

U.S. Department of Housing and Urban Development

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

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: Clay Center Housing Authority

PHA Number: NE019001

PHA Fiscal Year Beginning: (mm/yyyy) 4/00

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)

Senior Citizen's Office

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)

MISSION STATEMENT

THE MISSION OF THE CLAY CENTER HOUSING AUTHORITY IS TO PROVIDE SAFE, DECENT AND AFFORDABLE HOUSING TO ELIGIBLE PEOPLE WITHOUT DISCRIMINATION, AND TO AID IN THEIR SELF-SUFFICIENCY.

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:
 - Leverage private or other public funds to create additional housing opportunities:
 - Acquire or build units or developments
 - Other (list below)

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

- PHA Goal: Increase assisted housing choices
Objectives:
 - Provide voucher mobility counseling:
 - Conduct outreach efforts to potential voucher landlords
 - Increase voucher payment standards

- Implement voucher homeownership program:
- Implement public housing or other homeownership programs:
- Implement public housing site-based waiting lists:
- Convert public housing to vouchers:
- Other: (list below)

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

- PHA Goal: Provide an improved living environment
 - Objectives:
 - Implement measures to deconcentrate poverty by bringing higher income public housing households into lower income developments:
 - Implement measures to promote income mixing in public housing by assuring access for lower income families into higher income developments:
 - Implement public housing security improvements:
 - 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:
 - Provide or attract supportive services to increase independence for the elderly or families with disabilities.
 - Other: (list below)

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

- PHA Goal: Ensure equal opportunity and affirmatively further fair housing
 - Objectives:
 - Undertake affirmative measures to ensure access to assisted housing regardless of race, color, religion national origin, sex, familial status, and disability:

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

Other PHA Goals and Objectives: (list below)

We have also adopted the following goals for the next five years.

GOAL ONE:

Manage the Clay Center Housing Authority's existing public housing in an efficient and effective manner thereby qualifying as at least a Standard performer.

OBJECTIVES:

1. HUD shall recognize the Clay Center Housing Authority as a High performer by March 31, 2003.
2. The Clay Center Housing Authority shall increase the percentage of rents collected to up to 95% by March 31, 2003.
3. The Clay Center Housing Authority shall achieve and sustain an occupancy rate of 95% by March 31, 2003.

GOAL TWO:

Provide a safe and secure environment at the Clay Center Housing Authority.

OBJECTIVES:

1. Perform maintenance in a prompt and timely manner.
2. Show a prompt and efficient manner in maintaining locks on grounds.

GOAL THREE:

Improve the perception of safety and security for the tenants and community of the Clay Center Housing Area.

OBJECTIVES:

1. The Clay Center Housing Authority shall strive for a better understanding between the Housing Authority and the law Enforcement agencies. The purpose of this understanding is to develop strategies for identifying and reducing crime.
2. The Clay Center Housing Authority shall reduce its evictions for criminal activity by use of the “One Strike Policy” through aggressive screening procedures.

GOAL FOUR:

Maintain the Clay Center Housing Authority’s real estate in an acceptable, modern and appealing condition and without discrimination.

Deliver prompt and high quality maintenance to units and the surrounding grounds of the Clay Center Housing Authority.

OBJECTIVES:

1. The Clay Center Housing Authority shall maintain all their Units under the Housing Quality Standards.
2. The Clay Center Housing Authority shall maintain and improve their Preventive Maintenance Plan.
3. The Clay Center Housing Authority shall maintain an average response time of 24 hours for emergency work orders.

GOAL FIVE:

Maintain a sound financial program for the Clay Center Housing Authority.

OBJECTIVES:

1. The Clay Center Housing Authority shall aggressively pursue All grant possibilities.
2. The Clay Center Housing Authority shall re-write their Rent Collection Policy increasing the Late Fee for all late rents.
3. The Clay Center Housing Authority shall operate within our Budget, thereby allowing our income to exceed our expenses.

APPROVED – 1/12/2000

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.

EXECUTIVE SUMMARY

The Clay Center Housing Authority administers 26 Public housing units. Our tenants are single, single with child, elderly, disabled, and families. We currently are at 100% occupancy and cover a wide range of incomes. A Board of six Commissioners governs us, one being a resident. The Commissions are appointed by the Mayor of Clay Center and approved by the City Council. The Commissioners in turn hires and oversees the Executive Director. The Executive Director hires and oversees the maintenance man.

The Clay Center Housing Authority has prepared this Agency Plan in compliance with Section 511 of the Quality Housing and Work Responsibility Act of 1998 and the ensuing HUD requirements.

We have adopted the following Mission Statement to guide the activities of the Clay Center Housing Authority:

MISSION STATEMENT

THE MISSION OF THE CLAY CENTER HOUSING AUTHORITY IS TO PROVIDE SAFE, DECENT AND AFFORDABLE HOUSING WITHOUT DISCRIMINATION TO ELIGIBLE PEOPLE, AND TO AID IN THEIR SELF-SUFFICIENCY.

Approved January 12, 2000

We have also adopted the following goals and objectives for the next 5 years

Our Annual Plan is based on the premise that if we accomplish our goals and objectives we will be working towards the achievement of our mission.

The plans, statements, budget, policies, etc. set forth in the Annual Plan all lead towards the accomplishment of our goals and objectives. Taken as a whole, they outline a comprehensive approach towards our goals and objectives and are consistent with the Consolidated Plan. Here are just a few highlights of our Annual Plan.

- ◆ We have adopted a preference list using a point system. In this system, an applicant is given a point for all preferences that apply. The application with the largest number of points receives the unit.

- ◆ We have adopted an aggressive screening policy for public housing to ensure to the best of our ability that new admissions will be good tenants.
- ◆ Applicants will be selected from the waiting list by preference and in order of the date and time they applied.
- ◆ We have established a minimum rent of \$25.
- ◆ We have established flat rents for all our units.
- ◆ We have established an aggressive Rent Collection Policy and increased our Late Fees from \$5. To \$25.

