

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

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# 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**

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

## PHA Plan Agency Identification

**PHA Name:** State of Connecticut Department of Social Services

**PHA Number:** CT 901

**PHA Fiscal Year Beginning: (mm/yyyy)** 7/1/00 – 6/30/01

**Public Access to Information** Yes

**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)

**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.

(See Attached Five Year Plan)

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

- PHA Goal: Expand the supply of assisted housing  
Objectives:
  - Apply for additional rental vouchers:
  - Reduce public housing vacancies:
  - Leverage private or other public funds to create additional housing opportunities:
    - \*State Rental Assistance Program (RAP)
    - Transitional Rental Assistance Program (T-RAP)
    - Security Deposit Program
  - 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:
  - 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)

**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)

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

PHA Goal: Ensure equal opportunity and affirmatively further fair housing

Objectives:

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

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

Year	Goals	Objectives
2000	<p>I. Expand the supply of existing housing:</p> <p>A. Apply for additional rent vouchers.</p> <p>B. Leverage private or public funds to create additional housing opportunities.</p> <p>II. Improve the quality of assisted housing.</p> <p>A. Improve voucher management</p> <p>B. Increase customer satisfaction</p> <p>C. Improve specific management functions</p> <p>III. Increase Assisted Housing Choices</p> <p>A. Provide voucher mobility counseling</p> <p>B. Conduct outreach to 100 potential voucher landlords</p> <p>C. Increase voucher payment standards</p> <p>IV. Promote self-sufficiency and asset development of assisted households.</p> <p>A. Increase the percentage of employed persons in assisted families.</p> <p>B. Develop and increase supportive services that improve employability and employment retention of assistance recipients.</p>	<p>1. Increase the number of rental vouchers to 4,242.</p> <p>1. Obtain funding for 100 additional housing units for existing programs.</p> <p>1. The number of available units occupied by voucher holders to be 95 percent.</p> <p>1. A ten percent increase in participation in job training programs to offer greater educational and employment opportunities.</p> <p>1. Monthly meetings between DSS and landlords to increase voucher utilization rate of 95% .</p> <p>2. Increase quality control inspections of participating landlords.</p> <p>3. Provide technical assistance to existing landlords to meet HUD and Federal reporting requirements.</p> <p>1. Ten percent of participating families to be in low concentration communities with low concentration populations.</p> <p>1. Increase participation of landlords in voucher programs.</p> <p>1. Conduct needs assessment to increase voucher payment standards from 110% to 120%.</p> <p>1. Through linkages with employment services, assist 500 families in obtaining a job.</p> <p>2. Increase participation in Family Self-Care Program.</p> <p>1. Through linkages with public and private transportation and counseling services, reduce present barriers to employment retention.</p>
2000		

<p>2000</p>	<p>C. Provide or attract supportive services to increase independence for the elderly or families with disabilities.</p> <p>V. Ensure equal opportunity and affirmatively further fair housing.</p> <p>A. Undertake affirmative measures to ensure access to assisted housing regardless of race, color, religion, national origin, sex, familial status and disability.</p> <p>B. 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.</p> <p>C. Undertake affirmative measures to ensure accessible housing to persons with disabilities regardless of unit size required.</p>	<p>2. Through Section 8 portability and encourage and enable 500 families to provide ready access to places of...</p> <p>1. Establish linkages with existing people with disabilities so that they can use vouchers to provide housing that meets the needs of their clientele.</p> <p>1. Through briefing packets and meetings ensure that all prospective participants are aware of laws and regulations. 2. Brief all prospective Section 8 leaseholders. 3. Ensure that all program participants who have received discriminatory treatment have the opportunity to file their grievances through hearing procedures.</p> <p>1. Through briefing packets and meetings ensure that all prospective participants and participants see that the program is open to all communities that do not have high concentrations of minority residents. 2. Brief all prospective Section 8 leaseholders.</p> <p>1. Conduct annual workshop education for people with disabilities about their rights through Project Mainstream. 2. Brief all prospective Section 8 leaseholders on laws and regulations that relate to people with disabilities.</p>
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Year	Goals	Objectives
2001	<p>I. Expand the supply of existing housing:</p> <p>A. Apply for additional rent vouchers.</p> <p>B. Leverage private or public funds to create additional housing opportunities.</p> <p>II. Improve the quality of assisted housing.</p> <p>A. Improve voucher management</p> <p>B. Increase customer satisfaction</p> <p>C. Improve specific management functions</p> <p>III. Increase Assisted Housing Choices</p> <p>A. Provide voucher mobility counseling</p>	<p>1. Increase the number of rental vouchers to 100.</p> <p>1. Obtain funding for 100 additional State-aided housing programs.</p> <p>1. The number of available units owned by the State to increase by 10 percent.</p> <p>1. A ten percent increase in participation in the program to offer greater educational and employment opportunities.</p> <p>1. Monthly meetings between DSS and landlords to increase annual utilization rate of 96% .</p> <p>2. Increase quality control inspections of participating communities.</p> <p>3. Provide technical assistance to ensure compliance with State and Federal reporting requirements.</p> <p>1. Fifteen percent of participating communities with low concentration of low-income populations.</p>
2001	<p>B. Conduct outreach to 100 potential voucher landlords</p> <p>C. Monitor voucher payment standards</p> <p>IV. Promote self-sufficiency and asset development of assisted households.</p> <p>A. Increase the percentage of employed persons in assisted families.</p> <p>B. Develop and increase supportive services that improve employability and employment retention of assistance recipients.</p>	<p>1. Increase participation of landlords in the program to fifteen percent.</p> <p>1. Ensure voucher payment standards are met.</p> <p>1. Through linkages with employment providers assist 550 families in obtaining employment.</p> <p>2. Increase participation in Family Support Program.</p> <p>1. Through linkages with public and private agencies, provide care, transportation and counseling services to assist those that present barriers to employment.</p>

