

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

# PHA Plans

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

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

**PHA Plan  
Agency Identification**

**PHA Name:** Hay Springs Housing Authority

**PHA Number:** NE046001

**PHA Fiscal Year Beginning:** 01/01/2000

**Public Access to Information**

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

- Main administrative office of the PHA
- PHA development management offices
- PHA local offices
- Hay Springs Housing Authority
- 304 North 3rd Street
- Hay Springs, NE 69347

**Display Locations For PHA Plans and Supporting Documents**

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

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

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

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

## **5-Year Plan**

### **PHA Fiscal Years 2000 - 2004**

[24 CFR Part 903.5]

#### **A. Mission**

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

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

The PHA's mission is: (state mission here)

#### **B. Goals**

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

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

PHA Goal: Expand the supply of assisted housing

Objectives:

Apply for additional rental vouchers:

Reduce public housing vacancies:

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)**

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

[24 CFR Part 903.7]

### **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) Small Agency (<250**

**Public Housing Units)**

**Administering Section 8 Only**

#### **Troubled Agency Plan**

### **Executive Summary of the Annual PHA Plan**

[24 CFR Part 903.7 9 (r)]

Hay Springs Housing Authority will continue to work with all local services to provide adequate affordable housing. The Housing Authority has a vacancy problem due to market conditions beyond the Authority's control. Present 19 units are in good safe and sanitary condition and well maintained. The Authority can provide good housing well into the future.

## 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**

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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. **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 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 of Supporting Documents Available for Review**

<b>Applicable &amp; On Display</b>	<b>Supporting Document Supporting Document Applicable Plan Component</b>
X	PHA Plan Certifications of Compliance with the PHA Plans and 5 Year and Annual Plans
Related Regulations	State/Local Government Certification of Consistency with the 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.
Consolidated Plan	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
X	Annual Plan: Housing Needs
X	Most recent board-approved operating budget for the public housing program
X	Annual Plan: Financial Resources;
X	Public Housing Admissions and (Continued) Occupancy Policy (A&O), which includes the Tenant Selection and Assignment Plan [TSAP]
X	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Section 8 Administrative Plan
X	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public Housing Deconcentration and Income Mixing Documentation: 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 *Quality Housing and Work Responsibility Act Initial Guidance; Notice* and any further HUD guidance) and Documentation of the required deconcentration and income mixing analysis

X Annual Plan: Eligibility, Selection, and Admissions Policies

Public housing rent determination policies, including the methodology for setting public housing flat rents check here if included in the public housing A & O

Policy Annual Plan: Rent Determination

Schedule of flat rents offered at each public housing development

Section 8 rent determination (payment standard) policies check here if included in Section 8 Administrative Plan

Annual Plan: Rent Determination

X Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)

X Public housing grievance procedures check here if included in the public housing A & O

Policy Annual Plan: Grievance Procedures

Section 8 informal review and hearing procedures check here if included in Section 8 Administrative Plan

Annual Plan: Grievance Procedures

The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year

Annual Plan: Capital Needs

X Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant

Annual Plan: Capital Needs

Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)

Annual Plan: Capital Needs

Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans or any other approved proposal for development of public housing

Approved or submitted applications for demolition and/or disposition of public housing

Annual Plan: Demolition and Disposition

Approved or submitted applications for designation of public housing (Designated Housing Plans)

Annual Plan: Designation of Public Housing

Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act

Annual Plan: Conversion of Public Housing

Approved or submitted public housing homeownership programs/plans

Annual Plan: Homeownership

Policies governing any Section 8 Homeownership program check here if included in the Section 8 Administrative Plan

Annual Plan: Homeownership

Any cooperative agreement between the PHA and the TANF agency

FSS Action Plan/s for public housing and/or Section 8

Annual Plan: Community Service & Self-Sufficiency

Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports

Annual Plan: Community Service & Self-Sufficiency

The most recent Public Housing Drug Elimination Program (PHDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)

Annual Plan: Safety and Crime Prevention

The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U. S.C. 1437c(h)), the results of that audit and the PHA's response to any findings

Annual Plan: Annual Audit

Troubled PHAs: MOA/Recovery Plan

Troubled PHAs

lines as necessary)

