

Housing Authority of Billings

PHA Plans

5 Year Plan for Fiscal Years 2000 - 2004

Annual Plan for Fiscal Year 2000

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

**PHA Plan
Agency Identification**

PHA Name: Housing Authority of Billings

PHA Number: MT001

PHA Fiscal Year Beginning: 07/2001

Public Access to Information

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

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

Display Locations For PHA Plans and Supporting Documents

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

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

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

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

5-YEAR PLAN
PHA FISCAL YEARS 2000 - 2004
[24 CFR Part 903.5]

A. Mission

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

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

The Housing Authority of Billings helps families and individuals with low incomes achieve greater stability and self-reliance by providing safe, affordable, quality housing and links to community services.

B. Goals

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

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

- X PHA Goal: Expand the supply of assisted housing
Objectives:
- X Apply for additional rental vouchers: Appropriate available maximum funding rounds.
 - Reduce public housing vacancies:
 - X Leverage private or other public funds to create additional housing opportunities: To assist with building 12-60 units of low and very low income housing in five years.
 - X Acquire or build units or developments – Provide 12-60 additional rental units.
 - Other (list below)
- X PHA Goal: Improve the quality of assisted housing
Objectives:
- X Improve public housing management: (PHAS score) Achieve High Performer Status.
 - X Improve voucher management: (SEMAP score) Achieve High Performer Status.
 - X Increase customer satisfaction: Receive high scores on Resident Survey.
 - X Concentrate on efforts to improve specific management functions: (list; e.g., public housing finance; voucher unit inspections) Spend some of reserves.

- Renovate or modernize public housing units: Spend capital fund dollars.
- Demolish or dispose of obsolete public housing:
- Provide replacement public housing:
- Provide replacement vouchers:
- Other: (list below)

X PHA Goal: Increase assisted housing choices

Objectives:

- Provide voucher mobility counseling:
- Conduct outreach efforts to potential voucher landlords – Advertise every three months.
- Increase voucher payment standards – As indicated by Annual Payment Standard method.
- Implement voucher homeownership program:
- Implement public housing or other homeownership programs: Public Housing & Section 8 – Provide down payment program to write down/assistance for 2-5 families per year – up to \$5,000 per family.
- Implement public housing site-based waiting lists:
- Convert public housing to vouchers:
- Other: (list below)

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

X PHA Goal: Provide an improved living environment

Objectives:

- Implement measures to deconcentrate poverty by bringing higher income public housing households into lower income developments: Monitor and develop programs where needed.
- Implement measures to promote income mixing in public housing by assuring access for lower income families into higher income developments: Continue top of the list – first choice policy
- Implement public housing security improvements: Continue PHDEP, lighting, crime stoppers, & drug awareness education.
- Designate developments or buildings for particular resident groups (elderly, persons with disabilities)
- Other: (list below)

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

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

Objectives:

- Increase the number and percentage of employed persons in assisted families: Provide educational & economical counseling.

- X Provide or attract supportive services to improve assistance recipients' employability: Continue FSS and WtW voucher programs and provide links for all clients with employment opportunities and agencies.
- X Provide or attract supportive services to increase independence for the elderly or families with disabilities.
- Other: (list below)

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

- X 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:
 - X 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)

Attachment A – PHA Strategic Plan lists expanded HUD and PHA goals and objectives. Please review attachment. (MT001a01)

Annual PHA Plan
PHA Fiscal Year 2000

[24 CFR Part 903.7]

i. Annual Plan Type:

Select which type of Annual Plan the PHA will submit.

Standard Plan

Streamlined Plan:

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

Troubled Agency Plan

ii. Executive Summary of the Annual PHA Plan

[24 CFR Part 903.7 9 (r)]

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

iii. Annual Plan Table of Contents

[24 CFR Part 903.7 9 (r)]

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

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Attachments

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

Required Attachments:

- B** Admissions Policy for Deconcentration (**MT001b01**)
- C** FY 2000 Capital Fund Program Annual Statement (**MT001c01**)
- Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)

Optional Attachments:

- PHA Management Organizational Chart
- D** FY 2000 Capital Fund Program 5 Year Action Plan (**MT001d01**)
- E** Public Housing Drug Elimination Program (PHDEP) Plan (**MT001e01**)

F Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text) (MT001f01)

Other (List below, providing each attachment name)

Supporting Documents Available for Review

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

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
X	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans PHA Office
X	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans PHA Office
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 PHA’s involvement.	5 Year and Annual Plans Public Housing – Admission & Occupancy Policy Section 8 – Administrative Plan
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 City of Billings – Development Services
X	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources; PHA Office
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 PHA Office
X	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies – PHA Office
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 PHA Office
	Public housing rent determination policies, including the methodology for setting public housing flat rents	Annual Plan: Rent Determination

List of Supporting Documents Available for Review

Applicable & On Display	Supporting Document	Applicable Plan Component
	check here if included in the public housing A & O Policy	
X	Schedule of flat rents offered at each public housing development <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X	Section 8 rent determination (payment standard) policies <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
X	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	Annual Plan: Operations and Maintenance
X	Public housing grievance procedures <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
X	Section 8 informal review and hearing procedures <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
X	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	Annual Plan: Capital Needs
	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans or any other approved proposal for development of public housing	Annual Plan: Capital Needs
	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act	Annual Plan: Conversion of Public Housing
	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
	Policies governing any Section 8 Homeownership program <input type="checkbox"/> check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
X	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
X	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
	Most recent self-sufficiency (ED/SS, TOP or ROSS or other	Annual Plan: Community

List of Supporting Documents Available for Review

Applicable & On Display	Supporting Document	Applicable Plan Component
	resident services grant) grant program reports	Service & Self-Sufficiency
X	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		
X	The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	Annual Plan: Annual Audit
	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)

1. Statement of Housing Needs

[24 CFR Part 903.79 (a)]

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

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

Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Overall	Afford-ability	Supply	Quality	Access-ibility	Size	Loca-tion
Income <= 30% of AMI	2665	5	5	5	4	5	5
Income >30% but <=50% of AMI	1855	5	5	5	N/A	5	5
Income >50% but <80% of AMI	1090	5	2	4	4	4	3
Elderly	1285	N/A	N/A	N/A	N/A	N/A	N/A
Families with Disabilities	N/A	N/A	3	N/A	N/A	N/A	N/A
Race/Ethnicity 2	75	N/A	N/A	N/A	N/A	N/A	N/A
Race/Ethnicity 3	***	N/A	N/A	N/A	N/A	N/A	N/A
Race/Ethnicity 1	265	N/A	N/A	N/A	N/A	N/A	N/A
Race/Ethnicity							

* These numbers are from waiting list and program expertise. We have no actual data to base this on.
 What sources of information did the PHA use to conduct this analysis? (Check all that apply; all materials must be made available for public inspection.)

