for elderly persons.

Issue a Request for Proposals from interested parties concerning entrepreneurial projects for WHHA consideration.

Review HUD NOFAs in regards to housing opportunities for elderly and families, whether new construction, rehabilitation or Section 8 funding.

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)
x Renovate or modernize public housing units:
Demolish or dispose of obsolete public housing:
Provide replacement public housing:
Provide replacement vouchers:
Other: (list below)

A. Owned properties:
Maintain an updated long range capital improvement plan.
Procure quality, cost efficient materials and supplies to maintain the interior and exterior of the units as well as the outside landscaping and paved areas.
Perform quality checks of contracted services.
Maintain an on-going preventative maintenance inspection program.
Review current security measures at Alfred Plant senior housing and create a plan to improve security if needed.

B. Section 8 Properties:
Perform annual inspections of all units. Perform interim inspections as requested by landlords, tenants or collaborating agencies.
Conduct workshops for landlords in the areas of HUD regulations, HQS and selection of tenants.
Enforce correction of violations as stated in the administrative plan.
Refer landlords to the Town of West Hartford's housing rehabilitation program for low-interest loans on necessary capital improvements.

PHA Goal: Increase assisted housing choices
Objectives:

Provide voucher mobility counseling:
x 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)

Research available programs in the areas of homeownership, congregate and assisted living.

**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)

NOTE: Please see goal "Improve the quality of assisted housing"

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

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

Increase the number and percentage of employed persons in assisted families:
Provide or attract supportive services to improve assistance recipients' employability:
Provide or attract supportive services to increase independence for the elderly or families with disabilities.
Other: (list below)
Work collaboratively with the Town of West Hartford in implementing a family self-sufficiency program at the HANOC community center.

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

PHA Goal: Ensure equal opportunity and affirmatively further fair housing
Objectives:

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

Review current affirmative action marketing efforts for possible expansion.

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

**Goal: Identify a network of resources to assist low income persons with ancillary services (ie: budgeting, health issues, support services)**

**Objectives:**

**A.** **Work collaboratively with the Town of West Hartford Social Service Department, Health Department, Building and Zoning, etc.**

**B.** **Maintain involvement in community organizations such as Code enforcement committee, Park Road Association, Chamber of Commerce and other community organizations providing housing.**

**C.** **Maintain an updated written resource of area service providers with referral numbers.**

**D.** **Encourage residents to interact through Housing Authority coordinated activities.**

**E.** **Work collaboratively with the Town of West Hartford and interested parties in addressing the need for adequate day care provision. Whiting Lane Extended Day Care shall be included in plans affecting their lease.**

# 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:**

**x** **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 Authority currently owns 97 federal elderly units (Alfred Plant Senior Housing) and 8 federal scattered site family units. We administer the Section 8 certificate, voucher, housing choice voucher, preservation voucher and HOPE for elderly independence programs. Through the Section 8 programs, which currently assist 587 elderly and families in the community we disburse over $2,500,000. in subsidy payments to private landlords.**

**The population served includes senior citizens, families and physically challenged and disabled citizens.**

**The Housing Authority works collaboratively with the Town of West Hartford on several programs designed to promote independence and self-sufficiency. The West Hartford In-home Services for the Elderly (WISE) program provides a geriatric social worker two days a week at the Alfred Plant Senior Housing complex. The worker provides information and referral, assists in linking clients to programs and provides some counseling for both residents and their families.**

**During the past year, the Town requested expanded space for a community-based program focusing on students and their parents. The program, Hillcrest Area Neighborhood Outreach Center (HANOC) is located in the southeast quadrant of town, an area heavily populated with Section 8 assisted families. The HANOC programs seem to provide a foundation for the family self-sufficiency program. The Housing Authority purchased a single family house near the existing community center and the programs will be relocated following rehabilitation of the house.**

