

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**

PHA Plan Agency Identification

PHA Name: Richland County Housing Authority

PHA Number: MT006

PHA Fiscal Year Beginning: 04/2000

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)

B. Goals

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

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

- PHA Goal: Expand the supply of assisted housing
Objectives:
- Apply for additional rental vouchers:
- Reduce public housing vacancies:
Measure: There will be a 10 percent decrease in the number of the public housing vacancies during FY 2000 to 2004.
- Leverage private or other public funds to create additional housing opportunities:
- Acquire or build units or developments
Measure: In FY 2000, assisted housing will be expanded by 72 units with Richland County Housing Authority anticipating to purchase the Crestwood Inn, a housing facility which provides "affordable" rental units to aging adults. The purchase of the currently for-profit Crestwood Inn by the Richland County Housing Authority will allow the rental units to be owned by a non-profit organization.
- Other (list below)

- PHA Goal: Improve the quality of assisted housing
- Objectives:
- Improve public housing management: (PHAS score) - Score not available.
Measure: *Increase the PHAS score by 92 percent during FY 2000 to 2004.*
 - Improve voucher management: (SEMAP score) - Score not available.
Measure: *Voucher management will be continually evaluated and improved upon to ensure a "passing" score per year during FY 2000 to 2004.*
 - Increase customer satisfaction:
Measure: *Customer satisfaction will steadily improve by Richland County Housing Authority participating in RAFF during the next four fiscal years.*
 - Concentrate on efforts to improve specific management functions: (list; e.g., public housing finance; voucher unit inspections)
 - Renovate or modernize public housing units:
Measure: *During FY 2000 - 2002, the 72-units of the Crestwood Inn (nonprofit housing that provides "affordable" rental units for aging adults) will be renovated with funding provided by a HOME grant in the amount of \$400,000.*
Measure: *Annually, Richland County Housing Authority will rehabilitate the kitchen and bath areas of two units associated with the MT004 project during FY 2000 to 2004.*
Measure: *Per year, Richland County Housing Authority will expend 50% of its capital funding (at the minimum) on rehabilitation of viable public housing units between FY 2000 to 2004.*
 - Demolish or dispose of obsolete public housing:
Measure: *By FY 2004, Richland County Housing Authority anticipates to submit a demolition/disposition plan. The reduction of obsolete public housing, according to the demolition/disposition plan, will be subject to the number of units which have failed to be occupied during FY 2000 to 2004.*
 - Provide replacement public housing:
 - Provide replacement vouchers:
 - Other: (list below)
Measure: *Beginning in FY 2001 through 2004, Richland County Housing Authority will address physical deficiencies in assisted housing, as determined by annual inspections required by REAC.*
Measure: *To locate and resolve housing deficiencies, Richland County Housing Authority will increase the number of certified unit inspectors on staff to three (3) employees by FY 2002.*

- 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:
 - Measure: *By FY 2003, a voucher homeownership program will be implemented by Richland County Housing Authority.*
 - Implement public housing or other homeownership programs:
 - Measure: *During FY 2001 to 2004, the Richland County Housing Authority, by partnering with community financial institutions and other-related housing agencies, will conduct annual homeownership classes.*
 - Implement public housing site-based waiting lists:
 - Convert public housing to vouchers:
 - Measure: *Richland County Housing Authority will convert three (3) housing units to Section 8 Vouchers by FY 2003.*
 - 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:
 - Measure: *Richland County Housing Authority's policy for the deconcentration of poverty (approved in July 1999) will be integrated and tested for effectiveness in FY 2000.*
 - 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:
 - Measure: *Beginning in FY 2000 through 2004, two units per year will be positively impacted by security improvements conducted during Richland County Housing Authority's rehabilitation activities.*
 - Designate developments or buildings for particular resident groups (elderly, persons with disabilities)
 - Other: (list below)

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

- PHA Goal: Promote self-sufficiency and asset development of assisted households
Objectives:
 - Increase the number and percentage of employed persons in assisted families:
 - Provide or attract supportive services to improve assistance recipients' employability:
 - Measure: *Annually, Richland County Housing Authority will provide at least two on-site services regarding literacy and domestic abuse counseling for assisted households from FY 2000 to 2004.*
 - Measure: *Richland County Housing will actively participate in the "Community Action Council" which adopts policies for welfare reform during FY 2000 to 2004.*
 - Measure: *In FY 2000 to 2004, a "work-site" with respect to the Welfare Reform program will be provided by Richland County Housing Authority.*
 - Measure: *Richland County Housing Authority will offer "escrow accounts" for public housing tenants by FY 2003.*
 - Provide or attract supportive services to increase independence for the elderly or families with disabilities.
 - Other: (list below)
 - Measure: *By FY 2000, Richland County Housing Authority will adopt policies that allow assisted households to retain more of their income.*

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:
 - Measure: *Richland County Housing Authority has adopted an Affirmative Marketing Plan. In according to this Affirmative Marketing Plan, any housing activities by Richland County Housing Authority must comply with the following procedures during FY 2000 to 2004:*
 - ✓ Advertisements must include the equal housing opportunity logo or statement. Advertising media will include the Sidney Herald newspaper (official regional newspaper), radio, flyers and posters or signs in windows.

- ✓ Applications will be solicited from persons in the housing market who are least likely to apply without the benefit of special outreach efforts.
- ✓ A file will be maintained containing all marketing efforts (e.g. copies of newspaper advertisements, notes of phone calls, copies of letters and memorandum, etc.) and the records to assess the results of these action are available for inspection.
- ✓ Maintain a list of all applicants.
- ✓ Meetings will be conducted with community financial institutions that serve Richland County to discuss the importance of providing financial assistance for housing in all geographical areas and to all residents in the community.
- ✓ Outreach efforts will be evaluated by reviewing all marketing efforts to ensure that they serve low to very low income minority residents as well as non-minorities.
- ✓ Fair housing posters will be displayed to explain fair housing rights, practices and statutory requirements.

- 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:

Measure: *Richland County Housing Authority has adopted Fair Housing Procedures under the Federal Fair Housing Law, Title VIII of the Civil Rights Act of 1968 as well as Montana State Fair Housing Law, Title 49-2-305. Therefore, be it stated during FY 2000 to 2004 that:*

- ✓ Richland County Housing Authority makes a firm commitment to do all within its power to eliminate prejudice, intolerance, disorder and discrimination in housing.
- ✓ Fair Housing Law posters, which includes the Equal Housing Opportunity logo, have been placed at Richland County Housing Authority's office.

- Undertake affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required:

Measure: *Richland County Housing Authority has adopted Section 504 and ADA Complaint Procedures to ensure no qualified individual with a disability in the United States shall be excluded from, denied the benefits of, or be subject to discrimination under any program or activity that receives Federal financial assistance. These procedures will be in effect during FY 2000 to 2004.*

- Other: (list below)

Other PHA Goals and Objectives: (list below)

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.

RCHA has devised an Annual Plan for FY 2000 that specifically addresses HUD's strategic Goals and Objectives that have been derived as this agency's own. To accomplish the quantifiable measures identified for the proceeding five (5) years, RCHA understood the importance of developing and implementing in FY 2000 an Admissions Policy for Deconcentration (approved in 1999), Capital Fund Program Annual Statement as well as Public Housing/Section 8 Admissions and Occupancy Policy. Annually, these policies will influence, as directives, the administration of the Public Housing and Section 8 Program according to HUD regulations, as the following table demonstrates:

POLICY	AMINISTRATION
Admission Policy for Deconcentration	Procedures including income level evaluations during the application process that will promote higher income public housing into lower income developments.
FY 2000 Capital Fund Program Annual Statement	50% (at the minimum) of capital funding will be expended on rehabilitation activities, including, but not limited to, physical deficiencies as determined by REAC's annual inspections and security improvements.
Admissions & Occupancy Policy	Rules/requirements that govern Richland County Housing Authority's Public Housing and Section 8 programs by specifically addressing the following policies: ✓ Eligibility, selection, admissions, assignment and occupancy rules/requirements including waiting list procedures.

Admission & Occupancy Policy (continued . . .)	<ul style="list-style-type: none"> ✓ Rent Determination ✓ Income Exclusions ✓ Grievance Procedures
Section 8 Administrative Plan	Policies governing eligibility, selection and admissions to any special-purpose Section 8 program.

To compliment the aforementioned discretionary policies, RCHA also recognized the significance of developing major initiatives that serve the housing needs of low, very low and extremely low income households. With the completion of two Needs Assessment Surveys, RCHA was able to conduct a comprehensive analysis that justifies the integration of these major initiatives. RCHA’s examination concluded the need for rental units for the elderly was one of Richland County’s top priorities. Other-related housing needs determined by Richland County’s residents included rehabilitation of housing stock, home buyer assistance and shortage of houses.

Furthermore, RCHA evaluated the needs of families on the Public Housing and Section 8 Tenant-Based Assistance waiting lists. With the waiting list for public housing having no applicants, RCHA routinely under-houses families in order to occupy units. Section 8 waiting list remains steadily at 57 applicants. A large majority of these applicants (an est. 42 households) have rejected RCHA offer of public housing; instead, they chose to wait for rental assistance.

In an effort to combat the housing needs of low, very low and extremely low income households discovered during its analysis, RCHA anticipates to launch the following projects and services in FY 2000:

PROJECT/SERVICE	MEASURE
Crestwood Inn Project	Acquire the Crestwood Inn, public housing the provides subsidized rental units for the elderly. Additionally, Crestwood Inn will complete rehabilitation activities with a \$400,000 grant awarded by the HOME program.
Section 8 Voucher Project	Convert one housing unit to Section 8 Voucher
Security Improvements	Security improvements will be completed on two units.
Public Housing Vacancies	Reduce public housing vacancies by an est. 2 ½ percent.
Management Improvements	Increase PHAS score and receive “passing” SEMAP score
Customer Service	Participate in RASS
Literacy & Domestic Abuse Counseling	Facilitate two on-site counseling sessions.
Welfare Reform Program	A “work-site” will be provided.
Capital Fund Project	Rehabilitate viable public housing units.

