

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

# PHA Plans

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

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

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

**PHA Plan  
Agency Identification**

**PHA Name:**        **Housing Authority of the City of Oakdale**

**PHA Number:**    **LA033**

**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 PHAs mission for serving the needs of low-income, very low income, and extremely low-income families in the PHAs jurisdiction. (select one of the choices below)

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

The PHAs mission is: (state mission here)

The Oakdale Housing Authority is a small, top performing agency that is committed to the provision of quality affordable housing, economic opportunity, and a safe living environment for extremely low, very low, and low income families in compliance with all Civil Rights requirements and will affirmatively further fair housing.

### **B. Goals**

The goals and objectives listed below are derived from HUDs 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:

- X Reduce public housing vacancies: (MASS score)
  - Leverage private or other public funds to create additional housing opportunities:
  - Acquire or build units or developments
  - Other (list below)
- X Reduce turnover time for vacated public housing units (MASS score)
- X Reduce time to renovate public housing units (FASS score)

PHA Goal: Improve the quality of assisted housing

Objectives:

- X Improve public housing management: (MASS score)
- X Improve voucher management: (SEMAP score)  
Increase customer satisfaction:  
Concentrate on efforts to improve specific management functions:  
(list; e.g., public housing finance; voucher unit inspections)
- X Renovate or modernize public housing units: (PASS score)  
Demolish or dispose of obsolete public housing:  
Provide replacement public housing:  
Provide replacement vouchers:  
Other: (list below)

PHA Goal: Increase assisted housing choices

Objectives:

- X Provide voucher mobility counseling:  
Conduct outreach efforts to potential voucher landlords (SEMAP score)  
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)
- X Adopt payment standards that will increase housing options & ensure success among assisted families (SEMAP score)

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

PHA Goal: Provide an improved living environment

Objectives:

- X Implement measures to deconcentrate poverty by bringing higher income public housing households into lower income developments: (deconcentration of poverty achieved as reflected in annual analysis of tenant incomes)
- X Implement measures to promote income mixing in public housing by assuring access for lower income families into higher income developments (income mixing achieved as reflected in annual analysis of tenant incomes)
- X Implement public housing security improvements: (RASS score)  
Designate developments or buildings for particular resident groups (elderly, persons with disabilities)  
Other: (list below)

- X Maintain public housing units in compliance with standards that meet or exceed HUD's Uniform Physical Condition Standards (PASS score)
- X Employ admission preferences aimed at specific groups {elderly, families with disabilities}: (MTCS reports)

**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)
- X Implement policies pertaining to minimum rents, exemptions to the payment of minimum rent due financial hardship circumstances, flat/ceiling rents, resident choice of payment, and earned income disregards (upward mobility of assisted families noted)

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

PHA Goal: Ensure equal opportunity and affirmatively further fair housing

Objectives:

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

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

OHA Goal: To improve and/or maintain financial stability

Objectives:

- Continue aggressive rent collections (FASS score)
- Improve reserve position (FASS score)

OHA Goal: To promote a safe living environment

Implement an effective screening strategy regarding background checks of applicants to public housing and Section 8 program for drug-related or criminal activities (RASS score)

Continue stringent "One Strike" policies regarding drug-related or criminal activities of public housing and Section 8 residents (RASS score)

Coordinate routine police patrol of public housing properties with local law enforcement agencies (RASS score)

**OHA Goal:** To address the housing needs of the community through collaboration with affected groups and other interested citizens of the community

**Objectives:**

Provide timely response to resident requests for maintenance work ( MASS score) and other resident concerns (RASS score)

Afford residents and other citizens the opportunity to become more involved in management and other activities of the OHA (resident newsletters)

Encourage resident involvement and participation in the development of the OHA Agency Plan (Resident Advisory Board meetings, public hearing to receive comment on the Draft Plan)

Take action, in accordance with HUD regulations, to afford a resident the opportunity to serve on the OHA Board of Commissioners (resident board member or justification of exception to HUD resident board member requirement)

Enter into collaborative agreements with the Allen Parish Office of Family Services, the Allen Parish Sheriff's Office, and the Oakdale Police

Department to better serve the needs and concerns of public housing residents and assisted Section 8 families (RASS score, documentation of cooperative agreements)



**Annual PHA Plan**  
**PHA Fiscal Year 2000**

[24 CFR Part 903.7]

**i. Annual Plan Type:**

Select which type of Annual Plan the PHA will submit.

**Standard Plan**

**Streamlined Plan:**

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

**Troubled Agency Plan**

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

[24 CFR Part 903.7 9 (r)]

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

**Executive Summary**

The Oakdale Housing Authority (OHA) was established pursuant to the United States Housing Act of 1937, as amended, to provide decent, safe, sanitary and affordable housing and economic opportunity for low income families.

The OHA is a small, top-performing agency that is submitting a stream-lined Agency Plan for fiscal year beginning October 1, 2000.

**Agency Plan**

The Annual Plan will outline how the Oakdale Housing Authority (OHA) will make more efficient use of federal funds in order to more effectively operate its programs and better serve public housing residents and assisted families in the Section 8 program.

The development of the OHA Annual Plan was based on the recognition that the provision of decent, safe, sanitary, and affordable housing is dependent upon social and economic factors as well as physical factors. The OHA will use its financial and human resources to administer its public housing and Section 8 programs in a manner that will ensure the efficient operation of public housing units and the Section 8 program, maintain financial stability, and foster social stability and upward mobility for public housing residents and assisted families in the Section 8 program.

The OHA will administer its public housing and Section 8 programs in a manner that provides equal opportunities for everyone and will affirmatively further fair housing.

The OHA has identified the housing needs of the community it serves and has implemented measures to address the housing needs in its jurisdiction. The housing elements of the Plan are based on 1990 Census statistics and subsequent updates and statistical and analytical information obtained from the State of Louisiana Consolidated Plan regarding state-wide and Allen Parish housing needs. Because Oakdale is a small rural town, the extent to which other affordable housing entities meet the housing needs of the community has a great impact on the OHA.

