

The Housing Authority of the City of Newton, Kansas  
115 West 9<sup>th</sup> Street, Newton, KS 67114

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**DRAFT**

**Public Housing Agency Plans**

**5 Year Plan for the Period of July 1, 2000-June 30, 2005**

**Annual Plan for Fiscal Year Ending June 30, 2001**

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

**PHA Name: Housing Authority of the City of Newton, Kansas**

**PHA Number: KS073**

**PHA Fiscal Year: Begins on July 1 and Ends on June 30**

**Public Access to Information**

**Information regarding any activities outlined in this plan can be obtained by contacting:**

The PHA's administrative office, located at:  
115 West 9<sup>th</sup> Street, Newton, Kansas 67114

**Display Locations For PHA Plans and Supporting Documents**

**The PHA Plans (including attachments) are available for public inspection at:**

The PHA's administrative office, located at:  
115 West 9<sup>th</sup> Street, Newton, Kansas 67114

**PHA Plan Supporting Documents are available for inspection at:**

The PHA's administrative office, located at:  
115 West 9<sup>th</sup> Street, Newton, Kansas 67114

**5-YEAR PLAN**  
**FOR PHA FISCAL YEARS BEGINNING IN 2000 - 2004**  
[24 CFR Part 903.5]

**A. Mission**

The PHA's mission is to assist low, very low and extremely low-income families in the PHA's jurisdiction by providing decent, safe and affordable housing opportunities in an efficient, ethical and professional manner, in partnership with its program participants and appropriate community agencies.

**B. Goals**

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

- 1. PHA Goal: Increase the utilization of existing assisted housing programs** by improving the condition of the public housing units to attract and retain residents.

Objectives:

- A. Modernize 136 public housing units on safety issues and energy improvements.
- B. Reduce public housing vacancies through marketing.
- C. Encourage first time homeowners opportunities for lower-income families.
- D. Increase services at elderly hi- rise site through the Ross program, and local senior companion programs.

- 2. PHA Goal: Maintain and improve the quality of assisted housing**

Objectives:

- A. Achieve and maintain high performer status under the public housing management system: (PHAS score of 90% or over)
- B. Achieve and maintain higher performer status under the voucher management assessment system: (SEMAP score of 90% or over)
- C. Achieve and maintain customer satisfaction: (90% or higher)
- D. Modernize public housing units to increase energy efficiency: (136 units)

- 3. PHA Goal: Increase assisted housing choices**

Objectives:

- A. Provide voucher mobility counseling: (all voucher holders)
- B. Conduct outreach efforts to potential voucher landlords: (at least 25)
- C. Implement public housing site-based waiting lists: (by 7/1/00)

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

**4. PHA Goal: Provide an improved living environment**

Objectives:

- A. Implement measures to deconcentrate poverty by bringing higher income public housing households into lower income developments: (by 7 /1/01)
- B. Implement measures to promote income mixing in public housing by assuring access for lower income families into higher income developments: (by 7/1/01)
- C. Implement public housing security improvements: (by 7 /1/00)
  - 1. Install deadbolt locks and steel doors on all family units.

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

**5. PHA Goal: Promote family self-sufficiency and asset development**

Objectives:

- A. Increase the number and percentage of employed persons in assisted families: (25 more people employed by 10/1/04)
- B. Provide or attract supportive services to increase independence for the elderly or families with disabilities: (by 7/1/01)

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

**6. PHA Goal: Ensure equal opportunity and affirmatively further fair housing**

Objectives:

- A. Undertake affirmative measures to ensure access to assisted housing regardless of race, color, religion national origin, sex, familial status, and disability: (by7 /1/00)
- B. Undertake affirmative measures to provide a suitable living environment for families living in assisted housing, regardless of race, color, religion national origin, sex, familial status, and disability: (by 7 /1/00)
- C. Undertake affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required: (by 7/1/00)

**Annual PHA Plan**  
**PHA Fiscal Year July 1, 2000 -June 30, 2001**  
[24 CFR Part 903.7]

**A. Annual Plan Type:**

**Streamlined Plan:**

**High Performing PHA and Small Agency (<250 Public Housing Units)**

**B. Executive Summary of the Annual PHA Plan**

[24 CFR Part 903.7 9 (r)]

The Newton Housing Authority has prepared this Annual Plan in compliance with Section 511 of the Quality Housing and Work Responsibility Act of 1998 and the ensuing HUD-issued requirements. This Annual Plan represents the first year's activities for fulfilling our mission, by attaining the goals and objectives established in our Five Year Plan.

