

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

PHA Plans

5 Year Plan for Fiscal Years 2000 - 2004

Annual Plan for Fiscal Year 2000

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

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

**PHA Plan
Agency Identification**

PHA Name: Douglas County Housing Authority

PHA Number: NE153

PHA Fiscal Year Beginning: (mm/yyyy) 04/2000

Public Access to Information

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

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

Display Locations For PHA Plans and Supporting Documents

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

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

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

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

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

A. Mission

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

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

“To make quality, affordable housing a viable option for low to moderate income families, elderly, and disabled; while promoting personal growth and community responsibility.”

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 the **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)

For the next five years, the Authority has established five major goals and 22 primary objectives:

Goal 1: Build community and business partnerships

Objective 1.1: Explore collaboration with other PHAs

Objective 1.2: Pursue positive relationships with local municipal governments

Objective 1.3: Enhance public awareness and understanding of DCHA (its mission, authority, programs and capacity)

Goal 2: Provide variety and affordable housing opportunities

Objective 2.1: Maintain competitiveness in the housing market

Objective 2.2: Improve access to funding resources (by building internal grant writing capacity)

Objective 2.3: Expand housing and services options for the elderly living in Douglas County

Objective 2.4: Expand accessible housing units for persons with disabilities

Objective 2.5: Create a homeownership program that develops the skills needed to accomplish housing and financial independence.

Goal 3: Provide Self-Sufficiency Opportunities

Objective 3.1: Establish partnerships with colleges/universities and corporations for job training services.

Objective 3.2: Create incentives for current adult clients to participate in DCHA's FSS program.

Objective 3.3: Collaborate with social service agencies to utilize available FSS programs.

Objective 3.4: Establish training opportunities that help clients acquire solid skills in maintenance of rental property; civic responsibility; and in constructive neighborhood relations

Objective 3.5: Increase the number of working families in all programs.

Objective 3.6: Conduct personal development training on financial management, parenting and job readiness.

Goal 4: Enhance effective business relationships between DCHA and Section 8 Tenant-Based landlords.

Objective 4.1: Develop a plan that provides education for Section 8 landlords in the benefits of participation in the Section 8 program.

Objective 4.2: Increase the number of new Section 8 landlords by 5 per year

Goal 5: Enhance operational effectiveness

Objective 5.1: Establish functional relationships with Community Housing and Service Corporation, DCHA's non-profit affiliate.

Objective 5.2: Enhance the board's familiarity with housing programs and regulations.

Objective 5.3: Develop a comprehensive SOP manual during the FYE 2001.

Objective 5.4: Develop measurable targets for operational effectiveness on an annual basis.

Objective 5.5: Expand capacity in capital fund development

Objective 5.6: Expand capacity in public relations initiatives

Objective 5.7: Improve management information systems:

- ✓ Upgrade file server and PC hardware to increase speed and efficiency of data processing tasks*
- ✓ Upgrade DCHA's e-mail software to enhance both external and internal communication*
- ✓ Upgrade program operating system software to improve technical information reporting*
- ✓ Purchase inspection hardware and software to improve effectiveness of HQS and annual inspections functions.*

Annual PHA Plan
PHA Fiscal Year 2000

[24 CFR Part 903.7]

i. Annual Plan Type:

Select which type of Annual Plan the PHA will submit.

Standard Plan

Streamlined Plan:

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

Troubled Agency Plan

ii. Executive Summary of the Annual PHA Plan

[24 CFR Part 903.7 9 (r)]

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

iii. Annual Plan Table of Contents

[24 CFR Part 903.7 9 (r)]