<p>2001</p>	<p>C. Provide or attract supportive services to increase independence for the elderly or families with Disabilities.</p> <p>V. Ensure equal opportunity and affirmatively further fair housing.</p> <p>A. Undertake affirmative measures to ensure access to assisted housing regardless of race, color, religion, national origin, sex, familial status and disability.</p> <p>B. 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.</p> <p>C. Undertake affirmative measures to ensure accessible housing to persons with disabilities regardless of unit size required.</p>	<ol style="list-style-type: none"> <li>2. Through Section 8 portability and encourage and enable 550 families to provide ready access to places of...</li> <li>1. Establish linkages with existing... people with disabilities so that the Mainstream vouchers to provide... needs of their clientele.</li> <li>1. Through briefing packets and mo... participants are aware of laws pr...</li> <li>2. Brief all prospective Section 8 la...</li> <li>3. Ensure that all program participa... received discriminatory treatment... their grievances through hearings...</li> <li>1. Through briefing packets and mo... participants and participants seek... communities that do not have hig... minority residents.</li> <li>2. Brief all prospective Section 8 la...</li> <li>1. Conduct annual workshop educa... services to people with disabili... available through Project Mainst...</li> <li>2. Brief all prospective Section 8 la... they relate to people with disabil... Mainstream.</li> </ol>
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Year	Goals	Objectives
2002	<p>I. Expand the supply of existing housing:</p> <p>A. Apply for additional rent vouchers.</p> <p>B. Leverage private or public funds to create additional housing opportunities.</p> <p>II. Improve the quality of assisted housing.</p> <p>A. Improve voucher management</p> <p>B. Increase customer satisfaction</p> <p>C. Improve specific management functions</p> <p>III. Increase Assisted Housing Choices</p> <p>A. Provide voucher mobility counseling</p> <p>B. Conduct outreach to 150 potential voucher landlords</p> <p>C. Monitor voucher payment standards</p>	<p>1. Increase the number of rental vouchers to 4,662.</p> <p>1. Obtain funding for 100 additional units for existing programs.</p> <p>1. The number of available units over 90 percent.</p> <p>1. A fifteen percent increase in participation in programs that offer greater educational and employment opportunities.</p> <p>1. Monthly meetings between DSS and landlords with a utilization rate of 97%.</p> <p>2. Increase quality control inspection of vouchers.</p> <p>3. Provide technical assistance to ensure compliance with HUD and Federal reporting requirements.</p> <p>1. Fifteen percent of participating families live in low concentration communities with low concentration populations.</p> <p>1. Increase participation of landlords in the program to 100 percent.</p>
2002	<p>IV. Promote self-sufficiency and asset development of assisted households.</p> <p>A. Increase the percentage of employed persons in assisted families.</p> <p>B. Develop and increase supportive services that improve employability and employment retention of assistance recipients.</p>	<p>1. Ensure voucher payment standards are met.</p> <p>1. Through linkages with employment services, assist 550 families in obtaining and maintaining employment.</p> <p>2. Increase participation in Family Self-Care Program.</p> <p>1. Through linkages with public and private transportation and counseling services, remove present barriers to employment retention.</p> <p>2. Through Section 8 portability and other programs, encourage and enable 550 families to move and provide ready access to places of employment.</p>