The OHA will use its resources to ensure the quality of assisted housing with the following measures:

1. To modernize or renovate and otherwise improve existing public housing units
2. To maintain public housing units in compliance with standards that meet or exceed Uniform Physical Condition Standards

The OHA has replaced the repealed federal admission preferences with a system of preferences that reflect local housing needs and priorities.

In order to promote an improved living environment, the OHA has adopted and implements a policy to target families with incomes at or below 30% of the Area Median Income for its jurisdiction for applicants to public housing and the Section 8 program and to provide for the deconcentration of poverty and income mixing in public housing.

In order to comply with the deconcentration of very-low income families and income mixing in public housing requirements, the OHA determined that the average OHA-wide household income is \$ 8382.18 based on tenant income data for May 1999.

115% of the average OHA-wide household income is \$ 9639.51. Higher-income families are those with incomes over \$ 9639.51 and lower-income families are those with incomes under \$ 9639.51. Higher income developments are those where the average family income is over \$ 9639.51 and lower income developments are those where the average family income is under \$ 9639.51. The Pear Orchard and Bowman Hicks developments are lower income developments and the Claudia Circle development is a higher income development.

Based on the results of analysis of tenant income data for May 1999, the OHA will make special efforts to attract or retain higher income families (families with income over \$ 9639.81) in the Bowman Hicks development and to assure access for lower income families (families with income under \$ 9639.51) to the Claudia Circle development .

To promote economic opportunity and upward mobility of public housing residents and assisted families in the Section 8 program, the OHA has implemented the following changes in its rent policies:

1. Minimum rent with hardship exemptions to payment of minimum rent
2. Ceiling rents for public housing
3. Resident choice of rent
4. Earned income disregards in public housing (to include Section 8 , subject to HUD funding)
5. Payment standards that will increase housing options and ensure success among assisted families in the Section 8 program

The OHA has developed a policy for the implementation and administration of the community service requirement. The community service requirement with relevant exceptions for admissions and occupancy in public housing has been addressed in the ACOP manual and lease.

The OHA will continue to take action to ensure the safety of public housing residents and to promote a safe living environment. The OHA has implemented an effective screening and eviction strategy regarding drug/criminal activities of applicants and residents of public housing that includes applicants to the Section 8 program.

The OHA has entered into cooperative agreements with the Allen Parish Office of Family Services and local law enforcement agencies to better serve the needs of public housing residents and assisted Section 8 families. To preserve customer satisfaction, the OHA will provide timely responses to resident requests for maintenance work and to afford residents the opportunity to become more involved in management and other activities of the OHA.

The OHA views monitoring of all aspects of its Agency Plan as an ongoing process. The goal of monitoring will be to identify deficiencies and promote corrections to improve and reinforce performance.

Any action taken by the OHA to better serve the needs of families identified in the Plan or to comply with new HUD regulations not in effect when the Plan was developed is excluded in the definition of a "substantial deviation" from its 5-Year Plan.

The definition of a "substantial deviation" from the OHA's 5-Year Plan is one that requires a "significant amendment" due to any activity that does not support the OHA's endeavors to accomplish its mission and to meet the goals and objectives specified in the Plan. Any deviation that is the result of circumstances beyond the control of the OHA due to changes in social, political, or economic conditions are excluded in this definition.

A "significant amendment" to the OHA's 5-Year and/or its Annual Plan is one that substantially alters the basic principles of the Plans. Any changes made as a result of new HUD regulations not in effect when the Plans were developed are excluded in this definition.

#### **OHA Agency Plan Consistency with Louisiana Consolidated Plan**

Like the Louisiana Consolidated Plan, the OHA Agency Plan provides a planning mechanism by which the OHA can examine its long-range and short-range needs, specifically, the needs of the families it serves, and design both long-term and short-term strategies to address these needs. Like the Louisiana Consolidated Plan, the OHA Agency Plan involves the opportunity for consultation with affected groups in the development of the plan via the public hearing process and RAB meetings.

#### **Resident on Board of Commissioners**

The OHA is governed by a five-member Board of Commissioners whose members are appointed by the Mayor of Oakdale for five-year rotating terms. All seats of the OHA Board of Commissioners are currently filled. The next available seat will be on September 11, 2000. The OHA has notified the Resident Advisory Board of the opportunity for a resident to serve on the Board of Commissioners when the term of a current board member expires. In the event of an open seat on the Board of Commissioners before September 11, 2000, the OHA will take action to afford a resident the opportunity to serve on the Board of Commissioners.

The OHA will provide reasonable notice to the Resident Advisory Board of the opportunity for a resident to serve on the Board of Commissioners seventy-five (75) days before the term of a Board member expires. The OHA will wait a reasonable time, sixty (60) days, after the advisory board has received this notice to be notified of the intention of any resident to participate on the governing Board of Commissioners.

### **Citizen Participation**

The Agency Plan was developed with opportunity provided for citizen participation involving resident input.

The OHA held two meetings with the Resident Advisory Board to brief them about the impact of ongoing changes in HUD regulations and requirements on public housing and Section 8 tenant-based assistance. There was an additional meeting to receive comment on the Draft Plan and to notify them of the resident board member requirement.

A notice of the availability of the OHA Agency Plan for review and a schedule of the public hearing to receive comment on the Draft Plan was published in the *Oakdale Journal*, the local newspaper.

The Oakdale Housing Authority held a public hearing for the purpose of receiving comments on the Draft Plan. The public hearing was held on June 14, 2000 at 5:30 p.m. at the OHA Administration Office.

### **Comments Received**

There were no comments received to consider in the finalization of the Agency Plan.

### **Addendum**

The results of the Resident Assessment Survey FYE 9-30-99 indicated the following areas that require an action plan: Safety (score: 64%) and Neighborhood Appearance (score: 70%). See Attachment C.

