

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

PHA Plans

5 Year Plan for Fiscal Years 2000 - 2004

Annual Plan for Fiscal Year 2000

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

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

**PHA Plan
Agency Identification**

PHA Name: Public Housing Authority of Butte

PHA Number: MT 003

PHA Fiscal Year Beginning: (mm/yyyy) 07/2000

Public Access to Information

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

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

Display Locations For PHA Plans and Supporting Documents

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

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

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

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

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

A. Mission

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

- The mission of the PHA is the same as that of the Department of Housing and Urban Development: To promote adequate and affordable housing, economic opportunity and a suitable living environment free from discrimination.
- The PHA's mission is: (state mission here)
The Public Housing Authority of Butte is dedicated to providing high-quality, well-managed, affordable housing opportunities to the citizens of Butte-Silver Bow as well as providing residents with opportunities for economic self-sufficiency and enhanced quality of life with a commitment to serving our clients with professionalism, courtesy, and respect.

B. Goals

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

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

- PHA Goal: Expanded the supply of assisted housing
Objectives:
- Apply for additional rental vouchers: as available through HUD
 - Reduce public housing vacancies:
 - Leverage private or other public funds to create additional housing opportunities: examine the feasibility of building new housing or renovating buildings
 - Acquire or build units or developments
 - Other (list below)

- PHA Goal: Improve the quality of assisted housing
 - Objectives:
 - Improve public housing management: (PHAS score) achieve a PHAS score of at least 90
 - Improve voucher management: (SEMAP score)
 - Increase customer satisfaction: improve the professionalism of staff and create team-based customer service
 - Concentrate on efforts to improve specific management functions: (list; e.g., public housing finance; voucher unit inspections)
 - Renovate or modernize public housing units: based on the needs assessment as part of a HOPE VI plan and the Capital Fund plan
 - Demolish or dispose of obsolete public housing: based on the needs assessment as part of a HOPE VI plan (to be done in 2001)
 - Provide replacement public housing:
 - Provide replacement vouchers:
 - Other: (list below)
- PHA Goal: Increase assisted housing choices
 - Objectives:
 - Provide voucher mobility counseling:
 - Conduct outreach efforts to potential voucher landlords
 - Increase voucher payment standards
 - Implement voucher homeownership program:
 - Implement public housing or other homeownership programs: by 2002
 - Implement public housing site-based waiting lists:
 - Convert public housing to vouchers:
 - Other: (list below)

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

- PHA Goal: Provide an improved living environment
 - Objectives:
 - Implement measures to deconcentrate poverty by bringing higher income public housing households into lower income developments:
 - Implement measures to promote income mixing in public housing by assuring access for lower income families into higher income developments:
 - Implement public housing security improvements: to be done through the Public Housing Drug Elimination Program
 - Designate developments or buildings for particular resident groups (elderly, persons with disabilities) – submit a designated plan for the Rosalie Manor by June 30, 2000
 - Other: (list below)

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

- PHA Goal: Promote self-sufficiency and asset development of assisted households
Objectives:
- Increase the number and percentage of employed persons in assisted families:
 - Provide or attract supportive services to improve assistance recipients' employability: work with Career Futures to provide services on site (ongoing)
 - Provide or attract supportive services to increase independence for the elderly or families with disabilities. Apply for a ROSS grant for elderly supportive services
 - Other: (list below)

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

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

Other PHA Goals and Objectives: (list below)

Goal #1: The Board of Commissioners and the Executive Director will establish a staff development program that will result in increased team spirit, a more professional and knowledgeable staff, and exceptional customer service.

Objectives:

- A. By March 31, 2000, the Executive Director will review and revise the organizational structure and job assignments, and communicate the role of each individual.
- B. By June 30, 2000, the Board Finance Committee will review and refine the compensation system to include a formal performance evaluation and reward program.

- C. By June 30, 2000, the Executive Director will develop and document a formal staff orientation and technical training (initial and on-going) program.
- D. By May 31, 2000, and quarterly thereafter, the Executive Director will develop and conduct staff team building activities.
- E. By June 30, 2000, the Board of Commissioners and the Executive Director will identify and provide customer service training to all staff.

Goal #2: The Public Housing Authority of Butte will investigate opportunities for new and expanded housing and community development programs designed to meet the specific needs of Butte-Silver Bow and design a plan to achieve programmatic diversification.

Objectives:

- A. By March 31, 2000, the Executive Director will develop and distribute a Resident Orientation System designed to acquaint residents with the amenities offered by the Housing Authority and the provisions of the lease.
- B. By June 30, 2000, the Executive Director will develop and submit an application to designate Rosalie Manor as elderly only.
- C. By June 30, 2000, the Executive Director will investigate the feasibility of beginning a Section 8 Program. This will include investigation of the feasibility of transferring the administration of Section 8 vouchers from the state to the Housing Authority.
- D. By June 30, 2000, the Modernization Coordinator will collect information regarding the city's CDBG program and present the information to the Board of Commissioners for the Housing Authority. Special attention will be placed on the feasibility of implementing a Rental Rehabilitation Program.
- E. By September 30, 2000, the Executive Director will collect information regarding the need for and feasibility of providing specific disabled housing and associated resources in addition to what is currently offered.
- F. By December 31, 2000, the Executive Director will develop and implement a coordinated Public Relations Program in order to improve the image of the Housing Authority locally and throughout the state.

Goal #3: The Public Housing Authority of Butte will increase resources to residents, expand opportunities for self-sufficiency, and improve resident satisfaction through improved communication.

Objectives:

- A. By June 30, 2000, the Housing Coordinator will assess the need for and interest in services designed specifically for seniors to be provided at Rosalie Manor. This will include determining the feasibility of providing access to residents living in other developments.
- B. By June 30, 2000, the Housing Coordinator will conduct an assessment of skills to determine potential job training needs and resident business opportunities.
- C. By September 30, 2000, the Executive Director will establish and enhance linkages with local and state service providers to increase Welfare-to-Work initiatives.
- D. By September 30, 2000, the Modernization Coordinator will determine the specific needs for landscaping by development. Concurrently, the Housing Coordinator will develop and implement a beautification award for residents of public housing.
- E. By December 31, 2000, the Executive Director will determine the feasibility of implementing a Homeownership Program for single family homes located throughout the Butte-Silver Bow area.

Goal #4: Enhance the attractiveness and marketability of the housing stock and surrounding neighborhoods in order to improve the public image and attract a more stratified group of residents.

Objectives:

- A. By June 30, 2000, the Modernization Coordinator will establish priorities for modernization at Silver Bow Homes and develop a plan for reconfiguration as applicable.
- B. By September 30, 2000, the Modernization Coordinator will review and revise the Capital Plan to include efforts to enhance the marketability and services support at all properties.

