

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

PHA Plans

5 Year Plan for Fiscal Years 2000 - 2004

Annual Plan for Fiscal Year 2000

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

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

PHA Plan Agency Identification

PHA Name: North Iowa Regional Housing Authority
Tom Meyer Executive Director
217 Second Street, S.W.
Mason City, IA 50401
(515) 423-0897

PHA Number: IA127

PHA Fiscal Year Beginning: October 1, 2000

Public Access to Information

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

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

Display Locations For PHA Plans and Supporting Documents

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

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

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

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

5-YEAR PLAN
PHA FISCAL YEARS 2000 - 2004

[24 CFR Part 903.5]

A. Mission

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

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

XX The PHA's mission is: (state mission here)

The mission of the North Iowa Regional Housing Authority is to assist low-income families with decent, safe and affordable housing opportunities as they strive to achieve self-sufficiency and improve the quality of their lives. The Housing Authority is committed to operating and maintain partnerships with its clients and appropriate community agencies in order to accomplish this mission.

B. Goals

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

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

- PHA Goal: Expand the supply of assisted housing
Objectives:
- Apply for additional rental vouchers:
 - Reduce public housing vacancies:
 - Leverage private or other public funds to create additional housing opportunities:
 - Acquire or build units or developments
 - Other (list below)

- PHA Goal: Improve the quality of assisted housing
Objectives:
 - Improve public housing management: (PHAS score)
 - Improve voucher management: (SEMAP score)
 - Increase customer satisfaction:
 - Concentrate on efforts to improve specific management functions:
(list; e.g., public housing finance; voucher unit inspections)
 - 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)

Goal One: Manage the North Iowa Regional Housing Authority's existing public housing and Section 8 program in an efficient and effective manner.

Objectives:

1. The North Iowa Regional Housing Authority shall be recognized by HUD as a "high performer" under the Public Housing Assessment System and SEMAP by September 30, 2004.
2. The North Iowa Regional Housing Authority shall have a policy to fill public housing units within 30 days of them becoming vacant by September 30,

2004.

3. The North Iowa Regional Housing Authority shall strive to keep rents collected at 95% or greater by September 30, 2002.
4. The North Iowa Regional Housing Authority shall achieve and sustain a 90% or greater utilization rate under SEMAP by September 30, 2004.
5. The North Iowa Regional Housing Authority shall improve and maintain effective communication with residents regarding their concerns and perceptions of the public housing program and how it applies to them by September 30, 2001.
6. The North Iowa Regional Housing Authority shall fully utilize all available capital improvement funds to modernize and enhance the public housing properties to ensure viability and desired housing units.

Goal Two: The North Iowa Regional Housing Authority shall provide a safe and secure environment in its public housing developments

Objectives:

1. The North Iowa Regional Housing Authority will begin to develop initiatives that can be sustained over a period of several years for addressing safety and crime problems associated in and around the developments of the Housing Authority by September 30, 2002.
2. Through aggressive screening procedures, the North Iowa Regional Housing Authority shall reduce its evictions due to violations of criminal laws by one percent (1%) by September 30, 2004.
3. The Housing Authority will conduct a resident survey of crime and safety measures by September 30, 2003.
4. The North Iowa Regional Housing Authority will adopt a Safety and Crime Prevention Policy by September 30, 2001.

Goal Three: The North Iowa Regional Housing Authority shall use the tenant-based assistance program to expand housing opportunities beyond areas of traditional low-income concentration.

Objectives:

1. The North Iowa Regional Housing Authority shall implement an aggressive outreach program to attract at least 25 new landlords to participate in its program by September 30, 2004.
2. The North Iowa Regional Housing Authority shall achieve its Section 3 goals that it establishes annually.

Goal Four: The North Iowa Regional Housing Authority shall strive to improve economic opportunity (self-sufficiency) for the families and individuals who reside in our housing.

Objectives:

1. The North Iowa Regional Housing Authority will implement 5-6 new partnerships in order to enhance self-sufficiency services to our residents by September 30, 2004.
2. The North Iowa Regional Housing Authority will apply to at least one appropriate foundation for grant funds by September 30, 2004. These funds will enable us to expand our Family Self-Sufficiency Program.
3. The North Iowa Regional Housing Authority shall assist five families to voluntarily move from assisted to unassisted housing by September 30, 2004.

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**
- XX **Small Agency (<250 Public Housing Units)**
- Administering Section 8 Only**

Troubled Agency Plan

ii. Executive Summary of the Annual PHA Plan

[24 CFR Part 903.7 9 (r)]

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

The North Iowa Regional Housing Authority has prepared this Agency Plan in compliance with Section 511 of the Quality Housing and Work Responsibility Act of 1998, and the ensuing HUD requirements.

We have adopted a mission statement to guide the activities of the North Iowa Regional Housing Authority. Our Annual Plan is based on the premise that if we accomplish our goals and objectives, we will be working towards the achievement of our mission.

The plans, statements, budget summary, policies, etc., set forth in the Annual Plan all lead towards the accomplishment of our goals and objectives. Taken as a whole they outline a comprehensive approach towards our goals and objectives and are consistent with the Consolidated Plan. Here are just a few highlights:

- A. We have adopted an aggressive screening policy for public housing to ensure to the best of our ability that new admissions will be good neighbors while providing safe and healthy environments for our residents.
- B. We have developed a comprehensive capital improvement plan that will best utilize capital funds to ensure the viability and marketability of our public housing units to provide quality, affordable housing choices.

- C. We are committed to our programs and services that offer economic opportunities for our public and assisted families.
- D. In an attempt to encourage work and an advancement in the workplace, we have adopted a rent policy that will not require interim recertifications for increases in income.
- E. We have established flat rents for all our public housing developments and a minimum rent of \$25.
- F. We are active in our community with our business and agency partners and will continue to collaborate to address the affordable housing needs of our communities.