2002	<p>C. Provide or attract supportive services to increase independence for the elderly or families with disabilities.</p> <p>V. Ensure equal opportunity and affirmatively further fair housing.</p> <p>A. Undertake affirmative measures to ensure access to assisted housing regardless of race, color, religion, national origin, sex, familial status and disability.</p> <p>B. 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.</p> <p>C. Undertake affirmative measures to ensure accessible housing to persons with disabilities regardless of unit size required.</p>	<ol style="list-style-type: none"> <li>1. Establish linkages with existing agencies to provide people with disabilities so that they can use Project Mainstream vouchers to provide for the needs of their clientele.</li> <li>1. Through briefing packets and meetings, ensure that participants are aware of laws protecting their rights.</li> <li>2. Brief all prospective Section 8 la...</li> <li>3. Ensure that all program participants who have received discriminatory treatment have the opportunity to file their grievances through hearings.</li> <li>1. Through briefing packets and meetings, ensure that participants and participants seek out housing in communities that do not have high concentrations of minority residents.</li> <li>2. Brief all prospective Section 8 la...</li> <li>1. Conduct annual workshop education for people with disabilities about their rights through Project Mainstream.</li> <li>2. Brief all prospective Section 8 la... that relate to people with disabilities</li> </ol>
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Year	Goals	Objectives
2003	<p>I. Expand the supply of existing housing:</p> <p>A. Apply for additional rent vouchers.</p> <p>B. Leverage private or public funds to create additional housing opportunities.</p> <p>II. Improve the quality of assisted housing.</p> <p>A. Improve voucher management</p> <p>B. Increase customer satisfaction</p> <p>C. Improve specific management functions</p> <p>III. Increase Assisted Housing Choices</p> <p>A. Provide voucher mobility counseling</p>	<p>1. Increase the number of rental vouchers to 100.</p> <p>1. Obtain funding for 100 additional State- and local housing programs.</p> <p>1. The number of available units owned by the State will increase by 20 percent.</p> <p>1. A twenty percent increase in participation in programs that offer greater educational and employment opportunities.</p> <p>1. Monthly meetings between DSS and housing providers to ensure an annual utilization rate of 98% .</p> <p>2. Increase quality control inspections of housing providers.</p> <p>3. Provide technical assistance to ensure compliance with State and Federal reporting requirements.</p> <p>1. Twenty percent of participating communities with low concentration of voucher populations.</p>
2003	<p>B. Conduct outreach to 200 potential voucher landlords</p> <p>C. Monitor voucher payment standards</p> <p>IV. Promote self-sufficiency and asset development of assisted households.</p> <p>A. Increase the percentage of employed persons in assisted families.</p> <p>B. Develop and increase supportive services that</p>	<p>1. Increase participation of landlords in voucher programs to 20 percent.</p> <p>1. Conduct needs survey among participating communities to ensure that voucher payment standards are consistent with deconcentration.</p> <p>1. Through linkages with employment providers assist 600 families in obtaining employment.</p> <p>2. Increase participation in Family Self-Care program.</p> <p>1. Through linkages with public and private agencies</p>

2003	<p>improve employability and employment retention of assistance recipients.</p> <p>C. Provide or attract supportive services to increase independence for the elderly or families with disabilities.</p> <p>V. Ensure equal opportunity and affirmatively further fair housing.</p> <p>A. Undertake affirmative measures to ensure access to assisted housing regardless of race, color, religion, national origin, sex, familial status and disability.</p> <p>B. 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.</p> <p>C. Undertake affirmative measures to ensure accessible housing to persons with disabilities regardless of unit size required.</p>	<p>care, transportation and counseling that present barriers to employment.</p> <ol style="list-style-type: none"> <li>2. Through Section 8 portability and encourage and enable 600 families provide ready access to places of</li> <li>1. Establish linkages with existing people with disabilities so that the Mainstream vouchers to provide needs of their clientele.</li> </ol> <ol style="list-style-type: none"> <li>1. Through briefing packets and mo participants are aware of laws pr</li> <li>2. Brief all prospective Section 8 la</li> <li>3. Ensure that all program participa received discriminatory treatment their grievances through hearings</li> <li>1. Through briefing packets and mo participants and participants seek communities that do not have hig minority residents.</li> <li>2. Brief all prospective Section 8 la</li> <li>1. Conduct annual workshop educat to people with disabilities about t through Project Mainstream.</li> <li>2. Brief all prospective Section 8 la they relate to people with disabil Mainstream.</li> </ol>
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Year	Goals	Objectives
2004	<p>I. Expand the supply of existing housing:</p> <p>A. Apply for additional rent vouchers.</p> <p>B. Leverage private or public funds to create additional housing opportunities.</p> <p>II. Improve the quality of assisted housing.</p> <p>A. Improve voucher management</p> <p>B. Increase customer satisfaction</p> <p>C. Improve specific management functions</p> <p>III. Increase Assisted Housing Choices</p> <p>A. Provide voucher mobility counseling</p>	<p>1. Increase the number of rental vouchers to 5,140.</p> <p>1. Obtain funding for 100 additional units for existing programs.</p> <p>1. The number of available units increase by 25 percent.</p> <p>1. A twenty-five percent increase in the number of assisted housing communities that offer greater economic opportunities.</p> <p>1. Monthly meetings between DSS and landlords to increase annual utilization rate of 99% .</p> <p>2. Increase quality control inspections.</p> <p>3. Provide technical assistance to ensure compliance with State and Federal reporting requirements.</p> <p>1. Twenty-five percent of participating families move to communities with low concentration of low income populations.</p>
2004	<p>B. Conduct outreach to 250 potential voucher landlords</p> <p>C. Monitor voucher payment standards</p> <p>IV. Promote self-sufficiency and asset development of assisted households.</p> <p>A. Increase the percentage of employed persons in assisted families.</p> <p>B. Develop and increase supportive services that</p>	<p>1. Increase participation of landlords by five percent.</p> <p>1. Assess results of needs survey among participating landlords to determine whether the standards are adequate to permit continued development.</p> <p>1. Through linkages with employment service providers assist 650 families in obtaining employment.</p> <p>2. Increase participation in Family Self-Care Program.</p> <p>1. Through linkages with public and private agencies</p>