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

[24 CFR Part 903.7 9 (r)]

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

### **Table of Contents**

**Annual Plan**

Page #

i.	Executive Summary		10
ii.	Table of Contents		14
1.	Housing Needs	17	
2.	Financial Resources		24
3.	Policies on Eligibility, Selection and Admissions	26	
4.	Rent Determination Policies		37
5.	Operations and Management Policies		43
6.	Grievance Procedures		44
7.	Capital Improvement Needs		45
8.	Demolition and Disposition		51
9.	Designation of Housing	52	
10.	Conversions of Public Housing	53	
11.	Homeownership		55
12.	Community Service Programs		57
13.	Crime and Safety		60
14.	Pets (Inactive for January 1 PHAs)		62
15.	Civil Rights Certifications (included with PHA Plan Certifications)		62
16.	Audit		62
17.	Asset Management		63
18.	Other Information		63
19.	Definition of Substantial Deviation and Significant Amendment	66	

**Attachments**

Indicate which attachments are provided by selecting all that apply. Provide the attachments 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:**

- A. Definition of Substantial Deviation and Significant Amendment or Modification (LA033a01)
- B. Admissions Policy for Deconcentration (LA033b01)  
FY 2000 Capital Fund Program Annual Statement  
Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)
- C. Resident Survey Follow-up Corrective Action Plan (LA033c01)

**Optional Attachments:**

- PHA Management Organizational Chart
- FY 2000 Capital Fund Program 5 Year Action Plan
- Public Housing Drug Elimination Program (PHDEP) Plan

- D. Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text) (LA033d01)  
 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**

	<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 and Annual Plans	5 Year
X		State/Local Government Certification of Consistency with the Consolidated Plan and Annual Plans	5 Year
X		Fair Housing Documentation: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions initiatives to affirmatively further fair housing that require the PHAs involvement.	5 Year and Annual Plans
X		Consolidated Plan for the jurisdiction/s in which the PHA is located (which includes the Analysis of Impediments to Fair Housing Choice (AI)) and any additional backup data to support statement of housing needs in the jurisdiction	Annual Plan: Housing Needs
X		Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources;
X		Public Housing Admissions and (Continued) Occupancy Policy (A&O), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies
X		Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
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	
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  
 A & O Policy Annual Plan: Grievance Procedures
- 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
- 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  
 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  
 FSS Action Plan/s for public housing and/or Section 8 Annual Plan: Community Service &  
 Self-Sufficiency  
 Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program  
 reports Annual Plan: Community Service & Self-Sufficiency  
 The most recent Public Housing Drug Elimination Program (PHEDEP) semi-annual performance  
 report for any open grant and most recently submitted PHDEP application (PHDEP Plan) Annual Plan:  
 Safety and Crime Prevention
- X The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing  
 Act of 1937 (42 U. S.C. 1437c(h)), the results of that audit and the PHAs 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)
- X Policy on administration of community service requirement Annual Plan: Community  
 Service & Self-sufficiency

# **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.	Supply	Quality	Accessibility	Size	Location
Income <= 30% of AMI	317	4	3	2	1	2	1
Income >30% but <=50% of AMI	233	4	3	2	1	2	1
Income >50% but <80% of AMI	106	4	3	2	1	2	1
Elderly Families with Disabilities	118	4	3	2	2	2	1
Race/Ethnicity	405	4	3	2	3	2	1
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.)

- X Consolidated Plan of the Jurisdiction/s  
Indicate year: 2000-2004
- X 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)
- X 1990 U.S. Census Bureau data

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

**Housing Needs of Families on the Waiting List**

Waiting list type: (select one)

Section 8 tenant-based assistance

X Public Housing

Combined Section 8 and Public Housing

Public Housing Site-Based or sub-jurisdictional waiting list (optional)

If used, identify which development/subjurisdiction:

	# of families	% of total families	Annual Turnover
Waiting list total	10	100%	79
Extremely low income <=30% AMI	5	50%	
Very low income (>30% but <=50% AMI)	4	40%	
Low income (>50% but <80% AMI)	1	10%	
Families with children	4	40%	
Elderly families	2	20%	
Families with Disabilities	1	10%	
Race/ethnicity			

Characteristics by Bedroom Size (Public Housing Only)

1BR	5	50%
2 BR	5	50%
3 BR	0	
4 BR	0	
5 BR	0	
5+ BR	0	

Is the waiting list closed (select one)?  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 if generally closed?  No  Yes

**Housing Needs of Families on the Waiting List**

Waiting list type: (select one)

Section 8 tenant-based assistance

Public Housing

Combined Section 8 and Public Housing

Public Housing Site-Based or sub-jurisdictional waiting list (optional)

If used, identify which development/subjurisdiction:

	# of families	% of total families	Annual Turnover
Waiting list total	17	100%	46
Extremely low income <=30% AMI	15	88%	
Very low income (>30% but <=50% AMI)	0	0%	
Low income (>50% but <80% AMI)	2	12%	
Families with children	14	82%	
Elderly families	0	0%	
Families with Disabilities	3	18%	
Race/ethnicity			

Characteristics by Bedroom Size (Public Housing Only)

1BR

2 BR

3 BR

4 BR

5 BR

5+ BR

Is the waiting list closed (select one)?  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 if generally closed?  No  Yes

**C. Strategy for Addressing Needs**

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

**(1) Strategies**

**Need: Shortage of affordable housing for all eligible populations**

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

Select all that apply

- Employ effective maintenance and management policies to minimize the number of public housing units off-line
- Reduce turnover time for vacated public housing units
- Reduce time to renovate public housing units
- Seek replacement of public housing units lost to the inventory through mixed finance development
- Seek replacement of public housing units lost to the inventory through section 8 replacement housing resources
- Maintain or increase section 8 lease-up rates by establishing payment standards that will enable families to rent throughout the jurisdiction
- Undertake measures to ensure access to affordable housing among families assisted by the PHA, regardless of unit size required
- Maintain or increase section 8 lease-up rates by marketing the program to owners, particularly those outside of areas of minority and poverty concentration