In summary, we are on course to improve the condition of affordable housing in the eight-county jurisdiction of the North Iowa Regional Housing Authority, and we are committed to our goals.

iii. Annual Plan Table of Contents

[24 CFR Part 903.7 9 (r)]

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

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Attachments

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

Required Attachments:

- XX** Admissions Policy for Deconcentration, Attachments, IA127.a01, PHA Plan Table Library, Page 14
- XX** FY 2000 Capital Fund Program Annual Statement, PHA Plan, IA127-v.03, Attachments, Table Library, Component 7, Parts I, II, III, Pages 1-3
- Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)
- XX** FY 2000 Capital Fund Program 5 Year Action Plan, PHA Plan, Attachments, IA127.v03, Table Library, Pages 4-9

Optional Attachments:

- PHA Management Organizational Chart
- Public Housing Drug Elimination Program (PHDEP) Plan
- XX** Comments of Resident Advisory Board or Boards, as Attachment IA127.a01, PHA Plan Table Library, Component 18, Part I, II, IA127.a01, Pages 9-13
- Other (List below, providing each attachment name)

Supporting Documents Available for Review

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

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
X	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
X	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans
X	Fair Housing Documentation:	5 Year and Annual Plans

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
	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.	
X	Consolidated Plan for the jurisdiction/s in which the PHA is located (which includes the Analysis of Impediments to Fair Housing Choice (AI)) and any additional backup data to support statement of housing needs in the jurisdiction	Annual Plan: Housing Needs
X	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources;
X	Public Housing Admissions and (Continued) Occupancy Policy (A&O), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public Housing Deconcentration and Income Mixing Documentation: A. 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 B. Documentation of the required deconcentration and income mixing analysis	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public housing rent determination policies, including the methodology for setting public housing flat rents X check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X	Schedule of flat rents offered at each public housing development X check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X	Section 8 rent determination (payment standard) policies X check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
X	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	Annual Plan: Operations and Maintenance
X	Public housing grievance procedures X check here if included in the public housing	Annual Plan: Grievance Procedures

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
	A & O Policy	
X	Section 8 informal review and hearing procedures X check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
X	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
X	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
N/A	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
N/A	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans or any other approved proposal for development of public housing	Annual Plan: Capital Needs
N/A	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
N/A	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
N/A	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act	Annual Plan: Conversion of Public Housing
N/A	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
N/A	Policies governing any Section 8 Homeownership program <input type="checkbox"/> check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
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
N/A	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
N/A	The most recent Public Housing Drug Elimination Program (PHEDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)	Annual Plan: Safety and Crime Prevention
X	The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	Annual Plan: Annual Audit
N/A	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)

X	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)
X	Section 8 Administrative Plan	Annual Plan: Operation & Management
X	Public Housing Admissions & Continued Occupancy Policy	Annual Plan: Operation & Management
X	Capitalization Policy	Annual Plan: Operation & Management
X	Civil Rights Certification Policy	Annual Plan: Operation & Management
X	Community Service and Continued Occupancy Policy	Annual Plan: Operation & Management
X	Criminal, Drug-Treatment and Registered Sex-Offender Classification Records Management Policy	Annual Plan: Operation & Management
X	Deconcentration Policy	Annual Plan: Operation & Management
X	Drug-Free Workplace Policy	Annual Plan: Operation & Management
X	Maintenance Policy	Annual Plan: Operation & Management
X	Minimum Rent Hardship Exemptions Policy A. Minimum Rent Hardship Exemption Request Guidelines/Residents B. Minimum Rent Hardship Exemption Request Guidelines/Housing Authority	Annual Plan: Operation & Management
X	“One Strike and You’re Out” Policy	Annual Plan: Operation & Management
X	Pest Control Policy	Annual Plan: Operation & Management
X	Pet Policy Pet Permit	Annual Plan: Operation & Management
X	Policy/Procedure for Communicating with Residents	Annual Plan: Operation & Management
X	Policy Governing When Resident Must Perform Community Service Activities or Self-Sufficiency Work Activities	Annual Plan: Operation & Management
X	Procurement Policy	Annual Plan: Operation & Management
X	Reasonable Accommodation Request by Resident Policy	Annual Plan: Operation & Management
X	Safety and Crime Prevention Policy	Annual Plan: Operation & Management

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	21%	5	5	5	1	3	3
Income >30% but <=50% of AMI	17%	5	5	5	1	3	3
Income >50% but <80% of AMI	22%	5	5	5	1	3	3
Elderly	15%	5	5	4	3	2	2
Families with Disabilities	N/A	5	5	5	5	3	3
Race/Ethnicity							
Race/Ethnicity							
Race/Ethnicity							
Race/Ethnicity							

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

XX Consolidated Plan of the Jurisdiction/s - State of Iowa
Indicate year: 2000

XX 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)

Note: The data on the above table is based on the information contained in the Consolidated Plan for the State of Iowa, 2000, and the U.S. Census data: CHAS dataset, 1990, not specifically the jurisdiction of the Housing Authority. However, a close study of the CHAS dataset for the jurisdiction of the North Iowa Regional Housing Authority, indicated similar percentages as those provided in the Consolidated Plan.

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

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

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input type="checkbox"/> Section 8 tenant-based assistance			
XX Public Housing - as of 5/05/2000			
<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	51		31
Extremely low income <=30% AMI	37	73	
Very low income (>30% but <=50% AMI)	14	27	
Low income (>50% but <80% AMI)	0	N/A	
Families with children	22	43	

Housing Needs of Families on the Waiting List			
Elderly families	14	27	
Families with Disabilities	11	22	
White (Non-Hispan)	49	96	
African-American	1	.05	
Hispanic	1	.05	
Characteristics by Bedroom Size (Public Housing Only)			
1BR	28	55	11
2 BR	14	27	12
3 BR	9	18	8
4 BR	0	N/A	N/A
5 BR	0	N/A	N/A
5+ BR	0	N/A	N/A
Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			
If yes:			
How long has it been closed (# of months)?			
Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input type="checkbox"/> Yes			

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
XX Section 8 tenant-based assistance - as of 05/05/2000			
Public Housing			
Combined Section 8 and Public Housing			
Public Housing Site-Based or sub-jurisdictional waiting list (optional)			
If used, identify which developments/jurisdictions			
	# of families	% of families	Annual Turnover
Waiting list total	205		150
Extremely low income <=30% AMI	67	33	
Very Low income (>30% but =<50% AMI)	55	27	

Low Income (>50% but <80% AMI)	62	30	
Families with Children	51	25	
Elderly Families	11	5	
Families with Disabilities	43	21	
White (Non-Hispanic)	203	99	
African-American	0	N/A	
Hispanic	1	.05	
Asian	1	.05	
Is the waiting list closed (select one)? XX No Yes			
If yes:			
How long has it been closed (# of months)?			
Does the PHA expect to reopen the list in the PHA Plan year? No Yes			
Does the PHA permit specific categories of families onto the waiting list, even generally closed? No Yes			