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

Table of Contents

| | <u>Page #</u> |
|--|---------------|
| Annual Plan | |
| i. Executive Summary | |
| ii. Table of Contents | |
| 1. Housing Needs | 4 |
| 2. Financial Resources | 11 |
| 3. Policies on Eligibility, Selection and Admissions | 12 |
| 4. Rent Determination Policies | 22 |
| 5. Operations and Management Policies | 26 |
| 6. Grievance Procedures | 28 |
| 7. Capital Improvement Needs | 29 |
| 8. Demolition and Disposition | 33 |
| 9. Designation of Housing | 33 |
| 10. Conversions of Public Housing | 35 |
| 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 | | 42 |
| 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 - N/A *DCHA’s area of operations is outside of any concentration of poverty. We only have one complex and it is for elderly. The rest of the PH stock are single families houses that are located throughout the area of operation.*
- 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 (*Attachment C*)
- Public Housing Drug Elimination Program (PHDEP) Plan (*Attachment A*)
- Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text) *Attachment B*
- 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 |
| ü | PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations | 5 Year and Annual Plans |
| ü | State/Local Government Certification of Consistency with the Consolidated Plan | 5 Year and Annual Plans |

| List of Supporting Documents Available for Review | | |
|---|---|--|
| Applicable & On Display | Supporting Document | Applicable Plan Component |
| ii | 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 |
| ii | 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 Statement |
| ü | Most recent board-approved operating budget for the public housing program | Annual Plan: Financial Resources; |
| ü | 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 |
| ü | Section 8 Administrative Plan | Annual Plan: Eligibility, Selection, and Admissions Policies |
| ü | 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 2/199 <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 as |
| ü | Public housing rent determination policies, including the methodology for setting public housing flat rents <input type="checkbox"/> check here if included in the public housing A & O Policy | Annual Plan: Rent Determination |
| ü | Schedule of flat rents offered at each public housing development <input type="checkbox"/> check here if included in the public housing A & O Policy | Annual Plan: Rent Determination |
| ü | Section 8 rent determination (payment standard) policies <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan | Annual Plan: Rent Determination |
| ü | 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 |
| ü | Public housing grievance procedures <input type="checkbox"/> check here if included in the public housing A & O Policy | Annual Plan: Grievance Procedures |

| List of Supporting Documents Available for Review | | |
|--|--|---|
| Applicable & On Display | Supporting Document | Applicable Plan Component |
| ü | Section 8 informal review and hearing procedures <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan | Annual Plan: Grievance Procedures |
| ü | The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year | Annual Plan: Capital Needs |
| ü | Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant | Annual Plan: Capital Needs |
| N/A | Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option) | Annual Plan: Capital Needs |
| N/A | Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans or any other approved proposal for development of public housing | Annual Plan: Capital Needs |
| N/A | Approved or submitted applications for demolition and/or disposition of public housing | Annual Plan: Demolition and Disposition |
| N/A | Approved or submitted applications for designation of public housing (Designated Housing Plans) | Annual Plan: Designation of Public Housing |
| N/A | Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act | Annual Plan: Conversion of Public Housing |
| N/A | Approved or submitted public housing homeownership programs/plans | Annual Plan: Homeownership |
| N/A | Policies governing any Section 8 Homeownership program <input type="checkbox"/> check here if included in the Section 8 Administrative Plan | Annual Plan: Homeownership |
| N/A | Any cooperative agreement between the PHA and the TANF agency | Annual Plan: Community Service & Self-Sufficiency |
| ü | 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 (PHEDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan) | Annual Plan: Safety and Crime Prevention |
| ü | The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U. S.C. 1437c(h)), the results of that audit and the PHA's response to any findings | Annual Plan: Annual Audit |
| N/A | Troubled PHAs: MOA/Recovery Plan | Troubled PHAs |
| N/A | Other supporting documents (optional) (list individually; use as many lines as necessary) | (specify as needed) |
| | | |

1. Statement of Housing Needs

[24 CFR Part 903.7 9 (a)]