2004	<p>improve employability and employment retention of assistance recipients.</p> <p>C. Provide or attract supportive services to increase independence for the elderly or families with disabilities.</p> <p>V. Ensure equal opportunity and affirmatively further fair housing.</p> <p>A. Undertake affirmative measures to ensure access to assisted housing regardless of race, color, religion, national origin, sex, familial status and disability.</p> <p>B. 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.</p> <p>C. Undertake affirmative measures to ensure accessible housing to persons with disabilities regardless of unit size required.</p>	<p>care, transportation and counseling that present barriers to employment.</p> <ol style="list-style-type: none"> <li>2. Through Section 8 portability and encourage and enable 650 families provide ready access to places of</li> <li>1. Establish linkages with existing people with disabilities so that the Mainstream vouchers to provide needs of their clientele.</li> </ol> <ol style="list-style-type: none"> <li>1. Through briefing packets and mo participants are aware of laws pr</li> <li>2. Brief all prospective Section 8 la</li> <li>3. Ensure that all program participa received discriminatory treatment their grievances through hearings</li> </ol> <ol style="list-style-type: none"> <li>1. Through briefing packets and mo participants and participants seek communities that do not have hig minority residents.</li> <li>2. Brief all prospective Section 8 la</li> </ol> <ol style="list-style-type: none"> <li>1. Conduct annual workshop educat to people with disabilities about t through Project Mainstream.</li> <li>2. Brief all prospective Section 8 lan they relate to people with disabili Mainstream.</li> </ol>
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**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.

**iii. Annual Plan Table of Contents**

[24 CFR Part 903.7 9 (r)]

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

**Table of Contents**

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## Executive Summary

The Department of Social Services is a statewide public service agency that provides an extensive range of services to families and individuals who need assistance in maintaining or achieving their full potential for self-direction, self-reliance and independent living, including the elderly and the disabled. It administers over 90 legislatively authorized programs, which account for approximately one-third of the State budget. By statute, DSS is the State agency responsible for administering a number of programs under Federal legislation, including the Rehabilitation Act, the Food Stamp Act, the Older Americans Act and the Social Security Act. The Department is also designated as a Public Housing Authority for the purpose of administering the Section 8 Program under the Federal Housing Act.

As a participant in the Connecticut Consolidated Plan, DSS administers a variety of Section 8 programs designed to address the diverse housing needs of Connecticut's low-income population. The programs include: the Family Unification program, which provides housing support essential to keeping families intact; the Welfare-to-Work program, which assists families in making the transition from welfare to work; the Mainstream program for People with Disabilities program, which provides housing access for disabled individuals and their families; and the Family Self-Sufficiency program, which assists families in receiving training and education that will make them financially independent.

In addition to the Section 8 Program, the Department administers a number of housing-related programs designed to help very-low income people address their housing needs. State-funded programs such as the Rental Assistance program (RAP) and the Transitional Rental Assistance Program (T-RAP) offer additional housing subsidy resources that address Connecticut's urgent need for affordable housing. The T-RAP program functions as a supplement to the Section 8 Welfare-to-Work program, building on the WTW inter-agency linkages to assist families in obtaining stable housing to facilitate their transition from Temporary Assistance for Needy Families (TANF) to financial independence.

The combined Section 8 programs will provide subsidies to 4,750 families through an operating budget of approximately \$32,000,000. The Rental Assistance Program serves 2,151 families with its \$13,597,064 annual budget. The Transitional Rental Assistance Program subsidizes 880 families at this time. Its annual budget is \$2,650,000.

To provide a safety net for families lacking housing subsidies, DSS administers an array of supportive housing services, including: Emergency Shelters; Domestic Violence Shelters; Housing Opportunities for Persons with AIDS; the Transitional Living Program; the Eviction Prevention Program; the Security Deposit Program; the Home Share Program and Special Needs Benefits.

The combination of Federal and State housing resources administered through DSS totals \$65,439, 085. The Department will continue to develop additional housing resources to further its objectives of:

- Providing safe, decent, sanitary housing that is also affordable to low and very-low income residents of the State of Connecticut
- Expanding housing and economic opportunities for Connecticut's neediest families.
- Expanding housing choices for low-income families so that they can establish a suitable living environment outside areas of poverty.

## Housing Needs

The 1990 census indicated that very low-income renter households, i.e., those earning 0 to 50 percent of the area's median income (AMI) constituted 38.4 percent of all renter households in Connecticut. The primary cities of Hartford, New Haven and Bridgeport rank among the poorest in the nation, even though Connecticut has one of the highest per capita incomes in the United States.

The census also revealed that the income of 23.3% of the State's renter households was between 0 and 30% of the area median income (AMI) and that 15% lived on incomes between 31 and 50 percent of AMI. Approximately 86% of large related households reported that they experienced housing problems and 81.95% of small-related households reported that they spent more than 30% of their income for shelter.

The State of Connecticut Long Range Housing Plan indicates that the number of families earning less than 30% of AMI increased 13% between 1990 and 1997 and that the number of very low income families increased 10.61 percent. In 1990, 40.5% of renters spent more than 30% of their income on housing. Between 1990 and 1997 the percentage of renters spending more than 30% of their income on housing increased substantially.

Although the vast majority of Connecticut's elderly population consisted of owner households, 27.3% of the 82,577 elderly rental households identified in the Connecticut Consolidated Plan experienced severe cost burden.