In addition, RCHA (working with the County of Richland) has been able to positively impact the other-listed high priority housing needs in the last three years by receiving a Community Development Block Grant for the Richland County's Rehabilitation and Community Revitalization project in the Towns of Fairview and Lambert and the HOME-assisted New Construction project, which subsidized the building costs of three affordable homes in Sidney, MT.

The mentioned quantifiable measure RCHA is determined to reach in FY 2000 relate, and does not deviate, from its Mission and Goals of the 5-Year Plan. With RCHA committed to continue these projects/services into FY 2004, this agency is also anticipating subsequent annual plans that will further introduce the following measures, as projected in the 5-Year Plan, by targeting rehabilitation, homeownership and demolition/disposition activities during the next four years:

- ✓ Rehabilitation: Three certified unit inspectors on staff to address and resolve physical deficiencies in assisted housing.
- ✓ Homeownership: Implementation of a voucher homeownership program; and, establish partnerships financial institutions and related housing agencies to conduct annual homeownership classes.
- ✓ Demolition/Disposition Plan: Completion of a plan to reduce the number of obsolete public housing.

All of the major initiatives and discretionary policies RCHA has included in the FY 2000 Annual Plan as well as Mission and Goals of the 5-Year Plan were evolved upon one very important goal – *To Ensure Equal Opportunity in Housing for All Americans*. RCHA has undertake the following measures by adopting an Affirmative Marketing Plan as well as Fair Housing Procedures and Section 504 and ADA Complaint Procedures to guarantee that entrance to accessible housing with a suitable living environment for families in assisted housing, regardless of race, color, religion, national origin, sex, familial status and disability, is not jeopardized.

RCHA is confident FY 2000 Annual Plan manifests its Mission and Goals of the 5-Year Plan. By willingly implementing initiatives and policies that benefit low, very-low and extremely low income families, RCHA will have the tools --

To promote adequate and affordable housing economic opportunity and a suitable living environment free from discrimination.

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:

- Admissions Policy for Deconcentration (Attachment Mt006a01)
- FY 2000 Capital Fund Program Annual Statement (Attachment A)
- Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)

Optional Attachments:

- PHA Management Organizational Chart
- FY 2000 Capital Fund Program 5 Year Action Plan
- Public Housing Drug Elimination Program (PHDEP) Plan
- 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
✓	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
✓	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans
✓	Fair Housing Documentation: Records reflecting that the PHA has examined its programs 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
✓	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
✓	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources;
✓	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
✓	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
✓	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

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
✓	Schedule of flat rents offered at each public housing development <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
✓	Section 8 rent determination (payment standard) policies <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
N/A	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
✓	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 checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
✓	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
N/A	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	Annual Plan: Capital Needs
N/A	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans or any other approved proposal for development of public housing	Annual Plan: Capital Needs
N/A	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
N/A	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
N/A	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act	Annual Plan: Conversion of Public Housing
N/A	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
N/A	Policies governing any Section 8 Homeownership program <input type="checkbox"/> check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
N/A	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
N/A	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
N/A	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
N/A	The most recent Public Housing Drug Elimination Program (PHEDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)	Annual Plan: Safety and Crime Prevention
✓	The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U. S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	Annual Plan: Annual Audit
N/A	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
N/A	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)

1. Statement of Housing Needs

[24 CFR Part 903.7 9 (a)]

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

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

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	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Income >30% but <=50% of AMI	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Income >50% but <80% of AMI	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Elderly	N/A	N/A	N/A	N/A	N/A	N/A	N/A
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: **1998** -- *No information contained in the Montana Consolidated Plan is available upon which Richland County Housing Authority is able to conduct an analysis of the housing needs in its jurisdiction.*
- U.S. Census data: the Comprehensive Housing Affordability Strategy (“CHAS”) dataset
- American Housing Survey data
Indicate year:
- Other housing market study
Indicate year:
- Other sources: (list and indicate year of information)

With no information available in the Montana Consolidated Plan to conduct the aforementioned analysis, RCHA was able to utilize the following sources to shape a comprehensive statement of its jurisdiction’s greatest housing needs:

- ✓ 1995 RCHA’s County-Wide Housing Survey
- ✓ 1995 Richland County’s CDBG Needs Assessment Survey

This evaluation revealed that a high percentage of the respondents in RCHA/Richland County’s Needs Assessments (*which was later supported by the completion of structural condition survey of houses in Fairview and Lambert according to Montana Department of Commerce’s Point Detraction System*) identified the following housing needs as high priorities:

- ✓ Refurbish and repair older housing stock;
- ✓ Rental properties for aging adults;
- ✓ First-time home buyer assistance; and
- ✓ Shortage of houses.

According to Richland County’s Need Assessment conducted in the Town of Lambert, the following survey result bolstered this trend for additional (affordable) conventional rental units, and especially housing designed with the needs of aging adults in mind:

- ✓ 48% respondents stated Richland County **does** need additional subsidized low-cost housing for lower income families and/or senior citizens.
- ✓ 52% respondents expressed additional rental housing units **should be** provided.

The following statistical information reveals the relationship between the elderly and the number of persons with low to very low incomes as well as future projections on Richland County's rapidly increasing aging population.

- ✓ 29.15% of the heads of households are over the age of 62. 43% fall between the 35-61 age group.
- ✓ 49% of the population in Richland County is low to moderate income.

The utilization of the aforementioned surveys also provided the following demographics, which played an important and integrated role in determining housing needs in RCHA's jurisdiction:

Percentage of Persons with Low to Moderate incomes

The median income for Richland County as defined by HUD is \$31,200
60% of the respondents fell beneath this LMI level

Households which may have Special Needs

- 28% - Female Heads of Households
- Less 1% - Minority Heads of Households
- 29.2% - Elderly Household Members
- 11% - Disabled Household Members

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

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

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input checked="" type="checkbox"/>	Section 8 tenant-based assistance		
<input type="checkbox"/>	Public Housing		
<input type="checkbox"/>	Combined Section 8 and Public Housing		
<input type="checkbox"/>	Public Housing Site-Based or sub-jurisdictional waiting list (optional)		
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	57		100%
Extremely low income <=30% AMI	39	68%	

Housing Needs of Families on the Waiting List			
Very low income (>30% but <=50% AMI)	14	24%	
Low income (>50% but <80% AMI)	4	8%	
Families with children	45	79%	
Elderly families	5	9%	
Families with Disabilities	7	12%	
Race/ethnicity	53	93%	
Race/ethnicity	4	7%	
Race/ethnicity			
Race/ethnicity			
Characteristics by Bedroom Size (Public Housing Only)			
1BR	21	36%	
2 BR	25	44%	
3 BR	10	18%	
4 BR	1	2%	
5 BR			
5+ BR			
Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			
If yes:			
How long has it been closed (# of months)?			
Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input type="checkbox"/> Yes			

Housing Needs of Families on the Waiting List	
Waiting list type: (select one)	
<input 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:	

Housing Needs of Families on the Waiting List			
	# of families	% of total families	Annual Turnover
Waiting list total	12		100%
Extremely low income <=30% AMI	11	92%	
Very low income (>30% but <=50% AMI)	1	8%	
Low income (>50% but <80% AMI)	0		
Families with children	9	75%	
Elderly families	1	8%	
Families with Disabilities	2	17%	
Race/ethnicity	9	75%	
Race/ethnicity	3	25%	
Race/ethnicity			
Race/ethnicity			

Housing Needs of Families on the Waiting List			
Characteristics by Bedroom Size (Public Housing Only)			
1BR	5	42%	
2 BR	5	42%	
3 BR	1	8%	
4 BR	2	8%	
5 BR			
5+ BR			
Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes If yes: How long has it been closed (# of months)? Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input type="checkbox"/> Yes			

C. Strategy for Addressing Needs

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

(1) Strategies

Need: Shortage of affordable housing for all eligible populations

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

Select all that apply

- Employ effective maintenance and management policies to minimize the number of public housing units off-line
- Reduce turnover time for vacated public housing units
- Reduce time to renovate public housing units
- Seek replacement of public housing units lost to the inventory through mixed finance development
- Seek replacement of public housing units lost to the inventory through section 8 replacement housing resources
- Maintain or increase section 8 lease-up rates by establishing payment standards that will enable families to rent throughout the jurisdiction
- 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)
 - ✓ Acquisition of property for the elderly

Need: Specific Family Types: Families with Disabilities

Strategy 1: Target available assistance to Families with Disabilities:

Select all that apply

- Seek designation of public housing for families with disabilities
- 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	118,000	
b) Public Housing Capital Fund	175,000	
c) HOPE VI Revitalization		
d) HOPE VI Demolition		
e) Annual Contributions for Section 8 Tenant-Based Assistance	205,000	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)		
g) Resident Opportunity and Self-Sufficiency Grants		
h) Community Development Block Grant		
i) HOME		
Other Federal Grants (list below)		
2. Prior Year Federal Grants (unobligated funds only) (list below)		
CIAP Capital Fund	177,000	Capital Improvements
3. Public Housing Dwelling Rental Income	94,200	Operations
4. Other income (list below)		
Contract Management - DCHA	11,150	
Contract Management - Crestwood	22,800	
4. Non-federal sources (list below)		

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
Total resources	803,150	

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: (due to vacancies offer is immediate in most cases)
- Other: (describe)

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

- Criminal or Drug-related activity
- Rental history
- Housekeeping
- Other (describe)

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

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

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

(2) Waiting List Organization

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

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

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

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

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

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

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

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

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

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

(3) Assignment

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

- One
- Two
- Three or More

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

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

(4) Admissions Preferences

a. Income targeting:

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

b. Transfer policies:

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

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

Date and Time

Former Federal preferences:

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

Other preferences (select all that apply)

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

4. Relationship of preferences to income targeting requirements:

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

(5) Occupancy

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

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

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

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)
- Damage claims if previous Landlord approves information.*

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:

- 1) Applicant provides list of contacts made during the 60 day period that were unsuccessful and can be verified. A 30 day extension is given
- 2) Unit will be available for occupancy within 30 days of expiration of 60 day term.