- X Maintain or increase section 8 lease-up rates by effectively screening Section 8 applicants to increase owner acceptance of program
- X Participate in the Consolidated Plan development process to ensure coordination with broader community strategies
- Other (list below)

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

Select all that apply

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

**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

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

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

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

Select all that apply

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

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

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

Select all that apply

Seek designation of public housing for the elderly

Apply for special-purpose vouchers targeted to the elderly, should they become available

Other: (list below)

- X Employ admission preferences aimed at the elderly

**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

- X Carry out the modifications needed in public housing based on the section 504 Needs Assessment for Public Housing

- X Apply for special-purpose vouchers targeted to families with disabilities, should they become available

Affirmatively market to local non-profit agencies that assist families with disabilities

Other: (list below)

- X Employ admission preferences aimed at families with disabilities

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

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

Select if applicable

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

Other: (list below)

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

Select all that apply

- X Counsel section 8 tenants as to location of units outside of areas of poverty or minority concentration and assist them to locate those units

- X Market the section 8 program to owners outside of areas of poverty /minority concentrations

Other: (list below)

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

**(2) Reasons for Selecting Strategies**

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

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

**2. Statement of Financial Resources**

[24 CFR Part 903.7 9 (b)]

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

<b>Financial Resources:</b>		
<b>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	\$ 107,630.00	Public Housing Operations -Maintenance Expenses
b) Public Housing Capital Fund	300,046.00	Public Housing Capital Improvements

		Public Housing Operations
c)	HOPE VI Revitalization	0.00
d)	HOPE VI Demolition	0.00
e)	Annual Contributions for Section 8 Tenant-Based Assistance	207,000.00
		Section 8 Expenditures
f)	Public Housing Drug Elimination Program (including any Technical Assistance funds)	0.00
g)	Resident Opportunity and Self- Sufficiency Grants	0.00
h)	Community Development Block Grant	0.00
i)	HOME	0.00
	Other Federal Grants (list below)	
<b>2.</b>	<b>Prior Year Federal Grants (unobligated funds only) (list below)</b>	0.00
<b>3.</b>	<b>Public Housing Dwelling Rental Income</b>	190,000.00
		Public Housing Operations -see following list
<b>4.</b>	<b>Other income (list below)</b>	
	Interest	8,200.00
	Late fees, Maintenance charges	7,000.00
		Public Housing Operations -Administrative costs -Energy Costs -Protective Services -Insurance Costs -PILOT -Employee Benefits -Replacement of Equipment
<b>4.</b>	<b>Non-federal sources (list below)</b>	
	Reserves	247,068.00
		Emergency funds

Total resources

\$ 1,066,944.00

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

[24 CFR Part 903.7 9 (c)]

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

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

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

- a. When does the PHA verify eligibility for admission to public housing? (select all that apply)
- When families are within a certain number of being offered a unit: (state number)
  - When families are within a certain time of being offered a unit: (state time)
  - X Other: (describe)
    - When interviewed after completion of application
    - When offered a dwelling unit
- b. Which non-income (screening) factors does the PHA use to establish eligibility for admission to public housing (select all that apply)?
- X Criminal or Drug-related activity
  - X Rental history (if previous public housing tenant)
  - X Housekeeping
  - X Other (describe)
    - Applicant family must qualify as a family as defined in B 1.0 of ACOP manual
    - Applicant family must conform to the occupancy standards regarding unit size and type
- c. X Yes No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?
- d. Yes X No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?
- e. Yes X No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)

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

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

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

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

- X 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 PHAs site-based waiting lists new for the upcoming year (that is, they are not part of a previously-HUD-approved site based waiting list plan)?  
If yes, how many lists?

3. Yes No: May families be on more than one list simultaneously  
If yes, how many lists?

4. Where can interested persons obtain more information about and sign up to be on the site-based waiting lists (select all that apply)?

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

### **(3) Assignment**

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

One

- X Two
- Three or More

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

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

**(4) Admissions Preferences**

a. Income targeting:

- X Yes No: Does the PHA plan to (meet or) 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
- X Administrative reasons determined by the PHA (e.g., to permit modernization work)
- Resident choice: (state circumstances below)
- X Other: (list below)

Medical justification, underhoused, and overhoused transfers shall be mixed with new admissions in a ratio of 1 transfer to five new move-ins

c. Preferences

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

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)

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

- 1. Working families and those unable to work because of age or disability  
Veterans and veterans families
- 1. Residents who live and/or work in the jurisdiction  
Those enrolled currently in educational, training, or upward mobility programs
- 2. Households that contribute to meeting income goals (broad range of incomes)
- 2. 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 PHAs Admissions and (Continued) Occupancy policy  
 PHA briefing seminars or written materials  
 Other source (list)  
Resident newsletters

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 PHAs 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)

PHA-wide local preferences Re: income requirements and income goals

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 (all) 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:

Bowman Hicks

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:

Claudia Circle

## B. Section 8

Exemptions: PHAs that do not administer section 8 are not required to complete sub-component 3B.  
**Unless otherwise specified, all questions in this section apply only to the tenant-based section 8 assistance program (vouchers, and until completely merged into the voucher program, certificates).**

**(1) Eligibility**

- a. What is the extent of screening conducted by the PHA? (select all that apply)
- Criminal or drug-related activity only to the extent required by law or regulation
  - Criminal and drug-related activity, more extensively than required by law or regulation
  - More general screening than criminal and drug-related activity (list factors below)
  - Other (list below)
- b.  Yes  No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?
- c.  Yes  No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?
- d.  Yes  No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)
- e. Indicate what kinds of information you share with prospective landlords? (select all that apply)
- Criminal or drug-related activity
  - Other (describe below)
  - Rental history if previous public housing tenant