In summary, we are on course to improve the conditions of affordable housing in Clay Center, Ne.

iii. Annual Plan Table of Contents

[24 CFR Part 903.79 (r)]

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

Table of Contents

Annual Plan	<u>Page #</u>
i. Executive Summary	1
ii. Table of Contents	3
1. Housing Needs	7
2. Financial Resources	12
3. Policies on Eligibility, Selection and Admissions	13

4. Rent Determination Policies		24
5. Operations and Management Policies	28	
6. Grievance Procedures		30
7. Capital Improvement Needs		30
8. Demolition and Disposition		32
9. Designation of Housing	33	
10. Conversions of Public Housing	34	
11. Homeownership		36
12. Community Service Programs	38	
13. Crime and Safety		40
14. Pets (Inactive for January 1 PHAs)		42
15. Civil Rights Certifications (included with PHA Plan Certifications)		42
16. Audit		43
17. Asset Management		43
18. Other Information		43

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

Optional Attachments:

- 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

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

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
X	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	Annual Plan: Operations and Maintenance
X	Public housing grievance procedures <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
N/A	Section 8 informal review and hearing procedures <input type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
X	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
X	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
X	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	Annual Plan: Capital Needs
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
X	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
N/A	The most recent Public Housing Drug Elimination Program (PHDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)	Annual Plan: Safety and Crime Prevention

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

1. Statement of Housing Needs

[24 CFR Part 903.79 (a)]

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

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

Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Overall	Afford- ability	Supply	Quality	Access- ibility	Size	Loca- tion
Income <= 30% of AMI	111	5	5	4	2	2	5
Income >30% but <=50% of AMI	98	5	5	4	2	2	5
Income >50% but <80% of AMI	162	5	5	4	2	2	5
Elderly 38%	266	5	4	4	4	4	5
Families with Disabilities 10%	70	5	5	4	5	4	5
Hispanic	7	5	5	4	2	2	5
Minority	12	5	5	4	2	2	5
Race/Ethnicity							
Race/Ethnicity							

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

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

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

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

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input type="checkbox"/>	Section 8 tenant-based assistance		
<input checked="" type="checkbox"/>	Public Housing		
<input type="checkbox"/>	Combined Section 8 and Public Housing		
<input type="checkbox"/>	Public Housing Site-Based or sub-jurisdictional waiting list (optional)		
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	12		14
Extremely low income <=30% AMI	10	83.3	

Housing Needs of Families on the Waiting List			
Very low income (>30% but <=50% AMI)	2	16.7	
Low income (>50% but <80% AMI)	0	0	
Families with children	5	41.7	
Elderly families	7	58.3	
Families with Disabilities	1	8.3	
Race/ethnicity	0	0	
Characteristics by Bedroom Size (Public Housing Only)			
1BR	6	50.	
2 BR	2	16.7	
3 BR	4	33.3	
4 BR	0	0	
5 BR	0	0	
5+ BR	0	0	
Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			
If yes:			
How long has it been closed (# of months)?			
Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input type="checkbox"/> Yes			

C. Strategy for Addressing Needs

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

(1) Strategies

Need: Shortage of affordable housing for all eligible populations

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

Select all that apply

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

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

Select all that apply

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

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

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

Select all that apply

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

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

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

Select all that apply

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

Need: Specific Family Types: The Elderly

Strategy 1: Target available assistance to the elderly:

Select all that apply

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

Retain 2 of our 4 handicapped units for the elderly only.

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)

newspaper advertising

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	1,322.	
b) Public Housing Capital Fund	45,645.	
c)	N/A	
d) HOPE VI Demolition	N/A	
e) Annual Contributions for Section 8 Tenant-Based Assistance	N/A	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)	N/A	
g) Resident Opportunity and Self-Sufficiency Grants	N/A	
h) Community Development Block Grant	N/A	
i) HOME	N/A	
Other Federal Grants (list below)	N/A	
2. Prior Year Federal Grants (unobligated funds only) (list below)		
CIAP FUNDING	30,206.10	Lawnmower, fences-demolish and rebuild, exhaust fans, termite treatment
3. Public Housing Dwelling Rental Income	61,582.	PHA Operations

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
4. Other income (list below)	8,914.	PHA Operations
Laundry, Community room rent, Late fees and pop machines		
4. Non-federal sources (list below)		
Investment Income	1,241.	PHA Operations
Total resources	148,910.10	

3. PHA Policies Governing Eligibility, Selection, and Admissions

[24 CFR Part 903.7 9 (c)]

A. Public Housing

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

(1) Eligibility

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

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

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

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

Credit check/Credit Bureau, Handicapped eligibility, Employment and for how long

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

(2)Waiting List Organization

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

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

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

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

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

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

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

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

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

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

Other (list below)

(3) Assignment

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

- One
- Two
- Three or More

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

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

(4) Admissions Preferences

a. Income targeting:

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

b. Transfer policies:

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

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

Handicap0ped transferring to hadicapped units

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)

One point is given for each item that applies and the applicant with the most points receives the unit. PREFERENCE POINTS

ADOPTED 1/12/00

ALL ITEMS THAT PERTAIN TO
APPLICANT RECEIVES 1 POINT

1. SINGLE WITH ONE CHILD OR MORE
2. HANDICAPPED
3. ELDERLY
4. TIES TO CC (LIVES OR LIVED IN CC, PARENTS OR FAMILY IN CC)
5. LANDLORD/HOUSEKEEPING RECORD
6. CREDIT CHECK
7. CURRENTLY EMPLOYED
8. CURRENT JOB FOR AT LEAST 6 MONTHS

9. HOMELESS OR HAVING TO LEAVE YOUR HOME

10. RENT PAYING RECORD

11. ABSENCE OF A CRIMINAL RECORD

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)

The applicant can phone the office, ask questions of the Commissioners, and/or the Resident Commissioner

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)

(2) Waiting List Organization

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

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

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

- PHA main administrative office
- Other (list below)

(3) Search Time

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

If yes, state circumstances below:

(4) Admissions Preferences

a. Income targeting

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

b. Preferences

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

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

Former Federal preferences

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

Other preferences (select all that apply)

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

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

Date and Time

Former Federal preferences

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

Other preferences (select all that apply)

- Working families and those unable to work because of age or disability
- Veterans and veterans' families
- Residents who live and/or work in your jurisdiction
- Those enrolled currently in educational, training, or upward mobility programs

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

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

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

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

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

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

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

(5) Special Purpose Section 8 Assistance Programs

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

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

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

- Through published notices
- Other (list below)

4. PHA Rent Determination Policies

[24 CFR Part 903.7 9 (d)]

A. Public Housing

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

(1) Income Based Rent Policies

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

a. Use of discretionary policies: (select one)

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

---or---

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

b. Minimum Rent

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

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

The CCHA has established a minimum rent of \$25.00

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

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

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

1. Yes No: Does the PHA plan to charge rents at a fixed amount or percentage less than 30% of adjusted income?
2. If yes to above, list the amounts or percentages charged and the circumstances under which these will be used below:

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

- For the earned income of a previously unemployed household member
- For increases in earned income
- Fixed amount (other than general rent-setting policy)
If yes, state amount/s and circumstances below:

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

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

e. Ceiling rents

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

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

Ceiling rents are at a "set amount" and generally higher than 30%. One-bedroom - \$250/month, Two-bedroom - \$300/month and Three-bedroom - \$350/month.

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)\$500._____
- Other (list below)

Anytime the family income or composition changes.