With regard to people with disabilities, the Connecticut Long Range Housing Plan states that "people with disabilities fall disproportionately in the targeted income categories... The housing needs of people with disabilities who have low incomes parallel those of other low-income people. In addition, there is the need for accessible housing, support services such as personal assistance, and access to transportation."

The respective waiting lists of the of the Department's Section 8 existing housing program and Rental Assistance Program average more than 2000 eligible applicants. In addition, Connecticut's homeless shelters served approximately 17,900 unduplicated individuals in SFY 1999. The need to subsidize housing for Connecticut families living at or below very-low income levels remains a critical issue.

To address the issue, DSS has adopted a pro-active approach to assisting families in need of subsidized housing.

The Department's Section 8 Tenant-Based Program primarily subsidizes families whose annual incomes are between 0 and 30% of the area Median Income (AMI). Approximately 15% of the families receiving TANF cash assistance, known as Temporary Family Assistance or TFA, from the Department are Section 8 program

participants. The TANF benefit payment places them in the extremely low-income category.

The Department serves Connecticut's elderly population through its Section 8 Program, which operates without preferences. It has applied and received funding for Section 8 programs that target Connecticut's special needs populations. The Welfare-To-Work program will provide 1,489 families making the transition from welfare to work and the corresponding transition from extremely low income to financial independence. The Family Unification Program has authorized 200 vouchers, which provides housing stability for families at risk. Although the Mainstream Program targets people with disabilities, their need exceeds the number of vouchers available under this program. DSS has applied for 177 Fair Share vouchers and will award 20% of them to people with disabilities.

The Department will continue to seek additional housing subsidies for its elderly and other special needs populations, in addition to augmenting housing and economic opportunities for Connecticut's lowest income residents.

## **Statement of Financial Resources**

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Programs	Award	Current Families	New Families
<b>Section 8 Tenant-Based</b>	19,601,712	2,886	
<b>Welfare-to-Work</b>	9,139,184	100	1,389
<b>Project Mainstream</b>	2,235,952	175	100
<b>Family Unification</b>	663,382	200	100
<b>Family Self-Sufficiency</b>	40,000	72	78
<b>TOTAL</b>	31,680,230	3,433	1,667

## **Policies that Govern Eligibility and Admissions**

The Department of Social Services Section 8 tenant-based program admits families who meet HUD income guidelines and have not violated HUD policies concerning family obligations and violent or drug-related criminal activity.

The Department does not use preferences in determining eligibility for its tenant-based program. In programs such as Project Mainstream, Family Unification and Welfare-to-Work, it admits the program's targeted populations, so long as they have not violated the aforementioned HUD policies.

The Department's Section 8 contractor announces the openings of its waiting list in newspapers of general circulation and newspapers serving the state's minority residents. The agent also notifies non-profit service agencies that the list will open.

Applicants complete the preliminary application form (pre-application) that accompanies the announcement and submit it to one of the five regional offices maintained by the Department's agent. The agent uses a computerized lottery to determine the applicant's place on the waiting list.

The pre-application form allows the DSS contractor to acquire the following information:

- Names of adult members and age of all members
- Gender and relationship of all members
- Street Address and phone numbers
- Mailing Address (If PO Box or other permanent address)
- Amount(s) and source(s) of income received by household members
- Information regarding disabilities to determine qualifications for allowances and deductions
- Social Security Numbers
- Race/ethnicity
- Citizenship/eligible immigration status
- Receipt of any child care subsidy
- Arrests/Convictions for Drug Related or Violent Criminal Activity
- Request for Specific Accommodation needed to fully utilize program services
- Previous address
- Current and previous landlords' names and addresses
- Emergency contact person and address
- Program integrity questions regarding previous participation in HUD programs and whether any money is owed.

Upon request, a person with a disability will receive additional time, as an accommodation, for submission of an application after the closing deadline. This

accommodation allows persons with disabilities the opportunity to submit an application in cases in which a social service organization provides inaccurate or untimely information about the closing date.

The full application takes place when the family reaches the top of the waiting list. At this time the DSS contractor ensures that verification of all HUD and DSS eligibility factors is current so that it can determine the family's eligibility for receiving a voucher.

The DSS contractor closes the waiting list when it has enough applicants to fill anticipated openings for the next 12 months.

The Department affirmatively furthers fair housing through:

1. Increasing its Voucher Payment Standard to 110% so that families can afford to move to areas that do not have high concentrations of poverty or minorities.
2. The Department will consider, on an individual basis, requesting a Payment Standard of 120% or more from HUD if rental costs in particular municipalities merit such an increased rate.
3. New participants receive briefing on housing opportunities outside the core cities and complete mobility questionnaires that indicate their preference of communities to reside in.

## **Rent Determination Policies**

The Department of Social Services utilizes HUD's annual Fair Market Rent Schedule as the basis for determining rent levels in its five service regions. To facilitate the deconcentration of families residing in areas of high-poverty and high-minority population, it establishes regional payment Standards that exceed HUD's Fair Market Levels by 10%.