**(2) Waiting List Organization**

- a. With which of the following program waiting lists is the section 8 tenant-based assistance waiting list merged? (select all that apply)
- None
  - Federal public housing
  - Federal moderate rehabilitation
  - Federal project-based certificate program
  - Other federal or local program (list below)
- b. Where may interested persons apply for admission to section 8 tenant-based assistance? (select all that apply)
- PHA main administrative office

Other (list below)

**(3) Search Time**

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

If yes, state circumstances below:

**(4) Admissions Preferences**

- a. Income targeting

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

- b. Preferences

1. X Yes  No: Has the PHA established preferences for admission to section 8 tenant-based assistance? (other than date and time of application) (if no, skip to subcomponent **(5) Special purpose section 8 assistance programs**)
2. Which of the following admission preferences does the PHA plan to employ in the coming year? (select all that apply from either former Federal preferences or other preferences)

Former Federal preferences

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

Other preferences (select all that apply)

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

- X 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)

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

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

- X Date and time of application
- Drawing (lottery) or other random choice technique

5. If the PHA plans to employ preferences for residents who live and/or work in the jurisdiction (select one)
- 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)  
The OHA has no special-purpose Section 8 Assistance Programs
- 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 PHAs income based rent setting policy/ies for public housing using, including discretionary (that is, not required by statute or regulation) income disregards and exclusions, in the appropriate spaces below.

a. Use of discretionary policies: (select one)

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

---or---

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

b. Minimum Rent

1. What amount best reflects the PHAs 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:

Refer to page 96 in ACOP manual

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:

Minimum rent: \$ 50.00

Ceiling rents: 1-BR \$ 195.00, 2-BR \$ 229.00, 3-BR \$ 286.00, 4-BR \$ 321.00

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

- X 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
- X 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)

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

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

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

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

- X Market comparability study
  - Fair market rents (FMR)

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

f. Rent re-determinations:

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

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

g. Yes  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.)

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

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

Exemptions: PHAs that do not administer Section 8 tenant-based assistance are not required to complete sub-component 4B. **Unless otherwise specified, all questions in this section apply only to the tenant-based**

section 8 assistance program (vouchers, and until completely merged into the voucher program, certificates).

**(1) Payment Standards**

Describe the voucher payment standards and policies .

a. What is the PHAs 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 PHAs 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 PHAs 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)

Actual contract rents for specific bedroom size  
Actual rent increases for participating households

**(2) Minimum Rent**

a. What amount best reflects the PHAs minimum rent? (select one)

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

b. X Yes No: Has the PHA adopted any discretionary minimum rent hardship exemption policies? (if yes, list below) See pages 21/46 of ACOP

**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)

**OHA is not required to complete Component 5**

**A. PHA Management Structure**

Describe the PHAs management structure and organization.  
(select one)

An organization chart showing the PHAs 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		
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 PHAs 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

**OHA is not required to complete Component 6**

### **A. Public Housing**

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

If yes, list additions to federal requirements below:

2. Which PHA office should residents or applicants to public housing contact to initiate the PHA grievance process? (select all that apply)  
PHA main administrative office  
PHA development management offices  
Other (list below)

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

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

If yes, list additions to federal requirements below:

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

## **7. Capital Improvement Needs**

[24 CFR Part 903.7 9 (g)]

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

### **A. Capital Fund Activities**

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

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

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

Select one:

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

-or-

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

**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)

X Original Annual Statement

Line No.	Summary by Development Account	Total Estimated Cost
	1      Total Non-CGP Funds	\$0
	2      1406    Operations	\$8,296
3	1408    Management Improvements	\$0
	4      1410    Administration	\$1,000
	5      1411    Audit	\$0
	6      1415    Liquidated Damages	\$0
	7      1430    Fees and Costs	\$11,900
	8      1440    Site Acquisition	\$0
9	1450    Site Improvement	\$39,000
	10     1460    Dwelling Structures	\$222,950
11	1465.1 Dwelling Equipment-Nonexpendable	\$5,600
	1470    Nondwelling Structures	\$7,300
	13     1475    Nondwelling Equipment	\$0
	14     1485    Demolition	\$0
	15     1490    Replacement Reserve	\$0
16	1492    Moving to Work Demonstration	\$0
	17     1495.1 Relocation Costs	\$4,000
	18     1498    Mod Used for Development	\$0
	19     1502    Contingency	\$0
20	<b>Amount of Annual Grant (Sum of lines 2-19)</b>	<b>\$300,046</b>
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	General Description of Major Work Categories Activities	Development Account Number	Total Estimated Cost
PHA wide	Daily operations of PHA	1406	\$8,296
PHA wide	Advertise for general contractor	1410	\$1,000
PHA wide	Architectual fees		1430
\$11,900 PHA wide	Mail boxes (3 locations)	1450	\$9,000
PHA wide	Renovation of lift stations ( 2 at \$15,000)	1450	\$30,000
LA33-2	Storm window screens	1460 (330 at \$115)	\$37,950
LA33-1 &2	Roof replacement (5 bldgs, 30 squares/bldg at \$100 per square)	1460	\$15,000
LA33-2	Complete renovation of 8 units (Units 70, 72, 50, 52, 46, 48, 42, 44)	1460	\$170,000
	Stoves & refrigerators	1465.1	\$5,600 (8 units at \$700)
Office	Carpet installation	1470	\$2,500
Office	Fire proof cabinets (4 at \$1,200)	1470	\$4,800
LA33-2	Relocation costs	1495.1	\$4,000 (8 families at \$500)

**Annual Statement**

**Capital Fund Program (CFP) Part III: Implementation Schedule**

**(Not applicable, will not exceed established time lines)**

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

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

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

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

b. If yes to question a, select one:

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

-or-

The Capital Fund Program 5-Year Action Plan is provided below: (if selected, copy the CFP optional 5 Year Action Plan from the Table Library and insert here)