- C. By September 30, 2000, the Modernization Coordinator will identify any physical changes required at Rosalie Manor as a result of elderly-only designation and increased services.
- D. By September 30, 2000, the Maintenance Supervisor will develop and implement a Preventative Maintenance and Landscaping Plan to improve the marketability of all developments.
- E. By December 31, 2000, the Board and Executive Director will develop a specific campaign to enhance the marketability of properties and the image of the housing authority as a whole.

Goal #5: Investigate and evaluate the feasibility of redevelopment alternatives and development opportunities and quantify sources of funding. Identify required professional support.

Objectives:

- A. By March 31, 2000, the Board will establish a Development Subcommittee to manage and solicit input for the related planning process.
- B. By June 30, 2000, the Executive Director will investigate the feasibility of developing and submitting an application for funding under HOPE VI for the partial demolition of Silver Bow Homes.
- C. By September 30, 2000, the Executive Director and Board will enhance city, community, and state relationships to improve relations so that additional development can be accomplished.
- D. By December 31, 2000, the Executive Director will develop an Initial Redevelopment Plan to include all properties managed by the Housing Authority of Butte, Montana.

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.

Not required.

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

Optional Attachments:

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

Supporting Documents Available for Review

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

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

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
	Fair Housing Documentation: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions' initiatives to affirmatively further fair housing that require the PHA's involvement.	5 Year and Annual Plans
X	Consolidated Plan for the jurisdiction/s in which the PHA is located (which includes the Analysis of Impediments to Fair Housing Choice (AI)) and any additional backup data to support statement of housing needs in the jurisdiction	Annual Plan: Housing Needs
X	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources;
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
	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public Housing Deconcentration and Income Mixing Documentation: 1. PHA board certifications of compliance with deconcentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/99 <i>Quality Housing and Work Responsibility Act Initial Guidance; Notice</i> and any further HUD guidance) and 2. Documentation of the required deconcentration and income mixing analysis	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public housing rent determination policies, including the methodology for setting public housing flat rents <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X	Schedule of flat rents offered at each public housing development <input type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
	Section 8 rent determination (payment standard) policies <input 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

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
X	Public housing grievance procedures <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
	Section 8 informal review and hearing procedures <input type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
X	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
X	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	Annual Plan: Capital Needs
	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans or any other approved proposal for development of public housing	Annual Plan: Capital Needs
	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act	Annual Plan: Conversion of Public Housing
	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
	Policies governing any Section 8 Homeownership program <input type="checkbox"/> check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
X	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
X	The most recent Public Housing Drug Elimination Program (PHDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)	Annual Plan: Safety and Crime Prevention
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)

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component

1. Statement of Housing Needs

[24 CFR Part 903.7 9 (a)]

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

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

Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Overall	Afford-ability	Supply	Quality	Access-ibility	Size	Loca-tion
Income <= 30% of AMI	2500	3	3	3	3	3	3
Income >30% but <=50% of AMI	2000	3	3	3	3	3	3
Income >50% but <80% of AMI	2500	3	3	3	3	3	3
Elderly	N/A	3	3	3	3	3	3
Families with Disabilities	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Race/Ethnicity	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Race/Ethnicity	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Race/Ethnicity	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Race/Ethnicity	N/A	N/A	N/A	N/A	N/A	N/A	N/A

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

- Consolidated Plan of the Jurisdiction/s
Indicate year: 1999
- U.S. Census data: the Comprehensive Housing Affordability Strategy ("CHAS") dataset

- American Housing Survey data
Indicate year:
- Other housing market study
Indicate year: 1999
- Other sources: (list and indicate year of information)

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

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

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input 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	99		204
Extremely low income <=30% AMI	89	90%	
Very low income (>30% but <=50% AMI)	10	10%	
Low income (>50% but <80% AMI)	0	0%	
Families with children	65	66%	
Elderly families	7	7%	

Housing Needs of Families on the Waiting List			
Families with Disabilities	27	27%	
Race/ethnicity White	84	85%	
Race/ethnicity Black	4	4%	
Race/ethnicity American Indian	6	6%	
Race/ethnicity Hispanic	5	5%	
Characteristics by Bedroom Size (Public Housing Only)			
1BR	59	60%	76
2 BR	30	30%	83
3 BR	10	10%	49
4 BR	0	0%	0
5 BR	0	0%	0
5+ BR	0	0%	0
Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			
If yes:			
How long has it been closed (# of months)?			
Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input type="checkbox"/> Yes			

C. 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
- Undertake measures to ensure access to affordable housing among families assisted by the PHA, regardless of unit size required
- Maintain or increase section 8 lease-up rates by marketing the program to owners, particularly those outside of areas of minority and poverty concentration

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

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

Select all that apply

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

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

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

Select all that apply

- Exceed HUD federal targeting requirements for families at or below 30% of AMI in public housing

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

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

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

Select all that apply

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

Need: Specific Family Types: The Elderly

Strategy 1: Target available assistance to the elderly:

Select all that apply

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

Need: Specific Family Types: Families with Disabilities

Strategy 1: Target available assistance to Families with Disabilities:

Select all that apply

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

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

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

Select if applicable

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

Strategy 2: Conduct activities to affirmatively further fair housing

Select all that apply

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

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

(2) Reasons for Selecting Strategies

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

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

2. Statement of Financial Resources

[24 CFR Part 903.7 9 (b)]

List the financial resources that are anticipated to be available to the PHA for the support of Federal public housing and tenant-based Section 8 assistance programs administered by the PHA during the Plan year.

Note: the table assumes that Federal public housing or tenant based Section 8 assistance grant funds are

expended on eligible purposes; therefore, uses of these funds need not be stated. For other funds, indicate the use for those funds as one of the following categories: public housing operations, public housing capital improvements, public housing safety/security, public housing supportive services, Section 8 tenant-based assistance, Section 8 supportive services or other.

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
1. Federal Grants (FY 2000 grants)		
a) Public Housing Operating Fund	497,587	
b) Public Housing Capital Fund	633,970	
c) HOPE VI Revitalization		
d) HOPE VI Demolition		
e) Annual Contributions for Section 8 Tenant-Based Assistance		
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)	78,229	
g) Resident Opportunity and Self-Sufficiency Grants		
h) Community Development Block Grant		
i) HOME		
Other Federal Grants (list below)		
2. Prior Year Federal Grants (unobligated funds only) (list below)		
707 Comp Grant	100,970	PHA Capital Improvements
301 PHDEP	30,544	PHA Safety/Security
3. Public Housing Dwelling Rental Income		
	560,999	PHA Operations
4. Other income (list below)		
Maintenance and non-dwelling rental	12,540	PHA Operations
4. Non-federal sources (list below)		
Investment Income	18,291	PHA Operations

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
Total resources	1,933,130	

3. PHA Policies Governing Eligibility, Selection, and Admissions

[24 CFR Part 903.7 9 (c)]

A. Public Housing

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

(1) Eligibility

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

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

Other: (describe) at time of 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) credit report