**Our Mission Statement**

The PHA's mission is to assist low, very low and extremely low-income families in the the PHA's jurisdiction by providing decent, safe and affordable housing opportunities in an efficient, ethical and professional manner, in partnership with its program participants and appropriate community agencies.

**Our Five Year Goals**

- 1. Increase the utilization of existing assisted housing programs by improving the condition of the public housing units to attract and retain residents.**
- 2. Maintain and improve the quality of assisted housing.**
- 3. Increase assisted housing choices.**
- 4. Provide an improved living environment.**
- 5. Promote family self-sufficiency and asset development.**
- 6. Ensure equal opportunity and affirmatively further fair housing.**

(Note: For a list of the objectives established to attain each goal, please refer to the Five Year Plan.)

The plans, statements, budget summary, policies, etc., set for the in this Annual Plan all lead towards the accomplishment of our goals and objectives, and, ultimately, to fulfillment of our mission. The Plan outlines a comprehensive approach to meeting our goals and objectives and is consistent with the jurisdiction's Consolidated Plan.

**Highlights of the Annual Plan**

- Established separate waiting lists: one for the elderly high-rise and one for families with children.
- Adopted aggressive screening policies for public housing applicants, to ensure, to the best of our ability, that new admissions will be good neighbors.
- Adopted policies whereby we screen Section 8 applicants to the fullest extent allowable, while not taking away the landlord's ultimate responsibilities.
- Adopted screening policies for both programs that will meet all fair housing requirements.
- Evaluated the concentrations of incomes at our development sites and determined no immediate need to implement a deconcentration plan.
- Established policies providing for selection of public housing applicants from each waiting list by order of date and time of application, except when a lower-ranked family of higher or lower income must be selected to meet admissions requirements for each income range.
- Established a minimum rent of \$ 50.00.
- Established flat rents for all public housing units and adopted policies whereby families who choose to pay flat rents will only be required to re-certify every three years, rather than annually.
- To encourage public housing and Section 8 participants to work and advance in the workplace, we adopted policies whereby a family's increase(s) in earned income will not be included in income for rent calculations for 12 months, will only be included at 50% of the increase during the second 12 months and will be included at 100% after 24 months.
- Continue to utilize the HUD Fair Market Rents (FMRs) as the payment standard for the Section 8 program.
- Adopted policies allowing for rental of public housing units to over-income families on a month-to-month basis, when the demand for housing by qualified low-income families is less than the supply of available units.
- Included plans to pursue first time homeowners programs through referrals.
- Included capital improvement plans to both maintain and improve the marketability of our public housing stock.

In summary, this plan is designed to allow the Newton Housing Authority to continue to operate at a high level of achievement, while adjusting to changing market conditions.

## **C. Annual Plan Table of Contents**

[24 CFR Part 903.7 9 (r)]

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**Attachments**

**Word97 File Attachments:**

- Revised Admissions and Continued Occupancy Policy (file name :NHAACOP.wpd)
- Revised Section 8 Administrative Plan (file name NHAS8ADMIN.wpd)
- Revised Public Housing Grievance Procedures (file name: NHAPHGRIEVE.wpd)
- Revised Section 8 Informal Review Procedures (file name: NHAS8GRIEVE.wpd)
- Revised Public Housing Lease Agreement (file name: NHALEASE.wpd)

**Document Attachment**

- A. FY 2000 Capital Fund Program 5 Year Action Plan
- B. PHA Management Organizational Chart
- C. Comments of Resident Advisory Board, Residents and Other Parties
- D. FY 2000 Capital Fund Program Annual Statement

**Supporting Documents Available for Review**

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

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
X	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
X	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans
	Fair Housing Documentation: Records reflecting that the PHA has examined its programs	5 Year and Annual Plans

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
X	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: 1. PHA board certifications of compliance with deconcentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/99 <i>Quality Housing and Work Responsibility Act Initial Guidance; Notice</i> and any further HUD guidance) and 2. Documentation of the required deconcentration and income mixing analysis	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public housing rent determination policies, including the methodology for setting public housing flat rents <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X	Schedule of flat rents offered at each public housing development <input type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X	Section 8 rent determination (payment standard) policies <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
X	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	Annual Plan: Operations and Maintenance
X	Public housing grievance procedures <input type="checkbox"/> check here if included in the public housing	Annual Plan: Grievance Procedures

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

# 1. Statement of Housing Needs

[24 CFR Part 903.7 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.