**Another areal of collaboration is the HOPE for elderly independence program which combines Section 8 rental assistance with in-home supportive services. Town Social Workers evaluate the elderly persons and network them with the proper service agency in hopes that the services, combined with rental assistance, will allow them to remain in their own apartment rather than move to a nursing home.**

**The West Hartford Housing Authority is designated by the U.S. Department of Housing and Urban Development as a "high performer"**

## HOUSING NEEDS

**The West Hartford Housing Authority opened its Section 8 and elderly waiting llists in 1998 and 1999 respectively. We received over 1000 phone calls for applications to the Section 8 program and added over 800 eligible families to our waiting list. The elderly waiting list for the federal program added 60 persons in 1999. The average wait is two years, but applicants at the end of both waiting lists may have to wait four or five years to be assisted. Due to the large numbers of families currently requesting assistance, the waiting lists will be closed for several years.**

**This information is critical in evaluating the need for additional housing in our community. Residents in the elderly housing complex are also aging in place and require additional services. While there has been a boom in the "luxury" assisted/congregate housing market, no houisng has been created to address the needs of lower income frail elderly.**

## CAPITAL IMPROVEMENTS

**HUD has notified the West Hartford Housing Authority that we will be allocated $163,572 per fiscal year for capital improvements. During the first year of the annual plan, the following will be accomplished:**

**Alfred Plant Housing CT039-001**

| | |
|---|---|
| **A. Seal exterior brickwork** | **$60,000** |
| **B. Modernize/expand the Daycare/community room** | **$33,572** |
| **C. Replace carpet in common halls** | **$30,000** |
| **D. Install heaters in bathrooms** | **$10,000** |
| **E. Consultant fee for reviewing the agency re-organization** | **$10,000** |
| **Maintenance and administrative oversight** | **$20,000** |

## DEMOLITION/DISPOSITION/DESIGNATION/CONVERSION

**The Housing Authority has no plans in these areas for the coming fiscal year.**

**All other goals are listed in the "Goals" section of the Plan.**

## 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

x FY 2000 Capital Fund Program Annual Statement 39

Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)

Optional Attachments:

PHA Management Organizational Chart

FY 2000 Capital Fund Program 5 Year Action Plan

Public Housing Drug Elimination Program (PHDEP) Plan

Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text)

Other (List below, providing each attachment name)

## Supporting Documents Available for Review

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

Fair Housing Documentation: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions' initiatives to affirmatively further fair housing that require the PHA's involvement. 5 Year and Annual Plans

x Consolidated Plan for the jurisdiction/s in which the PHA is located (which includes the Analysis of Impediments to Fair Housing Choice (AI))) and any additional backup data to support statement of housing needs in the jurisdiction Annual Plan: Housing Needs

x Most recent board-approved operating budget for the public housing program Annual Plan: Financial Resources;

x Public Housing Admissions and (Continued) Occupancy Policy (A&O), which includes the Tenant Selection and Assignment Plan [TSAP] Annual Plan: Eligibility, Selection, and Admissions Policies

x Section 8 Administrative Plan Annual Plan: Eligibility, Selection, and Admissions Policies

Public Housing Deconcentration and Income Mixing Documentation: 1.PHA board certifications of compliance with deconcentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/*99 Quality Housing and Work Responsibility Act Initial Guidance; Notice* and any further HUD guidance) and 2.Documentation of the required deconcentration and income mixing analysis