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

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

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

(2)Waiting List Organization

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

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

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

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

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

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

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

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

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

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

(3) Assignment

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

- One

- Two
- Three or More

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

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

(4) Admissions Preferences

a. Income targeting:

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

b. Transfer policies:

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

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

c. Preferences

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

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

Former Federal preferences:

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

- High rent burden (rent is > 50 percent of income)

Other preferences: (select below)

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

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

1 Date and Time

Former Federal preferences:

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

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

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

(6) Deconcentration and Income Mixing

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

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

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

- Adoption of site-based waiting lists
If selected, list targeted developments below:
- Employing waiting list "skipping" to achieve deconcentration of poverty or income mixing goals at targeted developments

If selected, list targeted developments below:

- Employing new admission preferences at targeted developments

If selected, list targeted developments below:

- Other (list policies and developments targeted below)

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

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

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

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

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

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

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

B. Section 8 N/A (PHA does not administer Section 8)

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

(1) Eligibility

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

- Criminal or drug-related activity only to the extent required by law or regulation
 Criminal and drug-related activity, more extensively than required by law or regulation

- More general screening than criminal and drug-related activity (list factors below)
- Other (list below)

- b. Yes No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?
- c. Yes No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?
- d. Yes No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)
- e. Indicate what kinds of information you share with prospective landlords? (select all that apply)
 - Criminal or drug-related activity
 - Other (describe below)

(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:

(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)

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

- Any time the family experiences an income increase
- Any time a family experiences an income increase above a threshold amount or percentage: (if selected, specify threshold)_____
- Other (list below)

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

(2) Flat Rents

1. In setting the market-based flat rents, what sources of information did the PHA use to establish comparability? (select all that apply.)
- The section 8 rent reasonableness study of comparable housing
 - Survey of rents listed in local newspaper
 - Survey of similar unassisted units in the neighborhood
 - Other (list/describe below)

B. Section 8 Tenant-Based Assistance (N/A PHA does not administer Section 8)

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)

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

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

A. PHA Management Structure

Describe the PHA’s management structure and organization.

(select one)

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

B. HUD Programs Under PHA Management

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

Program Name	Units or Families Served at Year Beginning	Expected Turnover
Public Housing	353	200
Section 8 Vouchers	NA	NA
Section 8 Certificates	NA	NA
Section 8 Mod Rehab	NA	NA
Special Purpose Section 8 Certificates/Vouchers (list individually)	NA	NA
Public Housing Drug Elimination Program (PHDEP)	353	200
Other Federal Programs(list individually)		
FSS	12	0

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)

Procurement Policy
Maintenance Policy
Investment Policy
Personnel Policy
Disposition Policy
General Operating Procedures

(2) Section 8 Management: (list below)

N/A PHA does not administer Section 8

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 (N/A PHA does not administer Section 8)

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

If yes, list additions to federal requirements below:

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

- PHA main administrative office
 Other (list below)

7. Capital Improvement Needs

[24 CFR Part 903.7 9 (g)]

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

A. Capital Fund Activities

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

(1) Capital Fund Program Annual Statement

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

Select one:

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

-or-

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

(2) Optional 5-Year Action Plan

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

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

b. If yes to question a, select one:

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

-or-

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

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

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

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

1. Development name:

2. Development (project) number:

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

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

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

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

Yes No: e) Will the PHA be conducting any other public housing development or replacement activities not discussed in the Capital Fund Program Annual Statement?

If yes, list developments or activities below:

8. Demolition and Disposition

[24 CFR Part 903.7 9 (h)]

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

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

2. Activity Description

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

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

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

[24 CFR Part 903.7 9 (i)]

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

1. Yes 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: Rosalie Manor	
1b. Development (project) number: MT003002	
2. Designation type: Occupancy by only the elderly <input checked="" 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 checked="" type="checkbox"/>	
4. Date this designation approved, submitted, or planned for submission: <u>(6/30/00)</u>	
5. If approved, will this designation constitute a (select one) <input checked="" type="checkbox"/> New Designation Plan <input type="checkbox"/> Revision of a previously-approved Designation Plan?	

6. Number of units affected: 66
7. Coverage of action (select one)
- Part of the development
- Total development

10. Conversion of Public Housing to Tenant-Based Assistance

[24 CFR Part 903.7 9 (j)]

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

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

1. Yes No: Have any of the 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)

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

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

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

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

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

11. Homeownership Programs Administered by the PHA

[24 CFR Part 903.7 9 (k)]

A. Public Housing

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

1. Yes No: Does the PHA administer any homeownership programs administered by the PHA under an approved section 5(h) homeownership program (42 U.S.C. 1437c(h)), or an approved HOPE I program (42 U.S.C. 1437aaa) or has the PHA applied or plan to apply to administer any homeownership programs under section 5(h), the HOPE I program, or section 32 of the U.S. Housing Act of 1937 (42 U.S.C. 1437z-4). (If “No”, skip to component 11B; if “yes”, complete one activity

description for each applicable program/plan, unless eligible to complete a streamlined submission due to **small PHA** or **high performing PHA** status. PHAs completing streamlined submissions may skip to component 11B.)

2. Activity Description

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

Public Housing Homeownership Activity Description (Complete one for each development affected)	
1a. Development name: 1b. Development (project) number:	
2. Federal Program authority: <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 (N/A PHA does not administer Section 8)

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 entered into a cooperative agreement with the TANF Agency, to share information and/or target supportive services (as contemplated by section 12(d)(7) of the Housing Act of 1937)?

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

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

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

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

B. Services and programs offered to residents and participants

(1) General

a. Self-Sufficiency Policies

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

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

b. Economic and Social self-sufficiency programs

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

Services and Programs

- Actively notifying residents of new policy at times in addition to admission and reexamination.
- Establishing or pursuing a cooperative agreement with all appropriate TANF agencies regarding the exchange of information and coordination of services
- Establishing a protocol for exchange of information with all appropriate TANF agencies
- Other: (list below)

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

13. PHA Safety and Crime Prevention Measures

[24 CFR Part 903.7 9 (m)]

Exemptions from Component 13: High performing and small PHAs not participating in PHDEP and Section 8 Only PHAs may skip to component 15. High Performing and small PHAs that are participating in PHDEP and are submitting a PHDEP Plan with this PHA Plan may skip to sub-component D.