- Consolidated Plan of the Jurisdiction/s
 Indicate year: 1995
- U.S. Census data: the Comprehensive Housing Affordability Strategy (“CHAS”) dataset
- American Housing Survey data
 Indicate year:
- Other housing market study
 Indicate year:
- G X** Other sources: (list and indicate year of information) **(MT001g01), (MT001g02), (MT001g03)**
 BBC Housing Needs Assessment 1999

***Using proportions from the 1990 Census and 1998 population estimates from Pcensus, a proprietary demographics database, we have estimated that there are 620 Native American households in Billings with annual incomes that are 80 percent of median or less. Many of these households are likely to be renters with housing problems.

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

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

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input type="checkbox"/>	Section 8 tenant-based assistance		
<input checked="" type="checkbox"/>	Public Housing		
<input type="checkbox"/>	Combined Section 8 and Public Housing		
<input type="checkbox"/>	Public Housing Site-Based or sub-jurisdictional waiting list (optional)		
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	536		
Extremely low income <=30% AMI	463	86%	
Very low income (>30% but <=50% AMI)	67	13%	
Low income (>50% but <80% AMI)	6	1%	
Families with children	213	40%	
Elderly families	55	10%	
Families with Disabilities	253	47%	
Race /ethnicity 1	468	87%	
Race /ethnicity 2	3	.5%	
Race /ethnicity 3	63	11.7%	

Housing Needs of Families on the Waiting List			
Race /ethnicity	4	2	.8%
Race/ethnicity	1	25	5%
Race/ethnicity	2	511	95%
Characteristics by Bedroom Size (Public Housing Only)			
1BR		304	
2 BR		149	
3 BR		61	
4 BR		22	
5 BR			
5+ BR			
Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			
If yes:			
How long has it been closed (# of months)?			
Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input type="checkbox"/> Yes			

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input checked="" type="checkbox"/> Section 8 tenant-based assistance			
<input type="checkbox"/> Public Housing			
<input type="checkbox"/> Combined Section 8 and Public Housing			
<input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional)			
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	384		
Extremely low income <=30% AMI	319	83%	
Very low income (>30% but <=50% AMI)	58	15%	
Low income (>50% but <80% AMI)	7	2%	
Families with children	228	59%	
Elderly families	27	7%	
Families with Disabilities	63	22%	
Race /ethnicity	1	312	81%
Race/ethnicity	2	5	1.3%
Race/ethnicity	3	66	17%
Race/ethnicity	4	1	.7%
Race/ethnicity	1	39	10%
Race/ethnicity	2	345	90%
Characteristics by Bedroom Size (Public			

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

C. Strategy for Addressing Needs

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

(1) Strategies

Need: Shortage of affordable housing for all eligible populations

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

Select all that apply

- Employ effective maintenance and management policies to minimize the number of public housing units off-line
- Reduce turnover time for vacated public housing units
- Reduce time to renovate public housing units
- Seek replacement of public housing units lost to the inventory through mixed finance development
- Seek replacement of public housing units lost to the inventory through section 8 replacement housing resources
- Maintain or increase section 8 lease-up rates by establishing payment standards that will enable families to rent throughout the jurisdiction – Currently at 100-110%
- Undertake measures to ensure access to affordable housing among families assisted by the PHA, regardless of unit size required
- Maintain or increase section 8 lease-up rates by marketing the program to owners, particularly those outside of areas of minority and poverty concentration
- Maintain or increase section 8 lease-up rates by effectively screening Section 8 applicants to increase owner acceptance of program – Will screen for drug/violent/sex offender criminal offenses only.
- Participate in the Consolidated Plan development process to ensure coordination with broader community strategies
- Other (list below)

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

Select all that apply

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

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

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

Select all that apply

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

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

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

Select all that apply

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

Need: Specific Family Types: The Elderly

Strategy 1: Target available assistance to the elderly:

Select all that apply

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

Need: Specific Family Types: Families with Disabilities

Strategy 1: Target available assistance to Families with Disabilities:

Select all that apply

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

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

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

Select if applicable

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

Strategy 2: Conduct activities to affirmatively further fair housing

Select all that apply

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

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

(2) Reasons for Selecting Strategies

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

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

2. Statement of Financial Resources

[24 CFR Part 903.7 9 (b)]

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

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
1. Federal Grants (FY 2000 grants)		

a) Public Housing Operating Fund	318,707.00	
b) Public Housing Capital Fund	590,000.00	
c) HOPE VI Revitalization		
d) HOPE VI Demolition		
e) Annual Contributions for Section 8 Tenant-Based Assistance	1,794,692.00	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)	60,264.00	
g) Resident Opportunity and Self-Sufficiency Grants Section 8 FSS Coordinator	38,649.00	
h) Community Development Block Grant	2,000.00	FSS Child Care Scholarships
i) HOME		
Other Federal Grants (list below)		
2. Prior Year Federal Grants (unobligated funds only) (list below)		
Comp Grant 98	-0-	
Comp Grant 99	-0-	
3. Public Housing Dwelling Rental Income		
	440,000.00	PHA Operations
4. Other income (list below)		
Public Housing Laundry & Interest	36,850.00	
Section 8 – Interest	4,148.00	
4. Non-federal sources (list below)		
State of Montana Dept. of Education Gateway Grant	3,606.00	Adult Education Opportunities
Total resources	3,288,916.00	Operations

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) **35-40 from the top of wait list**

When families are within a certain time of being offered a unit: (state time) **30 days**

Other: (describe) **Preliminary Application**

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

Criminal or Drug-related activity

Rental history

Housekeeping

Other (describe)

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

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

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

(2) Waiting List Organization

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

Community-wide list

Sub-jurisdictional lists

Site-based waiting lists

Other (describe)

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

PHA main administrative office

PHA development site management office

Other (list below)

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

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

2. Yes No: Are any or all of the PHA's site-based waiting lists new for the upcoming year (that is, they are not part of a previously-HUD-approved site based waiting list plan)?
If yes, how many lists?

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

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

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

(3) Assignment

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

- One
- Two
- Three or More

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

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

(4) Admissions Preferences

a. Income targeting:

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

b. Transfer policies:

In what circumstances will transfers take precedence over new admissions? (list below)

- Emergencies
- Overhoused
- Underhoused
- Medical justification
- Administrative reasons determined by the PHA (e.g., to permit modernization work)
- Resident choice: (state circumstances below) One time only request
- Other: (list below)
 - Single Family Homes Transfers from Developments
 - Disabilities, special needs within program(s)

c. Preferences

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

Former Federal preferences:

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

Other preferences: (select below)

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

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

Date and Time

Former Federal preferences:

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

Other preferences (select all that apply)

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

4. Relationship of preferences to income targeting requirements:

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

(5) Occupancy

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

- The PHA-resident lease
- The PHA's Admissions and (Continued) Occupancy policy
- PHA briefing seminars or written materials
- Other source (list)
 - Video Training – Housekeeping
 - Resident Handbook

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

A&O Policy pg. 29

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

(6) Deconcentration and Income Mixing

a. Yes No: Did the PHA's analysis of its family (general occupancy) developments to determine concentrations of poverty indicate the need for measures to promote deconcentration of poverty or income mixing?