C. Strategy for Addressing Needs

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

(1) Strategies

Need: Shortage of affordable housing for all eligible populations

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

Select all that apply

- XX** Employ effective maintenance and management policies to minimize the number of public housing units off-line
- XX** 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
- XX** Maintain or increase section 8 lease-up rates by establishing payment standards that will enable families to rent throughout the jurisdiction
- Undertake measures to ensure access to affordable housing among families assisted by the PHA, regardless of unit size required

- Maintain or increase section 8 lease-up rates by marketing the program to owners, particularly those outside of areas of minority and poverty concentration
- Maintain or increase section 8 lease-up rates by effectively screening Section 8 applicants to increase owner acceptance of program
- Participate in the Consolidated Plan development process to ensure coordination with broader community strategies
- Other (list below)

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

Select all that apply

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

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)
Increase outreach to the target families through education of community agencies/partners that serve this same population.

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
- XX** Other: (list below)
Increase outreach to the targeted families through education of community agencies/partners that serve this same population.

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
- XX** Other: (list below)
Increase outreach to the targeted families through education of community agencies/partners that serve this same population.

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
- XX** Other: (list below)
Increase outreach to the targeted families through education of community agencies/partners that serve this same population.

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
- XX** Other: (list below)
Increase outreach to the targeted families through education of community agencies/partners that serve this same population.

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
- XX** Other: (list below)
Increase efforts to market the Section 8 program to attract additional owners throughout the jurisdiction.

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:

- XX** Funding constraints
- XX** Staffing constraints
- Limited availability of sites for assisted housing
- XX** Extent to which particular housing needs are met by other organizations in the community
- XX** Evidence of housing needs as demonstrated in the Consolidated Plan and other information available to the PHA
- XX** Influence of the housing market on PHA programs
- Community priorities regarding housing assistance
- XX** Results of consultation with local or state government

- Results of consultation with residents and the Resident Advisory Board
- Results of consultation with advocacy groups
- Other: (list below)

2. Statement of Financial Resources

[24 CFR Part 903.7 9 (b)]

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

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
1. Federal Grants (FY 2000 grants)		
a) Public Housing Operating Fund	15,000	
b) Public Housing Capital Fund	200,000	
c) HOPE VI Revitalization		
d) HOPE VI Demolition		
e) Annual Contributions for Section 8 Tenant-Based Assistance	900,000	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)		
g) Resident Opportunity and Self-Sufficiency Grants		

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
h) Community Development Block Grant		
i) HOME		
Other Federal Grants (list below)		
2. Prior Year Federal Grants (unobligated funds only) (list below)		
3. Public Housing Dwelling Rental Income	190,000	PH Operations
Interest	20,000	PH Operations
Service Fees	12,000	PH Operations
4. Other income (list below)		
5. Non-federal sources (list below)		
Total resources	1,337,000	

3. PHA Policies Governing Eligibility, Selection, and Admissions

[24 CFR Part 903.7 9 (c)]

A. Public Housing

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

(1) Eligibility

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

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

XX Other: (describe)
When a family is approaching the top of the waiting list and it is anticipated by the PHA staff that a unit may be coming available.

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

XX Criminal or Drug-related activity

XX Rental history

XX Housekeeping

XX Other (describe)

Credit History

Sex Offenders Registry

Personal References

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

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

e. Yes **XX** 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

XX Other (describe)

Jurisdiction-wide

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

XX 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)
 - XX** One
 - Two
 - Three or More
- b. **XX** 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 **XX** 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)

Note: The HA does not consider “Action of Owner” as “Involuntary Displacement”

Other preferences: (select below)

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

- Victims of reprisals or hate crimes
- Other preference(s) (list below)

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

1 Date and Time

Note: The HA does not consider “Time” as a part of the Preference

Former Federal preferences:

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

High rent burden

Note: The Housing Authority does not consider “Action of Housing Owner” as “Involuntary Displacement”

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)
 - NIRHA Rules and Regulations
 - NIRHA Charges for Maintenance

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)
- XX** 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)
- XX** 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)

XX Other (list below)
Sex Offenders Registry

- b. **XX** Yes No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?
- c. Yes **XX** No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?
- d. Yes **XX** 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

XX Other (describe below)

The Housing Authority will provide prospective landlords with the family's current and prior addresses and the names and addresses of the landlords for those addresses. Upon request the HA may also supply any factual information or third party verification relating to the applicant's history.

(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)

XX 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)

XX PHA main administrative office

Other (list below)

(3) Search Time

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

If yes, state circumstances below:

The Housing Authority may grant one or more extensions of the terms, but the initial term plus any extensions will never exceed 120 calendar days from the initial date of issuance. To obtain an extension, the family must make a request by contacting the Housing Authority prior to the expiration date on the vouchers. If the family has made a reasonable attempt to locate an appropriate unit and additional time can be reasonably expected to result in success, the Housing Authority will grant the length of request sought by the family or 60 days, whichever is less.

(4) Admissions Preferences

a. Income targeting

Yes **XX** 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. **XX** 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

XX 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.

1. Date and Time

Note: The Housing Authority does not consider “Time of Application” as a part of the preference.

Former Federal preferences

- 2 Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- Victims of domestic violence
- Substandard housing

Homelessness

High rent burden

Note: The Housing Authority does not consider “Action of Housing Owner” as “Involuntary Displacement”.

Other preferences (select all that apply)

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

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

Date and time of application

Drawing (lottery) or other random choice technique

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

This preference has previously been reviewed and approved by HUD

The PHA requests approval for this preference through this PHA Plan

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

The PHA applies preferences within income tiers

Not applicable: the pool of applicant families ensures that the PHA will meet income targeting requirements

(5) Special Purpose Section 8 Assistance Programs

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

The Section 8 Administrative Plan

Briefing sessions and written materials

Other (list below)

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

Through published notices

Other (list below)

4. PHA Rent Determination Policies

[24 CFR Part 903.7 9 (d)]

A. Public Housing

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

(1) Income Based Rent Policies

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

a. Use of discretionary policies: (select one)

XX 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
XX \$1-\$25
 \$26-\$50

2. Yes **XX** 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 **XX** 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)

XX For the earned income of a previously unemployed household member

XX 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
- XX** No

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

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

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

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

f. Rent re-determinations:

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

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

XX Other (list below)

When the family's current rent portion is based on zero (0) income.