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

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

| Housing Needs of Families in the Jurisdiction by Family Type | | | | | | | |
|---|----------------------------------|----------------|--------|---------|----------------|------|-----------|
| Family Type | Overall | Afford-ability | Supply | Quality | Access-ibility | Size | Loca-tion |
| Income <= 30% of AMI | 1923 | 5 | 5 | 1 | N/A | 3 | 1 |
| Income >30% but <=50% of AMI | 2940 | 5 | 5 | 1 | N/A | 33 | 1 |
| Income >50% but <80% of AMI | 1707 | 5 | 5 | 1 | N/A | 3 | 1 |
| Elderly | 1775 | 5 | 5 | 1 | N/A | 3 | 1 |
| Families with Disabilities | A large number not accounted for | 5 | 5 | 1 | NA | 3 | 1 |
| Race/Ethnicity | 98.6% white Caucasian | | | | | | |

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

- Consolidated Plan of the Jurisdiction/s
Indicate year: **1995-2000**
- U.S. Census data: the Comprehensive Housing Affordability Strategy ("CHAS") dataset **1993**
- American Housing Survey data
Indicate year: **1997**
- Other housing market study
Indicate year: **1999**
- Other sources: (list and indicate year of information)
1990 Census Data; Census Population and Housing Estimates

1990 Census Information:

- a. Estimated current (year 2000) population, which was calculated using cohort survival methodology for the Douglas County and the specific jurisdiction of Douglas County Housing Authority.

- b. Current estimated (published by Department of Commerce) of the area median income.
- c. Current Median family income Fair Market Rents published by HUD.
- d. National Housing Coalition Publications.
- e. Current data base of senior housing facilities, and rent-restricted housing developed with the help of low income housing tax credits, HOME, and CDBG.
- f. Douglas County Housing Authority public housing and section 8 inventory. Omaha Housing Authority inventory in the area west of 72nd street and within Omaha City Limits.
- g. Douglas County Demand estimate for Woodgate Development (disabled individuals and families).
- h. Housing Market Annual Survey – Housing Management Association
- i. UNMC Elderly Needs Assessment (1997)
- j. Available market studies.

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. **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 type="checkbox"/> | Public Housing | | |
| <input checked="" 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 | 612 | | |
| Extremely low income <=30% AMI | 464 | 75% | |
| Very low income (>30% but <=50% AMI) | 126 | 20% | |
| Low income (>50% but <80% AMI) | 22 | 5% | |
| Families with children | 345 | 56% | |
| Elderly families | 98 | 16% | |

| Housing Needs of Families on the Waiting List | | | | |
|--|---------------|----------------------|-----------------|-----------------|
| Families with Disabilities | 169 | 27% | | |
| Race/White | 304 | 49.5% | | |
| Race/African American | 292 | 49% | | |
| Race/Indian | 12 | 0.5% | | |
| Race/Asian/Pacific | 2 | 0.5% | | |
| Race/ Unknown | 2 | | | |
| Ethnicity (Hispanic) | 14 | 2% | | |
| Ethnicity (Non-Hispanic) | 598 | 98% | | |
| | | | | |
| Characteristics by Bedroom Size (Public Housing & Section 8) | # of Families | Extremely Low Income | Very Low Income | Moderate Income |
| 1BR | 268 | 79% | 17% | 4% |
| 2 BR | 168 | 73% | 24% | 3% |
| 3 BR | 145 | 74% | 23% | 3% |
| 4 BR | 29 | 79% | 21% | 0 |
| 5 BR | 2 | 50% | 50% | 0 |
| 5+ BR | 0 | 0 | 0 | 0 |
| TOTAL | 612 | 76% | 21% | 3% |
| | | | | |
| Is the waiting list closed (select one)? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes | | | | |
| If yes: | | | | |
| How long has it been closed (# of months)? <i>8 Months</i> | | | | |
| Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes | | | | |
| Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes (<i>PH elderly can apply at any time</i>) | | | | |

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)
 - ✓ Engage in activities to enhance public awareness of housing needs
 - ✓ Improve relationships with landlords.