b. Yes No: Did the PHA adopt any changes to its **admissions policies** based on the results of the required analysis of the need to promote deconcentration of poverty or to assure income mixing?

c. If the answer to b was yes, what changes were adopted? (select all that apply)

- Adoption of site-based waiting lists
If selected, list targeted developments below:
- Employing waiting list "skipping" to achieve deconcentration of poverty or income mixing goals at targeted developments
If selected, list targeted developments below:
- Employing new admission preferences at targeted developments
If selected, list targeted developments below:
- Other (list policies and developments targeted below)

d. Yes No: Did the PHA adopt any changes to **other** policies based on the results of the required analysis of the need for deconcentration of poverty and income mixing?

e. If the answer to d was yes, how would you describe these changes? (select all that apply)

- Additional affirmative marketing

- Actions to improve the marketability of certain developments
- Adoption or adjustment of ceiling rents for certain developments
- Adoption of rent incentives to encourage deconcentration of poverty and income-mixing
- Other (list below)

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

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

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

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

B. Section 8

Exemptions: PHAs that do not administer section 8 are not required to complete sub-component 3B.

Unless otherwise specified, all questions in this section apply only to the tenant-based section 8 assistance program (vouchers, and until completely merged into the voucher program, certificates).

(1) Eligibility

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

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

b. Yes No: Does the PHA request criminal records from local law enforcement agencies for screening purposes? Only if client has checked criminal history – then we may request them to get information themselves.

c. Yes No: Does the PHA request criminal records from State law enforcement agencies for screening purposes? For the Violent & Sexual Offender State Registry

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)

Past Landlords, if requested.

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

If yes, state circumstances below:

If the family or disabled family or individual can verify extenuating circumstances or is a hard-to-house family, and through their contact with the office staff can clearly demonstrate that they made every effort to secure a suitable unit; and

The family has not refused a suitable unit without good cause; and

There is a reasonable possibility that an extension of the Voucher will result in an approved lease and the execution of the HAP contract.

The family or individual must contact the HAB in writing prior to the end of the sixty day leasing period if they are going to request an extension be granted. The reason for the extension should detail the extenuating reason(s) for needing more time.

(4) Admissions Preferences

a. Income targeting

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

b. Preferences

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

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

Former Federal preferences

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

Other preferences (select all that apply)

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

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

Date and Time

Former Federal preferences

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

Other preferences (select all that apply)

- Working families and those unable to work because of age or disability
- Veterans and veterans' families

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

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

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

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

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

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

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

(5) Special Purpose Section 8 Assistance Programs

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

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

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

- Through published notices
- Other (list below)
Our Wait List and other appropriate agency’s clients

4. PHA Rent Determination Policies

[24 CFR Part 903.7 9 (d)]

A. Public Housing

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

(1) Income Based Rent Policies

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

a. Use of discretionary policies: (select one)

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

---or---

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

b. Minimum Rent

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

\$0

\$1-\$25

\$26-\$50

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

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

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

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

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

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

For the earned income of a previously unemployed household member

For increases in earned income

Fixed amount (other than general rent-setting policy)

If yes, state amount/s and circumstances below:

Fixed percentage (other than general rent-setting policy)

If yes, state percentage/s and circumstances below:

For household heads

For other family members

For transportation expenses

For the non-reimbursed medical expenses of non-disabled or non-elderly families

Other (describe below)

e. Ceiling rents

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

Yes for all developments

Yes but only for some developments

No

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

For all developments

For all general occupancy developments (not elderly or disabled or elderly only)

For specified general occupancy developments

For certain parts of developments; e.g., the high-rise portion

For certain size units; e.g., larger bedroom sizes

Other (list below)

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

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

f. Rent re-determinations:

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

- Never
- At family option
- X Any time the family experiences an income increase
- X Any time a family experiences an income increase above a threshold amount or percentage: (if selected, specify threshold)__\$50.00 or more ____
- Other (list below)

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

(2) Flat Rents

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
- X Other (list/describe below)
FMR – The Housing Authority of Billings uses rent reasonableness if it lower than FMR and uses the FMR if it is lower than the rent reasonableness.

B. Section 8 Tenant-Based Assistance

Exemptions: PHAs that do not administer Section 8 tenant-based assistance are not required to complete sub-component 4B.

Unless otherwise specified, all questions in this section apply only to the tenant-based section 8 assistance program (vouchers, and until completely merged into the voucher program, certificates).

(1) Payment Standards

Describe the voucher payment standards and policies.

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

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

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

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

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

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

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

- Annually
- Other (list below)

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

- Success rates of assisted families

- Rent burdens of assisted families
 Other (list below)

(2) Minimum Rent

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

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

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

5. Operations and Management

[24 CFR Part 903.7.9 (e)]

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

A. PHA Management Structure

Describe the PHA's management structure and organization.

(select one)

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

The Housing Authority of Billings is governed by a seven member board that is appointed by the Mayor of the City of Billings. The Board hires the Executive Director who hires and oversees the administrative functions of the Housing Authority of Billings. The Executive Director has a management team that reports to the Executive Director; finance and support, operations and resident programs, and facilities and maintenance. This is an evolving structure with supervisorial duties being integrated when appropriate.

B. HUD Programs Under PHA Management

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

Program Name	Units or Families Served at Year Beginning	Expected Turnover
Public Housing	274	49%
Section 8 Vouchers	220	33%
Section 8 Certificates	106	34%
Section 8 Mod Rehab		
Special Purpose Section 8 Certificates/Vouchers (list individually)	75	
Public Housing Drug Elimination Program (PHDEP)	274	
Other Federal Programs(list individually)		

C. Management and Maintenance Policies

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

(1) Public Housing Maintenance and Management: (list below)
Operation Plans (pest infestation policy included)

(2) Section 8 Management: (list below)
Administrative Plan

6. PHA Grievance Procedures

[24 CFR Part 903.7 9 (f)]

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

A. Public Housing

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

If yes, list additions to federal requirements below:

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

B. Section 8 Tenant-Based Assistance

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

If yes, list additions to federal requirements below:

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

7. Capital Improvement Needs

[24 CFR Part 903.79 (g)]

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

A. Capital Fund Activities

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

(1) Capital Fund Program Annual Statement

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

Select one:

C X The Capital Fund Program Annual Statement is provided as an attachment to the PHA Plan at Attachment **(MT001c01)**

-or-

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

(2) Optional 5-Year Action Plan

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

a. **X** 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:

D X The Capital Fund Program 5-Year Action Plan is provided as an attachment to the PHA Plan at Attachment **(MT001d01)**

-or-

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

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

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

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

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

1. Development name:

2. Development (project) number:

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

- Revitalization Plan under development
- Revitalization Plan submitted, pending approval
- Revitalization Plan approved
- Activities pursuant to an approved Revitalization Plan underway

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

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

Yes **X** 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 903.79 (h)]

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

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

2. Activity Description

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

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

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

[24 CFR Part 903.7 9 (i)]

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

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

2. Activity Description

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

Asset Management Table? If “yes”, skip to component 10. If “No”, complete the Activity Description table below.