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

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

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

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

- Safety and security survey of residents
- Analysis of crime statistics over time for crimes committed “in and around” public housing authority
- Analysis of cost trends over time for repair of vandalism and removal of graffiti
- Resident reports

- PHA employee reports
- Police reports
- Demonstrable, quantifiable success with previous or ongoing anticrime/anti drug programs
- Other (describe below)

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

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)
Silver Bow Homes

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)

Silver Bow Homes

D. Additional information as required by PHDEP/PHDEP Plan

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

- Yes No: Is the PHA eligible to participate in the PHDEP in the fiscal year covered by this PHA Plan?
- Yes No: Has the PHA included the PHDEP Plan for FY 2000 in this PHA Plan?
- Yes No: This PHDEP Plan is an Attachment. (Attachment Filename: D)

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 (File name) E
- Provided below:
3. In what manner did the PHA address those comments? (select all that apply)
- Considered comments, but determined that no changes to the PHA Plan were necessary.
- The PHA changed portions of the PHA Plan in response to comments
List changes below:
- Other: (list below)

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

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

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

3. Description of Resident Election Process

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

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

b. Eligible candidates: (select one)

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

c. Eligible voters: (select all that apply)

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

C. Statement of Consistency with the Consolidated Plan

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

1. Consolidated Plan jurisdiction: (provide name here)

State of Montana

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.

Substantial deviation of the Annual Plan from the 5 Year Plan is defined as a change to a specific goal or the deletion of specific goals and/or objectives. Any substantial deviation from the 5 Year Plan will require approval by the housing authority's Board of Commissioners and by the Resident Advisory Board.

Significant Amendment or Modification will include changes to rent or admission policies, changes to the Capital Fund Annual Statement, changes to the PHDEP plan, and any changes with regard to demolition or disposition, designation, homeownership programs, or conversion activities.

Attachments

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

ATTACHMENT A	FY2000 Capital Fund Program Annual Statement FY2000 Capital Fund Program 5 Year Action Plan
ATTACHMENT B	Admissions Policy for Deconcentration
ATTACHMENT C	PHA Management Organizational Chart
ATTACHMENT D	Public Housing Drug Elimination (PHDEP) Plan
ATTACHMENT E	Comments of Resident Advisory Board

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

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

OMB Approval No. 2577-0157 (Exp. 3/31/2002)

HA Name Public Housing Authority of Butte, Montana		Comprehensive Grant Number MT06P003708		FFY of Grant Approval 2000	
<input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Revised Annual <input type="checkbox"/> Performance and Evaluation Report for Program Year Ending _____ <input type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost (2)	
		Original	Revised (1)	Obligated	Expended
1	Total Non-CGP Funds	\$0			
2	1406 Operations (May not exceed 10% of line 20)	\$0			
3	1408 Management Improvements	\$83,620			
4	1410 Administration	\$52,500			
5	1411 Audit	\$0			
6	1415 Liquidated Damages	\$0			
7	1430 Fees and Costs	\$38,500			
8	1440 Site Acquisition	\$0			
9	1450 Site Improvement	\$0			
10	1460 Dwelling Structures	\$381,632			
11	1465.1 Dwelling Equipment - Nonexpendable	\$0			
12	1470 Nondwelling Structures	\$0			
13	1475 Nondwelling Equipment	\$27,000			
14	1485 Demolition	\$0			
15	1490 Replacement Reserve	\$0			
16	1492 Moving to Work Demonstration	\$0			
17	1495.1 Relocation Costs	\$0			
18	1498 Mod Used for Development	\$0			
19	1502 Contingency (may not exceed 8% of line 20)	\$50,718			
20	Amount of Annual Grant (Sum of lines 2 - 19)	\$633,970			
21	Amount of line 20 Related to LBP Activities	\$0			
22	Amount of line 20 Related to Section 504 Compliance	\$0			
23	Amount of line 20 Related to Security	\$0			
24	Amount of line 20 Related to Energy Conservation Measures	\$0			
(1) To be completed for the Performance and Evaluation Report or a Revised An (2) To be completed for the Performance and Evaluation Report.					
Signature of Executive Director and Date			Signature of Public Housing Director/Office of Native American Programs Administrator a		

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

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

OMB Approval 2577-0157 (Exp.

Development Number / Name HA - Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work (%)
				Original	Revised (1)	Funds Obligated (2)	Funds Expended (2)	
PHA-Wide	Management Improvements	1408						
	-Police Officer Salary		1	\$55,620				
	-Commission/Staff Training		1	\$10,000				
	-Develop Maintenance Improvement Program		1	\$15,000				
	-Update Utility Allowances		1	<u>\$3,000</u>				
	Subtotal 1408			\$83,620				
PHA-Wide	Administrative	1410						
	-Modernization Coordinator Salary (including fringe)		1	<u>\$52,500</u>				
	Subtotal 1410			\$52,500				
PHA-Wide	Fees and Costs	1430						
	-A&E Fees		LS	\$32,000				
	-CGP Update and Physical Need		LS	\$5,000				
	-Advertisement for Bids		LS	<u>\$1,500</u>				
	Subtotal 1430			\$38,500				
PHA-Wide	Non Dwelling Equipment	1475						
	-Purchase Computer Equipment		LS	\$1,000				
	-Purchase Maintenance Van		LS	\$24,000				
	-Purchase Maintenance Tools		LS	<u>\$2,000</u>				
	Subtotal 1475			\$27,000				
PHA-Wide	Contingency	1502						
	-Contingency for Construction		LS	<u>\$50,718</u>				
	Subtotal 1502			\$50,718				

(1) To be completed for the Performance and Evaluation Report or a Report on the Completion of the Performance and Evaluation Report.

Signature of Executive Director and Date

Signature of Public Housing Director/Office of Native American Programs Administrator and Date

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

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

OMB Approval 2577-0157 (Exp.

Development Number / Name HA - Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work (%)
				Original	Revised (1)	Funds Obligated (2)	Funds Expended (2)	
Rosalie Manor MT 003-002	Dwelling Structure -Replace kitchen cabinets (phase I) -Replace roof with seamless rubber skin -Install no-scald faucets on showers Subtotal 1460	1460	58 units LS 66 units	\$174,798 \$90,000 <u>\$21,450</u>				
	Total Rosalie Manor			\$286,248				
Elm Street MT 003-003	Dwelling Structure -Replace 15 Peerless boilers -Replace 17 domestic hot water heaters Subtotal 1460	1460	15 units 17 units	\$30,000 <u>\$7,227</u>				
	Total Elm Street			\$37,227				
Leggat Apartments MT 003-004	Dwelling Structure -Point bricks on south exterior wall and apply sealer Subtotal 1460	1460	4,824 sf	<u>\$30,005</u> \$30,005				
	TOTAL Leggat Apartments			\$30,005				
Scattered Sites MT 003-006	1460: Dwelling Structure -Replace roof with fiberglass shingles (in phase 2) Subtotal 1460	1460	11 unit	<u>\$28,152</u> \$28,152				
	TOTAL Scattered Sites			\$28,152				

(1) To be completed for the Performance and Evaluation Report or a (2) To be completed for the Performance and Evaluation Report.