(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)

Single elderly receives preference over other eligible singles.

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:

Ceiling Rents

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

For the earned income of a previously unemployed household member

For increases in earned income

Fixed amount (other than general rent-setting policy)

If yes, state amount/s and circumstances below:

Fixed percentage (other than general rent-setting policy)

If yes, state percentage/s and circumstances below:

For household heads

For other family members

For transportation expenses

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

Other (describe below)

Payroll deductions; and,

Child support, alimony paid to member who is not part of the household.

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)

Guidebook 7465.7 "Restrictions on Assistance to Noncitizens"
Appendix H. 'Methodology for Establishing Maximum Rents'.

B. Section 8 Tenant-Based Assistance

Exemptions: PHAs that do not administer Section 8 tenant-based assistance are not required to complete sub-component 4B. **Unless otherwise specified, all questions in this section apply only to the tenant-based section 8 assistance program (vouchers, and until completely merged into the voucher program, certificates).**

(1) Payment Standards

Describe the voucher payment standards and policies.

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

- At or above 90% but below 100% of FMR
- 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

[24 CFR Part 903.7 9 (e)]

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

A. PHA Management Structure

Describe the PHA’s management structure and organization.

(select one)

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

B. HUD Programs Under PHA Management

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

Program Name	Units or Families Served at Year Beginning	Expected Turnover
--------------	--	-------------------

Public Housing		
Section 8 Vouchers		
Section 8 Certificates		
Section 8 Mod Rehab		
Special Purpose Section 8 Certificates/Vouchers (list individually)		
Public Housing Drug Elimination Program (PHDEP)		
Other Federal Programs(list individually)		

C. Management and Maintenance Policies

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

- (1) Public Housing Maintenance and Management: (list below)
- (2) Section 8 Management: (list below)

6. PHA Grievance Procedures

[24 CFR Part 903.7 9 (f)]

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

A. Public Housing

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

If yes, list additions to federal requirements below:

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

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

B. Section 8 Tenant-Based Assistance

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

If yes, list additions to federal requirements below:

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

- PHA main administrative office
 Other (list below)

7. Capital Improvement Needs

[24 CFR Part 903.7 9 (g)]

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

A. Capital Fund Activities

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

(1) Capital Fund Program Annual Statement

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

-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)

-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"/>

<p>3. Application status (select one)</p> <p>Approved <input type="checkbox"/></p> <p>Submitted, pending approval <input type="checkbox"/></p> <p>Planned application <input type="checkbox"/></p>
<p>4. Date application approved, submitted, or planned for submission: <u>(01/04/03)</u></p>
<p>5. Number of units affected:</p> <p>6. Coverage of action (select one)</p> <p><input type="checkbox"/> Part of the development</p> <p><input type="checkbox"/> Total development</p>
<p>7. Timeline for activity:</p> <p>a. Actual or projected start date of activity:</p> <p>b. Projected end date of activity:</p>

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
<p>1a. Development name:</p> <p>1b. Development (project) number:</p>

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

10. Conversion of Public Housing to Tenant-Based Assistance

[24 CFR Part 903.7 9 (j)]

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

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

1. Yes 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:

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

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

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

11. Homeownership Programs Administered by the PHA

[24 CFR Part 903.7 9 (k)]

A. Public Housing

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

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

2. Activity Description

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

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

B. Section 8 Tenant Based Assistance

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

2. Program Description:

a. Size of Program

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

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

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

b. PHA-established eligibility criteria

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

If yes, list criteria below:

12. PHA Community Service and Self-sufficiency Programs

[24 CFR Part 903.7 9 (1)]

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

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

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

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)

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

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

- Contracting with outside and/or resident organizations for the provision of crime- and/or drug-prevention activities
- Crime Prevention Through Environmental Design
- Activities targeted to at-risk youth, adults, or seniors
- Volunteer Resident Patrol/Block Watchers Program
- Other (describe below)

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

C. Coordination between PHA and the police

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

- Police involvement in development, implementation, and/or ongoing evaluation of drug-elimination plan
- Police provide crime data to housing authority staff for analysis and action
- Police have established a physical presence on housing authority property (e.g., community policing office, officer in residence)
- Police regularly testify in and otherwise support eviction cases
- Police regularly meet with the PHA management and residents
- Agreement between PHA and local law enforcement agency for provision of above-baseline law enforcement services
- Other activities (list below)

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

D. Additional information as required by PHDEP/PHDEP Plan

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

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

14. RESERVED FOR PET POLICY

[24 CFR Part 903.7 9 (n)]

15. Civil Rights Certifications

[24 CFR Part 903.7 9 (o)]

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

16. Fiscal Audit

[24 CFR Part 903.7 9 (p)]

1. 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)
- 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.

Attachments

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

**RICHLAND COUNTY
HOUSING AUTHORITY**

**ADMISSION AND
OCCUPANCY POLICY
FOR
LOW-RENT PUBLIC
HOUSING
January 1, 2000**

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Policy Date:

Revised:

ADMISSION & OCCUPANCY ADMINISTRATIVE PLAN
FOR PUBLIC HOUSING

I. PURPOSE

It is the intent of Richland County Housing Authority, hereafter known as the Housing Authority, HA, or PHA, to provide low cost housing to eligible persons and families. The purpose of this document is to explain the policies, rules, and procedures of the Housing Authority as they relate to the admission of and continued occupancy of residents in public housing. No relationship other than landlord-tenant is created by these rules and guidelines. Changes in applicable federal law or regulations as per 24 CFR Part 900 shall supersede provisions in conflict with this policy.

II. ELIGIBILITY FOR ADMISSIONS

- A. The primary mission of the HA is to provide affordable housing for applicants with income less than 50% of the median income. To be eligible for housing, an applicant must also meet the following criteria: Must qualify as a family, which can be:
- i) A group of persons;
 - ii) a single adult
 - iii) a family with a child or children or a person in the process of adopting a dependant;
 - iv) a family whose head of house or spouse (or sole member) is at least 62 years of age or disabled; and may include one or more persons living with one or more live-in aides.
- B. Disaster victims not meeting statutory requirements for admission only for the duration of the emergency(HUD regulation 7465.1,REV-2,Section 6-4)
- C. A victim of domestic abuse, who may or may not otherwise qualify.
- D. Disabled Applicants:
RCHA may not require or request a special showing by a disabled or similarly impaired applicant that he or she can comply with the terms of the lease based on the housing authority's speculation that the applicant's disability may make compliance more difficult. When the applicant applies for admission into public housing and the individual's eligibility for admission does not depend upon the person's disability, RCHA may not inquire about the existence, severity, of any physical or mental impairment nor require proof that the applicant is capable of independent living. However, to the extent necessary to determine eligibility and rent, RCHA may require applicants to provide information about the nature and extent of their disability or related conditions.
- E. Additional Eligibility Requirements: In determining eligibility, the following facts about the applicant/family's behavior will be considered:

- i. Non-payment of rightful obligations including rent and utilities.
- ii. Peril to the health, safety, or welfare of others.
- iii. Destruction of property; or poor living or housekeeping habits.
- iv. Disregard of rules of occupancy and rights of others.
- v. Failure to disclose information or falsifies information to the HA

F. INELIGIBLE APPLICANTS

RCHA will enforce admission policies which allow housing families to enjoy their unit by prohibiting any actions that may interfere with the health, safety, or right to peaceful enjoyment of the premises by other tenants. RCHA shall prohibit admission to public housing if:

- 1. *The applicant has demonstrated unsatisfactorily by past performance the ability to pay such rent as determined by the HA; demonstrated through unacceptable references the ability to conduct themselves in a manner that will impair the environment and/or security of other tenants; demonstrated by past performance that family members are unlikely to obey all rules and regulations in the lease;*
- 2. *The Housing Authority will not assist families who previously vacated a public housing or assisted unit in violation of the terms of their lease. Or who have been evicted from public housing for violating rules and regulations.*
- 3. *An applicant or applicant family member who has a record of illegal drug use or alcohol abuse, and the HA determines that there is reasonable cause to believe that the applicant abuses alcohol in a way that may interfere with the health, safety, or right to peaceful enjoyment of the premises by other tenants.*
- 4. *An applicant or applicant family member has been previously been evicted from assisted housing due to any drug related criminal activity including the manufacturing of methamphetamine.*
- 5. *The applicant or a member of the applicant family who by previous conviction is required to register with the State sex offender program as a lifetime requirement are not eligible for housing*
- 6. *Applicants who owe RCHA monies for past tenancy and have failed to make restitution or repayment prior to admissions.*
- 7. *Restriction on Assistance to Noncitizen: As per Section 214 of the Housing and Community Development Act of 1980, the Housing Authority shall restrict admissions to public housing to the following individuals:*
 - a. *Citizens, including nationals or*
 - b. *Noncitizen, who have eligible immigration status in one of the categories described in the HA Guidebook: "Restrictions on Assistance to Noncitizen".*

- c. *A family shall not be eligible for assistance unless every member of the family residing in the unit is determined to have eligible immigration status as described in the Guidebook.*
- d. *Verification and documentation shall be done by the procedures provided in the Guidebook.*

Consent of information shall be required of each adult member applying for housing. The written authorization will allow the HA to obtain criminal records, drug abuse treatment records if such information is relevant to the admission to or continued occupancy of public housing.

C. Limited Denials

One Year Limited Denial-----	Bad Houskeeping, bad landlord references, bad rent payment history, minor lease violations, failure to provide adequate verifications
Three Year Limited Denial-----	Eviction from public or assisted housing because of drug related criminal activity; or past behavior which may be considered a threat to other tenants.
Five Year Limited Denial-----	Drug use without an evidence of rehabilitation; an arrest or conviction that indicates that the applicant may be a threat to other tenants; or fraud or giving false information during the initial or any subsequent certifications to the housing authority
Ten Year Limited Denial-----	Conviction for drug trafficking
LifeTime Denial-----	Household member who is subject to a lifetime registration under the state's sex offender registration law; or an applicant who has been convicted of manufacturing or producing illegal controlled substances on or around the premises of a housing authority.