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

10. Conversion of Public Housing to Tenant-Based Assistance

[24 CFR Part 903.7 9 (j)]

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

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

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

2. Activity Description

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

Asset Management Table? If “yes”, skip to component 11. If “No”, complete the Activity Description table below.

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

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

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

11. Homeownership Programs Administered by the PHA

[24 CFR Part 903.7 9 (k)]

A. Public Housing

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

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

2. Activity Description

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

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

B. Section 8 Tenant Based Assistance

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

2. Program Description:

a. Size of Program

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

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

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

b. PHA-established eligibility criteria

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

If yes, list criteria below:

12. PHA Community Service and Self-sufficiency Programs

[24 CFR Part 903.7 9 (l)]

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

A. PHA Coordination with the Welfare (TANF) Agency

1. Cooperative agreements:

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

If yes, what was the date that agreement was signed? 02/03/1999

05/14/1999

04/14/1999

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

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

B. Services and programs offered to residents and participants

(1) General

a. Self-Sufficiency Policies

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

- Public housing rent determination policies
- Public housing admissions policies
- Section 8 admissions policies
- Preference in admission to section 8 for certain public housing families
- Preferences for families working or engaging in training or education programs for non-housing programs operated or coordinated by the PHA
- Preference/eligibility for public housing homeownership option participation
- Preference/eligibility for section 8 homeownership option participation
- Other policies (list below)
The PHA will be providing assistance for down payment/writedown for up to 5 families to assist with homeownership opportunities using Section 8 reserves.

b. Economic and Social self-sufficiency programs

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

Services and Programs				
Program Name & Description (including location, if appropriate)	Estimated Size	Allocation Method (waiting list/random selection/specific criteria/other)	Access (development office / PHA main office / other provider name)	Eligibility (public housing or section 8 participants or both)
<i>Housing Counseling</i>	50	<i>Other</i>	<i>PHA main office</i>	<i>Both</i>
<i>Budget Workshops</i>	20	<i>Other</i>	<i>PHA main office</i>	<i>Both</i>
<i>Credit Workshops</i>	20	<i>Other</i>	<i>PHA main office</i>	<i>Both</i>
<i>Resume Workshops</i>	20	<i>Other</i>	<i>PHA main office</i>	<i>Both</i>
<i>Nutrition Workshops</i>	50	<i>Other</i>	<i>PHA main office</i>	<i>Both</i>
<i>Homeownership Workshops</i>	30	<i>Other</i>	<i>PHA main office/City of Billings</i>	<i>Both</i>
<i>Welfare To Work</i>	75	<i>Waiting List</i>	<i>PHA main office/ Office</i>	<i>Section 8</i>

(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	13	13 as of 03/01/2000
Section 8	39	39 as of 03/01/2000

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

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

13. PHA Safety and Crime Prevention Measures

[24 CFR Part 903.7 9 (m)]

Exemptions from Component 13: High performing and small PHAs not participating in PHDEP and Section 8 Only PHAs may skip to component 15. High Performing and small PHAs that are

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.

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

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

X Yes No: This PHDEP Plan is an Attachment.

(Attachment Filename: f:\all\hudforms\phdeplanfy2000.02)

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

17. PHA Asset Management

[24 CFR Part 903.7 9 (q)]

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

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

18. Other Information

[24 CFR Part 903.7 9 (r)]

A. Resident Advisory Board Recommendations

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

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

Attached at Attachment (**MT001f01**)

Provided below:

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

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

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

List changes below: **Flat Rent Determination**

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) **In the State of Montana a resident applicant for the board must gather signatures of 25% of Public Housing adult household members to be eligible to submit their name to the Mayor for appointment.**

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: City of Billings, Development Services
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)

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

D. Other Information Required by HUD

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

Attachments

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

ATTACHMENT	FILE NAME	DESCRIPTION
A	MT001a01	PHA Goals & Objectives – Strategic Plan
B	MT001b01	Admissions Policy for Deconcentration
C	MT001c01	FY2000 Capital Fund Program Annual Statement
D	MT001d01	FY2000 Capital Fund Program 5 Year Action Plan
E	MT001e01	Public Housing Drug Elimination Plan (PHDEP)
F	MT001f01	Resident Advisory Board Comments
G	MT001g01	Housing Needs Information Part I
	MT001g02	Housing Needs Information Part II
	MT001g03	Housing Needs Information Part III

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	Amount of Annual Grant (Sum of lines 2-19)	
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

Table Library

Capital Fund Program (CFP) Part II: Supporting Table

Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Total Estimated Cost

Annual Statement

Capital Fund Program (CFP) Part III: Implementation Schedule

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

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

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

Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
Total estimated cost over next 5 years				

STRATEGIC GOALS

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

PHA Goal: Expand the supply of assisted housing Objectives:

Apply for additional rental vouchers:

Maintain a low vacancy rate

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

Acquire or build units or development: The Housing Authority of Billings will provide 12 - 60 additional rental units for the low to very very low income, either through acquisition or new construction.

PHA Goal: Improve the quality of assisted housing Objectives:

Improve public housing management:

Achieve and Maintain high performer status on the PHAS score

Improve voucher management'

Achieve and maintain high performer status on the SEMAP score

Increase customer satisfaction:

Receive and maintain high scores on the resident satisfaction survey

Concentrate on efforts to improve management functions:

Successful conversion to GAAP accounting

If needed to maintain high performer status on financial management portion spend down public housing reserves.

Renovate or modernize public housing units:

Spend effectively and efficiently GAAP Fund dollars with resident 'input

PHA Goal: Increase assisted housing choices:

Provide voucher mobility counseling

Through briefings and annual re-exams the PHA will explain the clients voucher mobility options.

Conduct outreach efforts to potential landlords:

Every three months the PHA will advertise city wide for new prospective landlords and supply briefing packets upon request.

Increase voucher payment standards.

As indicated in the Section 8 Admissions and Occupancy policy the PRA will adjust the payment standards annually to allow for maximum client usage.

Implement public housing or other homeownership programs:

Create a program that will allow between 2-5 public housing or Section 8 clients to be assisted up to \$5,000 each for down payment or write down assistance, to assist with home ownership opportunities.

HUD Strategic Goal: Improve Community quality of life and economic vitality

PHA Goal: Provide an improved living environment:

Objectives:

Implement measures to deconcentrate poverty by bringing higher income public housing households into lower income developments:

Monitor and develop programs where needed via the MTCS statistical data base.

Implement measures to promote income mixing in public housing by assuring access for lower income families into higher income developments:

Continue top of the waiting list first come first serve only one offer system unless economic data indicates a change needs to be made.

Implement public housing security improvements

Continue with the administration of the drug grant, coordinate with the Operation Safe Home efforts of the local OIG Office, continue to address security lighting needs, drug awareness for youth, positive alternative programs etc.