Other supporting documents (optional) (list individually; use as many (specify as needed)

**XXXx**

**1. Statement of Housing Needs**

[24 CFR Part 903.7 9 (a)]

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

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

**Housing Needs of Families in the Jurisdiction  
by Family Type**

Family Type	Overall	Afford-ability		Supply	Quality	Access-ibility	
Income <= 30% of AMI	137	3	3	3	3	3	3
Income >30% but <=50% of AMI	477	4	3	3	3	3	4
Income >50% but <80% of AMI	497	4	4	3	3	3	4
Elderly	891	3	3	3	3	3	3
Families with Disabilities	NA						
Race/Ethnicity	6	3	4	3	4	4	4
Race/Ethnicity	123	5	3	3	3	3	4
Race/Ethnicity	2	3	4	3	3	3	3
Race/Ethnicity	NA						

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:

X U.S. Census data: the Comprehensive Housing Affordability Strategy ("CHAS") dataset

American Housing Survey data

Indicate year:

Other housing market study

Indicate year:

Other sources: (list and indicate year of information)

## **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)

Section 8 tenant-based assistance

Public Housing

Combined Section 8 and Public Housing

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

If used, identify which development/subjurisdiction:

# of families

% of total families

Annual Turnover

Waiting list total

No waiting list.

Extremely low income  $\leq 30\%$  AMI

Very low income ( $>30\%$  but  $\leq 50\%$  AMI)

Low income ( $>50\%$  but  $<80\%$  AMI)

Families with children

Elderly families

Families with Disabilities

Race/ethnicity

Race/ethnicity

Race/ethnicity

Race/ethnicity

Characteristics by Bedroom Size (Public Housing Only)

1BR

2 BR

3 BR

4 BR

5 BR

5+ BR

Is the waiting list closed (select one)? No Yes If yes: How long has it been closed (# of months)? long has it been closed (# of months)? Does the PHA expect to reopen the list in the PHA Plan year? No Yes Does the PHA permit specific categories of families onto the waiting list, even if generally closed? No Yes **C. Strategy for Addressing Needs** Provide a brief description of the 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. 10

**(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 11 X

- 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 X
- 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 X
- Participate in the Consolidated Plan development process to ensure coordination with broader community strategies
- Other (list below)

**Strategy 2: Increase the number of affordable housing units by:** Select all that apply 12

- Apply for additional section 8 units should they become available X
- Leverage affordable housing resources in the community through the creation of mixed - finance housing
- Pursue housing resources other than public housing 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 13

- 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 14

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

**Types: The Elderly: Specific Family Types: The Elderly Strategy 1: Target available assistance to the elderly:** Select all that apply 15 X

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

**Types: Families with Disabilities: Specific Family Types: Families with Disabilities Strategy 1: Target available assistance to Families with Disabilities:** Select all that apply

16 Seek designation of public housing for families with  
disabilities **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 **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: 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 17 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 18 Counsel section 8  
tenants as to location of units outside of areas of poverty or minority concentration and assist  
them to locate those units Market the section 8 program to owners outside of areas of poverty

/minority concentrations Other: (list below) **Other Housing Needs &**

**Strategies: (list needs and strategies below) (2) Reasons for Selecting Strategies** Of  
the factors listed below, select all that influenced the PHA's selection of the strategies it will  
pursue:

Funding constraints Staffing constraints  
Limited availability of sites for assisted housing

Extent to which particular housing needs are met by other organizations in the community

Evidence of housing needs as demonstrated in the Consolidated Plan and other information  
available to the PHA Influence of the housing market on PHA programs

Community priorities regarding housing assistance

**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. **19 Financial Resources: Planned Sources and Uses**

**Sources**

**Planned \$  
Planned Uses**

**1. Federal Grants (FY 2000 grants)**

\$  
Capitol/Operating Exp.

a)Public Housing Operating Fund

15,041.0

b)Public Housing Capital Fund

23,760.00

c)HOPE VI Revitalization

d)HOPE VI Demolition

e)Annual Contributions for Section 8 Tenant-Based Assistance

f)Public Housing Drug Elimination Program (including any Technical Assistance funds)

g)Resident Opportunity and Self-Sufficiency Grants

h)Community Development Block Grant

i)HOME

Other Federal Grants (list below)

**2. Prior Year Federal Grants (unobligated funds only) (list below)**

\$ 25,828.00

**3. Public Housing Dwelling Rental Income**

\$ 36,768.00  
Operating expenses.