To determine the Rent Reasonableness of units in specific communities, DSS has requested and received information from Connecticut's municipal Public Housing Authorities (PHA's). In addition, DSS has initiated contractual arrangements with its contractor to develop its own standards for the regions in which it administers the program.

The Department determines utility allowance schedules annually in accordance with HUD requirements. Within 60 days after the close of the State Fiscal Year, DSS staff collects price samples from several utility venders in each region and averages the provider's prices for respective utilities to determine a statewide allowance.

## Grievance Procedures

The informal hearing defined in HUD regulations applies to participating families who disagree with an action, decision, or inaction of the Department's Section 8 contractor. It is the policy of the Department of Social Services to ensure that all families have the benefit of all protection due them under the law.

The Department's contractor provides informal reviews for applicants who are denied assistance before the effective date of the HAP Contract. The exception is that when an applicant is denied assistance for citizen or eligible immigrant status, the applicant is entitled to an informal hearing.

When the contractor determines that an applicant is ineligible for the program, it notifies the family of its ineligibility in writing. The family may request an informal review no later than 14 days from the date of the contractor's notification of denial of assistance. The informal review will be scheduled within 7 days from the date the request is received. A staff person who is at the hearing officer, supervisor level or above, or a qualified individual from outside the contractor will conduct the review.

The contractor must provide participants with the opportunity for an informal hearing for decisions related to any of the following determinations:

1. Determination of the family's annual or adjusted income and the computation of the Housing Assistance Payment.
2. Appropriate utility allowance used from schedule.
3. Family unit size determination under DSS subsidy standards.
4. Determination that Voucher program family's current unit is underoccupied and a request for exception has been denied.
5. Determination to terminate assistance for any reason.
6. Determination to terminate a family's FSS Contract, withhold supportive services, or propose forfeiture of the family's escrow account.

The contractor must provide the opportunity for an informal hearing before termination of assistance. When the contractor receives a request for an informal hearing, it schedules a hearing within 7 days.

After a hearing date is agreed to, the family may request to reschedule only upon showing "good cause."

If a family does not appear at a scheduled hearing and has not rescheduled the hearing in advance, the family must contact the DSS contractor within 48 hours, excluding weekends and holidays. The contractor will reschedule the hearing only if the family can show good cause for its failure to appear.

The hearing officer appointed by the contractor will conduct the informal hearing. The contractor appoints hearing officers who are managers from other departments within the agency, managers from other Section 8 program operators, or professional mediators or arbitrators.

If the family misses an appointment or deadline ordered by the Hearing Officer, the contractor's action will take effect. Another hearing will not be granted.

The hearing officer will determine whether the action, inaction or decision of the Contractor is legal in accordance with HUD regulations and the DSS Administrative Plan based upon the evidence and testimony provided at the hearing. Factual determinations relating to the individual circumstances of the family are based on a preponderance of the evidence presented at the hearing.

A notice of the hearing findings shall be provided in writing to the family within 7 days. Additional information on grievance procedures may be found in the DSS Section 8 Administrative Plan.

## **Homeownership Program Administered by the PHA**

The Department of Social Services does not administer a Homeownership Program at this time.

## **Community Service and Self-Sufficiency Programs**

The Department and its Section 8 contractor operate a Family Self-Sufficiency program that links participating families to a range of education, training and support services designed to enhance their financial independence. Seventy-two of the program's 150 available slots are filled with heads of households, many of whom participate in job training programs operated by this Department, its Section 8 contractor, the State Department of Labor or other public and private employment training services. To reduce obstacles to their advancement, the participants receive childcare, personal and financial counseling and other services they may need as they work to achieve economic self-sufficiency. The Department's Section 8 contractor administers many training and support programs in conjunction with DSS and other agencies such as the State Department of Labor and the state's regional workforce development boards.

In addition to a comprehensive system of social services designed to foster self-sufficiency and independent living, an escrow account is established for each family. As a family's total tenant payment increases, the difference between the family's base rent and the increase is credited to its account. The money becomes available to a family when all members of the household have remained off welfare for one year and complied with the goals established in the contract of participation. As interim goals are met, advances from the escrow account may be released to the family so that it can obtain additional education, start a business, or purchase a house.

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

### Optional Attachments:

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

## **ATTACHMENT A: ADMISSIONS POLICY FOR DECONCENTRATION**

The Department does not use preferences in determining eligibility for its tenant-based Section 8 program. In programs such as Project Mainstream, Family Unification and Welfare-to-Work, the Department admits the program's targeted populations, so long as they have not violated any HUD policies.

When a family is admitted to the program, it receives a briefing concerning the program's rules, regulations and policies, including deconcentration. At the briefing, families are encouraged to search for housing in non-impacted areas. The PHA will provide assistance to families who wish to do so. The PHA will have available, through subscription or other means (e.g., Internet), copies of all area newspapers. It will maintain a town by town directory of suburban landlords, compile a weekly list of rental openings in each town, and conduct regular canvassing by phone to rental agencies and suburban landlords to identify and maintain a list of viable suburban rental units for each family seeking housing.