III. INCOME FOR ADMISSIONS

A. Income limits for admission to public housing are published by HUD on an annual basis and are posted in the HA office. Applicants otherwise eligible must have annual income below the HUD limits. Only Projects completed and available for full occupancy prior to October 1,1981 can accept applicants in the 50% to 80% median income range. See Appendix for Broad Range of Income Objectives and present income limits.

B. INCOME FOR ADMISSIONS -EXCEPTIONS

The HA will admit families who are above the income limits if vacancies are present and the HA does not have a waiting list. HUD approved Ceiling Rents and Flat rents (See Rent Calculation Section) will apply for families who qualify for the exclusion to reside in public housing. In addition the HA will only rent on a monthly basis available units to families that are not low income if there is not a waiting list for public housing units.

B1. *Income of Minors: Section 508 of the 1998 Act changed the way the HA will calculate the earned income of minors. The Act adopted a mandatory deduction from income used to calculate “adjusted” income. Prior regulations allowed the income to be an exclusion prior to the calculation. The income of the minor will now be*

included in the calculations and then deducted from the income.

IV. ADMISSION PREFERENCE

- A. *The HA shall provide a preference for any victim of domestic abuse even if the victim is not otherwise eligible. The applicant must provide a recommendation from the local law enforcement or the local domestic abuse director. If the victim is income eligible the rent shall be so determined. However, if the applicant is over income, then the flat rent provision shall apply.***
- B. *Elderly and/or disabled applicants will be given preference over otherwise eligible single applicants on the public housing waiting list.***

V. NOTIFICATION TO APPLICANTS

- A. Eligible Applicants: Each applicant determined to be eligible shall be notified in writing or orally of their eligibility determination.**
- B. Ineligible Applicants: Ineligible applicants shall be promptly notified in writing or orally by the RCHA of the reasons for the determination. The oral or written notice shall state the applicant's right, upon request and within a reasonable time, to an informal review of the determination.**
- C. Failure to Respond: It shall be the responsibility of the applicant to respond to all inquiries from the HA prior to admission to the program. Failure to respond to housing offer will terminate applicant from the waiting list. The HA shall not be responsible for returned offers undeliverable by the U.S. Postal Service.**
- D. Ineligible or unresponsive applications shall be disposed after three years from the date they were so classified.**

VI. VERIFICATION OF STATEMENTS AND INCOME

A. REQUIREMENTS

1. All applicants and tenants shall be required to furnish proof of any statements, when requested by the HA, to reasonably assure accuracy. Applicants must furnish verification or provide authorization to the HA to obtain verification from a third party of all statements regarding income, assets, and allowances. When an applicant or tenant reports annual income which appears to be less than adequate for the family's needs, or if the family appears to be eligible for income that is not reported to be received (i.e., TANF, unemployment, compensation, child support, child care assistance reimbursements, etc.) the HA may require the absence of such income to be verified, every 60 days.
2. All verifications will be obtained prior to the signing of a lease and for all subsequent examinations to ensure that current and accurate data is used in calculating rents, eligibility and unit size.
3. All income, assets and each applicable deduction or exemption is verified at the time of admission and at each subsequent reexamination. Income will be verified by third-parties where feasible. If third-party written verification is not possible, a review of documentation provided by the family, such as employer's W-2 forms, benefit checks, income tax returns, benefits award letters, savings and checking account statements, estimated market value of real estate from tax statements, United States savings bond redemption values, and other supporting documents may be accepted. In cases where third-party verification is not used, the Housing Authority will document the reason another method was used. (United States Treasury checks will not be photocopied).
4. Social Security Numbers: The HA requires Social Security numbers for each family member. If the applicant cannot provide his/her social security number, other documents showing the social security number may be used for verification until a valid social security card can be provided.
5. The following will be verified and documented in tenant files:
 - a. Age of family members when the sole factor determining eligibility is based on age or support exemptions claimed for minors.
 - b. Disability, or age when they are a factor in determining eligibility for placement on the waiting list or unit assignment.

For persons who claim disability but do not receive benefits under Section 223 of the Social Security Act or Section 102 (b) 5 of the Developmental Disabilities Services and Facilities Construction Amendment of 1970, or any other disability insurance, and when applicant or tenant has no other

means of verifying disability, a Doctor's Certification as to the degree and possible length of such disability or equivalent may be required. The receipt of veterans' benefits for disability, either service-incurred or otherwise, does not automatically establish eligibility.

6. Non-economic selection criteria. When the basis for possible denial of eligibility is the past conduct of the applicant or members of his or her family, the Housing Authority may request additional information, including, but not limited to:
 - i). Verification of past rental history;
 - ii) Written verification from counselors, parole officers, local law officers, etc.
7. Full time School status.

VII. TENANT SELECTION AND UNIT ASSIGNMENT

In an effort to provide a decent home and a suitable living environment which will foster economic and social mobility in the tenant body as a whole, the HA adopted policies and procedures. Consideration of the needs of individual families as well as the statutory purpose in developing and operating socially and financially sound low-income housing developments will achieve our goal:

1. Non-Discrimination:

The HA will conduct the Admissions process in a manner in which all persons interested in admission to Public Housing are treated in a fair and consistent manner. The HA will not discriminate at any stage of the admissions and the occupancy process because of race, color, national origin, religion, sex, age, or disability. The HA is bound by the nondiscrimination requirements of Federal, State, and local law and the requirements of:

Title VI of the Civil Rights Act of 1964: Prohibits discrimination based on race, color, or national origin in programs receiving Federal financial assistance.

Title VIII of the Civil Rights Act of 1968: Prohibits discrimination based on race, color, religion, national origin, or sex in the sale, rental, or advertising of housing.

Section 504 of the Rehabilitation Act of 1973: Prohibits discrimination based on disabilities in programs receiving Federal financial assistance.

Age Discrimination Act of 1975: Prohibits discrimination based on age in any program receiving Federal financial assistance.

Executive Order No. 11063: Required HUD to take whatever action is necessary to prohibit discrimination based on race, color, national origin, religion, creed,

Fair Housing Amendments Act of 1988: Amends Title VIII of the Civil Rights Act of 1968, prohibits discrimination in housing on the basis of

disabilities and familial status; 42 USC 3602. American Disabilities Act of 1990: P1101-336 Political affiliation. No preference will be shown any applicant because of his/her political affiliation, or affiliation with any public official at any governmental level.

2. Tenant Selection:

Waiting lists will be managed according to the following criteria:

- a. Completed Application Form which includes;
 - i) Release of Information, Personal Declaration, and Privacy Act statement signed by all adult members.
 - ii) Declaration of citizenship or eligible immigration status forms.
 - iii) Current and prior landlord information
 - iv) And any additional information requested by RCHA.
- b. Local Preferences
- c. Date and time of application.
- d. Each bedroom size shall have its own separate list.

3. ***Deconcentration Policy:***

RCHA must comply with Sec. 513 of the QWHRA Act of 1998.

” A PHA may not concentrate very low-income families in public housing units in certain public housing projects or certain buildings within projects. HUD must review the income and occupancy characteristics of the PHA projects and the buildings to ensure compliance. The PHA will submit with its annual PHA plan an Admissions policy 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. A PHA may offer incentives for eligible families having higher incomes to occupy dwelling units in projects predominantly occupied by eligible families having lower incomes and provide for occupancy of eligible families having lower incomes in projects predominantly occupied by eligible families having higher incomes. The skipping of a family on a waiting list to reach another family to implement deconcentration is permissible. Admission policies relating to deconcentration must not interfere with the use of site-based waiting lists.”

For policy implementation see Appendix

- B. Tenant Selection and Unit assignment
1. Each qualified applicant will be offered a unit of suitable type and size, which corresponds as close as possible to the size of their family.
 2. ***The HA will not have specific site waiting lists but will make an offer to the person whose name is at the top of the waiting list; if the unit is rejected due to location then the applicant will remain at the top of the list until a unit becomes available in their preferred location.***
 3. Exemptions for a tenant refusal include:
 - i). the unit is not of the proper size and type and the applicant would be placed there only on a temporary basis.
 - ii). the unit is not located in the applicant's first choice project.
 - iii). the applicant is unable to move at the time of the offer and can present clear evidence which substantiates this to the satisfaction of the housing authority.
 - iv). by accepting the offer the family would endure a hardship such as loss of employment or daycare facilities which would be substantiated by the housing authority.

C. Reassignment or Transfers:

1. Transfers of families from one unit to another shall occur only as follows:
 - Increase or decrease in family size that creates overcrowding or under utilization of the unit.
 - Family whose member becomes disabled or when a disabled member no longer resides in the unit.
 - To avoid vacancy loss and other expense due to unnecessary transfers.
2. Tenants shall not be transferred to a dwelling unit of equal size either within a project or between projects, except for the purpose of alleviating hardships as determined by the Executive Director or his/her designee.
3. Transfers will not take preference over new admissions.
4. The HA shall not provide a mover at its expense for any tenant transferring from one unit to another. If the move is HA initiated then HA employees will assist the family as needed, and at no expense to the tenant. Tenant initiated moves shall be at the tenant's expense.

D. *Waiting List Terminations*

1. *Applicants shall be terminated from the waiting list after five business days if they fail to show for their scheduled interview.*
2. *If an offer is accepted and the applicant fails to provide verification of income, household composition, or expenses then a three day notice of termination will be sent. The applicant's name is removed from the list and he/she must reapply.*
3. *Applicants may request an informal review of the decision within ten days of the written notice to terminate.*

E. *Income Targeting*

Effective 01/01/00 the HA will adopt a policy which will allow "income mixing" of public housing units.