When a member has been added to the family through birth or adoption or court awarded custody.

When the family is requesting an additional person or persons be authorized to live in the assisted unit.

When a household member is leaving the unit.

g. Yes **XX** 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.)

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

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 - 1BR, 3BR
- 100% of FMR
- Above 100% but at or below 110% of FMR - 2BR, 4BR
- Above 110% of FMR (if HUD approved; describe circumstances below)

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

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

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

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

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

- Annually
- Other (list below)

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

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

(2) Minimum Rent

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

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

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

5. Operations and Management

[24 CFR Part 903.7 9 (e)]

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

A. PHA Management Structure

Describe the PHA’s management structure and organization.

(select one)

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

B. HUD Programs Under PHA Management

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

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

C. Management and Maintenance Policies

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

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

(2) Section 8 Management: (list below)

6. PHA Grievance Procedures

[24 CFR Part 903.7 9 (f)]

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

A. Public Housing

1. Yes **XX** 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)

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

B. Section 8 Tenant-Based Assistance

1. Yes **XX** No: Has the PHA established informal review procedures for applicants to the Section 8 tenant-based assistance program and informal hearing procedures for families assisted by the Section 8 tenant-based

assistance program in addition to federal requirements found at 24 CFR 982?

If yes, list additions to federal requirements below:

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

PHA main administrative office

Other (list below)

7. Capital Improvement Needs

[24 CFR Part 903.79 (g)]

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

A. Capital Fund Activities

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

(1) Capital Fund Program Annual Statement

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

Select one:

The Capital Fund Program Annual Statement is provided as part of this PHA Plan, IA127.v03, as Attachment "Capital Fund Program Annual Statement", "Component 7", Parts I, II, III, of the PHA Plan Table Library, Pages 1-3.

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

b. If yes to question a, select one:

XX The Capital Fund Program 5-Year Action Plan is provided as part of this PHA Plan IA127.v03, as an Attachment, "5-Year Action Plan for Capital Fund, Component 7", Table Library, Pages 4-9

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

2. Activity Description

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

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

7. Timeline for activity:
- a. Actual or projected start date of activity:
 - b. Projected end date of activity:

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

[24 CFR Part 903.7 9 (i)]

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

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

2. Activity Description

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

Designation of Public Housing Activity Description	
1a. Development name:	
1b. Development (project) number:	
2. Designation type:	Occupancy by only the elderly <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:	<u>(DD/MM/YY)</u>

<p>5. If approved, will this designation constitute a (select one)</p> <p><input type="checkbox"/> New Designation Plan</p> <p><input type="checkbox"/> Revision of a previously-approved Designation Plan?</p>
<p>6. Number of units affected:</p> <p>7. Coverage of action (select one)</p> <p><input type="checkbox"/> Part of the development</p> <p><input type="checkbox"/> Total development</p>

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 **XX** 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.

Conversion of Public Housing Activity Description
<p>1a. Development name:</p> <p>1b. Development (project) number:</p>
<p>2. What is the status of the required assessment?</p> <p><input type="checkbox"/> Assessment underway</p> <p><input type="checkbox"/> Assessment results submitted to HUD</p> <p><input type="checkbox"/> Assessment results approved by HUD (if marked, proceed to next question)</p> <p><input type="checkbox"/> Other (explain below)</p>
<p>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.)</p>
<p>4. Status of Conversion Plan (select the statement that best describes the current status)</p>

- Conversion Plan in development
- Conversion Plan submitted to HUD on: (DD/MM/YYYY)
- Conversion Plan approved by HUD on: (DD/MM/YYYY)
- Activities pursuant to HUD-approved Conversion Plan underway

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

- Units addressed in a pending or approved demolition application (date submitted or approved: _____)
- Units addressed in a pending or approved HOPE VI demolition application (date submitted or approved: _____)
- Units addressed in a pending or approved HOPE VI Revitalization Plan (date submitted or approved: _____)
- Requirements no longer applicable: vacancy rates are less than 10 percent
- Requirements no longer applicable: site now has less than 300 units
- Other: (describe below)

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

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

11. Homeownership Programs Administered by the PHA

[24 CFR Part 903.7 9 (k)]

A. Public Housing

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

1. Yes **XX** 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.)

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

B. Section 8 Tenant Based Assistance

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

eligible to complete a streamlined submission due to high performer status. **High performing PHAs** may skip to component 12.)

2. Program Description:

a. Size of Program

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

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

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

b. PHA-established eligibility criteria

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

12. PHA Community Service and Self-sufficiency Programs

[24 CFR Part 903.7 9 (l)]

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

A. PHA Coordination with the Welfare (TANF) Agency

1. Cooperative agreements:

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

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

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

Client referrals

- Information sharing regarding mutual clients (for rent determinations and otherwise)
- Coordinate the provision of specific social and self-sufficiency services and programs to eligible families
- Jointly administer programs

- Partner to administer a HUD Welfare-to-Work voucher program
- Joint administration of other demonstration program
- Other (describe)

B. Services and programs offered to residents and participants

(1) General

a. Self-Sufficiency Policies

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

(select all that apply)

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

b. Economic and Social self-sufficiency programs

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

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

		selection/specific criteria/other)		both)

(2) Family Self Sufficiency program/s

a. Participation Description

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

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

C. Welfare Benefit Reductions

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

Other: (list below)

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

The Housing Authority has Policies in place for administering the Community Service requirements and will implement them October 1, 2000. See PHA Plans Table Library, Page 7.

13. PHA Safety and Crime Prevention Measures

[24 CFR Part 903.79 (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.

Note: The Housing Authority has designed and implemented Policies and Procedures intended to identify and address concerns for safety and crime prevention resulting from Resident responses on the Resident Satisfaction Survey of 1999.

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

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

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

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

XX 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)]

While the Final Rule has not yet implemented the Pet Policy requirement, the Housing Authority has drafted a Pet Policy that is provided herewith as Attachment, IA127.a01, PHA Plans Table Library, Page 3, and is on file at the administrative offices of the North Iowa Regional Housing Authority.