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)

We did a survey of all rents units in Clay Center. One-bedroom - \$200/month, Two-bedroom - \$250/month and Three-bedroom - \$350/month.

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 903.79 (e)]

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

A. PHA Management Structure

Describe the PHA's management structure and organization.

(select one)

An organization chart showing the PHA's management structure and organization is attached.

A brief description of the management structure and organization of the PHA follows: The mayor appoints the six commissioners who then hire and govern the Executive Director. The Executive Director then hires and governs the Maintenance man.

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	12	14
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)		
CIAP	26	12

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)
PHA Handbook, Check Writing Policy, Procurement Policy, Transfer Policy, Capitalization Policy, Investment Policy, Pest control Policy, Budgets, Admit and Occupancy Policy and Maintenance Policy.
- (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) NE019b01- Attachment B-Capital Fund Annual Program

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

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

[24 CFR Part 903.7 9 (i)]

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

1. Yes No: Has the PHA designated or applied for approval to designate or does the PHA plan to apply to designate any public housing for occupancy only by the elderly families or only by families with disabilities, or by elderly families and families with disabilities or will

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

2. Activity Description

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

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

10. Conversion of Public Housing to Tenant-Based Assistance

[24 CFR Part 903.7 9 (j)]

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

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

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

2. Activity Description

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

Conversion of Public Housing Activity Description	
1a. Development name:	
1b. Development (project) number:	
2. What is the status of the required assessment?	
<input type="checkbox"/> Assessment underway <input type="checkbox"/> Assessment results submitted to HUD <input type="checkbox"/> Assessment results approved by HUD (if marked, proceed to next question) <input type="checkbox"/> Other (explain below)	
3. <input type="checkbox"/> Yes <input type="checkbox"/> No: Is a Conversion Plan required? (If yes, go to block 4; if no, go to block 5.)	
4. Status of Conversion Plan (select the statement that best describes the current status)	
<input type="checkbox"/> Conversion Plan in development <input type="checkbox"/> Conversion Plan submitted to HUD on: (DD/MM/YYYY) <input type="checkbox"/> Conversion Plan approved by HUD on: (DD/MM/YYYY) <input type="checkbox"/> Activities pursuant to HUD-approved Conversion Plan underway	

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

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

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

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

11. Homeownership Programs Administered by the PHA

[24 CFR Part 903.7 9 (k)]

A. Public Housing

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

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

PHAs completing streamlined submissions may skip to component 11B.)

2. Activity Description

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

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

B. Section 8 Tenant Based Assistance

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

2. Program Description:

a. Size of Program

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

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

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

b. PHA-established eligibility criteria

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

12. PHA Community Service and Self-sufficiency Programs

[24 CFR Part 903.7 9 (l)]

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

A. PHA Coordination with the Welfare (TANF) Agency

1. Cooperative agreements:

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

If yes, what was the date that agreement was signed? 02/28/00

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

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

B. Services and programs offered to residents and participants

(1) General

a. Self-Sufficiency Policies

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

(select all that apply)

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

b. Economic and Social self-sufficiency programs

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

Services and Programs				
Program Name & Description (including location, if appropriate)	Estimated Size	Allocation Method (waiting list/random selection/specific criteria/other)	Access (development office / PHA main office / other provider name)	Eligibility (public housing or section 8 participants or both)
<i>GED Training</i>	<i>2-3</i>	<i>As Needed</i>	<i>Community Room</i>	<i>Residents and Public</i>
Boy/Girl Scouts	20	“	“ “	“
Supervised Child visits	5-6	“	“ “	“
Consultation visits	5-6	“	“ “	“

Meals on Wheels	3-4	Daily	Units	“
Commodity distribution	70	Every other month	“ “	“
Drug training/awareness	50	As Needed	“ “	“
AA and AlAnon	10	“	“ “	“
Civic groups	30	“	“ “	“

(2) Family Self Sufficiency program/s

a. Participation Description

Family Self Sufficiency (FSS) Participation		
Program	Required Number of Participants (start of FY 2000 Estimate)	Actual Number of Participants (As of: DD/MM/YY)
Public Housing		
Section 8		

- b. Yes No: If the PHA is not maintaining the minimum program size required by HUD, does the most recent FSS Action Plan address the steps the PHA plans to take to achieve at least the minimum program size?
If no, list steps the PHA will take below:

None

C. Welfare Benefit Reductions

1. The PHA is complying with the statutory requirements of section 12(d) of the U.S. Housing Act of 1937 (relating to the treatment of income changes resulting from welfare program requirements) by: (select all that apply)

- Adopting appropriate changes to the PHA's public housing rent determination policies and train staff to carry out those policies
- Informing residents of new policy on admission and 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)

The whole community as well as the Housing Authority.

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)

Better lighting, Removal of graffiti and evidence of vandalism, regular patrol by the law enforcement, adherence to the “One Strike Policy”, install steel office door, strengthen screening of applicants, “Double Penalty” zone and signs, removal of shrubs close to buildings and close relationship with our attorney.

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)

The police regularly patrol our property and grounds.

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

The community as well as the Housing Authority

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)

CIAP Funding Program

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 903.79 (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)

We have a resident Commissioner, but not an Advisory Board.

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)

Resident submitted his own name after reading our newsletter and the mayor appointed him.

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)

Clay Center, Ne. and Clay County.

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.

PART I

Definitions

1. Adjusted Income: Annual Income less:
 - (a) \$480 for each Dependent;
 - (b) \$400 for any Elderly Family;
 - (c) For any family that is not an Elderly Family but has a Handicapped or Disabled member other than the head of household or spouse, Handicapped Assistance Expenses 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 Handicapped or Disabled Person:
 - (1) That has no Handicapped Assistance Expenses, an allowance for Medical Expenses equal to the amount by which the Medical Expenses exceed three percent of Annual Income;
 - (2) That the Handicapped Assistance Expenses greater than or equal to three percent of Annual Income, an allowance for Handicapped Assistance Expenses computed in accordance with paragraph (c) of this section, plus an allowance for Medical Expenses that is equal to the Family' Medical Expenses:
 - (3) That has Handicapped Assistance Expenses that are less than three percent of Annual Income, an allowance for combined Handicapped Assistance Expenses and Medical Expenses that is equal to the amount by which the sum of these expenses exceeds three percent of Annual Income; and
 - (d) For any Elderly Family
- (e) Child Care Expenses

2. ANNUAL INCOME: Annual income is the anticipated total income from all sources received by the family head and 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, exclusive of income that is temporary, nonrecurring or sporadic as defined in Part I, Item 24.

Annual income includes, but is not limited to, the following:

- A. The full amount, before any payroll deductions, of wages and salaries, including compensation for overtime and other compensation for personal services (such as commissions, fees, tips, and bonuses).
- B. Net income from operation of a business or profession (expenditures for business expansion or amortization of capital indebtedness shall not be deducted to determine net income from a business).