Rental Housing Needs of Families in the Jurisdiction by Family Type (Based on 1990 Census Data)							
Family Type	Overall	Afford-ability	Supply	Quality	Access-ibility	Size	Location
Total Renter Hshlds	2283						
Paying Over 30% Of Income as Rent	731	N/A	N/A	N/A	N/A	N/A	N/A
Percent of Renters Paying Over 30%	32%						
Paying Over 50% Of Income as Rent	320	N/A	N/A	N/A	N/A	N/A	N/A
Percent of Renters Paying Over 50%	14%						
Elderly over 30%	228	N/A	N/A	N/A	N/A	N/A	N/A
Families with Disabil. Over 30%	N/A						
White over 30%	N/A						
Black over 30%	N/A						
American Indian	N/A						
Asian/Pac. Islander	N/A						
Other Race	N/A						
Hispanic Origin	N/A						

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

- Consolidated Plan of the Jurisdiction/s  
Indicate year: 1999

- U.S. Census data: the Comprehensive Housing Affordability Strategy (“CHAS”) dataset 1990
- American Housing Survey data  
Indicate year:
- Other housing market study  
Indicate year:
- Other sources: (list and indicate year of information)

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

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

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input checked="" type="checkbox"/> Section 8 tenant-based assistance			
<input type="checkbox"/> Public Housing			
<input type="checkbox"/> Combined Section 8 and Public Housing			
<input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional) If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	42		15
Extremely low income <=30% AMI	30	71%.	
Very low income (>30% but <=50% AMI)	10	23.%	
Low income (>50% but <80% AMI)	2	0.04	
Families with children	39	92%	
Elderly families	2	0.04%	
Families with Disabilities	1	0.02%	
White	33	78%	

Housing Needs of Families on the Waiting List			
Black	4	0.09	
Hispanic	5	0.11 %	
Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			
If yes:			
How long has it been closed (# of months)?			
Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input type="checkbox"/> Yes			

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input type="checkbox"/> Section 8 tenant-based assistance			
<input checked="" type="checkbox"/> Public Housing			
<input type="checkbox"/> Combined Section 8 and Public Housing			
<input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional)			
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	41		34
Extremely low income <=30% AMI	5	12%	
Very low income (>30% but <=50% AMI)	1	.02%	
Low income (>50% but <80% AMI)	1	.02%	
Families with children	35	85%	
Elderly families	3	.07%	
Families with Disabilities	3	.07%	
White	31	75%	
Black	4	.09%	
Race/ethnic Hispanic	6	.14%	
Race/ethnicity			
Characteristics by Bedroom Size			

Housing Needs of Families on the Waiting List			
(Public Housing Only)	# of families	% of total families	
1BR	16	39%	
2 BR	14	34%	
3 BR	10	24%	
4 BR	1	.02%	
5 BR	0		
5+ BR	0		
Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			
If yes:			
How long has it been closed (# of months)?			
Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input type="checkbox"/> Yes			

### C. Housing Needs Narrative

According to the 1999 Kansas Consolidated Plan inventory of assisted units, Harvey County exceeds the 3.6 percent fair share standard for the state. Newton, Kansas is fortunate to have adequate assisted units. This is evidenced by the 45 day wait list for families and virtually no wait list at the elderly hi-rise.

- There is a need for the Newton Housing Authority to make comprehensive improvements to its property so as to attract more eligible applicants. The goal is to address the findings of Reac to make physical improvements to the Hi –Rise Elderly units and the family sites.

The following chart signifies current supply versus demand:

#### Affordable Housing Supply/Usage/Demand in Newton 12/99)

Entity/Program	Total Units	Leased Units	Vacant/Unused	** Applicants	Unmet Demand
Public Housing	136	135	1	41*	(41)*
NHA Tenant-based Program Section 8	40	36*	4	42*	42 *
Roanoke ct Family units Public Housing	16	16	0		0
Parkview Villa					

(Family)	20	20	0	0	0
MidTown Towers (Elderly) (Public Housing)	100	98	1	0	0
Newton Plaza (Section 8 Project Based Elderly)	46	46	0	2	(2)
Total	222	217	5	42	(42)

\* Applicant families may appear on more than one waiting list  
 Same applicants on public housing and Section 8 tenant based Lists.

The housing authority recognizes that the ideal is for every family that wants to own a home to have that opportunity, regardless of income. Therefore, the agency is committed to providing information and referral to real estate agencies to encourage home ownership by lower-income families, in complement with the First Time Home Buyers program administered by the Kansas Department of Commerce and Housing.

In summary, the Housing Authority has identified the following needs:

- Need for comprehensive improvements to maintain and attract residents. Use reserves to make physical improvements to properties so that we may be competitive with other agencies who offer assisted housing opportunities.
- Improvement of occupancy rates in public housing, and Section 8.
- Expansion of first time homeowners opportunities for lower-income families.