1. *Not less than 40% of new admissions must have incomes at or below 305 of the area median income*
2. *All other admissions must be at or below 80% of the area median income, unless:*
 - a. *The HA does not have a waiting list, the number of vacant units is equal to or greater than 10% of all available units then The Director will advertise in the local newspaper at least twice that units are available. If there is not a response to the advertisement the Director shall be free to lease units on a month to month basis to applicants who exceed 80% of the median income*
 - b. *The rent shall be the flat rent and the tenant must sign a lease addendum concerning the 30 day notice to vacate if the unit is needed by a family earning less than 80% of the median income.*

VIII. RENT CALCULATION

The HA shall determine the rent of applicants and tenants as per HUD regulations and local adopted policy. However, changes to Housing Laws and regulations allow the HA to offer alternatives to the income based rent calculation.

A. Definitions

Annual Income is the household's total family income (earned and unearned) for all members

Adjusted Income is the Annual Income of the household minus the allowable deductions as determined by HUD regulations and local policy.

Total Tenant Payment is the greater of:

- a. **Minimum Rent**
- b. **30% of adjusted income**
- c. **10% of unadjusted monthly income.**

Tenant Rent equals the Total Tenant Payment minus the applicable utility allowance as per the posted schedule.

B. Determination of Rent

In determining the rent for all income eligible applicants/tenants, the HA will present the family with "rental choices" as per Section 523 of the Act. For all new admissions, interim examinations, and annual examinations the participant will be offered a choice.

If rent calculation is less than the minimum rent, the participant pays Minimum Rent: Is the TTP of \$50.00 unless:

- i. ***The family has lost eligibility for or is waiting for an eligibilitydetermination for a Federal, State, or local assistance program.***
- ii. ***If due to the minimum rent the family would be evicted from the assisted unit.***
- iii. ***The income has decreased because of changed circumstance, including loss of employment.***
- iv. ***A death in the family has occurred.(must be a member of the household)***

Inorder to qualify for one of the above exceptions, the tenant must request a review with the Executive Director or his/her designee within 14 days of the adverse action The HA will grant the exemption for up to 90 days. If the request is denied then the tenant may request an informal hearing as per the grievance policy.

B. Rent Choices

Applicants/tenants who do not qualify for the minimum rent will have the following choices to choose from:

- 1. **Rent calculated at 30% of Adjusted Income**
- 2. **Pay a flat rent based on the estimated rental value of the unit as determined by the HA**
- 3. **Or pay the adopted ceiling rent which has been adopted by the HA and which is set to expire in 2002..**

As part of the Continuing Resolution of 1994, the Commissioners of the Richland County Housing Authority unanimously adopted Ceiling Rents for the entire housing stock of the authority. The adoption of the Ceiling Rents shall be based on guidelines and formulas as defined in the Restrictions on Assistance to Non-Citizens Guidebook.

4. *Tenants experiencing financial hardships during the course of the year after selecting the flat rent or ceiling rent may request an interim examination which would allow a change to income based calculation.*
- C. *Determination of Rent - Income Based Calculations*
1. *Tenants must report all information concerning income, benefits, earnings, wages, unemployment, etc. when the income changes.*
 2. *In determining adjusted income during an annual examination or interim examination, the HA will not increase a tenant's rent if:*
 - a. *The increase is a result of employment if the family member was previously unemployed for at least 12 months prior to his or her employment date.*
 - b. *The tenant has earned income as a result of a self-sufficiency program, or;*
 - c. *The tenant as a participant of the TANF (Temporary Assistance for Needy Families) program at any time during the previous six months.*
 3. *The HA is supportive of all self-sufficiency initiatives by the State of Montana and HUD. We will implement the following exclusions for tenants who because of participation in the TANF program were required to be self sufficient:*
 - a. *Any earned income of the head of household which is excluded by the Office of Public Assistance for the purpose of determining benefits will also be excluded*
 - b. *All payroll deductions, Fica, SS, UE, taken from gross pay.*
 - c. *All amounts paid to someone outside of the household for alimony or child support, or;*
 - d. *All medical insurance or medical costs not covered by insurance.*
 4. *The above will apply for the upcoming 12 month period following the initial verification of employment/training. At the subsequent annual examination the HA will only include 50% of the adjusted income. After 24 months, all adjusted income will be used for the purpose of calculating rent.*
 5. *Income of Minors: Section 508 of the 1998 Act changed the way the HA will calculate the earned income of minors. The Act adopted a mandatory deduction from income used to calculate "adjusted" income. Prior regulations allowed the income to be an exclusion prior to the calculation. The income of the minor will now be included in the calculations and then deducted from the income*

D. **Individual Savings Account:** *All tenants will be offered the choice of continuing to pay the income based calculation instead of excepting the income exclusions noted above. For those who accept the choice the HA will with the written permission of the participant, charge 30% of income for rent subtract the previous 30% calculation and deposit the remainder which would be the increase in the household income (as per the rent calculation) in a savings account. The savings account could be accessed by the participant upon termination of the lease; at their request; or at the option of the HA if the program is terminated.*

E. **Exceptions to Income Based Exclusions**

The HA will not reduce or decrease the rent of a participant:

1. *If the head of household is a participant in the state funded TANF program, Welfare to Work program, or is required to participate in a local mandatory community program and fails to comply with the program requirements and therefore suffers a decrease in the monetary value of their TANF grant*
2. *If the head of household or family member commits an act of fraud and receives benefits, and is then penalized by the local Human services department.*
3. *The HA will reduce rents accordingly if:*
 - a. *The reduction is due to an expiration (time limit) of the TANF grant.*
 - b. *Verification is received by the HA that the tenant has completed the welfare to work requirements of the local Human Service Office and has failed to secure employment.*
 - c. *The request for the reduction is made in writing and provided to the HA within 30 days of the adverse action noted above.*

IX. OCCUPANCY STANDARDS

A. The HA shall comply with state and local occupancy requirements regarding the maximum number of occupants permitted to occupy a dwelling. The present standard is two persons per bedroom or living area. In addition, RCHA occupancy standards will assist as many people as possible without overcrowding the unit or project and will minimize vacancies. Every effort will be made to allow families to occupy units of sufficient size so that persons of opposite sex (other than spouses), persons of different generations, and unrelated adults may have separate bedrooms. RCHA will allow families to choose between

smaller or larger units at the time of application.

B. Reasonable Accommodations

The HA does not discriminate on the basis of disabled status in the obligation to provide reasonable accommodations to applicants/tenants. The HA will make the following modifications to a unit when requested by the tenant: door levers or handles, lower peepholes, handheld shower control, grab bars, etc. All requests will be reviewed by the Executive Director.

X. **LEASING REQUIREMENTS**

A. **Lease Document**

Leases and the subsequent occupancy requirements for subsidized housing shall be consistent with HUD regulations, state and local landlord-tenant laws. Specifically, the lease will:

1. Contain the names of the members of the family, who will reside in the unit.
2. Contain the initial rent and responsibility for payment of the utilities furnished to the unit. Rent is due on the first of the month and is past due after the sixth day of the month.
3. ***Leases will be for 12 months, and will be automatically renewed for 12 months on the annual date of admission.***

B. Other Lease Requirements include:

1. RCHA will inspect the unit prior to occupancy.
2. The lease will be signed by at least the head of household.
3. Lease language which explains the Zero Tolerance Policy and the right of the HA to terminate the lease if any household member or guest is arrested for any criminal drug activity which may include possession, use, or manufacture of illegal substances.
4. Transfers to different units shall be considered as a new unit with a new lease.
5. If through any cause, the signer of the lease ceases to be a member of the tenant family, the lease is to be voided and a new lease will be executed and signed by all parties.
6. **Family Absences from unit.**
A unit under lease may not be left unoccupied for more than 15 days, without written notice to RCHA of intent to be absent. Written authorization will then be given to the Tenant. RCHA will use the following criteria to determine if a family is absent from a unit include but are not limited to:
 - a. Rent is unpaid
 - b. Utilities are not in service

- c. Inspection reveals vacant unit
 - d. Mail not collected, or Post Office reports a forwarding address has been placed at the Post Office by the family
 - e. Reports by neighbors or other individuals that the unit is vacant.
 - f. Emergency inspection to view unit
 - g. Attempts by Housing Agency staff through mail and telephone to contact the family.
 - h. Abandonment/Possessory Rights: The lease shall incorporate the responsibilities of the tenant if the unit is vacated without notice and the obligation of the HA to re-enter the unit and take possession.
- C. ***Amendment Process: If at any time during the term of the lease, there is a change in a tenant's status, which results in the need to amend the lease, the HA will prepare a lease rider, which states the changes and revisions to the lease.***
- D. Security Deposits shall be required for all units and shall be as follows:
- | | |
|---------------------------------|-----------|
| Duplexes and multi-family units | \$200.00* |
| Single-Family dwelling units | \$300.00* |
- \$100 is required at lease signing with \$50 due every 30 days until the balance is paid in full.*
- * **Amended as per Board Resolution on February 20, 1996.**
- The security deposit will be held until the tenant moves from the unit and will be returned if the following conditions are met:
- 1. The appropriate written 15 day notice is given to RCHA.
 - 2. There are no charges for which the tenant is liable.
 - 3. The unit and all equipment are left reasonably clean and all trash and debris is removed from the unit.
 - 4. The tenant must provide a forwarding address.
 - 5. All keys issued to the tenant are returned at the time of the move-out.
 - 6. There is no damage which is not due to normal wear.
- The security deposit may not be used to pay rent or maintenance charges during occupancy.
- E. **Utility Costs:** All HA applicants/tenants are required to provide for their own utilities except for water and sewer. Utilities are provided through MDU and applicants must also abide by MDU admission policies. If applicants cannot obtain utilities due to past unpaid debts, or unable to pay the utility security deposit, every effort will be made HA to secure assistance.