15. Civil Rights Certifications

[24 CFR Part 903.7 9 (o)]

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

16. Fiscal Audit

[24 CFR Part 903.7 9 (p)]

- 1. **XX** 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. **XX** Yes No: Was the most recent fiscal audit submitted to HUD?

3. Yes **XX** 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. **XX** 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)

XX Attached as IA127.a01, Attachment, PHA Plan Table Library, Component 18, Part I, Page 9

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.

XX The PHA changed portions of the PHA Plan in response to comments

List changes: See IA127.a01, Attachment, PHA Plan Table Library, Component 18, Part I, Page 9

XX Other: Considered comments, but determined that no changes could be made.
IA127.a01, Attachment, PHA Plan Table Library, Component 18, Part II,
Page 11

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

1. Yes **XX** 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 **XX** No: Was the resident who serves on the PHA Board elected by the residents? (If yes, continue to question 3; if no, skip to sub-component C.)

3. Description of Resident Election Process

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

- Candidates were nominated by resident and assisted family organizations
- Candidates could be nominated by any adult recipient of PHA assistance
- Self-nomination: Candidates registered with the PHA and requested a place on ballot
- Other: (describe)

b. Eligible candidates: (select one)

- Any recipient of PHA assistance
- Any head of household receiving PHA assistance
- Any adult recipient of PHA assistance
- Any adult member of a resident or assisted family organization

Other (list)

c. Eligible voters: (select all that apply)

- All adult recipients of PHA assistance (public housing and section 8 tenant-based assistance)
- Representatives of all PHA resident and assisted family organizations
- Other (list)

C. Statement of Consistency with the Consolidated Plan

For each applicable Consolidated Plan, make the following statement (copy questions as many times as necessary).

1. Consolidated Plan jurisdiction: (provide name here)

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)

XX 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.

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

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

Other: (list below)

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

D. Other Information Required by HUD

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

Attachments

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

PHA Plan Table Library

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

Annual Statement

Capital Fund Program (CFP) Part I: Summary

Capital Fund Grant Number FFY of Grant Approval: 10/2000

XX Original Annual Statement

Line No.	Summary by Development Account	Total Estimated Cost
1	Total Non-CGP Funds	0
2	1406 Operations	0
3	1408 Management Improvements	0
4	1410 Administration	18,000
5	1411 Audit	0
6	1415 Liquidated Damages	0
7	1430 Fees and Costs	0
8	1440 Site Acquisition	0
9	1450 Site Improvement	25,000
10	1460 Dwelling Structures	146,968
11	1465.1 Dwelling Equipment-Nonexpendable	0
12	1470 Nondwelling Structures	0
13	1475 Nondwelling Equipment	25,000
14	1485 Demolition	0
15	1490 Replacement Reserve	0
16	1492 Moving to Work Demonstration	0
17	1495.1 Relocation Costs	0
18	1498 Mod Used for Development	0
19	1502 Contingency	0
20	Amount of Annual Grant (Sum of lines 2-19)	214,968
21	Amount of line 20 Related to LBP Activities	0
22	Amount of line 20 Related to Section 504 Compliance	0
23	Amount of line 20 Related to Security	0
24	Amount of line 20 Related to Energy Conservation Measures	0

Annual Statement

Capital Fund Program (CFP) Part II: Supporting Table

Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Total Estimated Cost
127-001	Kitchen cabinet replacement	1460	100,000
HA-wide	Plumbing Fixtures	1460	17,000
127-005	Floor tile Replacement	1460	15,000
HA-wide	Interior Door Replacement	1460	5,000
HA-wide	Vehicle Replacement	1475	25,000
HA-wide	Landscaping and Playground Equipment	1450	12,500
HA-wide	Concrete Repair or Replacement	1450	12,500
HA-wide	Partial Salary for the ED for Administration	1410	18,000
127-009	Roof Replacement	1460	9,968

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

Development Number/Name HA-Wide Activities	All Funds Obligated (Quarter Ending Date)	All Funds Expended (Quarter Ending Date)
127-001	1/01	3/01
HA-wide	2/01	4/01
127-005	1/01	3/01
HA-wide	1/01	4/01
HA-wide	2/01	3/01
HA-wide	2/01	4/01
HA-wide	2/01	4/01
HA-wide	1/01	3/01
127-009	2/01	3/01

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

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

Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
127-001	Four Cities			
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
Roof Replacement			63,000	10/01/04
Bathroom Sink Replacement			8,400	10/01/04
Total estimated cost over next 5 years			71,400	

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

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

Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
127-002	Friendship village			
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
Garages (Includes additional lot purchase)			75,000	10/01/02

Total estimated cost over next 5 years	75,000	
--	--------	--

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

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

Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
	PHA-Wide			
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
Computer Upgrade			25,000	10/01/03
Office Building			150,000	10/01/03

Total estimated cost over next 5 years	175,000	
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Table for 5-Year Action Plan for Capital Fund (Component 7)

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

Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
127-004	Heritage Place			
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
Roof Replacement – Northeast Section			40,000	10/01/04

Total estimated cost over next 5 years	40,000	

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

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

Optional 5-Year Action Plan Tables			
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development
127-008	Twin Cities		
Description of Needed Physical Improvements or Management Improvements		Estimated Cost	Planned Start Date (HA Fiscal Year)
Furnace Replacement		32,000	10/01/03

Total estimated cost over next 5 years	32,000	

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

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

Optional 5-Year Action Plan Tables			
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development
127-009	Twin Cities		
Description of Needed Physical Improvements or Management Improvements		Estimated Cost	Planned Start Date (HA Fiscal Year)
Furnace Replacement		28,000	10/01/04

Table Library

**PHA PLANS
TABLE LIBRARY**

**PHA Plan
Agency Identification**

PHA Name: North Iowa Regional Housing Authority
Tom Meyer Executive Director
217 Second Street, S.W.
Mason City, IA 50401
(515) 423-0897

PHA Number: IA127

PHA Fiscal Year Beginning: October 1, 2000

Attachment: IA127.a01

Attachments

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

**Attachment
IA127.a01**

**PHA PLANS
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PHA PLANS TABLE LIBRARY

Component 14

PET POLICY

Note: The North Iowa Regional Housing Authority submits as a **draft** the following Pet Policy in accordance with the requirements of section 31 of the 1937 Act (42 U.S.C. 1437a-3), and reserves the right to make changes and/or additions/corrections once the Final Rule has been published.