Annual Plan: Eligibility, Selection, and Admissions Policies

x Public housing rent determination policies, including the methodology for setting public housing flat rents check here if included in the public housing A & O Policy Annual Plan: Rent Determination

x Schedule of flat rents offered at each public housing development check here if included in the public housing A & O Policy Annual Plan: Rent Determination

x Section 8 rent determination (payment standard) policies check here if included in Section 8 Administrative Plan Annual Plan: Rent Determination
x Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation) Annual Plan: Operations and Maintenance
x Public housing grievance procedures check here if included in the public housing A & O Policy Annual Plan: Grievance Procedures
x Section 8 informal review and hearing procedures check here if included in Section 8 Administrative Plan Annual Plan: Grievance Procedures
x The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year Annual Plan: Capital Needs
x Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant Annual Plan: Capital Needs
Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option) Annual Plan: Capital Needs
Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans or any other approved proposal for development of public housing Annual Plan: Capital Needs
Approved or submitted applications for demolition and/or disposition of public housing Annual Plan: Demolition and Disposition
Approved or submitted applications for designation of public housing (Designated Housing Plans) Annual Plan: Designation of Public Housing
Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act Annual Plan: Conversion of Public Housing
Approved or submitted public housing homeownership programs/plans Annual Plan: Homeownership
Policies governing any Section 8 Homeownership program check here if included in the Section 8 Administrative Plan Annual Plan: Homeownership
Any cooperative agreement between the PHA and the TANF agency Annual Plan: Community Service & Self-Sufficiency
FSS Action Plan/s for public housing and/or Section 8 Annual Plan: Community Service & Self-Sufficiency
Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports Annual Plan: Community Service & Self-Sufficiency
The most recent Public Housing Drug Elimination Program (PHEDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan) Annual Plan: Safety and Crime Prevention
x The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U. S.C. 1437c(h)), the results of that audit and the PHA's response to any findings Annual Plan: Annual Audit
Troubled PHAs: MOA/Recovery Plan Troubled PHAs
Other supporting documents (optional) (list individually; use as many lines as necessary) (specify as needed)

# 1. Statement of Housing Needs

[24 CFR Part 903.7 9 (a)]

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

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

**Housing Needs of Families in the Jurisdiction by Family Type**

| Family Type | Overall | Afford-ability | Supply | Quality | Access-ibility | Size | Loca-tion |
|---|---|---|---|---|---|---|---|
| Income <= 30% of AMI | | | | | | | |
| | 400 | 3 | 3 | 1 | N/A | 4 | 1 |
| Income >30% but <=50% of AMI | | | | | | | |
| | 200 | 3 | 3 | 1 | N/A | 4 | 1 |
| Income >50% but <80% of AMI | | | | | | | |
| | 20 | 2 | 3 | 1 | N/A | 3 | 1 |
| Elderly | 150 | 3 | 3 | 2 | 1 | 1 | 1 |

| | |
|---|---|
| Families with Disabilities | N/A |
| Race/Ethnicity | N/A |
| Race/Ethnicity | N/A |
| Race/Ethnicity | N/A |
| Race/Ethnicity | |

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.)

x Consolidated Plan of the Jurisdiction/s
Indicate year: 1999
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) Section 8 tenant-based assistance Public Housing x Combined Section 8 and Public Housing Public Housing Site-Based or sub-jurisdictional waiting list (optional) If used, identify which development/subjurisdiction:

| | # of families | % of total families | Annual Turnover |
|---|---|---|---|
| Waiting list total | 698 | | |
| Extremely low income <=30% AMI | 450 | 64 | |
| Very low income (>30% but <=50% AMI) | 234 | 34 | |
| Low income (>50% but <80% AMI) | 14 | 2 | |
| Families with children | 478 | 68 | |
| Elderly families | 150 | 21 | |
| Families with Disabilities | N/A | | |
| Race/ethnicity | N/A | | |
| Race/ethnicity | N/A | | |
| Race/ethnicity | N/A | | |
| Race/ethnicity | N/A | | |

Characteristics by Bedroom Size (Public Housing Only)

| | |
|---|---|
| 1BR | 56 |
| 2 BR | |
| 3 BR | 14 |
| 4 BR | |
| 5 BR | |
| 5+ BR | |

Is the waiting list closed (select one)? No x Yes If yes: How long has it been closed (# of months)? 15 Does the PHA expect to reopen the list in the PHA Plan year? x No Yes Does the PHA permit specific categories of families onto the waiting list, even if generally closed? x No 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
x Participate in the Consolidated Plan development process to ensure coordination with broader community strategies
Other (list below)

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

Select all that apply

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

**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
x Other: (list below)
No planned activites at this time

**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
x Other: (list below)
There are no planned activities at this time.