Signature of Executive Director and Date

Signature of Public Housing Director/Office of Native American Programs Administrator and Date

**Annual Statement /
Performance and Evaluation Report
Part III: Implementation Schedule
Comprehensive Grant Program (CGP)**

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

OMB Approval No. 2577-0157 (Exp. 3/31/2002)

Development Number / Name HA - Wide Activities	All Funds Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates (2)
	Original	Revised (1)	Actual (2)	Original	Revised (1)	Actual (2)	
Rosalie Manor, MT	Mar-02			Sep-03			
Elm Street, MT 003-003	Mar-02			Sep-03			
Leggat Apartments.	Mar-02			Sep-03			
Scattered Sites, MT 003-	Mar-02			Sep-03			
1408	Mar-02			Sep-03			
1410	Mar-02			Sep-03			
1430	Mar-02			Sep-03			
1475	Mar-02			Sep-03			
1502	Mar-02			Sep-03			

To be completed for the Performance and Evaluation Report or a Revised Annual Statement (2) To be completed for the Performance and Evaluation Report.

Signature of Executive Director and Date	Signature of Public Housing Director/Office of Native American Programs Administration
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Five-Year Action Plan **U.S. Department of Housing and Urban Development**
Part I: Summary **and Urban Development**
Comprehensive Grant Program (C Office of Public and Indian Housing)

OMB Approval No. 2577-0157 (Exp. 7/31/98)

HA Name:		Locality: (City/County & State)			
Public Housing Authority of Butte, Montana		Butte, Silver Bow County, Montana			
		<input checked="" type="checkbox"/> Original		<input type="checkbox"/> Revision No.: _____	
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: 20032	Work Statement for Year 5 FFY: 2004
Project MT 003-001, Silver Bow Homes		\$388,186	\$341,622	\$107,883	\$281,867
Project MT 003-002, Rosalie Manor		\$5,202	\$0	\$85,000	\$69,254
Project MT 003-003, Elm Street	See	\$0	\$72,425	\$32,575	\$18,165
Project MT 003-004, Leggat Avenue	Annual	\$0	\$0	\$130,000	\$25,320
Project MT 003-006, Scattered	Statement	\$0	\$0	\$55,148	\$12,456
B. Physical Improvements Subtotal		\$393,388	\$414,047	\$410,606	\$407,062
C. Management Improvements (1408)		\$70,289	\$72,007	\$73,777	\$75,601
D. HA - Wide Nondwelling Structures and Equipment (1475)		\$27,000	\$3,000	\$3,000	\$3,000
E. Administration (1410)		\$54,075	\$55,697	\$57,368	\$59,089
F. Other (1430)		\$38,500	\$38,500	\$38,500	\$38,500
G. Contingency (1502)		\$50,718	\$50,718	\$50,718	\$50,718
H. Demolition		\$0	\$0	\$0	\$0
I. Replacement Reserve		\$0	\$0	\$0	\$0
J. Mod Used for Development		\$0	\$0	\$0	\$0
K. Total CGP Funds		\$633,970	\$633,970	\$633,970	\$633,970
L. Total Non-CGP Funds		\$0	\$0	\$0	\$0
M. Grand Total		\$633,970	\$633,970	\$633,970	\$633,970
Signature of Executive Director		Date:	Signature of Public Housing Director/Office of Native Am		Date:

Five-Year Action Plan

**U.S. Department of Housing
and Urban Development**

Part II: Supporting Pages

Physical Needs Work Statement(s) Office of Public and Indian Housing
Comprehensive Grant Program (CGP)

Work Statement for Year 1 FFY: 2000	Work Statement for Year Two FFY: 2001			Work Statement for Year Three FFY: 2002		
	General Description of Major Work Categories	Quantity	Estimated Cost	General Description of Major Work Categories	Quantity	Estimated Cost
See Annual Statement	MT 003-001, Silver Bow Homes			MT 003-001, Silver Bow Homes		
	1465: Site Improvements			1465: Site Improvements		
	-Pave parking lots (phase 1)	68%	\$19,221	-Pave parking lots (phase 2)	32%	\$9,087
	Subtotal 1450		\$19,221	Subtotal 1450		\$9,087
	1460: Dwelling Structure			1460: Dwelling Structure		
	-Upgrade electrical service to 100 amp/	111	\$278,965	-Upgrade electrical service to 100 amp/	102	\$253,535
	install individual meters (phase 1)	units		install individual meters (phase 2)	units	
	-Repair foundations, patio slabs, steps	213	\$40,000	-Carpet and/or tile living room floors	213	\$79,000
	-Install additional kitchen cabinets	213	\$50,000	Subtotal 1460		\$332,535
	Subtotal 1460		\$368,965			
	TOTAL Silver Bow Homes		\$388,186	TOTAL Silver Bow Homes		\$341,622
	MT 003-002, Rosalie Manor			MT 003-003, Elm Street		
	1460: Dwelling Structure			1450: Site Improvements		
	-Replace kitchen cabinets (phase II)	2 units	\$5,202	-Repave parking lots (phase 1)	38%	\$19,925
	Subtotal 1460		\$5,202	-Unit allocation for shrubby	35 units	\$10,500
			Subtotal 1450		\$30,425	
TOTAL Silver Bow Homes		\$5,202	-Replace flooring in kitchen and bath	35 units	\$11,000	
			-Replace flooring in living room and	35 units	\$31,000	
			Subtotal 1460		\$42,000	
1410: Administration			TOTAL Elm Street		\$72,425	
-Modernization Coordinator salary	LS	\$54,075				
SUBTOTAL 1410		\$54,075	1410: Administration			
			-Modernization Coordinator salary	LS	\$55,698	
1430: Fees and Costs			SUBTOTAL 1410		\$55,698	
-A & E Fees	LS	\$32,000				
-CGP update fee	LS	\$5,000	1430: Fees and Costs			
-Advertisement costs	LS	\$1,500	-A & E Fees	LS	\$32,000	
SUBTOTAL 1430		\$38,500	-CGP update fee	LS	\$5,000	
			-Advertisement costs	LS	\$1,500	
1475: Non-Dwelling Equipment			SUBTOTAL 1430		\$38,500	
-Purchase computer equipment	LS	\$1,000				
-Purchase maintenance tools	LS	\$2,000				
-Purchase one maintenance van	1	\$24,000				
SUBTOTAL 1475		\$27,000				
Subtotal of Estimated Cost		\$512,963	Subtotal of Estimated Cost		\$508,245	

Five-Year Action Plan
Part II: Supporting Pages

U.S. Department of Housing
and Urban Development

Physical Needs Work Statement(s) Office of Public and Indian Housing
 Comprehensive Grant Program (CGP)