1.0 GENERAL

The North Iowa Regional Housing Authority (NIRHA) shall not discriminate against persons in connection with Admission to or Continued Occupancy of those public housing residents who qualify for pet ownership under Section 5.315(b) of the Quality Housing and Work Responsibility Act (aka the Housing Act) of 1998. All residents who are eligible under Section 5.315(b) may keep a common household pet in housing owned and/or operated by the North Iowa Regional Housing Authority, and shall demonstrate that they have the physical and financial capability to care for the pet.

2.0 EXCLUSIONS FROM THIS PET POLICY FOR ANIMALS THAT ASSIST PERSONS WITH SPECIFIC DISABILITIES

- A. This Policy **does not** apply to animals that are used to assist persons with disabilities. “Assistive” animals are allowed in all public housing facilities with no restrictions other than those imposed on all tenants to maintain their units and associated facilities in a decent, safe, and sanitary manner and to refrain from disturbing their neighbors. The Housing Authority must grant this exclusion if the following is provided:
 - G. The Resident or prospective Resident certifies in writing that the Resident or a member of his or her family is a person with a disability;
 - H. The animal has been trained to assist persons with that **specific disability** (example: seeing eye dog); and
- 3. The animal **actually assists** the person with a disability
- G. Nothing in this Policy limits or impairs the rights of persons with disabilities.

3.0 RESIDENTS OWNING PETS

G. APPROVAL

Prior to housing any pet(s) on the premises governed by the NIRHA, the resident shall apply to the management for a **Pet Permit** (Authorization for Pet Ownership) that **must be fully completed** before the Housing Authority will approve the request. The request for approval of pet ownership must be accompanied by the following:

1. A current license issued by the appropriate authority, if applicable;
2. Evidence that the pet has been spayed or neutered, as applicable; and, with respect to cats, that the pet has been front-paw de-clawed; and
3. Evidence the pet has received current rabies and distemper inoculations or boosters, as applicable, and other conditions prescribed by local ordinances.

B. PET DEPOSIT

Pet owners will pay a Pet Security Deposit of \$_____ for the first pet, and an added \$_____ for the second pet at the time of registering a pet. The deposit is refundable when the pet or the family vacate the unit, less any amounts owed due to damage beyond normal wear and tear. (The Pet Deposit is **in addition** to the Security/Damage Deposit required for the unit.) A lesser amount of Pet Deposit for a bird in a cage or fish in an aquarium may be determined. Amounts are to be decided later.

C. TYPES AND NUMBER OF PETS

1. The North Iowa Regional Housing Authority will allow only **small-sized**, domesticated dogs, cats, birds and fish aquariums in units. All dogs and cats **must be** neutered.
2. The weight of the dog or cat may not exceed **20** pounds (adult size).
3. No more than two (2) pets per household will be permitted.
4. Any animal deemed to be potentially harmful to the health or safety of

others, including attack or fight trained dogs, will not be allowed. Vicious and/or intimidating dogs and cats will not be allowed.

D. INOCULATIONS AND LICENSE.

1. Dogs and cats **must** be licensed yearly with the Office of the City Clerk in the city where the Resident lives. Residents must show proof of annual rabies and distemper booster inoculations.
2. All dogs and cats must be spayed or neutered, as applicable.

E. FINANCIAL OBLIGATION OF RESIDENT

1. Any resident who owns or keeps a pet in their dwelling unit will be required to pay for any damages caused by the pet, including the cost of cleaning carpets and draperies and/or replacement of door, cupboards or floor covering.
2. Any pet-related insect infestation in the pet owner's unit will be the financial responsibility of the pet owner. The North Iowa Regional Housing Authority reserves the right to exterminate and charge the resident.

F. NUISANCE OR THREAT TO HEALTH OR SAFETY

1. The pet and its living quarters must be maintained in a manner to prevent odors and any other unsanitary conditions in the owner's unit and surrounding areas.
2. Repeated substantiated complaints by neighbors of North Iowa Regional Housing Authority personnel regarding pets disturbing the peace of neighbors through noise odor, animal waste, or other nuisance will result in the owner having to remove the pet or remove him/herself.
3. Residents shall not permit their pet to disturb, interfere or diminish the peaceful enjoyment of other residents. The terms "disturb, interfere and diminish" shall include but not be limited to barking, howling, chirping , biting, scratching, and other like activities.

- a. Complaints of disturbances of this nature shall constitute a violation of the lease and may result in the revocation of the Pet Permit, termination of the lease agreement, or both.
4. The North Iowa Regional Housing Authority reserves the right to require the removal of a pet whose conduct or condition is duly determined to constitute a nuisance or health or safety hazard for the occupants of the project or the community.

G. DESIGNATION OF PET AREAS

1. **Dogs and cats shall remain inside the resident's unit**, or on a leash at all times when outside controlled by an adult.
2. Residents shall not alter their unit, patio or unit area in order to create an enclosure for any pet.
3. No outdoor cages or animal houses may be constructed on the premises.
4. Pets will be allowed only in designated areas on the grounds of the project. Pets owners must clean up after their pets and are responsible for disposing of pet waste.
5. No animal shall be permitted to be loose in hallways, lobby areas, laundry areas, community rooms, common rooms, yards or other common areas of the facility.
6. Birds **must be** confined to a cage at all times.

H. MAINTENANCE OF UNIT AND DESIGNATED PET AREA

1. Residents must provide litter boxes for cat waste, which must be kept in the dwelling unit. Residents shall not permit refuse from litter boxes to accumulate nor to become unsightly or unsanitary.
2. Residents are solely responsible for cleaning up pet droppings, if any, outside the unit and on facility grounds. Droppings must be disposed of by being placed in a sack and then placed in a container outside the building provided by the management.
 - a. Pet exercise and relief areas shall be those designated by the management.

3. Residents shall take adequate precautions and measures necessary to eliminate pet odors within or around the unit and shall maintain the unit in a sanitary condition at all times.

I. VISITING PETS

1. Pets meeting the size and type criteria outlined above may visit the projects/buildings/site(s) for up to two (2) weeks without the approval of the North Iowa Regional Housing Authority. However, Residents must notify the HA of the presence of a visiting pet.
2. Tenants who have visiting pets must abide by the conditions of this policy regarding health, sanitation, nuisances, and peaceful enjoyment of others.
3. If visiting pets violate this policy or cause the tenant to violate the lease, the tenant will be required to remove the visiting pet.