## **D. Strategy for Addressing Needs**

### **(1) Strategies**

**Need: A comprehensive assessment of the community's housing needs.**

**Strategy 1. Housing authority will do an annual housing assessments needs review to determine how needs are being met and what areas of improvements need to be addressed.**

**Strategy 2.**

**Need: Improve occupancy rates in existing public housing stock.**

**Strategy 1. Improve the availability and marketability of PHA-owned units by:**

- Employ effective maintenance and management policies to minimize the number of public housing units off-line.
- Reduce turnover time for vacated public housing units.
- Reduce time to renovate public housing units.
- Install amenities to make the units more attractive to potential renters.
- Develop and implement a marketing program aimed at lower-income families.
- Undertake measures to ensure access to affordable housing among families assisted by the PHA, regardless of unit size required.
- Participate in the Consolidated Plan development process to ensure coordination with broader community strategies.

**Strategy 2.**

- 

**Need: Increase lease-up/utilization rates for the Section 8 program.**

**Strategy - Make the SECTION 8 program more attractive to families and owners.**

- Increase SECTION 8 lease-up rates by establishing payment standards that will enable families to rent throughout the jurisdiction.
- Increase SECTION 8 lease-up rates by marketing the program to owners, particularly those outside of areas of minority and poverty concentration.
- Increase SECTION 8 lease-up rates by effectively screening applicants to increase owner acceptance of program.
- Increase SECTION 8 lease-up rates by identify means by which to motivate owners to renovate property to meet HQS.

**Need: Expansion of home ownership opportunities for lower-income families.**

**Strategy 1. PROGRAM INFORM PARTICIPATES ABOUT THE home ownership program through the KDOC&H.**

- Disseminate information and make referrals to agencies for first time homebuyer loans.

**Potential Need: Increase the number of affordable housing units.**

**Strategy: In the event that the housing needs assessment indicates a need for more affordable housing units in the community, the Housing Authority will:**

- 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.
- Support the efforts of other local entities to increase the supply of affordable housing.

**Potential Need: More affordable housing for families at or below 30% of median**

**Strategy 1: In the event that the housing needs assessment indicates an unmet housing need for families at or below 30 % of AMI, the Housing Authority will target this group of families by:**

- Meet or exceed HUD federal targeting requirements for families at or below 30% of AMI in public housing
- Meet or exceed HUD federal targeting requirements for families at or below 30% of AMI in tenant-based section 8 assistance
- Adopt rent policies to support and encourage work

**Potential Need: More affordable housing for families at or below 50% of AMI.**

**Strategy 1: In the event that the housing needs assessment indicates a need for additional affordable housing for families at or below 50% of AMI, the Housing Authority will target this group by:**

- Employ admissions preferences aimed at families who are working
- Adopt rent policies to support and encourage work

**Potential Need: More affordable housing for the Elderly.**

**Strategy 1: In the event that the comprehensive housing needs assessment indicates a need for additional affordable housing for the elderly and/or disabled, the Housing Authority will target available assistance to the elderly and/or disabled by:**

- Apply for designation of public housing for the elderly and disabled.
- Apply for special-purpose vouchers targeted to the elderly and disabled, should they become available
- Affirmatively market to local non-profit agencies that assist families with disabilities

**Potential Need: More affordable housing for races or ethnicities with disproportionate housing needs.**

**In the event that the housing needs assessment indicates the need for additional affordable housing for specific races or ethnicities who have a disproportional housing need, the Housing Authority will:**

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

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

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

- 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

**(2) Reasons for Selecting Strategies**

The following factors influenced the PHA's selection of the strategies it will pursue:

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

## **2. Statement of Financial Resources**

[24 CFR Part 903.7 9 (b)]

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
<b>1. Federal Grants (FY 2000 grants)</b>		
a) Public Housing Operating Fund	313,790	
b) Public Housing Capital Fund	205,937	
c) HOPE VI Revitalization		
d) Annual contributions for Section 8 New Construction	248,280	
e) Annual Contributions for Section 8 Tenant-Based Assistance	104,040	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)		
g) Resident Opportunity and Self-Sufficiency Grants		
h) Community Development Block Grant		
i) HOME (TBRA Program)		
Other Federal Grants (list below)		

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
<b>2. Prior Year Federal Grants (unobligated funds only) (list below)</b>		
<b>3. Public Housing Dwelling Rental Income</b>		
Dwelling Rent	270,810	PHA Operations
Excess Utilities		
<b>4. Other income (list below)</b>		
Tenant Damages/Laundry	18,600	PHA Operations
Interest on General Fund	24,380	PHA Operations
<b>4. Non-federal sources (list below)</b>		
<b>Total resources</b>	<b>\$ 313,790</b>	