**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
x Other: (list below)
Continue current marketing activites which have proven to be successful.

**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

x 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
x Other: (list below)
**Continue to participate in the Hartford Area Relocation Assistance program.**

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

**(2) Reasons for Selecting Strategies**
Of the factors listed below, select all that influenced the PHA's selection of the strategies it will pursue:

x Funding constraints
Staffing constraints
x Limited availability of sites for assisted housing
x Extent to which particular housing needs are met by other organizations in the community
Evidence of housing needs as demonstrated in the Consolidated Plan and other information available to the PHA
Influence of the housing market on PHA programs
x Community priorities regarding housing assistance
x Results of consultation with local or state government
x 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)** | | |
| )Public Housing Operating Fund | 96,573 | |
| )Public Housing Capital Fund | 163,572 | |
| )HOPE VI Revitalization | 0 | |
| )HOPE VI Demolition | 0 | |
| )Annual Contributions for Section 8 Tenant-Based Assistance | 2,535,876 | |
| )Public Housing Drug Elimination Program (including any Technical Assistance funds) | 0 | |
| )Resident Opportunity and Self-Sufficiency Grants | 0 | |
| )Community Development Block Grant | 0 | |
| )HOME | 0 | |
| Other Federal Grants (list below) | 0 | |
| **2. Prior Year Federal Grants (unobligated funds only) (list below)** | | |
| none | | |
| **3. Public Housing Dwelling Rental Income** | 248,425 | |
| **4. Other income** (list below) | | |
| laundry and daycare lease | 11,680 | |
| **4. Non-federal sources** (list below) | 0 | |

| | |
|---|---|
| **Total resources** | 3,056,126 |

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

[24 CFR Part 903.7 9 (c)]

## A. Public Housing

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

### (1) Eligibility

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

When families are within a certain number of being offered a unit: (state number)

When families are within a certain time of being offered a unit: (state time)

x Other: (describe) At time of application

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

x Criminal or Drug-related activity

x Rental history

x Housekeeping

Other (describe)

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

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

e. Yes x 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

x Other (describe)
program based- ie: scattered site family or elderly

b. Where may interested persons apply for admission to public housing?
PHA main administrative office
PHA development site management office
x Other (list below)
Phone calls are taken when the list is advertised as open.

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**
N/A

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
x Two
Three or More

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

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

**(4) Admissions Preferences**

a. Income targeting:

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

. Preferences

1. x 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**)

. 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
x Veterans and veterans' families
x 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.

x Date and Time

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

Other preferences (select all that apply)
Working families and those unable to work because of age or disability
x Veterans and veterans' families
x Residents who live and/or work in the jurisdiction
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
x 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)

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

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

x At an annual reexamination and lease renewal
x Any time family composition changes
At family request for revision
Other (list)

**(6) Deconcentration and Income Mixing**

a. Yes x 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 x 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 x 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)
x 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)
x 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)
x Other (list below) Income eligibility only

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

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

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

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

Criminal or drug-related activity

x Other (describe below)

Names of previous landlords (if known)

**(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)

x None

Federal public housing

Federal moderate rehabilitation

Federal project-based certificate program

Other federal or local program (list below)

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

PHA main administrative office

x Other (list below) Phone calls are taken to request applications when the wait list is advertised as open.

**(3) Search Time**

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

If yes, state circumstances below:
To assist a family/elderly with disabilities in locating an accessible unit.