J. REMOVAL OF PETS

1. The North Iowa Regional Housing Authority, or an appropriate community authority, shall require the removal of any pet from a project if the pet's conduct or condition is determined to be a nuisance or threat to the health or safety of other occupants of the project or of other persons in the community where the project is located.
2. If pets are left **unattended** for a period of twenty-four (24) hours or more, the HA management may enter the dwelling unit, remove the pet and transfer it to the proper authorities, subject to the provisions of Iowa state law and pertinent local ordinances. The Housing Authority accepts no responsibility for the animal under such circumstances.
3. Residents are prohibited from feeding or harboring stray animals. The feeding of stray animals shall constitute having a pet without written permission of the Housing Authority.
4. Should any pet housed in a public housing facility owned and operated by the North Iowa Regional Housing Authority under Section 5.315(b) give birth to a litter, the Resident shall remove from the premises all of said pets except two.

5. Resident pet owners are responsible for the safety and health of their pet during those scheduled occasions when the dwelling units in the facility are being treated for deinfestation. The Housing Authority shall not be liable for the ill-health or death of a pet as a result of the periodic deinfestation treatment.
6. In the event of the death of a pet, the Resident shall properly remove and dispose of the remains. The remains shall not be placed in any container inside a facility or in a container on the grounds.
7. Residents must identify an alternate custodian for pets in the event of resident illness or other absence from the dwelling unit. This identification of an alternate custodian must occur prior to the management issuing a pet registration permit.

K. The privilege of maintaining a pet in a facility owned and/or operated by the North Iowa Regional Housing Authority shall be subject to the rules set forth in this Policy. This privilege may be revoked at any time subject to management’s Hearing Procedures if the animal should become destructive, create a nuisance, represent a threat to the safety and security of other residents, or create a problem in the area of cleanliness and sanitation.

L. Should a breach of the rules set forth in any part of this Policy occur, the North Iowa Regional Housing Authority may also exercise any remedy granted it in accord with Section 562A.27, Code of Iowa (1983).

SIGNATURES:

I have received, read and understand the above Policy provisions regarding the keeping of pets and agree to abide by those provisions.

Resident Signature

Date

Resident Signature

Date

North Iowa Regional Housing Authority

SIGNATURE(S):

Representative

Date

Title

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Component 18 Other Information Part I

Resident Advisory Board Comments and Recommendations

The North Iowa Regional Housing Authority engaged in an extensive process of seeking resident and public comments on our Agency Plan. In the course of compiling the Plan, we engaged in the following process:

Initially, the Housing Authority sent a notice to every tenant and resident of the Housing Authority. The notice informed them about the plan to convene a Resident Advisory Board, which would be charged with the duty of providing input to the Housing Authority in its consideration of the content of the Agency Plan. Tenants and residents who were interested in being part of the process were invited to contact the HA for a schedule of the working meetings. The Commissioners of the Housing Authority, staff from the local Department of Human Services, the Workforce Center (including Voc Rehab), and Community Action were also invited.

The Housing Authority staff met on four separate occasions with the Resident Advisory Board (RAB) to discuss and draft the HA agency Plan. Members of the RAB provided helpful input toward the composition and contents of the Plan, some of which was applicable to, and thus incorporated into the Plan. RAB contributions included, but are not limited to:

1. The suggestion that it could be profitable to increase outreach efforts in order to attract new landlords, and to augment the Housing Authority waiting list. The RAB members indicated they would be willing to participate in the outreach/orientation process.

Additionally, it was thought that when public housing units designed for special needs individuals are available, it would be beneficial to intensify outreach efforts to service agencies that work with the “special needs” population.

2. The RAB had a specific hand in deciding the “Preferences” to use for rental assistance, including “Involuntary Displacement”. It was the consensus of the RAB, however, that “Action of Landlord” would not constitute an Involuntary Displacement.

3. A third suggestion included the statement that if an applicant is able to provide proof of rehabilitation after an identified drug use and a specified period of time, that person ought to be eligible to receive housing assistance.
4. RAB members listed several Capital Improvement items they'd like incorporated into the Capital Improvement Plan. They included, but are not limited to:
 - a) Acquiring funds to build carports (or garages) at the sites**;
 - b) Replacing cupboards
 - c) Removing tree stumps

**The RAB recognizes that since federal funds would not be available for expenditure such as this. The RAB indicated that perhaps efforts could be directed toward obtaining assets for such a cost from non-federal sources.

5. The RAB decided that the Community Service requirement is a good idea. They suggested that perhaps Residents obligated to perform Community Service could provide some of the minor labor to keep the public housing sites aesthetically appealing. Tasks suggested could include: mowing, raking, weeding, trimming bushes, picking up stray toys, litter.

Component 18 Other Information, Part II

REMARKS RECEIVED DURING THE COMMENT PERIOD PRIOR TO THE PUBLIC HEARING, AND AT THE PUBLIC HEARING

1. The HA published Notice of the Public Hearing in the local newspaper that reaches the population base of six of its eight-county jurisdiction. In addition, a copy of the notice of the Public Hearing was sent to each of the tenants and residents who currently receive rental assistance from the HA.

2. During the Comment Period, the HA received **several** calls from residents/tenants inquiring about the HA Plan. Only **one (1)** resident came to the Administrative Offices of the Housing Authority to view the Plan, and make written comment.

COMMENTS RECEIVED FROM RESIDENTS DURING COMMENT PERIOD:

Comment One:

1. “Don’t agree with Community Service. First, it is punishing those who are full-time mothers. Also, is someone going to pay for daycare while community service is being done? What is the explanation for implementing community service? What purpose does it serve? There should be a grandfather clause for those who were renting before this came up. Full-time mothers already work 7 days a week with no pay—raising their own children instead of sending them off to daycare. Why should we have to work an additional 8 hours a month for no pay for someone else, yet have to send our children to daycare, and have to pay for it ourselves. Society needs more stay-at-home mothers, at least until their children are in school. If this community service is implemented, there should be an exemption for those who are full-time mothers with children not yet in kindergarten.”