**4. Other income (list below)**

\$  
Operating Expenses.

Interest on Investments

720.00

**Sale of used items**

200.00

**4. Non-federal sources (list below)**

37,688.00

**Total resources** \$  
Operating Expenses.

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

## **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)

- 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)

a. 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)

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

Former Federal preferences:

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

Other preferences: (select below)

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

Households that contribute to meeting income requirements (targeting)

Those previously enrolled in educational, training, or upward mobility

programs

Victims of reprisals or hate crimes

Other preference(s) (list below)

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

Date and Time

Former Federal preferences:

Involuntary Displacement (Disaster,

Government

Action, Action

of Housing

Owner, Inaccessibility, Property Disposition)

Victims of domestic violence

Substandard housing

Homelessness

High rent burden

Other preferences (select all that apply)

Working families and those unable to work because of age or disability

Veterans and veterans’ families

Residents who live and/or work in the jurisdiction

Those enrolled currently in educational, training, or upward mobility programs

Households that contribute to meeting income goals (broad range of incomes)

Households that contribute to meeting income requirements (targeting)

Those previously enrolled in educational,  
training, or upward mobility programs  
Victims of reprisals or hate crimes  
Other preference(s) (list below)

4. Relationship of preferences to income targeting requirements:

The PHA applies preferences within income tiers

Not applicable: the pool of applicant families ensures that the PHA will meet income targeting requirements

2. **(5) Occupancy 2.** **(5) Occupancy**

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

The PHA-resident lease  
The PHA's Admissions and (Continued)

Occupancy policy  
PHA briefing seminars or written materials  
Other source (list)

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

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

**(6) Deconcentration and Income Mixing**

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

b. Yes No: Did the PHA adopt any changes to its **admission s 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. **(2) Waiting List Organization**2. **(2)**  
**Waiting List Organization**

2. 2.

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

2. 2.

**(3) Search Time(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  
subcompon  
ent (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)

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

Through published notices

Other (list below)

#### **4. PHA Rent Determination Policies**

[24 CFR Part 903.7 9 (d)]

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

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

##### **(1) Income Based Rent Policies**

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

- a. Use of discretionary policies: (select one)

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

---or---

The PHA employs discretionary policies for determining income based

rent (If selected, continue to question b.)

b. Minimum Rent

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

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

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

3. If yes to question 2, list these policies below:  
Occupancy and Admissions policy.

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

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

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

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

For the earned income of a previously unemployed household member

For increases in earned income

Fixed amount (other than general rent-setting policy)

If yes, state amount/s and  
circumstances  
below:

Fixed percentage (other than general rent-  
setting policy)

If yes, state percentage/s and  
circumstances  
below:

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

e. Ceiling rents

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

Yes for all developments  
Yes but only for some developments  
No

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

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

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

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

f. Rent re-determinations:

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

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

g. Yes No: Does the PHA plan to implement individual savings accounts for residents (ISAs) as an alternative to the required 12 month

disallowan  
ce 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)

HA has ceiling rents so does not have to have flat rents according to Federal Register dated Friday April 30, 1999 Part III.

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

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

### **(1) Payment Standards**

Describe the voucher payment standards and policies .

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

At or above 90% but below 100% of FMR

100% of FMR

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

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

FMRs are adequate to ensure success among  
assisted families in the  
PHA's segment of the  
FMR area

The PHA has chosen to serve additional  
families by lowering the  
payment standard

Reflects market or submarket

Other (list below)

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

FMRs are not adequate to ensure success  
among assisted families in  
the PHA's segment of the  
FMR area

Reflects market or submarket

To increase housing options for families

Other (list below)

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

Annually

Other (list below)

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

Success rates of assisted families

Rent burdens of assisted families

Other (list below)

**(2) Minimum Rent**

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

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

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

**5. Operations and Management**

[24 CFR Part 903.7 9 (e)]

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

**A. PHA Management Structure**

Describe the PHA's management structure and organization.