**(4) Admissions Preferences**

a. Income targeting

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

b. Preferences

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

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

Former Federal preferences

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
x Veterans and veterans' families
x 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.

x Date and Time

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

Other preferences (select all that apply)

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

x 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)

x 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
x 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)

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

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

x Through published notices
x Other (list below) Direct marketing to the target population through social service agencies, churches, etc.

## 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)

x 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
x $26-$50

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

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

. Rents set at less than 30% than adjusted income

1. Yes x No: Does the PHA plan to charge rents at a fixed amount or 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
x Other (describe below) Those required by statue or regulation

e. Ceiling rents

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

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

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

x For all developments

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

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

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

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

**(2) Flat Rents**

. 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
x Other (list/describe below) We are currently under contract with a consultant who is preparing a Section 8 rent reasonableness study of comparable housing. This will be used in setting the flat rent, effective July 1, 2000.

## 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 below100% of FMR
x 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)

x Annually
Other (list below)

e. What factors will the PHA consider in its assessment of the adequacy of its payment standard? (select all that apply)
x 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
x $26-$50

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

## 5. Operations and Management

[24 CFR Part 903.7 9 (e)]

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

### A. PHA Management Structure

Describe the PHA's management structure and organization.
(select one)
An organization chart showing the PHA's management structure and organization is attached.
A brief description of the management structure and organization of the PHA follows:

### B. HUD Programs Under PHA Management

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

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

### C. Management and Maintenance Policies

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

(1) Public Housing Maintenance and Management: (list below)

(2) Section 8 Management: (list below)

## 6.PHA Grievance Procedures

[24 CFR Part 903.7 9 (f)]

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

### A. Public Housing

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

   If yes, list additions to federal requirements below:

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

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

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

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

If yes, list additions to federal requirements below:

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

## 7. Capital Improvement Needs

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

### A. Capital Fund Activities

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

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

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

Select one:

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

-or-

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

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

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

b) Status of HOPE VI revitalization grant (complete one set of questions for each grant)

1. Development name:
2. Development (project) number:
3. Status of grant: (select the statement that best describes the current status)

Revitalization Plan under development
Revitalization Plan submitted, pending approval
Revitalization Plan approved

Activities pursuant to an approved Revitalization Plan underway

Yes x 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 x 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:

xYes 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:
Currently researching potential projects.

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

2. Activity Description

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

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

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

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

**Designation of Public Housing Activity Description**
1a. Development name: 1b. Development (project) number:
2. Designation type: Occupancy by only the elderly Occupancy by families with disabilities Occupancy by only elderly families and families with disabilities
3. Application status (select one) Approved; included in the PHA's Designation Plan Submitted, pending approval Planned application
4. Date this designation approved, submitted, or planned for submission: (DD/MM/YY)
5. If approved, will this designation constitute a (select one) New Designation Plan Revision of a previously-approved Designation Plan?
. Number of units affected: 7. Coverage of action (select one) Part of the development 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 xNo: Have any of the PHA's developments or portions of developments been identified by HUD or the PHA as covered under section 202 of the HUD FY 1996 HUD Appropriations Act? (If "No", skip to component 11; if "yes", complete one activity description for each identified development, unless eligible to complete a streamlined submission. PHAs completing streamlined submissions may skip to component 11.)

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

**Conversion of Public Housing Activity Description**
1a. Development name: 1b. Development (project) number:
2. What is the status of the required assessment? Assessment underway Assessment results submitted to HUD Assessment results approved by HUD (if marked, proceed to next question) Other (explain below)
3. Yes No: Is a Conversion Plan required? (If yes, go to block 4; if no, go to block 5.)
4. Status of Conversion Plan (select the statement that best describes the current status)
Conversion Plan in development Conversion Plan submitted to HUD on: (DD/MM/YYYY) Conversion Plan approved by HUD on: (DD/MM/YYYY) Activities pursuant to HUD-approved Conversion Plan underway
5. Description of how requirements of Section 202 are being satisfied by means other than conversion (select one) Units addressed in a pending or approved demolition application (date submitted or approved: Units addressed in a pending or approved HOPE VI demolition application (date submitted or approved: ) Units addressed in a pending or approved HOPE VI Revitalization Plan (date submitted or approved: ) Requirements no longer applicable: vacancy rates are less than 10 percent Requirements no longer applicable: site now has less than 300 units Other: (describe below)