The mobility services provided may include:

- Direct contact with landlords.
- Counseling with the family.
- Providing information about services in various non-impacted areas.
- Meeting with neighborhood groups to promote understanding.
- Formal or informal discussions with landlord groups
- Formal or informal discussions with social service agencies
- Meeting with rental referral companies or agencies
- Meeting with fair housing groups or agencies

**Supporting Documents Available for Review**

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

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
X	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
	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;
	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 <i>Quality Housing and Work Responsibility Act Initial Guidance; Notice</i> and any further HUD guidance) and 2. Documentation of the required deconcentration and income mixing analysis	Annual Plan: Eligibility, Selection, and Admissions Policies
	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
	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

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
X	Section 8 rent determination (payment standard) policies <input type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
	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
	Public housing grievance procedures <input 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
	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
	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 <input type="checkbox"/> check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
X	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
X	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community 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 (PHDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)	Annual Plan: Safety and Crime Prevention
	The most recent fiscal year audit of the PHA conducted	Annual Plan: Annual Audit

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
	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	
	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	140,788	NA	NA	NA	NA	NA	NA
Income >30% but <=50% of AMI	119,929	"	"	"	"	"	"
Income >50% but <80% of AMI	135,941	"	"	"	"	"	"
Elderly	173,213	"	"	"	"	"	"
Families with Disabilities	34,299	"	"	"	"	"	"
Race/Ethnicity	NA						
Race/Ethnicity	NA						
Race/Ethnicity	NA						
Race/Ethnicity	NA						

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

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

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

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

<b>Housing Needs of Families on the Waiting List</b>			
Waiting list type: (select one)			
<input 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	1,500		10%
Extremely low income <=30% AMI	NA	NA	
Very low income (>30% but <=50% AMI)	NA	NA	
Low income (>50% but <80% AMI)	NA	NA	

Housing Needs of Families on the Waiting List			
Families with children	NA	NA	
Elderly families	NA	NA	
Families with Disabilities	NA	NA	
Race/ethnicity	NA	NA	
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 type="checkbox"/> No <input checked="" type="checkbox"/> Yes			
If yes:			
How long has it been closed (# of months)? 1			
Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			

### 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.

The Department has increased the Voucher Payment Standard to encourage new and continuing families to move into areas of deconcentration. It has also applied for additional Section 8 programs such as Welfare to Work, Fair Share and Project Mainstream so that it can address the target-specific needs of Connecticut families.

#### **(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  
Example: State Rental Assistance Program and Transitional Rental Assistance Program.
- Other: (list below)

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

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

Select all that apply

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

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

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

Select all that apply

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

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

**Strategy 1: Target available assistance to the elderly:**

Select all that apply

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

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

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

Select all that apply

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

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

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

Select if applicable

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

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

Select all that apply

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

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

**(2) Reasons for Selecting Strategies**

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

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

**2. Statement of Financial Resources**

[24 CFR Part 903.7 9 (b)]

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

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

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
b) Public Housing Capital Fund	N/A	
c) HOPE VI Revitalization	N/A	
d) HOPE VI Demolition	N/A	
e) Annual Contributions for Section 8 Tenant-Based Assistance	31,640,230	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)	N/A	
g) Resident Opportunity and Self-Sufficiency Grants	N/A	
h) Community Development Block Grant	N/A	
i) HOME	N/A	
Other Federal Grants (list below)		
<b>Family Self-Sufficiency Coordinator</b>	40,000	
<b>2. Prior Year Federal Grants (unobligated funds only) (list below)</b>		
<b>3. Public Housing Dwelling Rental Income</b>		
<b>4. Other income (list below)</b>		
<b>4. Non-federal sources (list below)</b>		
<b>Total resources</b>	31,680,230	

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

## **A. Public Housing** N/A

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

### **(1) Eligibility**

- a. When does the PHA verify eligibility for admission to public housing? (select all that apply)
- When families are within a certain number of being offered a unit: (state number)
  - When families are within a certain time of being offered a unit: (state time)
  - Other: (describe)
- b. Which non-income (screening) factors does the PHA use to establish eligibility for admission to public housing (select all that apply)?
- Criminal or Drug-related activity
  - Rental history
  - Housekeeping
  - Other (describe)
- c.  Yes  No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?
- d.  Yes  No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?
- e.  Yes  No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)

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

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

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

**(3) Assignment**

- a. How many vacant unit choices are applicants ordinarily given before they fall to the bottom of or are removed from the waiting list? (select one)
  - One
  - Two
  - Three or More
- b.  Yes  No: Is this policy consistent across all waiting list types?
- c. If answer to b is no, list variations for any other than the primary public housing waiting list/s for the PHA:

**(4) Admissions Preferences**

- a. Income targeting:
  - Yes  No: Does the PHA plan to exceed the federal targeting requirements by targeting more than 40% of all new admissions to public housing to families at or below 30% of median area income?
- b. Transfer policies:  
In what circumstances will transfers take precedence over new admissions? (list below)
  - Emergencies

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

c. Preferences

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

Former Federal preferences:

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

Other preferences: (select below)

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

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

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
- 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)  
Eviction History and damage to rental units.

**(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)  
Local Contractor offices

**(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:  
If unable to locate suitable 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.