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)
 - ✓ Develop senior housing
 - ✓ Seek ways to integrate supportive services in existing public housing

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)
 - ✓ Seek public support and financial assistance to pursue Woodgate development

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

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

Select if applicable

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

Strategy 2: Conduct activities to affirmatively further fair housing

Select all that apply

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

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

NEED 1: Affordable housing for the elderly

Strategy 1.1: Remain competitive in the market by maintaining our quality service

Strategy 1.2: Keep informed on changes in the local housing market (such as the construction of assisted living units)

Strategy 1.3: Strengthen existing relationships with service providers to meet the growing needs of our residents for supportive services

NEED 2: Affordable housing for low income families

Strategy 2.1: Evaluate the feasibility of converting 2 one-bedroom units into 1 two-bedroom unit.

NEED 3: Affordable housing in the county

Strategy 3.1: explore the options of extending our services to the County population using marketing and outreach methods

(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)

After a thorough examination of our existing and potential market, as well as the characteristics of our residents and the Agency's track record, Douglas County Housing Authority determined that the above strategies are most appropriate for meeting our mission and goals. These strategies reflect the results of working through our long term plan in consultation with our residents, Board, community representatives, and other housing authorities serving small communities in Rural Nebraska.

2. Statement of Financial Resources

[24 CFR Part 903.79 (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 | \$90,000 | |
| b) Public Housing Capital Fund | \$45,040 | |
| c) HOPE VI Revitalization | -0- | |
| d) HOPE VI Demolition | -0- | |
| e) Annual Contributions for Section 8 Tenant-Based Assistance | \$273,504 | |
| f) Public Housing Drug Elimination Program (including any Technical Assistance funds) | -0- | |
| g) Resident Opportunity and Self-Sufficiency Grants | -0- | |
| h) Community Development Block Grant | -0- | |
| i) HOME | -0- | |
| Other Federal Grants (list below) | | |
| | | |

| Financial Resources: Planned Sources and Uses | | |
|---|-------------------|---------------------------------------|
| Sources | Planned \$ | Planned Uses |
| 2. Prior Year Federal Grants (unobligated funds only) (list below) | | |
| 1999 CIAP (funds are typically available by October of the following Federal Fiscal year) | \$117,960 | Modernization & Capital Improvement |
| 1999 Section 8 FSS Coordinator Funds | | |
| | | |
| 3. Public Housing Dwelling Rental Income | \$210,000 | PH operations and supportive services |
| | | |
| | | |
| 4. Other income (list below) | \$42,624 | PH operations and supportive services |
| q Management Fees | | |
| q Misc. and Investments | | |
| | | |
| 4. Non-federal sources (list below) | -0- | |
| | | |
| | | |
| | | |
| Total resources | \$779,128 | |
| | | |
| | | |

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: (**3 Months**)
- 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)
 - ✓ *Previous Tenancy*
 - ✓ *History of Alcohol Abuse*
 - ✓ *Federal Housing Fraud*

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 (*without good cause will change date and time of application*)
- Two (*without good cause removed from the wait list and must reapply*)
- Three or More

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

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

(4) Admissions Preferences

a. Income targeting:

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

b. Transfer policies:

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

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

c. Preferences

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

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

Former Federal preferences:

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

Other preferences: (select below)

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

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

Date and Time

Former Federal preferences:

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

Other preferences (select all that apply)

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

4. Relationship of preferences to income targeting requirements:

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

(5) Occupancy

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

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

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

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

(6) Deconcentration and Income Mixing

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

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

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

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

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

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

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

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

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

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

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

B. Section 8

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) (*previous tenancy in both the public and private sector*)
- Other (list below)
 - ✓ *Previous Tenancy*
 - ✓ *Federal Housing Fraud*
 - ✓ *History of Alcohol Abuse*

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)
 - ✓ *Relevant information regarding standard lease terms*

(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:

- ✓ *Emergencies (medical, death in family or other emergency situations that restrict the applicant from looking for suitable housing*
- ✓ *Reasonable accommodations required for disabled*

(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)

- 1 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)
✓ *Section 8 Tenant-Based Handbook*

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

- Through published notices
 Other (list below)
✓ *Notification of available disabled vouchers is sent to various agencies that serve the disabled population*

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 (*set at \$50.00*)

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?