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

2. Activity Description

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

**Public Housing Homeownership Activity Description (Complete one for each development affected)**

1a. Development name: 1b. Development (project) number:

2. Federal Program authority: HOPE I 5(h) Turnkey III Section 32 of the USHA of 1937 (effective 10/1/99)

3. Application status: (select one) Approved; included in the PHA's Homeownership Plan/Program Submitted, pending approval Planned application

4. Date Homeownership Plan/Program approved, submitted, or planned for submission: (DD/MM/YYYY)

. Number of units affected: 6. Coverage of action: (select one) Part of the development Total development

## B. Section 8 Tenant Based Assistance

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

2. Program Description:

a. Size of Program

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

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

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

b. PHA-established eligibility criteria

Yes No: Will the PHA's program have eligibility criteria for participation in its Section 8 Homeownership Option program in addition to HUD criteria?
If yes, list criteria below:

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

[24 CFR Part 903.7 9 (l)]
Exemptions from Component 12: High performing and small PHAs are not required to complete this component. Section 8-Only PHAs are not required to complete sub-component C.

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

1. Cooperative agreements:

Yes No: Has the PHA has entered into a cooperative agreement with the TANF Agency, to share information and/or target supportive services (as contemplated by section 12(d)(7) of the Housing Act of 1937)?

If yes, what was the date that agreement was signed? DD/MM/YY

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

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

**B. Services and programs offered to residents and participants**

**(1) General**

a. Self-Sufficiency Policies

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

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

b. Economic and Social self-sufficiency programs

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

**Services and Programs**

Program Name & Description (including location, if appropriate) Estimated Size Allocation Method (waiting list/random selection/specific criteria/other) Access (development office / PHA main office / other provider name) Eligibility (public housing or section 8 participants or both)

**(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

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

## C. Welfare Benefit Reductions

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

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

## 13. PHA Safety and Crime Prevention Measures

[24 CFR Part 903.7 9 (m)]
Exemptions from Component 13: High performing and small PHAs not participating in PHDEP and Section 8 Only PHAs may skip to component 15. High Performing and small PHAs that are participating in PHDEP and are submitting a PHDEP Plan with this PHA Plan may skip to sub-component D.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

## 14. RESERVED FOR PET POLICY

[24 CFR Part 903.7 9 (n)]

## 15. Civil Rights Certifications

[24 CFR Part 903.7 9 (o)]

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

## 16. Fiscal Audit

[24 CFR Part 903.7 9 (p)]

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

## 17. PHA Asset Management

[24 CFR Part 903.7 9 (q)]

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

1. Yes No: Is the PHA engaging in any activities that will contribute to the long-term asset management of its public housing stock , including how the Agency will plan for long-term operating, capital investment, rehabilitation, modernization, disposition, and other needs that have **not** been addressed elsewhere in this PHA Plan?

. 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. xYes 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)
x Provided below: Changes to proposed capital improvement plan included: add carpet to common halls, heaters in bathrooms at Plant Housing. Goals should reflect researching homeownership opportunities for Section 8 participants. Install a drinking fountain in the lobby of Plant housing.

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.
x The PHA changed portions of the PHA Plan in response to comments
List changes below:
We removed the CIAP item of central air conditioning in apartments and replaced it with carpeting the common halls and installing bathroom heaters. We also added to goals, to research available homeownership programs for Section 8 participants.

x Other: (list below) We incorporated the comment about the water fountain into the operating budget.