F. Adverse Lease Actions:

1. Late Charges: Will be assessed on the 7th of the month and the HA shall send the appropriate **14 Day Notice of Intent to Evict**.
2. If the rent or other amounts due are not paid by the 21st day of the month, a 3-day Eviction/Sheriff's Notice will be delivered. The cost of the notice shall be charged to the tenant's account.
3. Lease will be terminated for the following:
 - a. Nonpayment of rent or other charges.
 - b. If the tenant causes or creates a threat to the health and safety of other tenants or HA employees, the lease will be terminated after reasonable notice as per state law.
 - c. For other causes other than for non-payment of rent HA will give thirty (30) days notice of termination, but such termination shall be limited to "good cause" including:
 - i. tenant conduct which interferes with other tenant's ability to enjoy premises
 - ii. tenant conduct which interferes with RCHA routine performance of duties
 - iii. creation of physical hazards
 - iv. repeated violations (3 or more) of the posted Rules of Occupancy
 - v. false statements made by the tenant during admission or certification
 - vi. violations of material terms of the lease
4. Termination by the tenant shall be fifteen (15) days prior to the move-out date and shall be in writing. After notice is given, the tenant shall be provided with vacate instructions.
5. Request for grievance hearing. If the management initiates an eviction notice, such notice will include the specific reasons for the proposed eviction and the alleged facts upon which it is based. It shall allow for a grievance hearing in the manner provided by the Grievance Policy.

XI. ANNUAL AND INTERIM EXAMINATIONS

- A. Annually, and at interim periods as circumstances may prescribe, the tenant shall furnish information and certifications to the HA on the family income and composition, in order to calculate rent. Rent is fixed at the time of admission and will be subject to redetermination if:
- a decrease of income occurs
 - a change in family composition occurs
 - the tenant's income could not be verified at the time of admission.
 - the tenant has been in residence for a year, or it has been a year since the last certification.

-HUD has completed a computer match of income of a tenant family and such income is disclosed to the tenant and a discrepancy occurs. The tenant must inform the HA of the match results and the HA shall determine the appropriate action.

- B. **Effective Dates of Action:**
In the event of rent increases, the adjustment will take effect the first day of the second month following the notice of the increase.
Rent decreases shall take place on first day of the following month.
Changes in rent due to annual, scheduled reexaminations are to be effective on the anniversary date of the lease.
- C. **Frequency of Examinations:** ***All income based tenants shall have income, household composition, and expenses examined annually. All other tenants including flat rent tenants will be examined every two years (this would also include the ceiling rent tenants until 2002).***
- D. **Community Service Requirement:** ***It shall be the policy effective 1/1/00 that all adult tenants of public housing will be required to perform eight hours of community service each month. Exceptions to the service requirement are;***
1. ***Elderly, disabled tenants who because of age or extent of disability cannot comply with the requirement.***
 2. ***Tenants gainfully employed on or after 1/1/00***
 3. ***Tenants participating in the welfare to work program administered by local human service office.***
 4. ***Tenants participating in a state funded assistance program***
Compliance with the service requirement shall be determined on an annual basis at least 30 days prior to the expiration of the tenant's annual lease.
- E. **Annual Recertifications:**
At least once each year or as required by the HA, tenant households must furnish such information regarding family composition, employment and other household income as may be necessary to make a determination with respect to rent, eligibility and unit size. Annual exams will start 90 days prior to the end of the lease (12 month) and will be completed 30 days before the expiration of the lease.
- F. **Failure to Comply**
1. Annual Examinations are mandated by HUD and must be completed as per the regulations. Failure by the tenant family to cooperate and complete any examinations shall be considered a violation of the lease and shall be grounds for termination of the lease.
 2. **Community Service Requirement:** Failure to comply with the

Community Service Requirement may result in the termination of the lease agreement. The HA will make every effort to assist the tenant in complying with the requirement. If it is determined at the annual examination that the tenant has not complied with the service requirement he/she must enter into a written agreement with the HA to perform the required service work within the next 12 months. Terminations will not be effective until 01/01/02

G. Inspections:

1. Prior to initial occupancy, the HA and the tenant will perform an inspection of the unit to determine its condition at initial lease.
2. Prior to move-out the HA and the tenant must perform a close-out inspection.
3. At least once per year the HA will conduct an inspection of the unit and any deficiencies will be corrected and responsibility for the charge will be determined. If the inspection reveals poor housekeeping habits that need to be improved a follow up inspection will be scheduled after the tenant meets with the project occupancy technician.
4. Emergency inspections will be done if the management believes that an emergency exists within the unit and the unit must be entered without notice. Every effort will be made to notify the tenant before and a written notice will be sent to the tenant after the maintenance department has entered the unit.
5. Housekeeping inspections may be done after the tenant is given a 48 hour notice.

F. Misrepresentations

The tenant shall be notified in writing of any misrepresentations or lease violations revealed through re-examination, rent review, or other occurrences. The applicant/tenant certifies that accurate information has been provided by the family on family composition, income, net family assets, allowances, and deductions. Any violations of the lease or of Federal regulations may result in lease termination and/or punishment under Federal law.

1. Repayments

The obligation of the applicant/tenant to provide accurate information which is used to calculate rent is continuous during the admissions and occupancy of the family. If the family intentionally misrepresents income or deductions, the following action will be undertaken:

- i. RCHA will verify the unreported change through a third party.
- ii. Written notice will be delivered to the tenant to schedule a interim recertification.
- iii. Tenant will be required to sign a repayment agreement for the amount determined by RCHA or will pay the full amount upon a thirty day request.
- iv.. Failure to repay the RCHA or sign a repayment agreement will result in the termination of the lease.

XII. DEFINITIONS

Adjusted Income: Annual income less:

1. \$480 for each dependent in the household
2. \$400 for any Elderly Family or Disabled Family;
3. For any Family that is not classified as an Elderly Family but has a disabled member other than the head of household or spouse, Disability Assistance Expenses which are in excess of three percent of Annual Income, but this allowance may not exceed the income received by Family members who are 18 years of age or older as a result of the assistance to the Disabled Person;
4. For any Elderly Family:
 - i) With no Disability Assistance Expense, an allowance for Medical Expenses equal to the amount by which the Medical Expenses exceed three percent of Annual Income;
 - ii) With Disability Assistance Expenses greater than or equal to three percent of Annual Income, an allowance for Disability Assistance Expenses computed according to paragraph (c) of this section, plus an allowance of Medical Expenses that is equal to the Family Medical Expenses.
 - iii) With Disability Assistance Expenses less than three percent of Annual Income, an allowance for combined Disability Assistance Expenses and Medical Expenses that is equal to the amount by which the sum of these expenses exceed three percent of Annual Income, and;
5. For a Family with Dependents:
 - I) Child care expenses which are not reimbursed by any other source.

Annual Income: Is the anticipated total gross income from all sources received by the head of household, spouse, (even if temporarily absent) and by each additional member of the family, including all net income derived from assets, for the 12-month period following the effective date of initial determination

or reexamination of income.

Child Care Expenses: Amounts expected to be paid by the family for the care of children under thirteen (13) years of age during the period for which annual income is computed, but only where such care is necessary to enable head of household or an adult family member to be gainfully employed and or to further his/her education. The expense shall be reasonable in comparison to area daycare charges and in the case of employment, expenses shall not exceed income.

Ceiling Rent: A maximum rent to be charged on a dwelling unit irrespective of the income of the household.

Child Custody: An applicant or tenant who does not have full custody of a minor may only claim a child as a dependent if:

- the applicant/tenant has primary custody of the minors involved
- the applicant/tenant provides sufficient evidence that if the applicant were admitted, the child would reside with the applicant.

Citizen: An individual born in the United States or naturalized. All applicants must furnish documents which support evidence of citizenship or eligible immigration status (CFR 912.6(b)).

Dependent : Household member, (excluding foster children, the head of the household, or spouse), who is under the age of 18 years of age or is a disabled person or disabled person or is a full-time student in a post secondary institution or *a vocational center*. Full-time students who are also the head of household or spouse are not considered dependents.

Disabled Person: A person within the definition of Section 202 of the Housing Act of 1959. Including:

1. A disabled person is one who has a physical or mental impairment which:
 - i) is expected to be of long-continued & indefinite duration.
 - ii) substantially impedes his/her ability to live independently,
 - iii) and is of such nature that such disability could be improved by suitable housing conditions.
2. Disabled within the meaning of Section 223 of the Social Security Act or Section 102(b)(5) of the Developmental Disabilities Services and Facilities Construction Amendments of 1970. Section 223 of the Social Security Act defines disability as:

"Inability to engage in any substantial, gainful activity by reason of any medically determinable physical or mental impairment which can be expected to result in death or which has lasted or can be expected to last for a continuous period of not less than 12 months; or In the case on an individual who has attained the age of 55 and is blind (within

the meaning of blindness as defined in Section 416(i)(1) of this title), inability by reason of such blindness to engage in substantial gainful activity requiring skills or abilities comparable to those of any gainful activity in which he has previously engaged with some regularity and over a substantial period of time."

3. Section 102(b)(5) of the Developmental Disabilities Services and Facilities Construction Amendments of 1970 defines disability as:

"A disability attributable to mental retardation, cerebral palsy, epilepsy, or another neurological condition of an individual found by the Secretary of HEW, to be closely related to mental retardation or to require treatment similar to that required for mentally retarded individuals, which disability originated before such individual attains the age of eighteen, which has continued or can be expected to continue indefinitely, and which constitutes a substantial handicap to such individual."

Disabled Assistance Expense: Reasonable expenses that are anticipated, during the period for which Annual Income is computed, for attendant care and auxiliary apparatus for a Disabled Family member and that are necessary to enable a family member to be employed, provided that the expenses are neither paid to a member of the Family nor reimbursed by an outside source.

Displaced Family: (Domestic Violence Victim)

A family who has displaced from their unit because of domestic violence. The displaced family must have a statement of verified circumstances prior to admission if they are not otherwise eligible for admission to public housing.