HUD Strategic Goal: Promote self-sufficiency and asset developments 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:

Providing educational and economic improvement counseling and links with the community. If need be to assist with deconcentration a working preference may be needed. Provide or attract supportive services to improve assistance recipients employability

Continue FSS and WtW voucher programs and provide links for all clients with employment opportunities and agencies.

Provide or attract supportive services to increase independence for the elderly or families with disabilities:

Apply for voucher program and coordinate with local agencies to assist with making housing opportunities for the disabled and elderly population.

HUD Strategic Goal: Ensure Equal Opportunity for all Americans

PHA Goal: Ensure equal opportunity and affirmatively further fair housing

Objectives:

Undertake affirmative measures to ensure access to assisted housing regardless of race, color, religion, national origin, sex, familial status and disability

Advertise and promote programs with outreach to effected classes.

Undertake affirmative measures to provide suitable living environment for families living in assisted housing, regardless of race, color, religion, national origin, sex, or familial status and disability:

Review policies pertaining to the 504 Act and update when needed.

Ensure reasonable accommodations are met whenever possible and that policy allow maximum flexibility in assisting the disable to find suitable housing,

Undertake affirmative measures to ensure accessible housing too persons with all vanities

of disabilities regardless of unit size:
Same as above.

PHA Strategic Goal: Employee Training and Education

Objectives:

The Housing Authority will provide appropriate staff training, for management skills, facilities, maintenance, finance, and occupancy, while adhering to its affirmative action policies.

The PHA will keep staff informed of all HUD regulation changes.

Management will keep open lines of communication via staff meeting to ensure staff education and training needs are being met, so the staff is able to effectively serve the PHA client base

Deconcentration Plan
Taken from pg. 6 of
Public Housing Admissions & Occupancy Policy

C. Deconcentration Plan – (Rev 2/00)

The Housing Authority of Billings follows a deconcentration plan in admitting families to public housing:

1. All Federal Preferences have been removed from our Wait List. This allows families of all income ranges to move into various projects, and units within those projects, as units become available.
2. The Housing Authority of Billings owns 274 scattered site public housing units, which are located in eleven (11) different projects; 58 of those units are single-family homes.
3. The Housing Authority of Billings is currently within, and will continue to adhere to, all income targeting guidelines established by HUD which states; at least 40 percent of families admitted to public housing by a PHA must have incomes that do not exceed 30 percent of area median income.
4. The Housing Authority of Billings will continue to use a total project wait list versus a site-based wait list. The total project wait list provides more housing choices for applicants, allowing applicants to choose what available unit best suits their housing needs when their name reaches the top of the wait list.
5. The Housing Authority of Billings will annually survey, determine and compare the relative tenant incomes of each development and the incomes of census tracts in which the developments are located. The Housing Authority of Billings will determine what, if any, additional policies, measures, or incentives are necessary to bring higher income families into lower income developments.

Annual Performance/
 Performance and Evaluation Report
 Part I: Summary
 Comprehensive Grant Program (CGP)

HA Name	Comprehensive Grant Number
Housing Authority of Billings	

Original Annual Statement	Reserve for Disasters/Emergencies	Revised Annual Statement/Revision No. _____
Final Performance and Evaluation Report		

Line No.	Summary by Development Account	Total Estimated Cost	
		Original	Revised (1)
1	Total Non-CGP Funds		
2	1406 Operations	8,856.00	
3	1408 Management Improvements	-	
4	1410 Administration	46,144.00	
5	1411 Audit	1,370.00	
6	1415 Liquidated Damages	-	
7	1430 Fees and Costs	12,000.00	
8	1440 Site Acquisition		
9	1450 Site Improvement	12,178.00	
10	1460 Dwelling Structures	503,900.00	
11	1465.1 Dwelling Equipment-Nonexpendable	-	
12	1470 Non-Dwelling Structures	-	
13	1475 Non-Dwelling Equipment		
14	1485 Demolition		
15	1490 Replacement Reserve		
16	1495.1 Relocation Costs	-	
17	1498 Mod Used for Development		
18	1502 Contingency (may not exceed 8% of line 19)		
19	Amount of Annual Grant (Sum of Lines 2-18)	584,448.00	
20	Amount of Line 19 related to LBP Activities		
21	Amount of Line 19 related to Section 504 Compliance		
22	Amount of Line 19 related to Security		
23	Amount of Line 19 related to Energy Conservation Measures	192,400.00	

(1) To be completed for the Performance and Evaluation Report or a Revised Annual Statement	(2) To be completed for the
Signature of Executive Director and Date	Signature of Public Housing Director/Office of Native Arr
Lucy Brown, Executive Director	

FFY of Grant Approval	2000
Performance & Evaluation Report for Program Year Ending 2000	
Total Actual Cost (2)	
Obligated	Expended

Performance and Evaluation Report
American Programs Administrator and Date

Annual Statement/
 Performance and Evaluation Report
 Part II: Supporting Pages
 Comprehensive Grant Program (CGP)

Development Number/Name	General Description of Proposed Work Items	Dev. Acct No.	Quantity	Original	Estimated Cost	
					Revised	Difference
MT06P001002, 003, 004, 005, 006, 007, 008, 013, 015, 019	Cleaning (Salaries)	1406		8,856.00		
	Administration (Salaries, etc.)	1410		46,144.00		
	Audit	1411		1,370.00		
MTP0061006	Archictural Fees & Costs	1430		12,000.00		
MT06P001005	Window Replacement	1460	40	116,500.00		
MT06P001006	Boiler Retrofit	1460	36	192,400.00		
MT06P001008	Alley Lighting	1450	10	4,178.00		
MT06P001013	Furnace	1460	1	3,000.00		
	Flooring	1460	4	10,000.00		
	Siding, etc, 4120 Murphy	1460	1	12,000.00		
	Siding, etc, 608 Acorn	1460	1	12,000.00		
MT06P001015	Siding, etc, 1025 Nutter	1460	1	21,000.00		
	Flooring	1460	3	8,000.00		
	Furnace	1460	1	3,000.00		
	Siding, etc, 662 Aries	1460	1	13,000.00		
	Siding, etc, 447 Caravan	1460	1	10,000.00		
	Reroof 746 Aronson	1460	1	3,000.00		
	Concrete Replacement	1450	3	8,000.00		
	Cabinets/Tops 1825 Rehberg	1460	1	3,500.00		

487,948.00

Signature of Executive Director and Date

Signature of Public Housing Director and date

Annual Statement/
 Performance and Evaluation Report
 Part II: Supporting Pages
 Comprehensive Grant Program (CGP)