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

1. Yes xNo: 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 xNo: 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)

x 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: (provide name here) West Hartford

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.
x The PHA has participated in any consultation process organized and offered by the Consolidated Plan agency in the development of the Consolidated Plan.
x The PHA has consulted with the Consolidated Plan agency during the development of this PHA Plan.

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

To explore opportunities to provide congregate or assisted living for elderly and homeownership programs for families. To research the need for child care and additional entrepreneurial activities. To implement the family self-sufficiency training concept through HANOC.

Other: (list below)

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

**D. Other Information Required by HUD**

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

## Attachments

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

# PHA Plan
# Table Library

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

**Annual Statement**
**Capital Fund Program (CFP) Part I: Summary** Capital Fund Grant Number FFY of Grant Approval: (MM/YYYY) Original Annual Statement

| Line No. | Summary by Development Account | | Total Estimated Cost |
|---|---|---|---|
| 1 | Total Non-CGP Funds | | |
| 2 | 1406 | Operations | |
| 3 | 1408 | Management Improvements | |
| 4 | 1410 | Administration | 20,000 |
| 5 | 1411 | Audit | |
| 6 | 1415 | Liquidated Damages | |
| 7 | 1430 | Fees and Costs | 10,000 |
| 8 | 1440 | Site Acquisition | |
| 9 | 1450 | Site Improvement | 60,000 |
| 10 | 1460 | Dwelling Structures | 10,000 |

| | | | |
|---|---|---|---|
| 11 | 1465.1 | Dwelling Equipment-Nonexpendable | 30,000 |
| 12 | 1470 | Nondwelling Structures | 33,572 |
| 13 | 1475 | Nondwelling Equipment | |
| 14 | 1485 | Demolition | |
| 15 | 1490 | Replacement Reserve | |
| 16 | 1492 | Moving to Work Demonstration | |
| 17 | 1495.1 | Relocation Costs | |
| 18 | 1498 | Mod Used for Development | |
| 19 | 1502 | Contingency | |
| 20 | **Amount of Annual Grant (Sum of lines 2-19)** | | **163,572** |
| 21 | Amount of line 20 Related to LBP Activities | | 0 |
| 22 | Amount of line 20 Related to Section 504 Compliance | | 0 |
| 23 | Amount of line 20 Related to Security | | 0 |
| 24 | Amount of line 20 Related to Energy Conservation Measures | | 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 | |
| 001 | Seal Brickwork | 1460 | $60,000 | |
| 001 | Maintenance oversight | 1410 | $20,000 | |
| 001 | Replace carpets | 1465 | $30,000 | |
| 001 | Install heaters | 1465 | $10,000 | |
| 001 | Modernize daycare/ community room | 1470 | $33,572 | |
| PHA-wide | Consultant fees to review staff re-organization | 1430 | $10,000 | |

**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)

All funds will be obligated by 9-30-01
All funds will be expended by 3-31-02

## Optional Table for 5-Year Action Plan for Capital Fund (Component 7)

Complete one table for each development in which work is planned in the next 5 PHA fiscal years. Complete a table for any PHA-wide physical or management improvements planned in the next 5 PHA fiscal year. Copy this table as many times as necessary. Note: PHAs need not include information from Year One of the 5-Year cycle, because this information is included in the Capital Fund Program Annual Statement.

**Optional 5-Year Action Plan Tables**
**Development Number Development Name (or indicate PHA wide) Number Vacant Units % Vacancies in Development**

**Description of Needed Physical Improvements or Management Improvements Estimated Cost Planned Start Date (HA Fiscal Year)**

**Total estimated cost over next 5 years**

# Optional Public Housing Asset Management Table

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

## Public Housing Asset Management

### Development Identification Activity Description

Name, Number, and Location Number and Type of units Capital Fund Program Parts II and III *Component 7a* Development Activities *Component 7b* Demolition / disposition *Component 8* Designated housing *Component 9* Conversion *Component 10* Home- ownership *Component 11a* Other (describe) *Component 17*