(select one)

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

A brief description of the management structure and organization of the PHA follows:

**B. HUD Programs Under PHA Management**

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

**Program Name**

**Units or Families Served at Year**

**Beginning**

**Expected Turnover**

Public Housing

Section 8 Vouchers

Section 8 Certificates

Section 8 Mod Rehab

Special Purpose Section 8 Certificates/Vouchers (list individually)  
Public Housing Drug Elimination Program (PHDEP)

Other Federal Programs(list individually)

### **C. Management and Maintenance Policies**

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

(1) Public Housing Maintenance and  
Management: (list below)

(2) Section 8 Management: (list below)

## **1. 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 requirement s 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  
requirement  
s found at

24 CFR  
982?

If yes, list additions to federal requirements  
below:

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

PHA main administrative office

Other (list below)

## **7. Capital Improvement Needs**

[24 CFR Part 903.7 9 (g)]

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

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

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

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

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

Select one:

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

-OR-

The Capital Fund Program Annual Statement is provided below: (if

selected, copy the CFP  
Annual Statement from the  
Table Library and insert  
here)

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

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

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

b. If yes to question a, select one:

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

-OR-

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

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

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

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

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

1. Development name:
2. Development (project) number:
3. Status of grant: (select the statement that best describes the current status)

Revitalization Plan under development

Revitalization Plan submitted,

pending  
approval  
Revitalization Plan  
approved  
Activities pursuant to an  
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Pla  
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und  
erw  
ay

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  
developme  
nt or  
replacemen  
t activities  
not  
discussed in  
the Capital  
Fund  
Program  
Annual  
Statement?

If yes, list developments or  
activities below:

### **1. 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  
developme  
nt.)

## 2. Activity Description

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

### **Demolition/Disposition Activity Description**

1a. Development name:

1b. Development (project) number: 2. Activity type:

Demolition

Disposition 3. Application status (select one)

Approved

Submitted, pending approval

Planned application 4. Date application

approved, submitted, or  
planned for submission:

(DD/MM/YY) 5. Number

of units affected:

6. Coverage of action (select one)

Part of the development

Total development7. Timeline for activity:

a. Actual or projected start date of activity:

b. Projected end date of activity:

**1. 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  
developme  
nt, 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  
Manageme  
nt Table? If  
“yes”, skip  
to  
component  
10. If  
“No”,  
complete  
the Activity  
Description  
table  
below.

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

1a. Development name:

1b. Development (project) number:2. Designation type:

Occupancy by only the elderly

Occupancy by families with disabilities

Occupancy by only elderly families and families  
with disabilities 3.

Application status (select one)

Approved; included in the PHA's Designation Plan

Submitted, pending approval

Planned application 4. Date this designation

a  
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Y  
Y  
)

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

New Designation Plan

Revision of a previously-approved Designation

7. Coverage of action (select one)

Part of the development

Total development

**1. Conversion of Public Housing to**  
**Tenant-Based**  
**Assistance**

[24 CFR Part 903.79(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  
Manageme  
nt Table? If  
“yes”, skip  
to  
component  
11. If  
“No”,  
complete  
the Activity  
Description  
table  
below.

**Conversion of Public Housing Activity Description**

1a. Development name:

1b. Development (project) number: 2. What is the status  
of the required assessment?

Assessment underway

Assessment results submitted to HUD

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

Other (explain below)

3. Yes No: Is a Conversion Plan required? (If yes,





Conversion Plan in development

Conversion Plan submitted to HUD on:

(DD/MM/YYYY)

Conversion Plan approved by HUD on:

(DD/MM/YYYY)

Activities pursuant to HUD-approved

Conversion Plan underway

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

Units addressed in a pending or approved

demolition

application

(date

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

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

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

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

[24 CFR Part 903.7 9 (k)]

**A. Public Housing**

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

1. Yes No:

Does the PHA administer any homeowner ship programs administered by the PHA under an approved section 5(h) homeowner ship 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 homeowner ship 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/pl  
an, unless  
eligible to  
complete a  
streamlined  
submission  
due to  
**small PHA**  
or **high**  
**performin**  
**g 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  
Manageme  
nt Table?  
(If “yes”,  
skip to  
component  
12. If  
“No”,  
complete  
the Activity  
Description  
table  
below.)