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

[24 CFR Part 903.7 9 (c)]

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

##### **(1) Eligibility**

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

- When families are within a certain number of being offered a unit:  
(state number)
- When families are within a certain time of being offered a unit: (60 days)
- Other: (describe)

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

- Criminal or Drug-related activity

- Rental history
- Housekeeping

- c.  Yes  No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?
- d.  Yes  No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?
- e.  Yes  No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)

**(2)Waiting List Organization**

a. Which methods does the PHA plan to use to organize its public housing waiting list (select all that apply)

- Community-wide list
- Sub-jurisdictional lists
- Site-based waiting lists
- Other (describe)

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

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

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

1. How many site-based waiting lists will the PHA operate in the coming year?2

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? 2

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

If yes, how many lists? 2

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

**(3) Assignment**

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

- One
- Two
- Three or More

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

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

**(4) Admissions Preferences**

a. Income targeting:

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

b. Transfer policies:

- Resident choice: (state circumstances below)
- Other: (list below)

c. Preferences

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

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

Former Federal preferences:

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

Other preferences: (select below)

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

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

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

1. Date and Time

Former Federal preferences:

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

Other preferences (select all that apply)

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

3. Relationship of preferences to income targeting requirements

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

**(5) Occupancy**

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

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

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

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

**(6) Deconcentration and Income Mixing**

- a.  Yes  No: Did the PHA's analysis of its family (general occupancy) developments to determine concentrations of poverty indicate the need for measures to promote deconcentration of poverty or income mixing?
- b.  Yes  No: Did the PHA adopt any changes to its **admissions policies** based on the results of the required analysis of the need to promote deconcentration of poverty or to assure income mixing?
- c. If the answer to b was yes, what changes were adopted? (select all that apply)
- Adoption of site-based waiting lists  
If selected, list targeted developments below:
- Employing waiting list "skipping" to achieve deconcentration of poverty or income mixing goals at targeted developments  
If selected, list targeted developments below:
- Employing new admission preferences at targeted developments  
If selected, list targeted developments below:
- Other (list policies and developments targeted below)
- d.  Yes  No: Did the PHA adopt any changes to **other** policies based on the results of the required analysis of the need for deconcentration of poverty and income mixing?
- e. If the answer to d was yes, how would you describe these changes? (select all that apply)
- Additional affirmative marketing
- Actions to improve the marketability of certain developments
- Adoption or adjustment of ceiling rents for certain developments
- Adoption of rent incentives to encourage deconcentration of poverty and income-mixing
- Other (list below)

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

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

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

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

## **B. Section 8**

### **(1) Eligibility**

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

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

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

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

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

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

- Criminal or drug-related activity (public record only)
- Other (describe below) (rental history in local public housing)

**(2) Waiting List Organization**

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

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

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

- PHA main administrative office
- Other (list below)

**(3) Search Time**

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

If yes, state circumstances below: (Family must show a good-faith effort to lease-up)

**(4) Admissions Preferences**

a. Income targeting

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

b. Preferences

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

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

Former Federal preferences

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

Other preferences (select all that apply)

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

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

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

1 Date and Time

Former Federal preferences

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

Victims of domestic violence

Substandard housing

Homelessness

High rent burden

Other preferences (select all that apply)

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

Veterans and veterans’ families

Residents who live and/or work in your jurisdiction

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

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

Households that contribute to meeting income requirements (targeting)

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

Victims of reprisals or hate crimes

Other preference(s) (list below)

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

Date and time of application

Drawing (lottery) or other random choice technique

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

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

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

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

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

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

- The Section 8 Administrative Plan
- Briefing sessions and written materials
- Other (list below): (Not Applicable)

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

- Through published notices
- Other (list below): (Not Applicable)

**4. PHA Rent Determination Policies**

[24 CFR Part 903.7 9 (d)]

**A. Public Housing**

**(1) Income Based Rent Policies**

a. Use of discretionary policies: (select one)

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

---or---

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

b. Minimum Rent

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

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

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

3. If yes to question 2, list these policies below: **(included in ACOP)**

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

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

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

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

- For the earned income of a previously unemployed household member  
 For increases in earned income  
 Fixed amount (other than general rent-setting policy)

If yes, state amount/s and circumstances below:

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

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

e. Ceiling rents

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

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

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

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

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

- Market comparability study  
 Fair market rents (FMR)

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

f. Rent re-determinations:

1. Between income re-examinations, 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): (\$50/month)
- Other (list below)

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

**(2) Flat Rents**

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

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

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

**(1) Payment Standards**

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

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

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

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

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

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

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

- Annually
- Other (list below)