Response to Comment One:

1. HA recognizes the frustration of the Resident Respondent for this requirement. However, since this requirement is one mandated by law as part of the QHWRA, and consequently “is not negotiable”, the HA is unable to make any changes that would address the Respondent’s concerns in this regard. The HA can, however, work with Residents in situations such as this in an effort to help them secure “free” daycare during the performance

of the CS Requirement. Perhaps “nearby/neighbor” residents could “trade-off” childcare during the time each is performing the CS requirement.

**COMMENTS RECEIVED
AT
PUBLIC HEARING
FROM
RESIDENTS AND PUBLIC**

Jim Rice, Chairperson of the Board of Commissioners of the North Iowa Regional Housing Authority (NIRHA), opened the Public Hearing at 9:00 a.m. on June 15, 2000. (Minutes were taken at the Public Hearing and are on file at the Administrative Offices of the North Iowa Regional Housing Authority as part of the PHA Agency Plan.)

Chairperson Rice stated the purpose of the Public Hearing, and asked for public comment.

Comment One:

Ms. Sheryl N. made verbal and oral comment about the Community Service requirement of the Agency Plan. At the Public hearing, she said:

“Community Service is discriminating against stay-at-home moms. Just because I don’t get paid to raise my child, I get punished by having to do Community Service. Raising your own kids = community service. The point of Community Service is to better myself, what about bettering my child first? If Community Service has to be implemented, mothers of children not in school should be exempt. Cost of daycare and transportation should be provided. I shouldn’t have to pay money out of my pocket for something I don’t benefit from—otherwise my rent should be reduced. Community Service should involve something in the complex where I can keep my son with me; i.e. mowing yards of empty apartments, trimming bushes and trees; things NIRHA currently pays someone to do who doesn’t live there.”

Response:

NIRHA staff responded to Ms. Sheryl N.’s comment by praising the Respondent for taking the time to provide well-thought-out comments and for suggesting solutions. (This Respondent was also the only tenant/Resident of the HA that came to the Administrative Offices to review the PHA Agency Plan.)

Staff stated they recognize the frustration of the Resident Respondent regarding this requirement. However, because it is part of the QHWRA Regulation, it is one that is not negotiable. The HA will, however, work with this Respondent and any other Residents who fall under this Rule to help

them secure Community Service assignments at a setting that is mutually agreeable to the Resident and the HA, and where adequate supervision of the Participant could be accomplished in order to document the required task(s).

Activities could be performed at the project where the Resident(s) live(s) and scheduled at time(s) when the Resident mother(s) could still supervise the child(ren). Further,

Staff indicated that perhaps the Respondent could trade childcare services with one (or more of her neighbors) who might also have to perform Community Service. For that matter, childcare services could be done by any of the neighbors, even if they didn't have to do the CS requirement.

The Respondent was satisfied with the solutions suggested by Staff.

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Component 3.A.(6)

DECONCENTRATION POLICY

Note: The Deconcentration Policy has not yet been established as a Final Rule. However, the North Iowa Regional Housing Authority submits the following, and reserves the right to make changes and/or adjustments once the Deconcentration Policy has become Final Rule.

1.0 OBJECTIVE

- A. It is the policy of the North Iowa Regional Housing Authority to provide deconcentration of poverty and encourage income mixing by bringing higher income families into lower income developments and lower income families into higher income developments. Toward this end, we will skip families on the waiting list to reach other families with a lower or higher income. We will accomplish this in a uniform and non-discriminating manner.
- B. The North Iowa Regional Housing Authority will affirmatively market our housing to all eligible income groups. Lower income residents will not be steered toward lower income developments and higher income people will not be steered toward higher income developments.

2.0 ACTIONS

- A. Prior to the beginning of each fiscal year, we will analyze the income levels of families residing in each of our developments and the income levels of the families on the waiting list. Based on this analysis, we will determine the level of marketing strategies and deconcentration incentives to implement.
- B. The North Iowa Regional Housing Authority will ensure that Families are housed in a manner that will prevent a concentration of poverty families and/or a concentration of higher income families in any one development. The specific objective of the housing authority is to house no less than forty percent (40%) of it public housing inventory with families that have income at or below thirty percent (30%) of the area

median income by public housing

development. Also the housing authority will take actions to insure that no individual development has a concentration of higher income families in one or more of the developments.

- C. To insure that the housing authority does not concentrate families with higher Income levels, it is the goal of the housing authority not to house more than sixty percent (60%) of its units in any one development with families whose income exceeds thirty (30%) of the area median income. The housing authority will track the status of family income, by development, on a monthly basis by utilizing income reports generated by the housing authority's computer system.

3.0 DECONCENTRATION INCENTIVES

The North Iowa Regional Housing Authority may offer one or more incentives to encourage families whose income classification would help to meet the deconcentration goals of a particular development.

Various incentives may be used at different times, or under different conditions, but will always be provided in a consistent and nondiscriminatory manner.

4.0 OFFER OF A UNIT

When the North Iowa Regional Housing Authority discovers that a unit will become available, we will contact the first family on the waiting list who has the highest priority for this type of unit or development and whose income category would help to meet the deconcentration goal and/or the income targeting goal.

The North Iowa Regional Housing Authority will contact the family first by telephone to make the unit offer. if the family cannot be reached by telephone, the family will be notified of a unit offer via first class mail. The family will be given five (5) business days from the date the letter was mailed to contact the North Iowa Regional Housing Authority regarding the offer.

The family will be offered the opportunity to view the unit. After the opportunity to view the unit, the family will have two (2) business days to accept or reject the unit. This verbal offer and the family's decision must be documented in the tenant file. if the family rejects the offer of the unit, the North Iowa Regional Housing Authority will send the family a letter documenting the offer and the rejection.

5.0 REJECTION OF UNIT

If in making the offer to the family the North Iowa Regional Housing Authority skipped over other families on the waiting list in order to meet their deconcentration goal or offered the family any other deconcentration incentive and the family rejects the unit, the family will not lose their place on the waiting list and will not be otherwise penalized.

If the North Iowa Regional Housing Authority did not skip over other families on the waiting list to reach this family, did not offer any other deconcentration incentive, and the family rejects the unit without good cause, the family will forfeit their application's date. The family will keep their preferences, but the date of the application will be changed to the date the unit was rejected.

If the family rejects with good cause any unit offered, they will not lose their place on the waiting list. Good cause includes reasons related to health, proximity to work, school, and childcare (for those working or going to school). The family will be offered the right to an informal review of the decision to alter their application status.