**Public Housing Homeownership Activity  
Description**

**(Complete one for each development affected)**

1a. Development name:

1b. Development (project) number:2. Federal Program  
authority:

HOPE I

5(h)

Turnkey III

Section 32 of the USHA of 1937 (effective  
10/1/99)3. Application

status: (select one)

Approved; included in the PHA’s  
Homeownership  
Plan/Program

Submitted, pending approval

Planned application 4. Date Homeownership





6. Coverage of action: (select one)

Part of the development

Total development

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

1. Yes No: Does the PHA plan to administer a Section 8 Homeownership program pursuant to Section 8(y) of the U.S.H.A. of 1937, as implemented by 24 CFR part 982 ? (If "No", skip to component 12; if "yes", describe each program using the table below (copy and complete questions for each program identified), unless the PHA is

eligible to complete a streamlined submission due to high performer status.

**High performing PHAs** may skip to component 12.)

2. Program Description:

a. Size of Program

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

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

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

b. PHA-established eligibility criteria

Yes No: Will the 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:

**1. PHA Community Service and Self-sufficiency Programs**

[24 CFR Part 903.7 9 (1)]

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

**A. PHA Coordination with the Welfare (TANF) Agency**

1. Cooperative agreements:

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

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

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

Client referrals

Information sharing regarding mutual clients (for rent determinations and otherwise)  
Coordinate the provision of specific social and self-sufficiency services and programs to eligible families  
Jointly administer programs  
Partner to administer a HUD Welfare-to-Work voucher program  
Joint administration of other demonstration program  
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,
		promo te or provid e any progra ms to enhanc e the econo mic and social self- sufficie ncy of reside nts? (If “yes”, compl ete the followi ng table; if “no” skip to sub- compo nent 2, Family Self

Sufficiency Programs. The position of the table may be altered to facilitate its use. )

### Services and Programs

Program Name & Description (including location, if appropriate) Method (waiting list/random selection/specific criteria/other) main office / other provider name) participants or both)	Estimated Size Access (development office / PHA Eligibility (public housing or section 8	Allocation
--	--	------------

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### (2) Family Self Sufficiency program/s

a. Participation Description  
**Family Self Sufficiency (FSS) Participation**

Program  
2000 Estimate)  
DD/MM/YY)  
Public Housing  
Section 8

Required Number of Participants (start of FY  
Actual Number of Participants (As of:

---

---

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

### C. Welfare Benefit Reductions

1. The PHA is complying with the statutory  
requirements of section 12(d) of  
the U.S. Housing Act of 1937  
(relating to the treatment of  
income changes resulting from  
welfare program requirements)  
by: (select all that apply)  
Adopting appropriate changes to the 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 903.79 (m)]

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

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

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

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

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

Safety and security survey of residents  
Analysis of crime statistics over time for crimes  
committed "in and around"  
public housing authority  
Analysis of cost trends over time for repair of  
vandalism and removal of  
graffiti  
Resident reports  
PHA employee reports  
Police reports  
Demonstrable, quantifiable success with  
previous or ongoing  
anticrime/anti drug  
programs  
Other (describe below)

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

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

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

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

Crime Prevention Through Environmental Design

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

Volunteer Resident Patrol/Block Watchers Program

Other (describe below)

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

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

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

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

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

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

Police regularly testify in and otherwise support eviction cases

Police regularly meet with the PHA management and residents

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

Other activities (list below)

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

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

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

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

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

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

**14. RESERVED FOR PET POLICY**

[24 CFR Part 903.7 9 (n)]

**15. Civil Rights Certifications**

[24 CFR Part 903.7 9 (o)]

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

**16. Fiscal Audit**

[24 CFR Part 903.7 9 (p)]

1. Yes No: Is the PHA required to have an audit  
conducted under section
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?

5(h)(2) of the U.S. Housing

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?

1. What types of asset management activities will the PHA undertake? (select all that apply)

Not applicable

Private management

Development-based accounting

Comprehensive stock assessment

Other: (list below)

3. Yes No: Has the PHA included descriptions of asset management activities in the **optional** Public Housing Asset Management Table?