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

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

**(2) Minimum Rent**

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

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

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

## **5. Operations and Management**

[24 CFR Part 903.7 9 (e)]

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

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

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

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

<b>Program Name</b>	<b>Units or Families Served at Year Beginning</b>	<b>Expected Turnover</b>
Public Housing	136	34
Section 8 Vouchers	12	3
Section 8 Certificates	32	12
Section 8 New Construction	46	8
Special Purpose Section 8 Certificates/Vouchers (list individually)	N/A	
Public Housing Drug Elimination Program (PHDEP)	N/A	

### **C. Management and Maintenance Policies**

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

- **Admissions and Continued Occupancy Policy (ACOP)**
- **Blood Borne Disease Policy**
- **Capitalization Policy**
- **Check Signing Policy**
- **Community Space Policy**
- **Disposition Policy**
- **Drug Free Workplace Policy**
- **Equal Housing Opportunity Policy**
- **Ethics Policy**
- **Funds Transfer Policy**
- **Hazardous Materials Policy**
- **Investment Policy**
- **Maintenance Policy**
- **Pest Control Policy (included in Maintenance Policy)**
- **Natural Disaster Policy**
- **Personnel Policy**
- **Procurement Policy**

**(2) Section 8 Voucher Program:**

- **Section 8 Administrative Plan**

**6. PHA Grievance Procedures**

[24 CFR Part 903.7 9 (f)]

**A. Public Housing**

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

If yes, list additions to federal requirements below:

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

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

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

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

If yes, list additions to federal requirements below: (N/A)

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

- PHA main administrative office  
 Other (list below)

**7. Capital Improvement Needs**

[24 CFR Part 903.7 9 (g)]

**A. Capital Fund Activities**

**(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.

Select one:

- The Capital Fund Program Annual Statement is provided as an attachment to the PHA Plan at Attachment E.

-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 Capital Improvement Action Plan**

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

b. If yes to question a, select one:

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

-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)**

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

1. Development name:

2. Development (project) number:

3. Status of grant: (select the statement that best describes the current status)

Revitalization Plan under development

Revitalization Plan submitted, pending approval

Revitalization Plan approved

Activities pursuant to an approved Revitalization Plan underway

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

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

(Acquisition of single-family homes for first time homeowners program using PHA funds, Tax Credits and private financing)

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

## **8. Demolition and Disposition**

[24 CFR Part 903.7 9 (h)]

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

### 2. Activity Description

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

## **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)]

1.  Yes  No: Has the PHA designated or applied for approval to designate or does the PHA plan to apply to designate any public housing for occupancy only by the elderly families or only by families with disabilities, or by elderly families and families with disabilities or will apply for designation for occupancy by only elderly families or only families with disabilities, or by elderly families and families with disabilities as provided by section 7 of the U.S. Housing Act of 1937 (42 U.S.C. 1437e) in the upcoming fiscal year? (If “No”, skip to component

10. If “yes”, complete one activity description for each development, unless the PHA is eligible to complete a streamlined submission; PHAs completing streamlined submissions may skip to component 10.)

2. Activity Description

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

<b>Designation of Public Housing Activity Description</b>
1a. Development name: Housing Authority of the City of Newton, Kansas 1b. Development (project) number: KS073
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: ( )
5. If approved, will this designation constitute a (select one) <input type="checkbox"/> New Designation Plan <input type="checkbox"/> Revision of a previously-approved Designation Plan?
6. Number of units affected: 7. Coverage of action (select one) <input type="checkbox"/> Part of the development <input type="checkbox"/> Total development

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

[24 CFR Part 903.7 9 (j)]

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

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

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

2. Activity Description

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

<b>Conversion of Public Housing Activity Description</b>
1a. Development name: Housing Authority of the City of Newton , Kansas 1b. Development (project) number: KS073003
2. What is the status of the required assessment? <input type="checkbox"/> Assessment underway <input type="checkbox"/> Assessment results submitted to HUD <input type="checkbox"/> Assessment results approved by HUD (if marked, proceed to next question) <input type="checkbox"/> Other (explain below)
3. <input type="checkbox"/> Yes <input type="checkbox"/> No: Is a Conversion Plan required? (If yes, go to block 4; if no, go to block 5.)
4. Status of Conversion Plan (select the statement that best describes the current status) <input type="checkbox"/> Conversion Plan in development <input type="checkbox"/> Conversion Plan submitted to HUD on: (DD/MM/YYYY) <input type="checkbox"/> Conversion Plan approved by HUD on: (DD/MM/YYYY) <input type="checkbox"/> Activities pursuant to HUD-approved Conversion Plan underway
5. Description of how requirements of Section 202 are being satisfied by means other than conversion (select one) <input type="checkbox"/> Units addressed in a pending or approved demolition application (date submitted or approved: <input type="checkbox"/> Units addressed in a pending or approved HOPE VI demolition application (date submitted or approved: ) <input type="checkbox"/> Units addressed in a pending or approved HOPE VI Revitalization Plan (date submitted or approved: )

- 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) (Not applicable: less than 300 units)

**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**

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

2. Activity Description

- Yes  No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table?