-1-

C. Interest, dividends, and net income of any kind from real or personal property. Where the family has net family assets in excess of \$5,000., annual income shall include the greater of the actual income derived from all net family assets or a percentage of the value of such assets based on the current passbook savings rate as determined by

HUD.

D. The full amount received from social security, annuities, periodic payments from insurance policies, retirement income, pensions, periodic benefits for disability or death, and other similar types of periodic receipts, including a lump-size payment for the delayed start of a periodic payment.

E. Payments in lieu of earnings, such as unemployment and disability compensation, workmen's compensation, and severance pay.

F. Welfare assistance payments.

G. Periodic and determinable allowances, such as alimony and regular contributions or gifts, including amounts received from any person not residing in the dwelling.

- H. All regular pay, special pay and allowances (such as longevity, overseas duty, rental allowances, allowances for dependents, etc.) of a member of the Armed Forces (whether or not living in the dwelling) who is head of the family, spouse, or other person whose dependents are residing in the unit.
- I. Payments to the head of the household for support of a minor, or payments nominally to a minor for his support but controlled for his benefit by the head of the household or a resident family member other than the head who is responsible for his support.
- J. Any earned income tax credit to the extent it exceeds income tax liability.

Annual income does not include:

- A. Temporary, non recurring or sporadic income such as the following:
 - 1. Casual, sporadic or irregular gifts;
 - 2. Amounts that are specifically received for, or in reimbursement of, the cost of Medical Expenses;
 - 3. Lump-sum additions to family assets, such as inheritances, insurance payments, (including payments under health and accident insurance and worker's compensation), capital gains, and settlement for personal or property losses.
 - 4. Amounts of educational scholarships paid directly to the student or to the ed-

-2-

educational institution, and amounts paid by the Government to a veteran for use in meeting the costs of tuition, fees, books, and equipment. Any amounts of such scholarships, or payments to veterans, not used for the above purposes that are available for subsistence are to be included in income; and

- 5. The hazardous duty pay to a Family member in the Armed Forces away from home and exposed to hostile fire.

- B. Income from employment of children (including foster children) under the age of 18.

- C. Payments received for the care of foster children.
- D. Amounts specifically excluded by any other Federal statute from consideration as income for purposes of determining eligibility or benefits under a category of assistance programs that includes assistance under the 1937 Act. The following types of income are subject to such exclusion:
1. Relocation payments made under title II of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (42 U.S.C. 4621-4993);
 2. The value of the allotment provided to an eligible household for coupons under the Food Stamp Act of 1977 (7 U.S.C.2011-2029);
 3. Payments to volunteers under the Domestic Volunteer Service Act of 1973 (42 U.S.C. 4951-4993);
 4. Payments received under the Alaska Native Claims Settlement Act (43 U.S.C. 1626 (a));
 5. Income derived from certain submarginal land of the United States that is held in trust for certain Indian tribes (25 U.S.C. 459(e));
 6. Payments or allowances made under the Department of Health and Human Services' Low-Income Home Energy Assistance Program.(42 U.S.C. 8621-8629);
 7. Payments received from the Job Training Partnership Act (29 U.S.C. 1552 (b));
 8. Income derived from the disposition of funds of the Grand River Band of Ottawa Indians (Pub. L. 94-540, 90 Stat. 2503-2504); and
 9. The first \$2,000.00 of per capita shares received from judgement funds awarded by the Indian Claims Commission or the Court of Claims (25 U.S.C. 1407-1408), or from funds held in trust for an Indian Tribe by the Secretary of Interior (25 U.S.C. 117)

-3-

If it is not feasible to anticipate a level of income over a 12-month period, the income anticipated for a shorter period may be annualized, subject to a redetermination at the

end of the shorter period.

3. Battered Person: Battered person means a resident who meets all other eligibility requirements and who has been determined by a social service agency to be a battered person.

4. Child Care Expenses: Amounts anticipated to be paid by the family for the care of child-
ren under 13 years of age during the period for which annual income is computed, but only where such care is necessary to enable a family member to go to school or work.
The amount deducted shall reflect reasonable charges for child care, and, in the case of child care necessary to permit employment, the amount deducted shall not exceed the amount of income received from such employment.

5. Dependent: A member of the family household (excluding foster children) other than the family head or spouse, who is under 18 years of age or is a disabled person or handicapped person, or is a full-time student,

6. Disabled Person: Disabled person means a person who is under a disability as defined in Section 223 of the Social Security Act or in Section 102(5) of the Development Dis-
abilities Services and Facilities Construction Amendment of 1970 or is handicapped as defined by this section. Section 223 of the Social Security Act defines disability as:
 - A. 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

 - B. In the case of 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.

Section 102 (5) of the Development Disabilities Services and Facilities Construction

Amendments of 1970 defines disability as: A disability attributable to mental retardation, cerebral palsy, epilepsy, or other neurological condition of an individual found by the Secretary of Health, Education, and Welfare to be closely related to mental retardation or to require treatment similar to that required for mentally retarded individuals, which disability originates before such individual attains age 18, which has continued or can be expected to continue indefinitely and which constitutes a substantial handicap to such individual.

-4-

7. Displaced Family:
 - A. A resident who meets all other eligibility requirements and who has been displaced from their dwelling unit because of a disaster (fire, flood, tornado, etc.).
 - B. A person or a family displaced by governmental action or whose dwelling unit has been extensively damaged or destroyed as a result of a disaster declared or otherwise formally recognized pursuant to federal disaster relief laws.
8. Effective Date: The “effective date” of an examination or reexamination refers to (i) in the case of an examination for admission, the effective date of initial occupancy, and (ii) in the case of reexamination of an existing tenant, the effective date of the re-determined Total Tenant Payment.
9. Elderly Family: A Family whose head or spouse or whose sole member is at least 62 years of age or disabled or handicapped as defined in this section; and may include two or more elderly, disabled, or handicapped persons living together or one or more such persons living with another person who is determined to be essential to his or her care and well being.
10. Elderly Person: A person who is at least 62 years of age or older.
11. Eligibility Income: For the purpose of determining whether a family is income eligible, income shall be determined in accordance with the definition of annual income in Part I, Item 2.
12. Family: Family includes, but is not limited to, two or more persons regularly living together in a stable family-type relationship, an elderly family or single person as defined in this part, the remaining member of a tenant family, a displaced per, and any income

eligible single.