Work Statement for Year 1 FFY: 2000	Work Statement for Year <u>Four</u> FFY: 2003			Work Statement for Year <u>Five</u> FFY: 2004		
	General Description of Major Work Categories	Quantity	Estimated Cost	General Description of Major Work Categories	Quantity	Estimated Cost
See Annual Statement	MT 003-001, Silver Bow Homes			MT 003-001, Silver Bow Homes		
	1460: Dwelling Structure			1450: Site Improvements		
	-Replace interior doors and closet doors with solid core doors (phase I)	179 units	<u>\$107,883</u>	-Repair/replace damaged sidewalks (phase 1)	54 units	<u>\$10,903</u>
	Subtotal 1460		\$107,883	Subtotal 1450		\$10,903
	TOTAL Silver Bow Homes		\$107,883	1460: Dwelling Structure		
				-Install security screens on 2nd story windows	250 units	\$95,500
				-Replace interior doors and closet doors with solid core doors (phase II)	34 units	\$19,917
				-Replace forced air furnaces in 1 BR	45 units	\$45,000
				-Install low flow pressurized toilets	213 units	\$102,027
				-Install reduced flow showheads	213 units	<u>\$8,520</u>
				Subtotal 1460		\$270,964
				TOTAL Rosalie Manor		\$281,867
	MT 003-002, Rosalie Manor					
1460: Dwelling Structure			MT 003-002, Rosalie Manor			
-Replace sliding doors in bedrooms	66 units	<u>\$85,000</u>	1460: Dwelling Structure			
Subtotal 1460		\$85,000	-Install low flow pressurized toilets	66	\$31,614	
TOTAL Rosalie Manor		\$85,000	-Install reduced flow showheads	66	\$2,640	
			-Retube one Mohawk Boiler	LS	<u>\$35,000</u>	
			Subtotal 1460		\$69,254	
	MT 003-003, Elm Street		TOTAL Rosalie Manor		\$69,254	
1450: Site Improvements						
-Repave parking lot (phase 2)	62%	<u>\$32,575</u>	MT 003-003, Elm Street			
Subtotal 1450		\$32,575	1460: Dwelling Structure			
TOTAL Elm Street		\$32,575	-Install low flow pressurized toilets	35	\$16,765	
			-Install reduced flow showheads	35	<u>\$1,400</u>	
			Subtotal 1460		\$18,165	
	MT 003-004, Leggat Apartments		TOTAL Elm Street		\$18,165	
1460: Dwelling Structure						
-Install domestic hot water heaters	LS	<u>\$130,000</u>				
Subtotal 1460		\$130,000				
TOTAL Leggat Apartments		\$130,000				
	Subtotal of Estimated Cost		\$355,458	Subtotal of Estimated Cost		\$369,286

Five-Year Action Plan
Part II: Supporting Pages

**U.S. Department of Housing
and Urban Development**

Physical Needs Work Statement(s) Office of Public and Indian Housing
Comprehensive Grant Program (CGP)

Work Statement for Year 1 FFY: 2000	Work Statement for Year <u>Four</u> FFY: 2003			Work Statement for Year <u>Five</u> FFY: 2004		
	General Description of Major Work Categories	Quantity	Estimated Cost	General Description of Major Work Categories	Quantity	Estimated Cost
See Annual Statement	<u>MT 003-006, Scattered Sites</u>			<u>MT 003-004, Leggat Apartments</u>		
	1460: Dwelling Structure			1460: Dwelling Structure		
	-Structural repairs	12 unit	\$30,000	-Install low flow pressurized toilets	30	\$14,370
	-Electrical upgrades	12 unit	<u>\$25,148</u>	-Install reduced flow showheads	30	\$1,200
	Subtotal 1460		<u>\$55,148</u>	-Install no-scald faucets on showers	30	<u>\$9,750</u>
				Subtotal 1460		<u>\$25,320</u>
	TOTAL Scattered Sites		\$55,148	TOTAL Leggat Apartments		\$25,320
	<u>1410: Administration</u>			<u>MT 003-006, Scattered Sites</u>		
	-Modernization Coordinator salary	LS	<u>\$57,369</u>	1460: Dwelling Structure		
	SUBTOTAL 1410		<u>\$57,369</u>	-Install low flow pressurized toilets (2	12	\$11,496
<u>1430: Fees and Costs</u>			-Install reduced flow showheads (2	12	\$960	
-A & E Fees	LS	\$32,000	Subtotal 1460		<u>\$12,456</u>	
-CGP update fee	LS	\$5,000	TOTAL Scattered Sites		\$12,456	
-Advertisement costs	LS	<u>\$1,500</u>				
SUBTOTAL 1430		<u>\$38,500</u>	<u>1410: Administration</u>			
<u>1475: Non-Dwelling Equipment</u>			-Modernization Coordinator salary	LS	<u>\$59,089</u>	
-Purchase computer equipment	LS	\$1,000	SUBTOTAL 1410		<u>\$59,089</u>	
-Purchase maintenance tools	LS	<u>\$2,000</u>	<u>1430: Fees and Costs</u>			
SUBTOTAL 1475		<u>\$3,000</u>	-A & E Fees	LS	\$32,000	
<u>1502: Authority Wide Contingency</u>			-CGP update fee	LS	\$5,000	
-Contingency for construction	LS	<u>\$50,718</u>	-Advertisement costs	LS	<u>\$1,500</u>	
SUBTOTAL 1502		<u>\$50,718</u>	SUBTOTAL 1430		<u>\$38,500</u>	
			<u>1475: Non-Dwelling Equipment</u>			
			-Purchase computer equipment	LS	\$1,000	
			-Purchase maintenance tools	LS	<u>\$2,000</u>	
			SUBTOTAL 1475		<u>\$3,000</u>	
Subtotal of Estimated Cost			\$204,735	Subtotal of Estimated Cost		
				\$138,365		
See Annual Statement				<u>1502: Authority Wide Contingency</u>		
				-Contingency for construction	LS	<u>\$50,718</u>
				SUBTOTAL 1502		<u>\$50,718</u>

Five-Year Action Plan

**U.S. Department of Housing
and Urban Development**

Part III: Supporting Pages

**Management Needs Work Statement(s) Office of Public and Indian Housing
Comprehensive Grant Program (CGP)**

Work Statement for Year 1 FFY: 2000	Work Statement for Year <u>Two</u> FFY: 2001			Work Statement for Year <u>Three</u> FFY: 2002		
	General Description of Major Work Categories	Quantity	Estimated Cost	General Description of Major Work Categories	Quantity	Estimated Cost
See Annual Statement	1408: Management Improvements			1408: Management Improvements		
	Police Officer	LS	\$57,289	Police Officer	LS	\$59,007
	Commissioner and Staff Training	LS	\$10,000	Commissioner and Staff Training	LS	\$10,000
	Update Utility Allowances	LS	<u>\$3,000</u>	Update Utility Allowances	LS	<u>\$3,000</u>
	SUBTOTAL 1408: Management		\$70,289	SUBTOTAL 1408: Management		\$72,007
	Subtotal of Estimated Cost		\$70,289	Subtotal of Estimated Cost		\$72,007

Five-Year Action Plan

**U.S. Department of Housing
and Urban Development**

Part III: Supporting Pages

Management Needs Work Statement(s) Office of Public and Indian Housing
Comprehensive Grant Program (CGP)