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

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

**Optional 5-Year Action Plan Tables**

<b>Development Number (or indicate PHA wide) in Development</b>	<b>Development Name</b>	<b>Number Vacant Units</b>	<b>% Vacancies</b>
---	-------------------------	----------------------------	--------------------

<b>Description of Needed Physical Improvements or Management Improvements</b>	<b>Estimated Cost</b>	<b>Planned Start Date (HA Fiscal Year)</b>
<b>Obligation &amp; Expenditure of FFY 1999 CFP grant</b>	<b>\$281,482</b>	<b>2000</b>
<b>Obligation &amp; Expenditure of FFY 2000 CFP grant</b>	<b>\$300,046</b>	<b>2001</b>
<b>Capital &amp; Management Improvements (92% FFY 2000 grant)</b>	<b>\$276,042</b>	<b>2002</b>
<b>Obligation &amp; Expenditure of FFY 2002 CFP grant</b>		<b>2003</b>
<b>Capital &amp; Management Improvements (92% FFY 2002)</b>	<b>\$253,958</b>	<b>2004</b>
<b>Total estimated cost over next 5 years</b>	<b>\$1,111,528</b>	

## **B. HOPE VI and Public Housing Development and Replacement Activities (Non-Capital Fund)**

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

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

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

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

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

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

## **8. Demolition and Disposition**

[24 CFR Part 903.7 9 (h)]

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

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

2. Activity Description

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

**Demolition/Disposition Activity Description**

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

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

[24 CFR Part 903.7 9 (i)]

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

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

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

## 2. Activity Description

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

### **Designation of Public Housing Activity Description**

1a. Development name:

1b. Development (project) number:

2. Designation type:

Occupancy by only the elderly

Occupancy by families with disabilities

Occupancy by only elderly families and families with disabilities

3. Application status (select one)

Approved; included in the PHAs Designation Plan

Submitted, pending approval

Planned application

4. Date this designation approved, submitted, or planned for submission: (DD/MM/YY)

5. If approved, will this designation constitute a (select one)

New Designation Plan

Revision of a previously-approved Designation Plan?

6. Number of units affected:

7. Coverage of action (select one)

Part of the development

Total development

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

[24 CFR Part 903.7 9 (j)]

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

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

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

2. Activity Description

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

**Conversion of Public Housing Activity Description**

1a. Development name:

1b. Development (project) number:

2. What is the status of the required assessment?

Assessment underway

Assessment results submitted to HUD

Assessment results approved by HUD (if marked, proceed to next question)

Other (explain below)

3. Yes  No: Is a Conversion Plan required? (If yes, go to block 4; if no, go to block 5.)

4. Status of Conversion Plan (select the statement that best describes the current status)

Conversion Plan in development

Conversion Plan submitted to HUD on: (DD/MM/YYYY)

Conversion Plan approved by HUD on: (DD/MM/YYYY)

Activities pursuant to HUD-approved Conversion Plan underway

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

Units addressed in a pending or approved demolition application (date submitted or approved:

Units addressed in a pending or approved HOPE VI demolition application (date submitted or approved: )

Units addressed in a pending or approved HOPE VI Revitalization Plan (date submitted or approved: )

Requirements no longer applicable: vacancy rates are less than 10 percent

Requirements no longer applicable: site now has less than 300 units

Other: (describe below)

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

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

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

[24 CFR Part 903.7 9 (k)]

**A. Public Housing**

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

1. 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.)

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

1a. Development name:

- 1b. Development (project) number:
2. Federal Program authority:  
 HOPE I  
 5(h)  
 Turnkey III  
 Section 32 of the USHA of 1937 (effective 10/1/99)
3. Application status: (select one)  
 Approved; included in the PHAs Homeownership Plan/Program  
 Submitted, pending approval  
 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)  
 Part of the development  
 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 PHAs 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

### **OHA is not required to complete Component 12**

#### **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\par 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) 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)	Estimated Size	Allocation
---	----------------	------------

**(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 PHAs public housing rent determination policies and train staff to carry out those policies
  - Informing residents of new policy on admission and reexamination
  - Actively notifying residents of new policy at times in addition to admission and reexamination.
  - Establishing or pursuing a cooperative agreement with all appropriate TANF agencies regarding the exchange of information and coordination of services
  - Establishing a protocol for exchange of information with all appropriate TANF agencies
  - Other: (list below)

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

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

[24 CFR Part 903.79 (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

### **OHA exempt from component 13, no PHDEP participation**

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

1. Describe the need for measures to ensure the safety of public housing residents (select all that apply)
- High incidence of violent and/or drug-related crime in some or all of the PHA's developments

High incidence of violent and/or drug-related crime in the areas surrounding or adjacent to the PHA's developments

Residents fearful for their safety and/or the safety of their children

Observed lower-level crime, vandalism and/or graffiti

People on waiting list unwilling to move into one or more developments due to perceived and/or actual levels of violent and/or drug-related crime

Other (describe below)

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

Safety and security survey of residents

Analysis of crime statistics over time for crimes committed in and around public housing authority

Analysis of cost trends over time for repair of vandalism and removal of graffiti

Resident reports

PHA employee reports

Police reports

Demonstrable, quantifiable success with previous or ongoing anticrime/anti drug programs

Other (describe below)

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

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

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

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

Crime Prevention Through Environmental Design

Activities targeted to at-risk youth, adults, or seniors

Volunteer Resident Patrol/Block Watchers Program

Other (describe below)

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

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

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

Police involvement in development, implementation, and/or ongoing evaluation of drug-elimination plan

Police provide crime data to housing authority staff for analysis and action

Police have established a physical presence on housing authority property (e.g., community policing office, officer in residence)

Police regularly testify in and otherwise support eviction cases

Police regularly meet with the PHA management and residents

Agreement between PHA and local law enforcement agency for provision of above-baseline law enforcement services

Other activities (list below)

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

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

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

Yes No: Is the PHA eligible to participate in the PHDEP in the fiscal year covered by this PHA Plan?