13. Full-Time Student: A person who is carrying a subject load which is considered full-time for day students under the standards and practice of the education institution attended. An educational institution included a vocational school with a diploma or certificate program, as well as an institution offering a college degree.
14. Gross Income: Means total annual income as defined in this section.
15. Handicapped Person: A person shall be considered handicapped if such person is determined to have a physical impairment which: (1) is expected be of long continued and indefinite duration; (2) substantially impedes his ability to live independently; and (3) is of such nature that his ability to live independently could be improved by more suitable housing conditions.

-5-

16. Head of the Household: The head of the household is the person who assumes legal and moral responsibility for the household.
17. HUD: The term HUD means the United States Department of Housing and Urban Development.
18. Lower Income Family: A family whose annual income does not exceed 80 percent of the median income for the area, as determined by HUD.
19. Medical Expenses: Those medical expenses, including medical insurance premiums, that are anticipated during the period for which annual income is computed, and that are not covered by insurance. (Medical expenses are allowed only for elderly, disabled, or handicapped households. The amount allowable as a deduction is the amount that exceeds 3 percent of annual income).
20. Net Family Assets: Value of equity in real property, savings, stocks, bonds, and other forms of capital investment. In determining net family assets, the HA 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 2 years preceding the date of application for the program or reexamination, as applicable, in excess of the consideration received therefore. In the case of a disposition as part of a separation or divorce settlement, the disposition will not be considered to

to be for less than fair market value if the applicant or tenant receives important consideration not measurable in dollar terms.

21. Nonimmigrant Student-Alien: “Nonimmigrant Student-Alien” means an alien having a residence in a foreign country which he/she has no intention of abandoning, who is a bona fide student qualified to pursue a full course of study and who is admitted to the United States as a nonimmigrant alien as defined in section 101(a)(15)(F)(i) of the Immigration and Nationality Act (8U.S.C. 1101(a)(15)(F)(i) temporarily and solely for the purpose of pursuing such a full course of study at an established institution of learning or other recognized place of study in the United States. Nonimmigrant student-alien also means the alien spouse and minor children of such student if accompanying him/her or following to join him/her.
22. Rent: The term rent, unless otherwise specified, shall mean the Total Tenant Payment.
23. Serviceman: Persons serving, or who have served, the Armed Forces of the United States.
24. Spouse: The husband or wife of the head of the household.
25. Tenant Rent: The amount payable monthly by the Family as rent to the HA for the use of the dwelling unit and equipment (such as range and refrigerators), but not including furniture, services, and reasonable amounts of utilities determined in accordance with the Authority’s schedule of allowances for utilities supplied by the project. Tenant rent is the same as Total Tenant Payment.
26. Total Tenant Payment: The amount payable monthly by the family as rent to the HA plus other charges (such charges as cable TV, AC, late fees, etc.).
30. Utilities Water, sewer, gas, electricity, trash hauling services.
28. Very Low-Income Family: A lower income 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.
29. Veteran: The term “veteran” means a person honorably discharged from the

-6-

Armed Forces of the United States. "Veteran" does not include a person listed and accepted for active training only for a period of six months or less.

30. Welfare Assistance: Welfare or other payments to families or individuals, based on need, that are made under programs funded, separately or jointly, by Federal, State, or local governments.

-7-

PART II

ELIGIBILITY REQUIREMENTS

A. Profile Requirements:

To be eligible for admission, an applicant must qualify as a family. A family consists of:

1. Two or more persons that have a stable family-type relationship; or
2. A single person who is:

- a. At least 62 years of age or older; or
- b. Handicapped within the meaning of either Section 202 of the Housing Act of 1959; or
- c. Disabled within the meaning of either Section 223 of the Social Security Act

or

Section 102(5) of the Development Disabilities Services and Facilities Construction Amendments of 1970; or

- d. Displaced by governmental action or by a formally recognized disaster; or
- e. The remaining member of a tenant family (for continued occupancy); or
- f. Eligible under the Income Limits for Admission.

B. Income Limits for Admission

To be financially eligible, the applicant's family must provide adequate evidence that the Annual Income (as defined in Part I, Item 2) for the 12 month period following occupancy is not anticipated to exceed the Income Limits for Admission. (See Appendix A.)

C. Asset Limits for Admission

The only asset limitation is in conjunction with determination of whether a family is income eligible as defined in Part I, Item 2, where assets exceed \$5,000. (Net Family Assets are defined in Part I, Item 20.)

D. Other Qualifications

Families may be denied admission to the project if such admission would prove detrimental to the project or its residents. An authorized representative of the Authority

shall document all pertinent information relative to the following:

- 1. History of Serious Criminal Activity - Includes cases in which a family member who is expected to reside in the household was or is engaged in prostitution, drugs, or other serious criminal activity.

- 2. Pattern of Violent Behavior - Includes evidence of repeated acts of violence

on the part of the individual, or a pattern of conduct constituting a danger to peaceful occupation of neighbors, as defined in Section III

3. Drug Activity - Any activity involving drugs, (the manufacture, sale of, use of, possession or intent of any said activity) shall be grounds for immediate eviction and/or eligibility.
4. Rape or Sexual Deviation - Includes individuals who have been involved as offenders in rape, indecent exposure, sodomy, carnal abuse and impairing the morals of a minor.
5. Initiating Threats - Behaving in a manner indicating an intent to assault employees or other tenants of the Housing Authority.
6. Abandonment of a Public Housing Unit - Leaving a unit without advising the Housing Authority in order for them to secure that unit in order to protect its property from vandalism is grounds for dismissal or denial of admission.
7. Non-Payment of Rightful Obligations - This includes the history of non-payment of obligations to other Renters, Venders and Housing Authorities.
8. Intentionally Falsifying an Application for Leasing - Including giving false information regarding family income, size, or utilization of an alias on the application for housing.
9. Record of Serious Disturbances of Neighbors, Destruction of Property or Other Disruptive or Dangerous Behavior - Consists of patterns of behavior which endanger the life, safety, morals or welfare of other persons by physical violence, gross negligence or irresponsibility, which damages the equipment and property of others. Includes the neglect of children, which endangers their health, safety or welfare. It includes objectionable behavior such as alcoholism or frequent loud parties, which have resulted in serious disturbance to neighbors.
10. Grossly Unsanitary or Hazardous Housekeeping - Includes the creation of a fire hazard by hoarding of items such as papers, rags and etc. Includes habits that cause infestation of insects, mice, foul orders, depositing garbage or other acts that creates a problem for the neighbors.

11. Destruction of Property

12. Disregard for Rules of Occupancy and Rights of Others -

13 If Single, Whether the Applicant is Capable of Living Independently.

14. Violation of Any of These Criteria will Constitute Grounds for Eviction.

E. **In detaining eligibility for admission, the Authority shall rely upon sources of information** which may include, but not limited to, Authority records, personal interviews with the applicant or tenant, home visits, interviews with previous landlords, employers, family social workers, parole officers, criminal and court records, clinics, physicians, or the police department. This will be done in order to determine whether the applicant or tenant is likely to interfere with other tenants in such a manner as to diminish their health, safety, or welfare, or by adversely affecting the physical environment or the financial stability of the Authority's low-income housing program.