Work Statement for Year 1 FFY: 2000	Work Statement for Year <u>Four</u> FFY: 2003			Work Statement for Year <u>Five</u> FFY: 2004		
	General Description of Major Work Categories	Quantity	Estimated Cost	General Description of Major Work Categories	Quantity	Estimated Cost
	<p><u>1408: Management Improvements</u> Police Officer Commissioner and Staff Training Update Utility Allowances</p> <p style="text-align: right;">SUBTOTAL 1408: management Improvements</p>	<p>LS LS LS</p>	<p>\$60,777 \$10,000 <u>\$3,000</u></p> <p>\$73,777</p>	<p><u>1408: Management Improvements</u> Police Officer Commissioner and Staff Training Update Utility Allowances</p> <p style="text-align: right;">SUBTOTAL 1408: management Improvements</p>	<p>LS LS LS</p>	<p>\$62,601 \$10,000 <u>\$3,000</u></p> <p>\$75,601</p>
Subtotal of Estimated Cost		\$73,777	Subtotal of Estimated Cost		\$75,601	

**Executive Summary of Preliminary U.S. Department of Housing
Estimated Costs and Urban Development**
Physical and Management / Office of Public and Indian Housing
Operations Needs
Comprehensive Grant Program (CGP)

OMB Approval No. 2577-0157 (Exp. 7/31/98)

HA Name Public Housing Authority of Butte	Federal Fiscal Year 2000
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Development Number / Name	Total Current Units	Total Preliminary Estimated Hard Cost	Per Unit Hard Cost	Long-Term Viability (Y/N)	Percentage of Vacant Units
Project MT 003-001, Silver Bow	213	\$1,545,810	\$7,257	Yes	6.57%
Project MT 003-002, Rosalie Ma	66	\$1,026,539	\$15,554	Yes	9.09%
Project MT 003-003, Elm Street	35	\$473,807	\$13,537	Yes	2.86%
Project MT 003-004, Leggat Apa	30	\$408,825	\$13,628	Yes	0.00%
Project MT 003-006, Scattered S	12	\$172,004	\$14,334	Yes	0.00%

Total Preliminary Estimated Hard Cost for Physical Needs	\$ \$3,626,985
Total Preliminary Estimated Cost for HA - Wide Management/Operations Ne	\$ \$375,294
Total Preliminary Estimated Cost for HA - Wide Nondwelling Structures/ Equ	\$ \$63,000
Total Preliminary Estimated Cost for HA - Wide Administration	\$ \$278,730
Total Preliminary Estimated Cost for HA - Wide Contingency	\$ \$253,590
Total Preliminary Estimated Cost for HA - Wide Other	\$ \$192,500
Grand Total of HA Needs	\$ \$4,790,099
Signature of Executive Director	Date

ATTACHMENT B

K. DECONCENTRATION OF POVERTY AND INCOME-MIXING

The PHA's admission policy is designed to provide for deconcentration of poverty and income mixing by bringing higher income tenants into lower income projects and lower income tenants into higher income projects.

Gross annual income is used for income limits at admission and for income-mixing purposes.

Skipping of a family on the waiting list specifically to reach another family with a lower or higher income is not to be considered an adverse action to the family. Such skipping will be uniformly applied until the target threshold is met.

The PHA will gather data and analyze, at least annually, the tenant characteristics of its public housing stock, including information regarding tenant incomes, to assist in the PHA's deconcentration efforts.

The PHA will use the gathered tenant income information in its assessment of its public housing developments to determine the appropriate designation to be assigned to the project for the purpose of assisting the PHA in its deconcentration goals.

Deconcentration and Income-Mixing Goals

Admission policies related to the deconcentration efforts of the PHA do not impose specific quotas. Therefore, the PHA will not set specific quotas, but will strive to achieve deconcentration and income mixing in its developments.

The PHA's income-mixing goal is a long-range goal and may not be achieved in the first year of implementation. The PHA will use its annual analysis of its public housing stock and tenant incomes to provide benchmarks for the PHA.

Project Designation Methodology

The PHA will determine and compare tenant incomes at the developments listed in this Chapter.

The PHA will determine and compare the tenant incomes at the developments listed in this Chapter and the incomes of census tracts in which the developments are located.

Upon analyzing its findings the PHA will apply the policies, measures and incentives listed in this Chapter to bring higher income families into lower income developments and lower income families into higher income developments.

The PHA's goal is to have eligible families having higher incomes occupy dwelling units in projects predominantly occupied by eligible families having lower incomes, and eligible families

having lower incomes occupy dwelling units in projects predominantly occupied by eligible families having higher incomes.

Families having lower incomes include very low- and extremely low-income families.

Skipping of families for deconcentration purposes will be applied uniformly to all families.

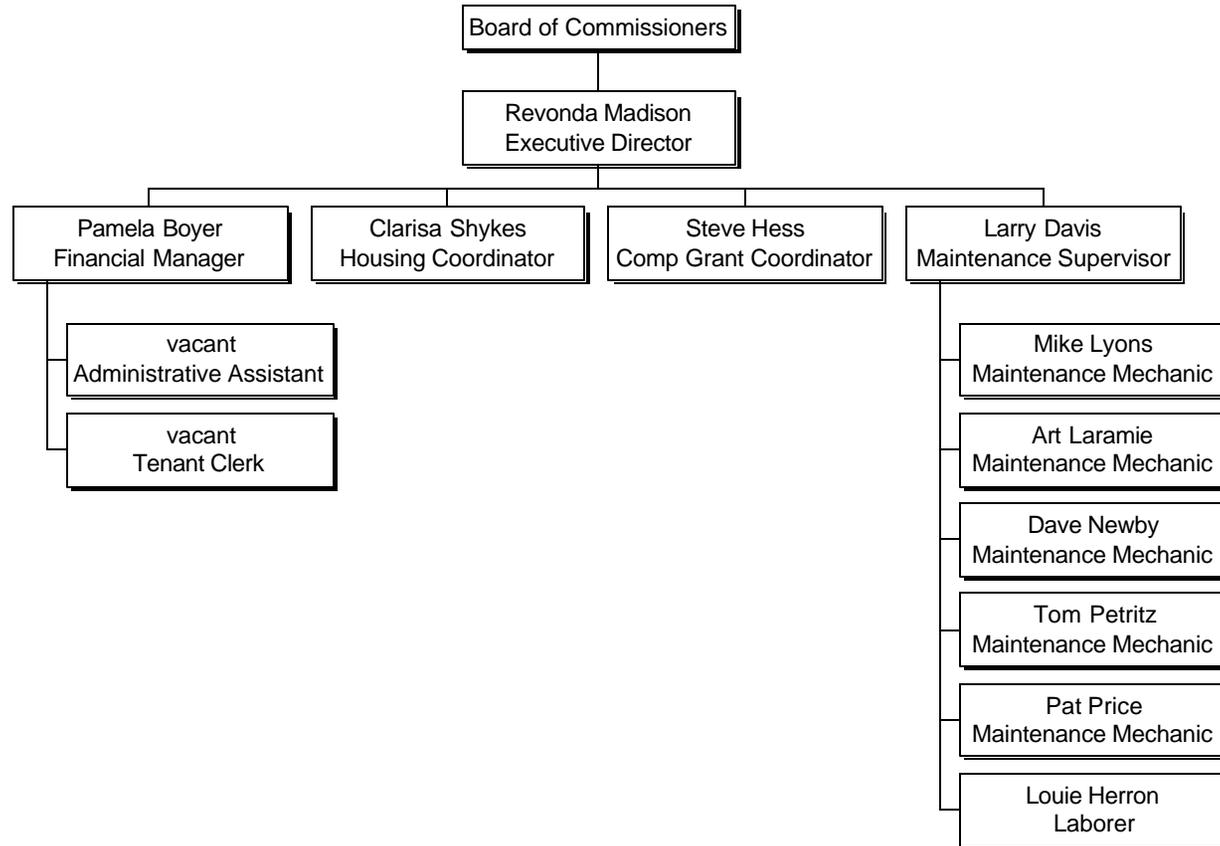
The PHA will not select families for a particular project if the selection will have a negative effect on the PHA's deconcentration goals. However, if there are insufficient families on the waiting list or transfer list, under no circumstances will a unit remain vacant longer than necessary.