Effective Date: The "effective date" of an examination refers to (i) an examination for admission, the effective date of initial occupancy, and (ii) in the reexamination of an existing tenant, the effective date of the redetermined Total Tenant Payment.

Elderly Family/Person: A single adult, head of household, or spouse who is at least 62 years of age or disabled as defined in this section; and may include two or more elderly, disabled persons living together or one or more such persons living with one or more tenant aides.

Eligibility Income: Prior to admission, each family must be income eligible, as determined by the income limits published by HUD.

Family: Family includes, but is not limited to, a single person or a group of persons; a family with a child or children or a person in the process of adopting a dependent.

Full-Time Student: This is a person who is carrying a subject load which is considered full time for the educational institution or *vocational school* attended.

Grievance Procedure: All tenants are afforded the rights under the policy and are incorporated into the lease by reference.

Head of the Household: Is the person who assumes legal and financial responsibility for the behavior of the household and responsibility for the conduct of the household members.

Housing Authority: Richland County Housing Authority, RCHA, or HA

HUD: United States Department of Housing and Urban Development.

Income Exclusions: Earned Income Exclusions are the exclusions allowed the Housing Authority for the purpose of determining rent.

Live-in Aide: A person who resides with an elderly or disabled person, and,
(1) is determined by the Housing Authority to be essential to the required care of the person; and
(2) is not obligated to support the person; and
(3) would not be living in the unit except to provide necessary support services.

Lower Income Family: A family whose annual income does not exceed 80 percent of the median income for the area, as determined by HUD.

Medical Expenses: Those medical expenses, including medical insurance premiums, anticipated to be paid during the period for which annual income is computed, which are not covered by insurance and are an out-of-pocket expense to the family. (Medical expenses are allowed only for elderly or disabled households. The amount allowable as a deduction is the amount that exceeds 3 percent of annual income).

Minor: A person other than the head of household or spouse who is under 18 years of age.

Net Family Assets: Value of equity in real property, savings, stocks, bonds, and other forms of capital investment. To determine net family assets, the Housing Authority shall include the value of any assets disposed of by an applicant or tenant for less than fair market value (including a disposition of trust, but not in a foreclosure or bankruptcy sale) during the two years preceding the date of application for the program or reexamination. In the case of a disposition of property as part of a separation or divorce settlement, the

disposition will not be considered to be for less than fair market value.

Public Assistance Office: Richland County Office of Public Assistance administers TANF, Welfare Reform Programs.

Remaining Family Member: The person of legal age remaining in the public housing unit after the person who signed the lease has left the premises other than by eviction.

Spouse: The legal husband or wife of the head of the household, not the *other adult*

TANF (Temporary Assistance for Needy Families): Monetary assistance which is supplied by programs funded, separately or jointly, by Federal, State or local governments.

Tenant Rent: The amount payable monthly by the family as rent for the use of the dwelling unit and equipment (such as range and refrigerators), but not including furniture, services, and amounts of utilities determined in accordance with the schedule of allowances for utilities supplied by the local supplier. Tenant rent equals Total Tenant Payment less the utility allowance.

Utilities: Electricity and gas as per RCHA schedule.

Utility Allowance: A fixed amount is allowed to the tenant as a deduction from the Total Tenant Payment for utilities purchased by the tenant. Telephone service and monthly cable television are not covered by the utility allowance.

Very Low-Income Family: This is a family whose annual income does not exceed 50 percent of the median income for the area, as determined by HUD, with adjustments for smaller and larger families.

XIII. PETS (RESERVED)

XIV. GRIEVANCE PROCEDURES

A. Definitions:

Grievance is a dispute which a tenant may have concerning Authority action or failure to act according to the individual tenant's lease or Authority regulations which adversely affects the individual tenant's rights, duties, welfare, or status.

Complainant/Tenant is an adult tenant other than a live-in aide whose grievance is presented to the HA informally or as part of the informal hearing process. The person must reside in the unit and has executed the lease or is the remaining head of the household.

Hearing Officer means a person(s) selected according to this grievance procedure to hear grievances and render a decision.

Notice: As used below shall unless otherwise provided mean written notice.

Regulations: Are the HUD(Dept. of Housing And Urban Development) regulations contained in subpart B of 24CFR part 966.

Business Days: Monday through Friday of each week except for legal holidays recognized by the HA.

Drug-related criminal activity:The illegal manufacture, sale, distribution, use or possession with intent to manufacture, sale, distribute or use of a controlled substance, as defined in Sec. 102 of the Controlled Substances Act (21 U.S.C. sec802) as amended.

Elements of due process shall mean in an eviction action or a termination of tenancy in state or local court in which the following procedural safeguards are required:

- i. Adequate notice to the tenant of the grounds for terminating the tenancy and for eviction;
- ii. Opportunity for the tenant to examine directly relevant documents, records or regulations of the Housing Agency prior to the trial for the purpose of preparing a defense (The tenant is allowed to copy the HA's documents directly relevant to the eviction, such copying is at the tenant's expense);
- iii. Right of the tenant to be represented by counsel of his/her choice, and at his/her expense.
- iv. Opportunity for the tenant to refute the evidence presented by the Housing Agency including the right to confront and cross-examine witnesses and to present any affirmative legal or equitable defense which the tenant may have;
- v. A decision based solely and exclusively upon the facts and merits presented at the hearing.

B. Complaints Excluded from the Grievance Procedure:The following complaints are excluded:

1. Imposition of penalties for late payment, NSF or No Account check penalties, copying charges.
2. Disputes between tenants not involving the HA.

3. Class grievances to initiate or negotiate policy changes.
4. Grievances filed by a live-in aide, or remaining family members.
5. An eviction for any criminal activity that threatens the health, safety or right to the peaceful enjoyment of the premises of other tenants or employees of RCHA.
6. An eviction for any drug-related criminal activity on or off such premises and for any other type of felony.

C. Denial of Hearing : When the Housing Authority is not required to afford the tenant the opportunity for a hearing under the PHA administrative grievance procedure the Housing Authority shall:

1. State that the tenant is not entitled to a grievance hearing on the notice issued;
2. State that HUD has determined that this eviction procedure provides the opportunity for a hearing in court that contains the basic elements of due process as defined in HUD regulations.
3. Specify the judicial eviction procedure to be used for eviction of the tenant;

D. Procedures Prior to a Hearing

1. Informal Settlement of Grievance Procedures

- i). Any grievance shall be personally presented either orally or in writing to the Housing Authority Office so that the grievance may be discussed informally and settled without a hearing. (If the grievance is written, it must be signed by the complainant.) The grievance must be presented no later than the first working day after the fifth (5th) day of the action or failure to act which is the basis of the grievance. It may be simply stated, but shall specify:
 - a) the particular ground(s) upon which it is based;
 - b) the action requested; and
 - c) the name, address, and telephone number of complainant and similar information about his/her representative, if any.
- ii). Within ten working days, a summary of this discussion will be given to the complainant by a HA representative, one copy to be filed in the Housing Authority's tenant files.
- iii). The summary will include: names of participants, date of the meeting, nature of the proposed disposition, and specific reason therefore and shall specify steps by which a formal hearing can be obtained.
- iv). The informal settlement conference must be held within 30 days of the tenant's request for such conference unless there are extenuating circumstances which are verified by the complainant and accepted by the HA. If there are no extenuating circumstance verified to and accepted by HA within 30 days from the tenant's request for informal settlement conference, the complainant shall be notified by mail of procedures by which to request a Formal Hearing. If the complainant fails to make a timely request for formal hearing as set out in the procedures to request a Formal Hearing they shall be deemed to have waived their right to such a hearing, and the Housing Authority will forward the file to legal counsel for legal processing through the District Court.

2. Dissatisfaction with Informal Disposition

- i).if the complainant is dissatisfied with the proposed disposition of the grievances, he/she shall submit a written request for a hearing within ten (10) working days of delivery of the above-mentioned summary of the informal proceedings.
- ii).The request for a hearing must be presented to the Authority Office.
- iii).The request must be date stamped.
- iv).The request for a hearing must have specific reasons for the grievance, and the action or relief sought.

3. Failure to Request Formal Hearing
 - i). If the complainant does not request a hearing within ten (10) working days, he/she waives his/her right to a hearing, and the HA's proposed disposition of the grievance will become final.
 - ii). The above determination in no way constitutes a waiver of the complainant's right to contest the Housing Authority's disposition of his/her grievance in an appropriate judicial proceeding.

E. Right to a Formal Hearing

After exhausting informal procedures outlined above, a complainant is entitled to a hearing before a hearing official. The right to a private hearing shall be afforded the complainant unless the complainant requests a public hearing.

F. Procedures to Obtain a Hearing

1. Informal Prerequisite
 - i). All grievances must be informally presented as stipulated above in writing as a prerequisite to a formal hearing. The written notice must state the reasons for the grievance and the action or relief sought by the complainant.
 - ii). The hearing officer may waive the prerequisite informal hearing if, and only if, the complainant can show good cause why he/she failed to proceed informally.
 - iii). If the complainant does not request a hearing within the time period allowed above, he/she waives his/her right to the hearing and proposed disposition of the grievance will become final. This shall not, however, constitute a waiver of the complainant's right after to contest disposition of his/her grievance in an appropriate judicial proceeding.
2. Escrow Deposit
 - i). Before a hearing is scheduled in any grievance involving an amount of rent RCHA claims is due, the complainant shall pay to RCHA all rent due and payable as of the month preceding the month in which the act or failure to act took place.
 - ii). The complainant shall thereafter deposit the same amount of the monthly rent in an escrow account monthly until the complaint is resolved by decision of the hearing official or panel.
 - iii). The above requirements may be waived by the Authority in extraordinary circumstances, and this will be at RCHA's discretion.
 - iv). Unless waived, failure to make the aforementioned payments shall result in termination of the grievance procedure.
 - v). Failure to make such payments is not a waiver of any right the complainant may have to contest RCHA's disposition of his/her grievance in any appropriate judicial proceeding.