F. In the event of the receipt of unfavorable information with respect to an applicant, consideration shall be given to the time, nature, and extent of the applicant's conduct and to factors which might indicate a reasonable probability of favorable future conduct or financial prospects.

Each applicant determined to be ineligible shall be promptly notified by the HA in writing of such a determination with the reasons therefore and of his right upon request within a reasonable time to an informal hearing on the determinations.

G. Eligibility for Continued Occupancy (Annual Re-examinations)

Eligibility for continued occupancy shall be determined for all tenants with new rents to begin Oct. 1st of each year. To be eligible for continued occupancy, the tenant must meet the requirements listed in Part VI, Item C.

PART III

TENANT SELECTION AND ASSIGNMENT POLICIES

A. The Tenant Selection and Assignment Policies have been designed by the Authority to

take into consideration the needs of individual families for low-income housing and the statutory purpose in developing and operating a socially and financially sound low-income housing program which provides a decent home and suitable living environment and fosters economic and social diversity in the tenant body as a whole.

B. Nondiscrimination

The Authority shall not discriminate against any applicant because of race, color, creed, religion, sex, national origin, political or other affiliation marital status, handicap, or source of income. Neither shall an applicant be discriminated against for any mental or physical illness.

C. Processing Applications for Admission

1. A written application signed by the head of the family or a responsible member of the family will be accepted from each family seeking admission to low-rent housing leased by this Authority.
2. All information relative to previous housing or waiver, net family income, net assets and preference rating will be verified and all verified findings will be documented and recorded in the applicant folder. Such verification may include a home visit.
3. Verified information will be analyzed and a determination will be made with respect to the following:
 - a. Eligibility of applicant with respect to back monies owed the Authority.
 - b. Eligibility of applicant as a family.
 - c. Eligibility of applicant with respect to income limits for admission.
 - d. Eligibility of applicant with respect to net assets.
 - e. Eligibility of applicant with respect to standards for admission.
 - f. Size of unit required for the applicant.
 - g. Preference score for applicant.
 - i. Total Tenant Payment.
4. Net family income will be computed in accordance with definitions and procedures as set forth in this instrument.
5. As a part of the application record, the Executive Director or his designated representative will certify to the actions taken and determination made in writing to the applicant.

- unit
will
6. When the applicant has been offered a unit and refused, he may be considered for the next available unit of appropriate size. Should the applicant refuse the second unit offered, his application will not be considered for 90-day period and certification will begin anew.
 7. All eligible factors are checked at admission time.

D. Notification to Applicants

Appropriate notification shall be forwarded to applicants on the waiting list at the earliest date possible.

1. Applicants - All applicants are placed on the Waiting List and notified when a unit of appropriate size is available. That tenant then comes into the Authority's office for a preoccupancy briefing, Such notification shall indicate that attendance at the briefing is mandatory and is a condition of placement.
2. Ineligible Applicants - Each applicant determined to be ineligible shall be notified of such determination in writing and the reason for ineligibility and a record of such determination maintained at the Authority's office. Such notice shall also indicate the applicant's right to a hearing except for prior eviction for nonpayment of rent, and drug activity.
3. Hearing - Within ten working days of a receipt for a request for a hearing by the applicant, the Authority shall notify the ineligible applicant of the time and date of the hearing before a panel composed of the Board o Commissioners, a resident, and two persons agreeable to both the applicant and the Authority.

The panel shall hear whatever evidence is to be presented. At the conclusion of the hearing, the panel shall meet and decide upon the merits of the evidence presented. Within three days, the panel decision shall be forwarded to the Executive Director for execution.

D. Leasing

1. Prior to admission, all adult members of the family shall sign a lease. The head of the household is the responsible person and is held legally and morally responsible for the family. He/she is also held accountable for the rent payment.
 - a. If the tenant transfers within the project, documentation shall be placed in the family's lease.

- b. Any changes to the tenant's status or that of his family, all documentation will be placed in that file.
- c. Notice to Rent Adjustments are to be placed in the tenant's file with one copy given to the tenant.

E. Unit Size

The following standard are suggested and may be waived by the Executive Director.

- 1. A single person with a child under 1 year may reside in a 1 or 2 bedroom.
- 2. An elderly person or couple qualifies for a 1 or 2 bedroom.
- 3. Under no circumstances will a single be placed in a 2 or 3 bedroom unit.
- 4. No one with more than one child shall reside in a 1 bedroom unit.
- 5. Anyone with more than two children require a 2 or 3 bedroom unit.
- 6. If a "non-handicapped" family is assigned a handicapped unit upon admission, they MUST agree to move to the first available unit of appropriate size for their family if and when a handicapped family applies and is eligible.
- 7. The living rooms of the units shall not be used as bedrooms.
- 8. Any transfer of units shall be made in accordance to the Transfer Policy.

F. Preference Factors in the Selection of Applicants

Tenants will be selected from among applicants eligible for admission. If more than one applicant is eligible for a unit, the Executive Director shall assign points to that applicant using the Preference Point Policy as follows:

- 1. Single With One Child or More - any applicant that is a single person and has one or more children are assigned 1 point.
- 2. Handicapped - A verified handicapped person is assigned 1 point.
- 3. Elderly - An elderly household is assigned 1 point unless they have already been assigned a point under the Handicapped issue.
- 4. Ties to Clay Center, NE - 1 point shall be given to applicants that have previous ties to Clay Center- such grandparents, parents, siblings, and children living in Clay Center. It may also include graduates of Clay Center that are returning to our community.
- 5. Landlord/Housekeeping Record - A good report from former landlords regarding the upkeep of their property, damages, evictions, loud parties, junk cars, etc. shall result in 1 point assigned to the applicant.

6. Currently Employed - If the applicant is currently holding a job and is working regular hours and is paid on a regular basis the applicant is awarded 1 point. An elderly person or handicapped person receiving regular payments from social security or SSI will be assigned 1 point. These points will be awarded at a rate of 1 point per household.
7. Current Job for at Least Six Months - At the time of application, if the applicant has had the same job or income for at least six months, they are given 1 point.
8. Credit Check - A credit check shall be made of all applicants if possible. A good credit rating will result in 1 point being awarded.
9. Homeless or Having to Leave Your Home - If a person's home is destroyed, or sold, or that person is forced to leave the home due to divorce, abuse, or separation, that applicant shall be assigned 1 point.
10. Rent Paying Record - If the applicant has a good record of paying rent at his/her previous residence they shall receive 1 point.
11. Absence of a Criminal Record - The absence of a verified criminal record will give the applicant 1 point.