(If “yes”, skip to component 12. If “No”, complete the Activity Description table below.)

<b>Public Housing Homeownership Activity Description (Complete one for each development affected)</b>	
1a. Development name:	Housing Authority of the City of Newton, Kansas
1b. Development (project) number:	KS073003
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:	( )
5. Number of units affected:	
6. Coverage of action: (select one)	<input type="checkbox"/> Part of the development <input type="checkbox"/> Total development

**B. Section 8 Tenant Based Assistance**

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

2. Program Description:

a. Size of Program

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

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

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

b. PHA-established eligibility criteria

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

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

[24 CFR Part 903.7 9 (l)]

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

1. Cooperative agreements:

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

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

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

a. Participation Description

<b>Family Self Sufficiency (FSS) Participation</b>		
Program	Required Number of Participants (start of FY 2000 Estimate)	Actual Number of Participants (As of: 09/01/99)
Public Housing	0	0
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:

(Currently not possible to reach required program size due to the number of exempt families participating)

**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 re-examination
- Actively notifying residents of new policy at times in addition to admission and re-examination.
- 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

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

Resident community service requirements are incorporated into the attached ACOP.

**13. PHA Safety and Crime Prevention Measures**

[24 CFR Part 903.7 9 (m)]

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

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

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

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

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

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

Parkview and Roanoke CT family sites)

**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): (resident police officer)

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

**PARKVIEW** and ROANOKE CT. family sites)

### 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)

(**PARKVIEW** and Roanoke Ct family sites)

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

- 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 A.**)

## **14. PET POLICY**

[24 CFR Part 903.7 9 (n)]

The agency's pet policy is incorporated into the revised ACOP (attached).

## **15. Civil Rights Certifications**

[24 CFR Part 903.7 9 (o)]

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

## **16. Fiscal Audit**

[24 CFR Part 903.7 9 (p)]

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

## **17. PHA Asset Management**

[24 CFR Part 903.7 9 (q)]

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

## **18. Other Information**

[24 CFR Part 903.7 9 (r)]

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

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

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

Attached at Attachment (File name)  
(NHARESIDENTCOMMENTS.WPD)

Provided below:

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

Considered comments, but determined that no changes to the PHA Plan were necessary.

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

List changes below:

Other: (list below)

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

1.  Yes  No: Does the PHA meet the exemption criteria provided section 2(b)(2) of the U.S. Housing Act of 1937? (If no, continue to question 2; if yes, skip to sub-component C.)

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

3. Description of Resident Election Process

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

Candidates were nominated by resident and assisted family organizations

Candidates could be nominated by any adult recipient of PHA assistance

- Self-nomination: Candidates registered with the PHA and requested a place on ballot
- Other: (describe)

b. Eligible candidates: (select one)

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

c. Eligible voters: (select all that apply)

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

**C. Statement of Consistency with the Consolidated Plan**

1. Consolidated Plan jurisdiction: NEWTON , Harvey county, is in the Wichita metropolitan areas of the State of Kansas

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

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

- Increasing Affordable Housing Choices
- Increasing Availability of Homes for First Time Home Owners

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

**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 Attachment E.

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

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

Capital Fund Grant Number: N/A      FFY of Grant Approval: (09/2000)

Original Annual Statement (Based on Estimated Capital Grant Funding for FFY)

Line No.	Summary by Development Account	Total Estimated Cost (\$)
1	Total Non-CGP Funds	
2	1406 Operations	
3	1408 Management Improvements	
4	1410 Administration	
5	1411 Audit	
6	1415 Liquidated Damages	
7	1430 Fees and Costs	
8	1440 Site Acquisition	
9	1450 Site Improvement	
10	1460 Dwelling Structures	205,937
11	1465.1 Dwelling Equipment-Nonexpendable	
12	1470 Non-dwelling Structures	
13	1475 Non-dwelling Equipment	
14	1485 Demolition	
15	1490 Replacement Reserve	
16	1492 Moving to Work Demonstration	
17	1495.1 Relocation Costs	
18	1498 Mod Used for Development	
19	1502 Contingency	
20	<b>Amount of Annual Grant (Sum of lines 2-19)</b>	205,937
21	Amount of line 20 Related to LBP Activities	
22	Amount of line 20 Related to Section 504 Compliance	
23	Amount of line 20 Related to Security	
24	Amount of line 20 Related to Energy Conservation Measures	