The PHA will review the annual resident income of all of its sites and using the incomes of all families in all developments as a baseline, determine the average income of all of its resident families.

The PHA will designate higher income developments those with average income above the aggregate average.

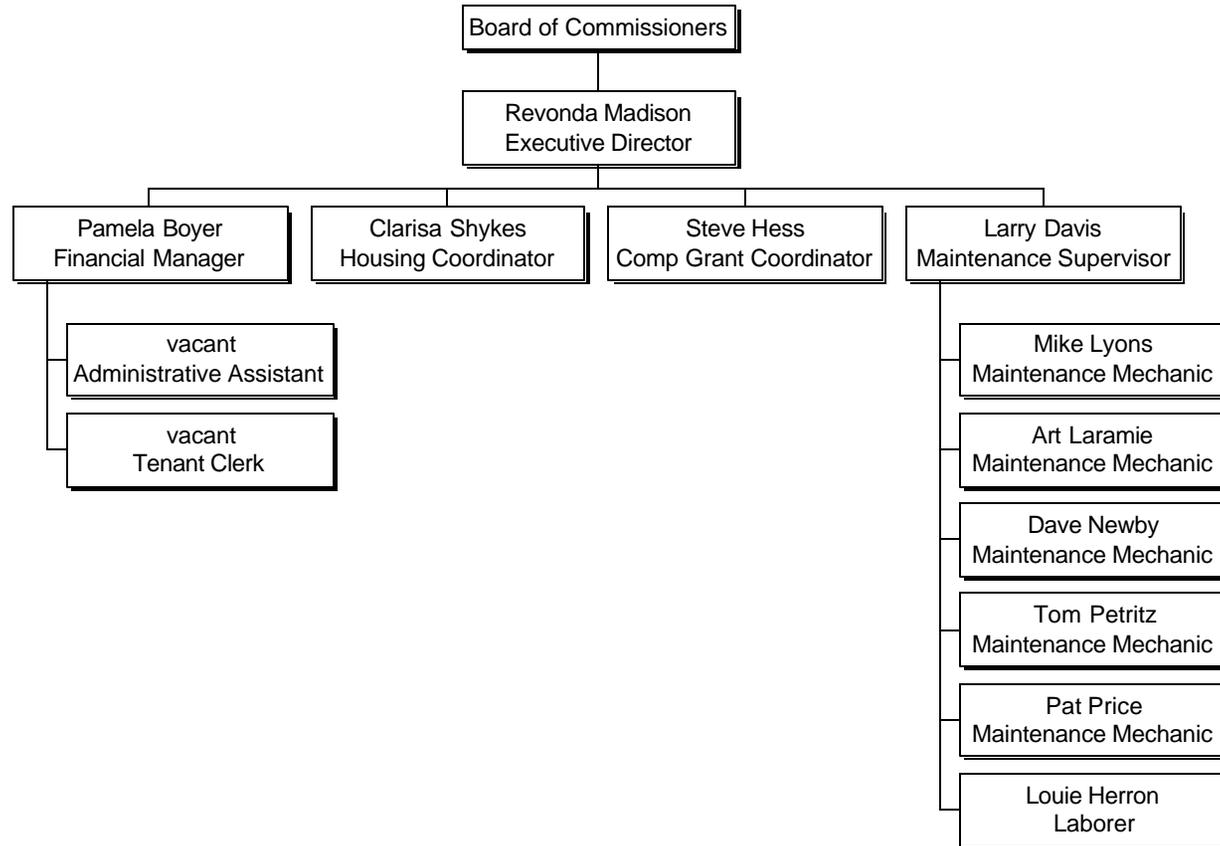
The PHA will designate lower income developments those with average income below the aggregate average.

Public Housing Authority of Butte



Attachment C PHA Organizational
Chart

Public Housing Authority of Butte



Attachment C PHA Organizational
Chart

ATTACHMENT E

RESIDENT ADVISORY BOARD

MEETING

APRIL 5, 2000

5:30 P.M.

ROSALIE MANOR COMMUNITY ROOM

In attendance:

Revonda Madison	Executive Director	Public Housing Authority of Butte
Steve Hess	Modernization Coordinator	Public Housing Authority of Butte
Sherrie Sanders	Resident	Elm Street Apartments
Lyle Adams	Resident	Rosalie Manor
David Panchot	Resident	Leggat Apartments

Comments:

The Resident Advisory Board had met on March 14, 2000 to discuss the Capital Fund plan.

The residents agreed that Silver Bow Homes has an image problem. The bad image is reinforced by the number of police calls to Silver Bow Homes, the trash that accumulates around the hedges on Arizona Street, and the addresses listed in the paper in the criminal reports. The problem of having criminal reports listing Silver Bow Homes addresses in the Montana Standard is a continuing problem. Often, the person in the report does not live at Silver Bow Homes any longer or in some cases, never lived at Silver Bow Homes.

All of these things result in a bad image for Silver Bow Homes. The residents agreed that the housing authority needed to work on this issue. They agreed with the goals of the housing authority relating to marketing the property better and implementing a landscaping plan. The residents seemed to think that partial demolition might be a good idea. They really liked the idea of changing the name of the apartment complex.

The residents agreed that designating the Rosalie Manor as elderly only was a good idea. They did question if we had enough elderly people to fill any vacancies. The idea that the housing authority could provide services to the elderly was thought to be good and the elderly would utilize the services.

The residents liked the housing authority's new mission statement. They agreed that courtesy and professionalism by all staff was important.

The Public Housing Drug Elimination Program was discussed. The residents really liked the idea of a tenant patrol.

No negative comments were received about the plans. The meeting adjourned at 7:30 p.m.