PART IV

SCHEDULE OF RENTS AND RENT COLLECTION POLICY

A. Schedule of Rents -

Total Tenant Payment is based on the tenant's gross annual income and then the tenant is given a choice of how he wants to pay rent.

1. 30% - The tenant may choose to simply pay 30% of his adjusted rent per month; or
2. Ceiling Rent - Ceiling rents were calculated using the indebtedness of the unit, utilities,

maintenance and management costs. The ceiling rents are:

- a. 1 bedroom - \$250.
- b. 2 Bedroom - \$300.
- c. 3 bedroom - \$350.
3. Flat Rents - Flat rents are calculated using a comparability study of the Fair Market

rents of units of like size in the local community. Flat Rents need only to be recertified

once every three years. They are:

- a. 1 bedroom - \$200.
- b. 2 bedroom - \$250.
- c. 3 bedroom - \$300.

4. Minimum Rents - In the event a tenant has lost his/her income and this is verified, the tenant shall be charged a Minimum Rent of \$25. The tenant shall be notified that his/her minimum rent may be waived as a hardship if the tenant requests and is verified to have no income. The rent shall be deemed to be a "hardship" only after verification and three months.

B. Rent Collection Policy

1. Rents are due and payable on or before the 5th of each month except in those cases where a alternate rent due date is set for a certain tenant.
2. All rents are collected in accordance to the Rent Collection Policy adopted on _____.
3. Numerous late payments, non-payments, and/or receipt of a NSF check constitutes material non-compliance with the terms and conditions of the lease and could result in termination of the lease.

PART V

ADDITIONAL CHARGES

A. Security Deposits

Each tenant is required to pay a security deposit in an amount determined by the Authority. Such payment, or partial payment, must be made prior to occupancy. The security deposit will be held until the tenant moves out and will be returned at that time if the following conditions are met:

1. There is no unpaid rent or other charges for which the tenant is liable.
2. The unit and equipment are left reasonably clean and all trash and debris have been removed by the tenant.

3. There is no breakage or damage, which is not due to normal wear and tear.
4. All keys issued to the tenant's family are turned in to the management office when the tenant vacates the unit.
5. The tenant must provide the Authority with a forwarding address.

The security may not be used to pay charges during occupancy. The amount of the security deposit is \$225. for Family and \$125 for Elderly/Handicapped/Disabled.

B. Pet Deposit

A person paying a pet deposit shall pay the amount equal to their security deposit. This amount will be used by the management at the termination of tenant's lease toward reimbursement of the cost, if any, of repairing damages to the unit caused by the pet.

PART VI

RE-EXAMINATION OF TENANT ELIGIBILITY AND RENTAL ADJUSTMENTS

- A. As required by law, the Authority will annually re-examine the status of each tenant family relating to eligibility for continued occupancy, the rent charge (except for Flat Rent - every 3 years), and the size of the unit required. Re-examines shall be done every Oct.
- B. The Authority shall require a signed Application for Continued Occupancy signed by the head of the household. The head of the household shall provide the Authority with all pertinent information regarding family income, deductions, family size and assets. The tenant shall choose his choice of rent payment and receive a copy of his rent adjustment.
- C. Tenants, at the time of application for continued occupancy, will be deemed to be ineligible by failure to meet any of the following:
 1. Tenants who have applied for continued occupancy and who are deemed to be ineligible for continued occupancy because of their breach of lease clauses shall be so advised in writing and their leases terminated pursuant to the terms and conditions of the lease.
 2. If, at any time, the tenant is ineligible due to family composition for the unit in which he

resides, the Authority will re-examine and offer him the next available appropriate size unit. In no case will the tenant pay more than 30% of their total family income for rent.

3. Tenants deemed ineligible at the time of application for continued occupancy have the right to request a hearing according to the Grievance policy procedures.
- D. Income will be reviewed each year at the time the annual re-examination of income is made to detainee eligibility for continued occupancy. If, upon such income review, it is found that the rent being charges no longer conforms to the approved rent schedule rent will be adjusted accordingly.
- E. Once rent is established, such rental rate shall remain in effect until the next annual re-examination or until circumstances occur that warrant a special rent and income review. Any time any of the following circumstances occur, rent and income will be reviewed and rent adjusted in accordance with the Schedule of Rents.
1. An additional person in the unit, which requires the Authority's review and approval of the family's continued eligibility.
 2. Tenant requests a rent review due to a decrease in family income or a change in other circumstances which would lower the rent payment in accordance with the approved Schedule of Rents.
 3. The current rental payment was calculated for a temporary time period.
 4. There is a change in HUD regulations requiring such a review.
 5. There is an increase in gross income of \$500. or more.
- F. Increases in rent resulting from rent reviews are to be effective the first day of the second month following the change. Decreases in rent are to be effective the first day of the month following the change.
- G. If, upon re-examination, it is found that the size or composition of family or household has

changed so that the unit occupied by the family contains a number of rooms less or greater than necessary to provide decent, safe and sanitary accommodations, a unit may be re-assigned if an appropriate size unit is available.

H. If it has been determined that a tenant has misrepresented to Management the facts upon which the rent is based, so that the rent paid is less than should have been charged, then the increase in rent shall be made retroactive to the date the change should have been made.

If Management determines that the tenant has gained admission or remained in occupancy in the Housing Authority through the tenant's willful misrepresentation of income, assets, or family composition, Management may notify the tenant that the tenant has thirty (30) days to find other housing and vacate the leased unit. Restitution of the difference must be paid in full within a time limit determined by the HA.

I. If Management determines that a tenant intentionally or deliberately misrepresented his/her income, assets, childcare, or family composition, the tenant will be given notice of eviction at the time the misrepresentation is discovered, whether the tenant is or is not eligible at the time the misrepresentation is discovered. The tenant has the right to request a hearing according to the Grievance policy procedures.

PART VII

VERIFICATION OF APPLICANT'S STATEMENTS AND INCOME

All income and asset information for admission and continued occupancy will be verified by the Authority. Written inquiries will include a statement of the purpose of the inquiry and a statement signed by the applicant to permit the source to release information.

When an applicant or tenant reports annual income that 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, (such as ADC, welfare, unemployment compensation, child support, etc.) the absence of such income shall be verified.

All verifications will be obtained within 90 days of initial lease date and for all subsequent re-examinations to ensure that current and accurate data are being used in calculating rents and eligibility.

All decreases and increases reported in income which affect rent between admission and re-examination will be verified in accordance with the above provisions.

Tenant files will contain certain documentation of all verifications.