**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 (\$)
KS073003	Operations	1406	205,937
	Administration	1410	
	Fees and Costs (Professional Services)	1410	
	Site Improvements:	1450	
	Dwelling Structures: Replace heat and air units at Elderly Hi-Rise. Install flashing on all windows. Silicone brick exterior. Roof repairs.	1460	
	Dwelling Equipment - Nonexpendable:	1465.1	
	Replacement Reserve	1490	

**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)
KS073003	03/30/2001	6/30/2001



## **5-Year Action Plan for Capital Fund Tables (Component 7 - Table 1)**

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.

<b>Summary 5-Year Capital Improvement Action Plan Table</b>						
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development			
KS073003	PHA Wide	0	0%			
Description of Needed Physical Improvements or Management Improvements (ESTIMATED FUNDING SUMMARY SHEET)				Estimated Cost	Planned Start Date (HA Fiscal Year)	
Unobligated Capital (CIAP) (from FFY 1999 Grant)					7/1/2000	
Agency Plan Year One Estimated Capital Funding (FFY 2000)				205,937	7/1/2000	
Agency Plan Year Two	"	"	"	(FFY2001)	205,937	7/1/2001
Agency Plan Year Three	"	"	"	(FFY 2002)	205,937	7/1/2002
Agency Plan Year Four	"	"	"	(FFY 2003)	205,937	7/1/2003
Agency Plan Year Five	"	"	"	(FFY 2004)	205,937	7/1/2004
<b>Total estimated cost over next 5 years</b>				<b>\$ 1,029,685</b>		

## 5-Year Action Plan for Capital Fund Tables (Component 7 - Table 2)

<b>5-Year Capital Improvement Action Plan Table (Year Two)</b>			
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development
KS073003	PHA Wide	0	0%
Description of Needed Physical Improvements or Management Improvements to Be Addressed Using Year-Two Funding		Estimated Cost	Planned Start Date (HA Fiscal Year)
1. Operations		30000	7/1/2001
2. Management Improvements			
3. Administration (Salaries, Benefits and Office Supplies)		20000	
4. Fees and Costs (Consultants and A&E Services)			
5. Site Improvements:		50000	
a. Playground equipment, fencing and labor at 2 family sites			
b. Sidewalk repairs at Roanoke Ct and Parkview Villa family sites		65000	
c.			
6. Dwelling Structures:			
a. Replace carpet in lobby at Midtown Towers		3,000	
b.			
c.			
7. Nondwelling Structures:		0	
a.			
b.			
c.			
8. Nondwelling Equipment:			
a.			
b.			
c.			
9. Replacement Reserve		37,937	
10. Relocation Costs			
11. Mod Used for Development (First Time Homebuyers Program)			
<b>Total Estimated Cost of Year Two Grant Projects</b>		<b>\$ 205,937</b>	

**5-Year Action Plan for Capital Fund Tables (Component 7 - Table 3)**

<b>5-Year Capital Improvement Action Plan Table (Year Three)</b>				
<b>Development Number</b>	<b>Development Name (or indicate PHA wide)</b>	<b>Number Vacant Units</b>	<b>% Vacancies in Development</b>	
<b>KS073003</b>	<b>PHA Wide</b>			
<b>Description of Needed Physical Improvements or Management Improvements to Be Addressed Using Year-Three Funding</b>			<b>Estimated Cost</b>	<b>Planned Start Date (HA Fiscal Year)</b>

1. Operations	20,000	7/1/2002
2. Management Improvements		
3. Administration (Salaries, Benefits and Office Supplies)	40,000	
4. Fees and Costs (Consultants and A&E Services)		
6. Site Improvements:		
a.		
b.		
c.		
6. Dwelling Structures:	5000	
a. Motors and condensers		
b. Carpet at Midtown Towers vacant apts	5000	
c. Vinyl siding at Roanoke Ct family site	50000	
d. Replace windows at Roanoke Ct	48000	
7. Non-dwelling Structures:		
a.		
8.		
a.		
9. Non-dwelling Equipment:		
a.		
b.		
c.		
10. Replacement Reserve	37,937	
11. Relocation Costs		
12. Mod Used for Development (First Time Homebuyers Program)		
<b>Total Estimated Cost of Year Three Grant Projects</b>	<b>\$ 205,937</b>	