Yes No: Has the PHA included the PHDEP Plan for FY 2000 in this PHA Plan?

Yes No: This PHDEP Plan is an Attachment. (Attachment Filename: \_\_\_\_)

## **14. RESERVED FOR PET POLICY**

[24 CFR Part 903.7 9 (n)]

## **15. Civil Rights Certifications**

[24 CFR Part 903.7 9 (o)]

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

## **16. Fiscal Audit**

[24 CFR Part 903.7 9 (p)]

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

## **17. PHA Asset Management**

[24 CFR Part 903.7 9 (q)]

### **OHA is not required to respond to component 17**

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

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

## **18. Other Information**

[24 CFR Part 903.7 9 (r)]

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

1. Yes  No: Did the PHA receive any comments on the PHA Plan from the Resident Advisory Board/s?
  
2. If yes, the comments are: (if comments were received, the PHA **MUST** select one)  
Attached at Attachment (File name)  
Provided below:  
The OHA did not receive any comments from the RAB
  
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**

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

1. Consolidated Plan jurisdiction: (provide name here)

State of Louisiana

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)  
Housing needs to be addressed

Other: (list below)

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

State certification of OHA Agency Plans consistency with consolidated Plan

## **D. Other Information Required by HUD**

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

### **19. Definition of “Substantial Deviation” and “Significant Amendment or Modification”**

Any action taken by the OHA to better serve the needs of families identified in the Plan or to comply with new HUD regulations not in effect when the Plan was developed is excluded in the definition of a “substantial deviation” from its 5-Year Plan.

The definition of a “substantial deviation” from the OHA's 5-Year Plan is one that requires a “significant amendment” due to any activity that does not support the OHA's endeavors to accomplish its mission and to meet the goals and objectives specified in the Plan. Any deviation that is the result of circumstances beyond the control of the OHA due to changes in social, political, or economic conditions are excluded in this definition.

A “significant amendment “ to the OHA's 5-Year and/or its Annual Plan is one that substantially alters the basic principles of the Plans. Any changes made as a result of new HUD regulations not in effect when the Plans were developed are excluded in this definition.

## **Attachments**

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

### **A. Definition of “Substantial Deviation” and “Significant Amendment or Modification”**

Any action taken by the OHA to better serve the needs of families identified in the Plan or to comply with new HUD regulations not in effect when the Plan was developed is excluded in the definition of a “substantial deviation” from its 5-Year Plan.

The definition of a “substantial deviation” from the OHA's 5-Year Plan is one that requires a “significant amendment” due to any activity that does not support the OHA's endeavors to accomplish its mission and to meet the goals and objectives specified in the Plan. Any deviation that is the result of circumstances beyond the control of the OHA due to changes in social, political, or economic conditions are excluded in this definition.

A “significant amendment “ to the OHA's 5-Year and/or its Annual Plan is one that substantially alters the basic principles of the Plans. Any changes made as a result of new HUD regulations not in effect when the Plans were developed are excluded in this definition.

## **B. Admissions Policy for Deconcentration**

Adopted: July 7, 1999

Effective: July 7, 1999

Revised: September 27, 1999

## **DECONCENTRATION POLICY**

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

It is the policy of the Oakdale Housing Authority to house families in a manner that provides for the deconcentration of poverty and income mixing in public housing and to ensure access to housing assistance for the poorest of families (families with incomes at or below 30% of the Area Median Income).

Objectives: To house no less than 40% of its public housing units with families that have income at or below 30% of the Area Median Income(AMI).

To house no less than 75% of its Section 8 inventory with families that have income at or below 30% of the AMI.

To take actions to ensure that no individual public housing development has a concentration of lower or higher income families.

Strategies: 1. At the beginning of each fiscal year, the OHA will establish a goal for housing 40% of new public housing admissions and 75% of new Section 8 participants with families whose incomes are at or below 30% of the AMI. The annual goal will be calculated by taking 40% of public housing admissions and 75% of admissions to the Section 8 program from the previous fiscal year.

2. In order to comply with deconcentration of poverty and income mixing requirements in public housing, the OHA will track the status of family income,PHA-wide and by development, on an annual basis.

a. Average PHA-wide family income will be determined.

b. Higher income families will be determined as those with incomes greater than 115% of the PHA-wide average family income, and lower income families will be determined as those with incomes less than 115% of the PHA-wide average family income.

c. Higher income developments will be determined as developments in which the average family income is greater than 115% of the PHA-wide average income, and lower income developments will be determined as developments in which the average family income is less than 115% of the PHA-wide average family income.

d. Action will be taken to ensure that there is no concentration of higher or lower income families in any one public housing development.

## Attachment C. Resident Survey Follow-up / Corrective Action Plan

The results of the Resident Assessment Survey FYE 9-30-99 indicated the following areas that require an action plan: Safety (score: 64%) and Neighborhood Appearance (score: 70%).

The following action plan describes how the OHA will address these areas.

<u>Area of Survey</u> <u>Funding</u>	<u>Action Plan</u>	<u>Date to be</u> <u>Completed</u>	<u>Source of</u>
Safety	1. Implement safety improvements	9-30-2001	Capital Fund
	2. Continue to implement stringent "One-Strike" policies regarding applicant screening and continued occupancy in public housing	9-30-2001	Operating Fund
Neighborhood Appearance Fund	1. To modernize units included in current CIAP program	9-30-2001	Capital
	2. To improve the appearance of sites and common areas with thorough, more intensive maintenance	9-30-2001	Operating Fund
	3. To send routine notices to remind residents that they can contribute to the improvement of their living environment by not littering, by keeping their yards clean, and by properly disposing of broken glass objects caused by them or their visitors	9-30-2001	Operating Fund

## D. Comments Received

**None**

# PHA Plan Table Library

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

### Annual Statement

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

Capital Fund Grant Number      FFY of Grant Approval: (MM/YYYY)