- A. A current Privacy Act shall be signed and dated by all adult members in the household.
- B. All income, assets, and deductions shall be verified at the time of admission or re-examination by third party verification and a copy kept in tenant's file. In cases where a third party verification is not possible, the Authority shall document the reason why another method was used.
- C. The following statements will also be verified and documented in the tenant file:
 - 1. Age, birthdates, and social security of all members of the household.
 - 2. Displacement, Handicapped, disability, veteran or serviceman status when they are a factor in determining eligibility or preference.
 - 3. Full-time student status.
 - 4. All other pertinent information regarding household, (credit checks, criminal report, landlord report, etc.) Includes all rent adjustments, notices sent to tenant, and tenant requests.

PART VIII

LEASING

- A. Prior to admission, a lease shall be signed by the adult members of the household and executed by the Authority.

- B. The lease is to be current at all times and must be compatible with Authority policies as well as state and federal law.
- C. Notices of Rent Adjustment which are issued to amend the dwelling lease need only to be signed by the Authority.
- D. Schedules of special charges for services, repairs and utilities, and rules and regulations which are required to be incorporated in the lease by reference shall be publicly posted in
in
a conspicuous manner in the project and shall be furnished to the tenants upon request. Such schedules, rules and regulations may be modified from time to time, provided that at
at
least thirty (30) days written notice is given, to each affected tenant setting forth the proposed modifications, the reason therefore, and providing the tenant has an opportunity to represent written comments, which shall be taken into consideration prior to the proposed
proposed
modifications becoming effective.
- E. Any modifications of the lease must be accomplished by a written rider to the lease signed
signed
by all parties.

PART IX

LEASE TERMINATIONS

- A. The tenant may terminate the lease by providing the Authority with a written fifteen (15) notice as defined in the lease.
- B. The lease may be terminated by the Authority at any time by giving written notice for good
good
cause such, but not limited to, chronic rent delinquency, failure to pay service charges, serious or repeated interference with the rights of other tenants or neighbors, serious or repeated damage to the lease premises, creation of physical or health hazards, failure
failure
to fulfill tenant obligations set forth in the lease, or for serious or repeated violations of the
the
terms of the lease or of other good causes.

If the Authority terminates the lease, written notice will be given as follows:

1. At least fourteen (14) days notice for non-payment of rent and/or charges.
 2. A reasonable time prior to termination commensurate with the urgency of the situation
in the case of creation or maintenance of a threat to the health, safety of other tenants or Authority employees or the safety of the premises.
 3. At least thirty (30) days prior to termination in all other causes.
- C. Notice of termination to tenant shall state reason for the termination, shall inform the tenant
of his/her right to request a hearing in accordance with the Grievance procedure.
- D. Grievances or appeals concerning the obligations of the tenant or the Authority under the provisions of the lease shall be processed and resolved in accordance with the Grievance
Procedure of the Authority which is in effect at the time such grievance or appeal rises, which procedure is posted in the Authority's office. The Authority is not required to provide
for a grievance hearing when the tenant owes any outstanding rent or other charges to the
Authority unless the grievance concerns the amount of such rent or charges and such amount
is placed in escrow as required by the Grievance Procedure of the Authority. (Appendix B).

APPENDIX C Deconcentration Policy

The Clay Center Housing Authority is a (1) one site project and it is our policy to provide for deconcentration of poverty and encourage income mixing among our units.

ADMISSION AND CONTINUED OCCUPANCY POLICY

TABLE OF CONTENTS

PART I	Definitions	
pages 1 - 7		
PART II	Eligibility Requirements	page 8
	Profile Requirements	
	Income Limits for Admission	
	Asset Limits for Admission	
	Other Qualifications	
	Eligibility for Continued Occupancy	page
10		
PART III	Tenant Selection and Assignment	page
10		
	Nondiscrimination	
	Processing Application for Admission	page 11
	Notification to Applicants	
	Leasing	page 12
	Unit size	
	Preference Factors	page
13		
PART IV	Schedule of Rents	page
13		
	Rent Collection Policy	page 14

PART V 14	Security Deposits	page
15	Pet Deposits	page
PART VI	Re-examination of Tenant Eligibility and Rental Adjustments	page 15
PART VII	Verification of Applicants and Income	page 17
PART VIII	Leasing	page 18
PART IX 18	Lease Terminations	page
APPENDIX A	Income Limits	
APPENDIX B	Grievance Procedure	
APPENDIX C	Deconcentration Policy	page 18

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 NE26P01990500 FFY of Grant Approval: 1/00 (MM/YYYY)

Original Annual Statement

Line No.	Summary by Development Account	Total Estimated Cost
1	Total Non-CGP Funds	0.
2	1406 Operations	20,000.
3	1408 Management Improvements	2,000.
4	1410 Administration	2,000.
5	1411 Audit	0.
6	1415 Liquidated Damages	0.
7	1430 Fees and Costs	0.
8	1440 Site Acquisition	0.
9	1450 Site Improvement	7,485.
10	1460 Dwelling Structures	10,000.
11	1465.1 Dwelling Equipment-Nonexpendable	0.
12	1470 Nondwelling Structures	4,160.
13	1475 Nondwelling Equipment	0.
14	1485 Demolition	0.
15	1490 Replacement Reserve	0.
16	1492 Moving to Work Demonstration	0.
17	1495.1 Relocation Costs	0.
18	1498 Mod Used for Development	0.
19	1502 Contingency	0.
20	Amount of Annual Grant (Sum of lines 2-19)	45,645.
21	Amount of line 20 Related to LBP Activities	0.
22	Amount of line 20 Related to Section 504 Compliance	0.
23	Amount of line 20 Related to Security	0.
24	Amount of line 20 Related to Energy Conservation Measures	0.

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
NE019001 114 E Division St.	PHA Operations-use determined later	1406	20,000.
	Gutters, Outside panting	1460	10,000.
	Landscaping	1450	7,485.
	Light Fixtures/ painting laundry rooms	1470	4,160.
	Housing Authority computer softwear	1408	2,000.
	Salary for Administrative grant	1410	2,000.

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)
NE019001 114 E Division St.		

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

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

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

Optional Public Housing Asset Management Table

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

Public Housing Asset Management								
Development Identification		Activity Description						
Name, Number, and Location	Number and Type of units	Capital Fund Program Parts II and III <i>Component 7a</i>	Development Activities <i>Component 7b</i>	Demolition / disposition <i>Component 8</i>	Designated housing <i>Component 9</i>	Conversion <i>Component 10</i>	Home-ownership <i>Component 11a</i>	Other (describe) <i>Component 17</i>
<i>NE019001</i>	<i>26</i>	<i>CIAP</i>	<i>N?A</i>	<i>N?A</i>	<i>N?A</i>	<i>N?A</i>	<i>N?A</i>	<i>N?A</i>
-114 E Division Street								

Table Library