Development Number/Name	General Description of Proposed Work Items	Dev. Acct No.	Quantity	Original	Estimated Cost	
					Revised	Difference
MT006P001019	Siding, Deck, etc, 869 Bazaar	1460	1	17,000.00		
	Siding, etc, 3530 Granger	1460	1	13,000.00		
	Flooring	1460	1	3,000.00		
MT006P001022	Flooring	1460	2	5,000.00		
	Furnace	1460	1	2,000.00		
	Siding, etc, 2425 Cook	1460	1	11,000.00		
	Siding/Deck etc 760 Coliseum	1460	1	13,500.00		
	Siding/Deck etc 561 Coliseum	1460	1	16,000.00		
	Siding/Deck etc 3617 Custer	1460	1	16,000.00		

Signature of Executive Director and Date

584,448.00
Signature of Public Housing Director and date

2000

Funds Obligated	Funds Expended	Status of Proposed Work
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3

2000

Funds Obligated	Funds Expended	Status of Proposed Work
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Revised Target Dates (2)

Finance & Evaluation Report
Human Programs Administrator and Date

Revised Target Dates (2)

ance & Evaluation Report
ican Programs Administrator and Date

Five-Year Action Plan
 Part I: Summary
 Comprehensive Grant Program (CGP)

2000

HA Name		Locality (City/County & State)				/ x / Original / / Revision No.
Housing Authority of Billings		Billings, Yellowstone County, Montana				
A. Development Number/Name	Work Statement for Year 1 FFY 2000	Work Statement for Year 2 FFY 2001	Work Statement for Year 3 FFY 2002	Work Statement for Year 4 FFY 2003	Work Statement for Year 5 FFY 2004	
See attached hud-53824 Continuation	See Annual Statement					
B. Physical Improvements Subtotal		505,078.00	323,400.00	359,500.00	277,300.00	
C. Management Improvements		-	-		-	
D. HA-Wide Nondwelling Structures and Equipment		-	-	-	-	
E. Administration		58,000.00	60,000.00	65,000.00	65,000.00	
F. Other		11,370.00	17,370.00	1,370.00	11,370.00	
G. Replacement Reserve		10,000.00	183,678.00	158,578.00	230,778.00	
H. Total CGP Funds						
I. Total Non-CGP Funds						
J. Grand Total		584,448.00	584,448.00	584,448.00	584,448.00	
Signature of Executive Director	Date:	Signature of Public Housing Director/Ofc of Native American Prog Administrator			Date:	

2000

Comprehensive Grant Program (CGP)

HA Name		Locality (City/County & State)				/ x / Original / / Revision No.
Housing Authority of Billings		Billings, Yellowstone County, Montana				
A. Development Number/Name	Work Statement for Year 1 FFY 2000	Work Statement for Year 2 FFY 2001	Work Statement for Year 3 FFY 2002	Work Statement for Year 4 FFY 2003	Work Statement for Year 5 FFY 2004	
MT001P002 Morgan/Bunting/Byrd	See Annual	5,000.00	15,000.00	75,000.00	41,000.00	
MT001P003 Eaglesnest Subdivision		110,000.00	-	40,000.00	13,200.00	
MT001P004 St Johns		20,000.00	-	-	24,000.00	
MT001P005 Woody Subdivision		-	-	75,000.00	13,000.00	
MT001P006 South Park		-	14,400.00	10,000.00	10,000.00	
MT001P007 Phyllis Circle		55,000.00	225,000.00	-	10,000.00	
MT001P008 Bunting/4th Av N		53,078.00	20,000.00	-	9,600.00	
MT001P013 Scattered Site		65,800.00	13,000.00	61,500.00	50,000.00	
MT001P015 Scattered Site		147,000.00	19,000.00	64,000.00	30,500.00	
MT001P019 Scattered Site		21,000.00	7,000.00	7,000.00	43,000.00	
MT001P022 Scattered Site		28,200.00	10,000.00	27,000.00	33,000.00	
			505,078.00	323,400.00	359,500.00	277,300.00

Public Housing Drug Elimination Program Plan

Note: THIS PHDEP Plan template (HUD 50075-PHDEP Plan) is to be completed in accordance with Instructions located in applicable PIH Notices.

Annual PHDEP Plan Table of Contents:

1. General Information/History
2. PHDEP Plan Goals/Budget
3. Milestones
4. Certifications

Section 1: General Information/History

- A. Amount of PHDEP Grant \$ 60,264**
- B. Eligibility type (Indicate with an “x”) N1 _____ N2 _____ R X**
- C. FFY in which funding is requested 2000**
- D. Executive Summary of Annual PHDEP Plan**

In the space below, provide a brief overview of the PHDEP Plan, including highlights of major initiatives or activities undertaken. It may include a description of the expected outcomes. The summary must not be more than five (5) sentences long

The Housing Authority of Billings will contract with the City of Billings to provide one full-time Community Policing Officer. This officer will provide above base-line services to the targeted 274 public housing units. This is an ongoing cooperative with the City of Billings with our main goal in providing proactive drug elimination efforts to the targeted public housing units and surrounding neighborhoods. Our primary program goals are to reduce Part I and Part II in public housing developments and the surrounding neighborhoods. Our program no longer has the funding to provide a proactive positive alternative to drug youth program due to the drastic reduction in funding through PHDEP.

E. Target Areas

Complete the following table by indicating each PHDEP Target Area (development or site where activities will be conducted), the total number of units in each PHDEP Target Area, and the total number of individuals expected to participate in PHDEP sponsored activities in each Target Area.

PHDEP Target Areas (Name of development(s) or site)	Total # of Units within the PHDEP Target Area(s)	Total Population to be Served within the PHDEP Target Area(s)
MT 1-2 Morgan/Bunting/Byrd Division	40	151
MT 1-3 Eaglesnest	36	102
MT1-4 St. Johns	20	58
MT1-5 Woody Drive	40	113
MT1-6 South Park	36	113
MT1-7 Phyllis Circle	30	31
MT1-8 Scattered South Side	14	35
MT1-13 Scattered Single Family Homes	20	89
MT1-15 Scattered Single Family Homes	25	99
MT1-19 Scattered Single Family Homes	5	23
MT1-22 Scattered Single Family Homes	8	30

F. Duration of Program

Indicate the duration (number of months funds will be required) of the PHDEP Program proposed under this Plan (place an “x” to indicate the length of program by # of months. For “Other”, identify the # of months).

6 Months _____ 12 Months _____ 18 Months X 24 Months _____ Other _____

G. PHDEP Program History

Indicate each FY that funding has been received under the PHDEP Program (place an “x” by each applicable Year) and provide amount of funding received. If previously funded programs have not been closed out at the time of this submission, indicate the fund balance and anticipated completion date. For grant extensions received, place “GE” in column or “W” for waivers.

Fiscal Year of Funding	PHDEP Funding Received	Grant #	Fund Balance as of Date of this Submission	Grant Extensions or Waivers	Anticipated Completion Date
FY 1995 x	101,735	MT06DEP0010195	-0-		Completed
FY 1996 x	117,034	MT06DEP0010196	-0-	GE	Completed
FY 1997 x	82,200	MT06DEP0010197	-0-	GE	Completed
FY 1998 x	82,200	MT06DEP0010198	82,200		12/30/2000
FY 1999 x	60,264	MT06DEP0010199	60,264		12/30/2001

Section 2: PHDEP Plan Goals and Budget

A. PHDEP Plan Summary

In the space below, summarize the PHDEP strategy to address the needs of the target population/target area(s). Your summary should briefly identify: the broad goals and objectives, the role of plan partners, and your system or process for monitoring and evaluating PHDEP-funded activities. This summary should not exceed 5-10 sentences.