Original Annual Statement

Line No.	Summary by Development Account	Total Estimated Cost
	1      Total Non-CGP Funds	
	2      1406    Operations	
3	1408    Management Improvements	
	4      1410    Administration	
	5      1411    Audit	
	6      1415    Liquidated Damages	
	7      1430    Fees and Costs	
	8      1440    Site Acquisition	
	9      1450    Site Improvement	
	10     1460    Dwelling Structures	
11	1465.1 Dwelling Equipment-Nonexpendable	
	12     1470    Nondwelling Structures	
	13     1475    Nondwelling Equipment	
	14     1485    Demolition	
	15     1490    Replacement Reserve	
16	1492    Moving to Work Demonstration	
	17     1495.1 Relocation Costs	
	18     1498    Mod Used for Development	
	19     1502    Contingency	
20	<b>Amount of Annual Grant (Sum of lines 2-19)</b>	
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	General Description of Major Work Categories  Activities	Development Account Number	Total Estimated Cost
---------------------------------------	---	----------------------------------	----------------------------



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

**(Not applicable, will not exceed established timeliness)**

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

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

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

### Optional 5-Year Action Plan Tables

<b>Development Number</b> (or indicate PHA wide) in Development	<b>Development Name</b>	<b>Number Vacant Units</b>	<b>% Vacancies</b>
---	-------------------------	----------------------------	--------------------

<b>Description of Needed Physical Improvements or Management Improvements</b>	<b>Estimated Cost</b>	<b>Planned Start Date (HA Fiscal Year)</b>
---	-----------------------	--

<b>Obligation &amp; Expenditure of FFY 1999 CFP grant</b>	<b>\$281,482</b>	<b>2001</b>
<b>Obligation &amp; Expenditure of FFY 2000 CFP grant</b>	<b>\$300,046</b>	<b>2002</b>
<b>Capital &amp; Management Improvements (92% FFY 2000 grant)</b>	<b>\$276,042</b>	<b>2003</b>
<b>Obligation &amp; Expenditure of FFY 2003 CFP grant</b>		<b>2004</b>
<b>Total estimated cost over next 5 years</b>	<b>\$857,570</b>	

## **Optional Public Housing Asset Management Table**

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

### **Public Housing Asset Management**

#### **Development Identification Activity Description**

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

## Attachments

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

### **A. Definition of “Substantial Deviation” and “Significant Amendment or Modification”**

Any action taken by the OHA to better serve the needs of families identified in the Plan or to comply with new HUD regulations not in effect when the Plan was developed is excluded in the definition of a “substantial deviation” from its 5-Year Plan.

The definition of a “substantial deviation” from the OHA's 5-Year Plan is one that requires a “significant amendment” due to any activity that does not support the OHA's endeavors to accomplish its mission and to meet the goals and objectives specified in the Plan. Any deviation that is the result of circumstances beyond the control of the OHA due to changes in social, political, or economic conditions are excluded in this definition.

A “significant amendment “ to the OHA's 5-Year and/or its Annual Plan is one that substantially alters the basic principles of the Plans. Any changes made as a result of new HUD regulations not in effect when the Plans were developed are excluded in this definition.



## **B. Admissions Policy for Deconcentration**

Adopted: July 7, 1999

Effective: July 7, 1999

Revised: September 27, 1999

### **DECONCENTRATION POLICY**

It is the policy of the Oakdale Housing Authority to house families in a manner that provides for the deconcentration of poverty and income mixing in public housing and to ensure access to housing assistance for the poorest of families (families with incomes at or below 30% of the Area Median Income).

Objectives: To house no less than 40% of its public housing units with families that have income at or below 30% of the Area Median Income(AMI).

To house no less than 75% of its Section 8 inventory with families that have income at or below 30% of the AMI.

To take actions to ensure that no individual public housing development has a concentration of lower or higher income families.

Strategies: 1. At the beginning of each fiscal year, the OHA will establish a goal for housing 40% of new public housing admissions and 75% of new Section 8 participants with families whose incomes are at or below 30% of the AMI. The annual goal will be calculated by taking 40% of public housing admissions and 75% of admissions to the Section 8 program from the previous fiscal year.

2. In order to comply with deconcentration of poverty and income mixing requirements in public housing, the OHA will track the status of family income,PHA-wide and by development, on an annual basis.

a. Average PHA-wide family income will be determined.

b. Higher income families will be determined as those with incomes greater than 115% of the PHA-wide average family income, and lower income families will be determined as those with incomes less than 115% of the PHA-wide average family income.

c. Higher income developments will be determined as developments in which the average family income is greater than 115% of the PHA-wide average income, and lower income developments will be determined as developments in which the average family income is less than 115% of the PHA-wide average family income.

d. Action will be taken to ensure that there is no concentration of higher or lower income families in any one public housing development.



## Attachment C. Resident Survey Follow-up / Corrective Action Plan

The results of the Resident Assessment Survey FYE 9-30-99 indicated the following areas that require an action plan: Safety (score: 64%) and Neighborhood Appearance (score: 70%).

The following action plan describes how the OHA will address these areas.

<u>Area of Survey</u>	<u>Action Plan</u>	<u>Date to be Completed</u>	<u>Source of Funding</u>
Safety	1. Implement safety improvements	9-30-2001	Capital Fund
	2. Continue to implement stringent "One-Strike" policies regarding applicant screening and continued occupancy in public housing	9-30-2001	Operating Fund
Neighborhood Appearance	1. To modernize units included in current CIAP program	9-30-2001	Capital Fund
	2. To improve the appearance of sites and common areas with thorough, more intensive maintenance	9-30-2001	Operating Fund
	3. To send routine notices to remind residents that they can contribute to the improvement of their living environment by not littering, by keeping their yards clean, and by properly disposing of broken glass objects caused by them or their visitors	9-30-2001	Operating Fund

**D. Comments Received**

**None**