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
- 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)

Department of Social Services Regional Offices

Drug Free Schools

Independent Living Organization

Other Community Action Agencies and Community-Based Organizations

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

[24 CFR Part 903.7 9 (d)]

##### **A. Public Housing** N/A

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)
- 95<sup>th</sup> percentile rents
- 75 percent of operating costs
- 100 percent of operating costs for general occupancy (family) developments
- Operating costs plus debt service
- The "rental value" of the unit

Other (list below)

f. Rent re-determinations:

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

- Never  
 At family option  
 Any time the family experiences an income increase  
 Any time a family experiences an income increase above a threshold amount or percentage: (if selected, specify threshold)\_\_\_\_\_

Other (list below)

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)  
To enable families to move to non-poverty areas.

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

- Annually
- Other (list below)

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

- Success rates of assisted families
- Rent burdens of assisted families
- Other (list below)  
Numbers of families moving from poverty to non-poverty areas.

## **(2) Minimum Rent**

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

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

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

## **5. Operations and Management**

[24 CFR Part 903.7 9 (e)]

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

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

Describe the PHA's management structure and organization.

(select one)

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

### **B. HUD Programs Under PHA Management**

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

<b>Program Name</b>	<b>Units or Families Served at Year Beginning</b>	<b>Expected Turnover</b>
Public Housing	N/A	
Section 8 Vouchers	866	
Section 8 Certificates	2,012	
Section 8 Mod Rehab	145	
Special Purpose Section 8 Certificates/Vouchers (list individually)	FUP 200 W-T-W 100 Mainstream 175	
Public Housing Drug Elimination Program (PHDEP)	N/A	
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)

Section 8 Administrative Plan

### 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)  
Local Contractor Office

## **7. Capital Improvement Needs**

[24 CFR Part 903.7 9 (g)] N/A

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)

-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:

- 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.)

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

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

1.  Yes  No: Has the PHA designated or applied for approval to designate or does the PHA plan to apply to designate any public housing for

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

**2. Activity Description**

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

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

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

[24 CFR Part 903.7 9 (j)]

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

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

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

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

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

<input type="checkbox"/> Requirements no longer applicable: site now has less than 300 units <input type="checkbox"/> Other: (describe below)
--

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

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

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

[24 CFR Part 903.7 9 (k)]

**A. Public Housing**

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

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

2. Activity Description

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

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

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

## B. Section 8 Tenant Based Assistance

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

2. Program Description:

a. Size of Program

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

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

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

b. PHA-established eligibility criteria

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

If yes, list criteria below:

## **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? 4/26/99

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



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

a. Participation Description

<b>Family Self Sufficiency (FSS) Participation</b>		
Program	Required Number of Participants (start of FY 2000 Estimate)	Actual Number of Participants (As of: 5/31/00)
Public Housing		
Section 8	150	72

- 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** Yes

[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** State Single Audit

[24 CFR Part 903.7 9 (p)]

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

## **17. PHA Asset Management**

[24 CFR Part 903.7 9 (q)]

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

1.  Yes  No: Is the PHA engaging in any activities that will contribute to the long-term asset management of its public housing stock, including how the Agency will plan for long-term operating, capital investment, rehabilitation, modernization, disposition, and other needs that have **not** been addressed elsewhere in this PHA Plan?
2. What types of asset management activities will the PHA undertake? (select all that apply)
  - Not applicable
  - Private management
  - Development-based accounting
  - Comprehensive stock assessment
  - Other: (list below)
3.  Yes  No: Has the PHA included descriptions of asset management activities in the **optional** Public Housing Asset Management Table?

## **18. Other Information**

[24 CFR Part 903.7 9 (r)]

### **A. Resident Advisory Board Recommendations**

1.  Yes  No: Did the PHA receive any comments on the PHA Plan from the Resident Advisory Board/s?
2. If yes, the comments are: (if comments were received, the PHA **MUST** select one)

- Attached at Attachment (File name)
- Provided below:

3. In what manner did the PHA address those comments? (select all that apply)

- Considered comments, but determined that no changes to the PHA Plan were necessary.
- The PHA changed portions of the PHA Plan in response to comments  
List changes below:
- Other: (list below)

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

- 1.  Yes  No: Does the PHA meet the exemption criteria provided section 2(b)(2) of the U.S. Housing Act of 1937? (If no, continue to question 2; if yes, skip to sub-component C.)
- 2.  Yes  No: Was the resident who serves on the PHA Board elected by the residents? (If yes, continue to question 3; if no, skip to sub-component C.)

### 3. Description of Resident Election Process

a. Nomination of candidates for place on the ballot: (select all that apply)

- Candidates were nominated by resident and assisted family organizations
- Candidates could be nominated by any adult recipient of PHA assistance
- Self-nomination: Candidates registered with the PHA and requested a place on ballot
- Other: No elections held for membership to the advisory board.

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: (provide name here)    State of Connecticut
  
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)
    - Obtain funding for additional state funded housing programs
    - Increase number of rental vouchers by 5%
    - Increase number of available units outside core cities
    - Increase number of participants residing in communities that offer greater educational and employment opportunities by 10%
  - Other: (list below)
  
3. The Consolidated Plan of the jurisdiction supports the PHA Plan with the following actions and commitments: (describe below)

Collaboration to establish Fair Housing Policies and increase housing availability.