The Housing Authority of Billings will contract with the City of Billings to provide one full-time Community Policing Officer. This officer will provide above base-line services to the targeted 274 public housing units. This is an ongoing cooperative with the City of Billings with our main goal in providing proactive drug elimination efforts to the targeted public housing units and surrounding neighborhoods. Our primary program goals are to reduce Part I and Part II in public housing developments and the surrounding neighborhoods. Our program no longer has the funding to provide a proactive positive alternative to drug youth program due to the drastic reduction in funding through PHDEP.

B. PHDEP Budget Summary

Enter the total amount of PHDEP funding allocated to each line item.

FY 2000 PHDEP Budget Summary	
Budget Line Item	Total Funding
9110 - Reimbursement of Law Enforcement	\$60,264
9120 - Security Personnel	
9130 - Employment of Investigators	
9140 - Voluntary Tenant Patrol	
9150 - Physical Improvements	
9160 - Drug Prevention	
9170 - Drug Intervention	
9180 - Drug Treatment	
9190 - Other Program Costs	
TOTAL PHDEP FUNDING	\$60,264

C. PHDEP Plan Goals and Activities

In the tables below, provide information on the PHDEP strategy summarized above by budget line item. Each goal and objective should be numbered sequentially for each budget line item (where applicable). Use as many rows as necessary to list proposed activities (additional rows may be inserted in the tables). PHAs are not required to provide information in shaded boxes. Information provided must be concise—not to exceed two sentences in any column. Tables for line items in which the PHA has no planned goals or activities may be deleted.

9110 - Reimbursement of Law Enforcement					Total PHDEP Funding: \$ 60,264		
Goal(s)	One full-time uniformed community policing officer to provide above baseline services to targeted developments.						
Objectives	Contract with City of Billings						
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount/Source)	Performance Indicators
1. Contract with City for Officer			01/01/2001	12/31/2001	60,264	\$12,850 City of Billings In Kind Equipment	1. Statistical Data 2. Resident Surveys 3. Management Indicators

9120 - Security Personnel					Total PHDEP Funding: \$		
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount/Source)	Performance Indicators
1.							
2.							
3.							

9130 - Employment of Investigators					Total PHDEP Funding: \$		
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount/Source)	Performance Indicators
1.							
2.							
3.							

9140 - Voluntary Tenant Patrol					Total PHDEP Funding: \$		
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1.							
2.							
3.							

9150 - Physical Improvements					Total PHDEP Funding: \$		
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1.							
2.							
3.							

9160 - Drug Prevention					Total PHDEP Funding: \$		
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1.							
2.							
3.							

9170 - Drug Intervention					Total PHDEP Funding: \$		
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount /Source)	Performance Indicators

	Served					/Source)	
1.							
2.							
3.							

9180 - Drug Treatment						Total PHDEP Funding: \$	
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1.							
2.							
3.							

9190 - Other Program Costs						Total PHDEP Funds: \$	
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1.							
2.							
3.							

Section 3: Expenditure/Obligation Milestones

Indicate by Budget Line Item and the Proposed Activity (based on the information contained in Section 2 PHDEP Plan Budget and Goals), the % of funds that will be expended (at least 25% of the total grant award) and obligated (at least 50% of the total grant award) within 12 months of grant execution.

Budget Line Item #	25% Expenditure of Total Grant Funds By Activity #	Total PHDEP Funding Expended (sum of the activities)	50% Obligation of Total Grant Funds by Activity #	Total PHDEP Funding Obligated (sum of the activities)
<i>e.g Budget Line Item # 9120</i>	<i>Activities 1, 3</i>		<i>Activity 2</i>	
9110	Activity 1	\$15,066	Activity 1	\$30,132
9120				
9130				
9140				
9150				
9160				
9170				
9180				
9190				
TOTAL	Activity 1	\$ 15,066	Activity 1	\$30,132

Section 4: Certifications

A comprehensive certification of compliance with respect to the PHDEP Plan submission is included in the “PHA Certifications of Compliance with the PHA Plan and Related Regulations.”

The following certifications are attached to this plan:

1. HUD-50070
2. HUD-50071
3. Standard Form-LLL

PHA RESIDENT ADVISORY BOARD
Meeting Minutes
02/15/2000

Present: Desiree Whiteman (PHA), Janice Goodluck-Hiwalker (PHA), Janet Lausch (S8), Erica Limberhand (RC), Lucy Brown (HAB), Patty Berkovits (PHA), Jonella Chavis (PHA), Adel Sather (PHA), Patti Webster (HAB).

Brown opened meeting; welcoming and thanking all of the residents for their participation.

Introductions of each resident member and the development/program of which they participate in. Staff introductions were made.

Brown explained the need for the Resident Advisory Board. She gave an overview of the legislation history and how we have come to the place we are with the Public Housing and Section 8 programs. She explained QWHRA and gave a brief summary of the PHA planning process.

Brown presented the Board with the Agency Plan Template – in draft form.

Brown explained to the Board what rules are proposed and which are final at this given point.

Brown explained the Mission Statement of the Housing Authority of Billings and discussed the strategic planning process.

Brown then proceeded to get resident input on goals and objectives in the agency plan.

Strategic Goal: Increase the availability of decent, safe and affordable housing. Brown stated what the Housing Authority of Billings' objectives are.

S8 Client comment – Could clients work on projects as construction workers if new housing is built?

HAB response – The Agency complies with all Section 3 requirements now. We promote self-sufficiency and economic development for our residents. We survey residents annually to see what positions they are skilled in, would like to be skilled in, and if we can give their name and phone to various contractors to give them these opportunities.

Brown explained agency assessments from HUD such as PHAMP (PHAS) and SEMAP. She informed the group that HUD grades the agency for various areas and that resident economic uplift is included in the assessment.

Strategic Goal: Target available assistance to families at or below income levels of 30%, 50% or 80%.

PHA Client comment – Can we have a Section 8 wait list preference for Billings’s residents only?

HAB response – Brown explained that we do not have a local preference for city residents only and that she does not foresee this changing anytime in the future.

S8 client comment – She found it very hard to find landlords who will rent to people with section 8 assistance.

HAB response – Brown explained what our landlord outreach efforts are. Perhaps we could advertise every three months and distribute new landlord packets.

S8 client comment – There is not enough money or bedroom size allowed. Security Deposits are high and hard to make for low-income people. The market is very tight.