3. Scheduling
 - i). Upon complaint's compliance with the above procedures, a hearing shall be scheduled by the hearing official promptly for a time and place reasonably convenient to both the complainant and Authority.
 - ii). A written notification specifying the time, place, and the procedures governing the hearing shall be delivered to both parties.

G. Procedure Governing the Hearing

1. The hearing shall be held before a hearing officer.
2. The complainant shall be afforded a fair hearing providing the basic safeguards of due process which are noted above.
3. If the hearing official determines that the issue has been previously decided in another proceeding, he/she may render a decision without proceeding with the hearing.
4. Failure to Appear
 - i). If the complainant or Authority fail to appear at the scheduled hearing, the hearing officer may make a determination to postpone the hearing for not to exceed five working days, or make a determination that the party has waived his/her right to a hearing.
 - ii). Such a determination in no way waives the complainant's right to appropriate judicial proceedings.
5. At the hearing, the complainant must first make a showing of an entitlement to the relief sought, and then RCHA must sustain the burden of justifying the HA action or failure to act against which the complaint is directed.
6. The hearing shall be conducted by the hearing official in such a way to be:
 - i). Informal - Oral or documentary evidence pertinent to the facts and issues raised by the complaint may be received without regard to admissibility under the rules of evidence applicable to judicial proceedings;
 - ii). Orderly - The official shall require that the Housing Authority, complainant, counsel, and other participants and spectators conduct themselves in an orderly fashion. Failure to comply with the directions of the hearing official to obtain order may result in exclusion from the proceedings or a decision adverse to the interests of the disorderly party and granting or denial of the relief, sought, as appropriate.

The complainant or Authority may arrange, in advance and at the expense of the party making the arrangement, for a transcript of the hearing. Either party may purchase a copy of such transcripts

H. Decisions of the Hearing Official

1. Within 10 working days following the hearing, the hearing official shall give the complainant and Housing Authority a written decision including reasons therefore. The Housing Authority will file one copy in the tenant's file and maintain another file copy with names and identifying references deleted for inspection by a prospective complainant, his/her representative, or hearing officials.
2. The decision of the hearing official shall be binding on the Authority which shall take all actions necessary to carry out the decision unless the Housing Commissioners determine, within five working days, and so notifies the complainant that:
3. The grievance does not concern Authority action or failure to act in accordance with or involving the complainant's lease on Authority regulations which adversely affect the complainant's rights, duties, welfare or status;
4. The decision of the hearing officer is contrary to applicable Federal, State or local law, HUD regulations or requirements of the Annual Contributions Contract between HUD and the Housing Authority.
5. A decision by the hearing official or Housing Commissioners in favor of the Housing Authority or which denies the relief requested by the complainant in whole or part shall not constitute a waiver of, not affect in any matter whatever, the rights the complainant may have to judicial review in any proceedings; which may thereafter be brought in the matter.

I. Selection of Hearing Officer

The Board of Commissioners shall appoint an impartial person or persons as hearing officer(s) upon appropriate notice, who may be an officer or employee of the HA provided such person is other than a person who made or approved the HA action under review or a subordinate of such person.

J. Accommodations of Person with Disabilities

The Housing Authority must provide reasonable accommodations for the complainant with disabilities to participate in the informal and/or formal hearings.

If the tenant is visually impaired, any notice to the tenant which is required must be in an accessible format.

DECONCENTRATION

Policy Implementation:

A. Exempt Units:

RCHA has four projects: Mt.006-001,002,004, and 005. Since some units are single family dwellings or are units at scattered sites, these units will be exempt from the deconcentration policy since they meet the requirements of the policy. RCHA shall exempt the following units from the deconcentration policy:

- | | |
|-------------------|------------------|
| 948 14th St. SW | 950 14th St. SW |
| 952 14th St. SW | 954 14th St. SW |
| 1051 15th St SW | 1053 15th St SW |
| 913 6th St SW | 111 12th Ave. SW |
| 113 12th Ave. SW | 305 6th St. SE |
| 1525 10th Ave. SW | 949 15th St. SW |
| 713 6th St. SE | 621 9th St. SE |

B. Other sites: The HA policy shall have two distinct components Income and Tenant Preference.

RCHA shall maintain one waiting list. Tenants shall have the choice of where to live based on their own needs regardless of the deconcentration goals. As vacancies occur applicants on the waiting list will be offered a vacant unit in one of RCHA’s projects. If the unit is not the tenant’s Preference the family may reject the unit and remain on the waiting list for the next opening in their preference location. If the applicant has no preference an offer will be made based on unit availability, suitability (family size as compared to unit size) and the income levels as explained under Income Preference. The application for housing will be revised to include the following: HA properties include units in the communities of Sidney and Fairview. Please indicate below your preference if any.

- Sidney* _____
Fairview _____
No Preference _____

C. Income component:

The income component shall used by the housing authority if no preference is indicated by the applicant. RCHA shall average all applicable incomes for each of the four projects as per the rent roll on

July 1, 1999. The HA average of all household incomes of all projects will be considered the **housing authority median income**. In addition each project will have its own income average based on the occupancy of the project's units on the above date. These averages will be the **project base income levels** for RCHA projects. The **base income levels of each project** when compared to the **housing authority median income** will determine the activation of the deconcentration policy.

If the **project base income levels** are within 15% above or below the **HA median income** then the tenant selection for the housing authority shall continue as per the adopted policies of the HA and the housing preference of the applicant. If the income of the applicant is **15% higher than the HA average** then tenant selection shall be as follows:

The applicant will be offered a unit in the project having the lowest **project base income level (ranked 4th)**, if the applicant refuses the unit then he will be returned to the waiting list. If another unit is available in the next lowest **project base income level (ranked 3rd)**, a second offer will be made. If this offer is rejected then the family will be removed from the waiting list. Higher income applicants will not be offered units in the 1st and 2nd levels unless other more qualified applicants or tenants are not available at the time of admissions.

- D. If the income of the applicant is **15% lower than the HA average** then tenant selection shall be as follows:

The applicant will be offered a unit in the project having the highest **project base income level (ranked 1st)**, if the applicant refuses the unit then he will be returned to the waiting list. If another unit is available in the next highest **project base income level (ranked 2nd)** a second offer will be made. If this offer is rejected then the family will be removed from the waiting list.

- E. **Transfers:**

After December 1, 1999, RCHA shall compare the project base income levels and the HA average to determine if transfers from one project to another need to be made to achieve the goals of the deconcentration policy. If it is determined that one project has a higher income level than another, present tenants in a lower income project will be offered the option to relocate to the higher income level project if they so choose. The option for transfer will only be made during the first ninety days of the policy.

- F. **Policy Goal:** It shall be the goal of the Deconcentration Policy to have **project base income levels equal the HA Average by January 1, 2003.**

APPENDIX C: CEILING RENTS

In order to adopt maximum or ceiling rents, RCHA must determine the rents by applying one of three options available according to the continuing resolution requirements. RCHA may use either the Fair Market Rents at the time the policy amendment is approved; employ PHI notice 92-8 which provided information on ceiling rent calculations; or employ the calculations from the Guidebook for Alien Admissions-Appendix H. PHA has chosen to adopt the latter as ceiling rents for all projects until the C.R. becomes law or is terminated by Congress.

1 bedroom	\$229.00
2 bedroom	\$269.00
3 bedroom	\$336.00
4 bedroom	\$377.00

Documentation of the above calculations is part of this appendix.

PHA Plan Table Library

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

Annual Statement

Capital Fund Program (CFP) Part I: Summary

Capital Fund Grant Number FFY of Grant Approval: (04/01/1999)

Original Annual Statement

Line No.	Summary by Development Account	Total Estimated Cost
1	Total Non-CGP Funds	
2	1406 Operations	17,770
3	1408 Management Improvements	10,000
4	1410 Administration	4,500
5	1411 Audit	
6	1415 Liquidated Damages	
7	1430 Fees and Costs	3,000
8	1440 Site Acquisition	
9	1450 Site Improvement	33,000
10	1460 Dwelling Structures	67,500
11	1465.1 Dwelling Equipment-Nonexpendable	6,800

12	1470	Nondwelling Structures	7,000
13	1475	Nondwelling Equipment	28,153
14	1485	Demolition	
15	1490	Replacement Reserve	
16	1492	Moving to Work Demonstration	
17	1495.1	Relocation Costs	
18	1498	Mod Used for Development	
19	1502	Contingency	
20	Amount of Annual Grant (Sum of lines 2-19)		177,723
21	Amount of line 20 Related to LBP Activities		
22	Amount of line 20 Related to Section 504 Compliance		
23	Amount of line 20 Related to Security		
24	Amount of line 20 Related to Energy Conservation Measures		20,000

Annual Statement
Capital Fund Program (CFP) Part II: Supporting Table

Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Total Estimated Cost
Project Wide	Operations	1406	17,770
	Office Computer & software	1408	10,000
	CIAP Administration	1410	4,500
	Engineering	1430	3,000

	Non expendable replacements	1465.1	6,800
	Rehab exterior of Office	1470	7,000
	Replace Playground Equipment	1475	10,000
	Purchase used vehicles	1475	18,150
Mt001	Irrigation equipment	1450	7,000
	Rehab exteriors of units and concrete	1460	17,500
Mt002	Irrigation equipment	1450	19,000
Mt004	Rehab Interiors of dwellings	1460	30,000
Mt005	Exterior rehabs on structures	1460	20,000
	Irrigation equipment	1450	7,000

Annual Statement

Capital Fund Program (CFP) Part III: Implementation Schedule

Development Number/Name HA-Wide Activities	All Funds Obligated (Quarter Ending Date)	All Funds Expended (Quarter Ending Date)
Project wide	06/30/01	12/31/01
Mt001	06/30/01	12/31/01
Mt002	06/30/01	12/31/01
Mt004	09/30/01	12/31/01
Mt005	09/30/01	12/31/01

Table Library