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

- ✓ *Flat Rent choice may be less than 30% of the tenant's adjusted income*
- ✓ *Ceiling Rent choice may be less than 30% of the tenant's adjusted income*

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)

1. When a client makes a request for an adjustment to rent due to reduction of income

2. *When an FSS client requests a change due to an income increase that would increase the client's FSS escrow*
3. *A change in household composition (includes adding or removing an adult person or child)*
4. *Clients who claim zero income are reviewed on a quarterly basis*
5. *Seasonal Workers*

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)
✓ *IREM Quarterly Rent Study*

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 (*100% for 1 and 2 bedroom and 90% for all other size*)
- 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 (*DCHA adopted \$50.00*)

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

5. Operations and Management

[24 CFR Part 903.7 9 (e)]

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

A. PHA Management Structure

Describe the PHA's management structure and organization.

(select one)

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

The Douglas County Housing Authority is staffed with professional and support personnel. At this time the staffing levels are sufficient to manage the programs and administrative functions of the authority. The Executive Director has ultimate responsibility for the management of the housing authority. The Housing Program Director has direct responsibility for managing the day to day operations of the various housing programs. The Director of Accounting and Computer Services is responsible for the financial management and computer systems administration of the housing authority. There is a Maintenance Foreman who is responsible for the day to day operations of the maintenance department and for coordinating the modernization functions of the housing authority. The Tenant Services Manager is responsible for all self-sufficiency programs and tenant services.

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 | <i>87 Units</i> | <i>Less than 5</i> |
| Section 8 Vouchers | <i>400</i> | <i>Approximately 116</i> |
| Section 8 Certificates | <i>155</i> | <i>-0-</i> |
| Section 8 Mod Rehab | N/A | |
| Special Purpose Section 8 Certificates/Vouchers (list individually) | <i>Disabled: 50</i> | <i>Less than 3</i> |
| Public Housing Drug Elimination Program (PHDEP) | N/A | |
| | | |
| 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 an

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)

- ✓ Program Policies & Procedures Manual
- ✓ Nan McKay PH Management Handbook
- ✓ Public Housing Lease
- ✓ Maintenance Plan
- ✓ Maintenance Procedures

(2) Section 8 Management: (list below)

- ✓ Nan McKay Management Handbook
- ✓ Administrative Plan
- ✓ Section 8 Tenant-Based Informal Review Procedure
- ✓ Section 8 Tenant-Based Procedures

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.

Grievance Policy is available for review at the main office of the DCHA.

A. Public Housing

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

If yes, list additions to federal requirements below:

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

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

B. Section 8 Tenant-Based Assistance

1. Yes No: Has the PHA established informal review procedures for applicants to the Section 8 tenant-based assistance program and informal hearing procedures for families

assisted by the Section 8 tenant-based assistance program in addition to federal requirements found at 24 CFR 982?

If yes, list additions to federal requirements below:

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

- PHA main administrative office
 Other (list below)

7. Capital Improvement Needs

[24 CFR Part 903.7 9 (g)]

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

A. Capital Fund Activities

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

(1) Capital Fund Program Annual Statement

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

Select one:

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

-or-

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

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 10/2000 FFY of Grant Approval: (MM/YYYY)