## **18. Other Information**

[24 CFR Part 903.7 9 (r)]

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

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

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

Attached at Attachment (File name)

Provided below:

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

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

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

List changes below:

Other: (list below)

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

1. Yes No: Does the PHA meet the exemption criteria provided section 2(b)(2) of the U.S. Housing Act of

1937? (If  
no,  
continue  
to  
question  
2; if yes,  
skip to  
sub-  
componen  
nt 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-  
componen  
nt C.)

No tenant was willing to serve on the board because  
they are elderly, physically and mentally disabled.

### 3. Description of Resident Election Process

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

Candidates were nominated by resident and  
assisted family organizations

Candidates could be nominated by any adult  
recipient of PHA assistance

Self-nomination: Candidates registered with the  
PHA and requested a place  
on ballot

Other: (describe)

b. Eligible candidates: (select one)

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

- c. Eligible voters: (select all that apply)
- All adult recipients of PHA assistance (public housing and section 8 tenant-based assistance)
  - Representatives of all PHA resident and assisted family organizations
  - Other (list)

### **C. Statement of Consistency with the Consolidated Plan**

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

1. Consolidated Plan jurisdiction: Nebraska Department of Economic Development.
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.

Other: (list below)

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

To provide safe and adequate housing for the low income elderly.

**D. Other Information Required by HUD**

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

## Attachments

This document serves as the Housing Authority of Hay Springs (HAHS) five year plan for fiscal years 2000 through 2004.

The 1998 Quality Housing and Work Responsibility Act (QHWRA) requires all public housing authorities (PHAs) to prepare five year plans. The first such plans must be submitted for PHAs with fiscal years beginning January 1, 2000 (so-called “January 1” PHAs). The HAHS is a January 1 PH and, as such, this is the first five-year plan prepared by the agency.

The HSHA administers 19 units of public housing for the low-income elderly and disabled. A profile of these units is shown in Table 1.

Established in 1963, the agency is overseen by a five-member board that is appointed by the Mayor. Board members serve for four year terms. The Chairman is elected by the Board.

Five-year plans must include the mission and long-range goals of the agency. These plans must be submitted to HUD prior to the start of the PHA’s fiscal year. Additionally, each PH must conduct a public hearing to discuss the five-year plan and make the proposed plan available to the public. Finally, the agency must take into consideration any comments received before adoption of the final plan.

Objectives:

For the next five years, the Authority has established the following objectives.

Objective One: To assure that the Authority is well run. The Authority is funded to operate the public housing and our first priority is that it is well run. We hope to return to being a high performer again by the year 2002 since we have been a standard performer for the past few years due largely to our number of vacancies.

Objective Two: To improve management operations. To improve management with more training, purchasing a computer, and modernizing our system.

Objective Three: To reduce vacancies. To continue to update our units in order to compete with neighboring towns, to continue to advertise, and to continue to contact people about our vacancies. Because of the vacancies we have been experiencing for the past few years, we have no plans to add any units, but may, funds permitting, combine two small units into one large two bedroom unit. We have done this previously and it was successful.

Objective Four: To continue to improve Authority. To continue to apply for subsidy, CIAP grants and whatever other funds are available to be able to modernize our units to make them more attractive and appealing and also to make them safer and more comfortable for the residents.

Objective Five: Ensure equal opportunity.  
To ensure equal housing opportunity  
regardless of race, color, religion, national  
origin, sex, familial status and disability.

**PHA Plan  
Table Library**

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







**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)	
NE046001	12-31-01	6-30-
02		

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

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

**Optional 5-Year Action Plan Tables**

<b>Development Number</b>	<b>Development Name (or indicate PHA wide)</b>	<b>Number Vacant Units</b>	<b>% Vacancies in</b>
<b>Description of Needed Physical Improvements or Management Improvements</b>		<b>Estimated</b>	
<b>Cost</b>		<b>Planned Start</b>	
<b>Date (HA Fiscal Year)</b>			
<b>Total estimated cost over next 5 years</b>			



## Optional Public Housing Asset Management Table

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

### **Public Housing Asset Management**

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

Name, Number, and Location	Number and Type of units	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>	