HAB response – Brown informed the group that the law now allows us to increase payment standards. Our agency is at the maximum level allowed by law for most bedroom sizes. It would help if we could have the FMR at the 45th percentile instead of the 40th. Brown explained that there are agencies in town that will help with security deposits. Brown also explained that we are a housing counseling agency and that our staff members can try to assist families who are having a hard time finding units to rent. Brown explained that several of our staff members represent our agency on various boards and groups to increase and promote the Section 8 program.

Brown then proceeded with explaining the various programs she will propose to the Board of Directors involving building of new units and homeownership assistance.

PHA Client Comment – What home ownership programs are available to us now? What about the Section 8 homeownership program mentioned in this chart?

HAB response - Brown explained that there is not a final rule on Section 8 homeownership. The original final rule showed problems with the program and there is no further information at this point. The way the program was written would allow a family to use their section 8 assistance towards the purchase of a home. The program was very tight with restrictions and did not go over well nation-wide. Changes should be coming soon. Miller-Webster explained about the City’s First-

time homebuyer program and the Native American Partnership Homeownership Program.

Brown reviewed the financial resources of the agency.

PHA Client Comment – Is there money available for childcare?

HAB response – Miller-Webster explained that the childcare money shown as a resource is a city grant for the FSS childcare program. This program is open to FSS participants only. She also explained that the local HRDC no longer has a wait list to receive help with childcare. The state has influxed a lot of money into the program and families can be assisted there. Due to the lack of a wait list, we can assume that the need in the community is being met.

PHA Client Comment – What is the turnover rate in housing?

HAB response – Brown reported that the turnover rate is approximately 49%. This is due to evictions, regular moves, but a majority is from families being able to move up and out of assisted housing.

Brown presented a list of rents based on the FMR and the rental survey conducted by temporary staff.

Resident Advisory Board Comment – Flat rents should be set at the lower of the FMR or rental survey result according to bedroom size.

Brown explained the screening efforts of the agency for the public housing and section 8 programs.

S8 client comment – Why can't we screen for NCIC for Section 8 clients also?

HAB response – Brown explained the cost for NCIC checks at \$5 and the FBI checks at \$24 is a high cost for the housing agency, given the long wait lists for this program. The Section 8 landlords need to conduct their own screening for their tenants. For Public Housing, our agency is the landlord and we perform very tight screening measures.

The group ended on page 18 of the template.

The Resident Advisory Board will meet again on Tuesday, February 22, 2000 at 12 Noon.

Meeting adjourned at 2:30 p.m.

RESIDENT ADVISORY BOARD
Meeting Minutes
February 22, 2000

Director Brown opened meeting at 12 Noon.

Brown handed out materials including the meeting minutes from last Resident Advisory Board Meeting, PHA Agency DRAFT Plan, and PHDEP Plan.

Brown discussed DRAFT Agency Plan beginning on page 19.

No resident comments on any goals or objectives of plan until PHDEP.

Webster presented PHDEP Plan to residents. Webster informed residents that with the drastic cut in funding since 1996 - from \$117,034.00 to the current \$60,264 (51% Reduction) there is no longer funding to do proactive youth participation for programs, only funding for Community Policing Officer.

Resident Advisory Board Comments:

- Current Officer is not working well with disabled clients at Morgan/Bunting/Byrd.
- A lot of young kids (9,10,11 year-olds) drinking, etc
- They do not feel Officer is earning his keep. He is not taking the time to look into things that they report.
- They would like to see Officer work undercover and not always show up in a uniform and marked car.
- Many problems at Morgan/Bunting/Byrd and Woody.
- Some of the problems are from children in our housing and some are from other neighborhoods. Lots of kids smoking and drinking. Information has been reported to both the Officer and the PHA Administrators.
- Residents are not seeing the Officer at the FIC.

Housing Authority of Billings Response:

The Officer has been gone for two weeks for Military duty.

Resident Advisory Board Comments:

- Back motion light at FIC is staying on. They are finding a lot of beer bottles in the flowerbed areas at FIC.

Housing Authority of Billings Response:

It would be very helpful for residents to report the names and addresses of the kids/adults doing these things. General information is ok but it does not allow us to take action unless we have names of those involved or where they live.

Resident Advisory Board Comments:

- Officer is not involved enough with the kids. There are a lot of unsupervised kids in the area. Officer Riddle was the best officer we have had so far.
- Some Officers are rude when we try to tell them something. It is as if it goes through one ear and out the other.
- The officer is "cold". We realize they are there to enforce the laws.
- When the Resident Council president asked the current Officer to attend the Resident Council Meeting he said that he did not need to meet any residents unless he was going to arrest them.
- They have asked Officer to go down and talk to a handicap resident who cannot make it to the FIC and the Officer puts her off.
- "We are not human to them"

Housing Authority of Billings Response:

Webster said, not excusing any behavior, the PHA has different parameters from HUD then it did a few years back. We are now under the One Strike and You're Out criteria; officer's actions are more towards enforcement instead of pro-active work. Officer is busy covering almost 300 units of public housing. No money to hire another officer.

Webster informed group of COMP Grant safety provision to provide extra lighting behind Bunting which is where the kids are drinking and hanging out. More lighting was Officer Cardillo's idea to prevent this.

Webster also informed group that effective March 1, 2000 YMCA will hold an after-school program at the FIC every Wednesday and Friday from after school to 5:00 p.m. This might help get kids get involved who are unsupervised.

Resident Advisory Board Comments:

- If Officer would even ask the residents how things are going once in a while they would feel better.
- They never see the current Officer at night driving around the neighborhood.
- A lot of families have never met the Officer. They do not know how to get in touch with him or leave a message.
- Another resident agreed that they never see the officer.

- There is a lot of broken glass – rocks – from the cement work in the grass – resident is concerned for lawn crew machinery.

Housing Authority of Billings Response:

Brown reported that she would inform the Maintenance department of this concern.

Finishing with the PHDEP area of the plan, Brown went over remaining areas of the plan.

No resident comments on these areas.

Brown then asked the Board if there were any other comments for input:

Residents responded:

- We need a program to work with kids so that they will not destroy other people's property.
- There are too many unsupervised kids.
- The leaves need to be cleaned out of the eaves.
- Kids like to climb on the roofs.
- Playground areas are a disaster – dirty diapers, needles, and bottles. Garbage, human feces, you name it, its in the san area.

Having no other comments – Brown thanked the Residents for their input. She announced that the Public Hearing will be April 10, 2000 at 10:00 a.m. and that the draft plan will be available for public review until the public hearing.

Meeting adjourned at 1:15 p.m.

Housing Authority of Billings
ANNUAL PLAN
PUBLIC HEARING
April 10, 2000
10:00 a.m.

Present: Lucy Brown, Executive Director and
Patti Miller-Webster, Operations Manager
No residents or general public in attendance

Brown opened meeting at 10:00 a.m.

Brown stated that no comments were submitted in writing and that the comments from the Resident Advisory Board are on file and are also an attachment with the Plan submission.

The Housing Authority of Billings Board adopted and approved the recommendation from the Resident Advisory Board to change the proposed Flat Rent Policy.

Having no further comments, meet adjourned at 10:15 a.m.