Original Annual Statement

| Line No. | Summary by Development Account | Total Estimated Cost |
|----------|---|----------------------|
| 1 | Total Non-CGP Funds | |
| 2 | 1406 Operations | \$37,000 |
| 3 | 1408 Management Improvements | \$5,000 |
| 4 | 1410 Administration | \$10,000 |
| 5 | 1411 Audit | |
| 6 | 1415 Liquidated Damages | |
| 7 | 1430 Fees and Costs | |
| 8 | 1440 Site Acquisition | |
| 9 | 1450 Site Improvement | \$4,800 |
| 10 | 1460 Dwelling Structures | \$62,500 |
| 11 | 1465.1 Dwelling Equipment-Nonexpendable | \$12,200 |
| 12 | 1470 Nondwelling Structures | \$10,000 |
| 13 | 1475 Nondwelling Equipment | \$8,500 |
| 14 | 1485 Demolition | |
| 15 | 1490 Replacement Reserve | |
| 16 | 1492 Moving to Work Demonstration | |
| 17 | 1495.1 Relocation Costs | |
| 18 | 1498 Mod Used for Development | |
| 19 | 1502 Contingency | |
| 20 | Amount of Annual Grant (Sum of lines 2-19) | \$150,000 |
| 21 | Amount of line 20 Related to LBP Activities | |
| 22 | Amount of line 20 Related to Section 504 Compliance | |
| 23 | Amount of line 20 Related to Security | |
| 24 | Amount of line 20 Related to Energy Conservation Measures | |

Annual Statement

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 |
|---|--|----------------------------|----------------------|
| HA-Wide | Operations: Maintenance Equipment; Tenant Services Program; Misc. Administrative | 1406 | \$37,000 |
| HA-Wide | Upgrade Computer Software; Software Training | 1408 | \$5,000 |
| HA-Wide | Coordination & Administration of MOD | 1410 | \$10,000 |
| NE26P153 | Site: (001, 003, 004, 005) Concrete work, decks, landscaping, retaining walls, security lighting | 1450 | \$4,800 |
| NE26P153 | Dwelling Units: (001, 003, 004, 005) misc. repairs; carpeting; roofs; furnaces; A/C; siding replacement; water heaters; windows; flooring; doors; and interior and exterior painting | 1460 | \$62,500 |
| NE26P153 | Dwelling Equipment: (001, 003, 004, 005) appliances; energy fixtures; ceiling fans; window blinds | 1465 | \$12,200 |
| HA-Wide | Central Office carpeting | 1470 | \$7,000 |
| NE26P153 | Heat Pump for Community Center | 1470 | \$3,000 |
| HA-Wide | Computers and office equipment | 1475 | \$8,500 |
| TOTALS..... | | | \$150,000 |

**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) |
|---|--|---|
| NE26P153 | 3/31/2002 | 9/30/2003 |

(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 to complete 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 C**

-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:

A tax exempt bond issue will be used to finance an independent senior housing and assisted living community.

8. Demolition and Disposition

[24 CFR Part 903.7 9 (h)]

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

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

2. Activity Description

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

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

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

[24 CFR Part 903.7 9 (i)]

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

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

2. Activity Description

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

| Designation of Public Housing Activity Description | |
|--|--|
| 1a. Development name: | |
| 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: | |

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

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

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

11. Homeownership Programs Administered by the PHA

[24 CFR Part 903.7 9 (k)]

A. Public Housing

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

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

2. Activity Description

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

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

B. Section 8 Tenant Based Assistance

1. Yes No: Does the PHA plan to administer a Section 8 Homeownership program pursuant to Section 8(y) of the U.S.H.A. of 1937, as implemented by 24 CFR

part 982 ? (If “No”, skip to component 12; if “yes”, describe each program using the table below (copy and complete questions for each program identified), unless the PHA is eligible to complete a streamlined submission due to high performer status. **High performing PHAs** may skip to component 12.)

2. Program Description:

a. Size of Program

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

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

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

b. PHA-established eligibility criteria

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

12. PHA Community Service and Self-sufficiency Programs

[24 CFR Part 903.7 9 (l)]

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

A. PHA Coordination with the Welfare (TANF) Agency

1. Cooperative agreements:

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

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

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

- Client referrals
- Information sharing regarding mutual clients (for rent determinations and otherwise)

- Coordinate the provision of specific social and self-sufficiency services and programs to eligible families
- Jointly administer programs
- Partner to administer a HUD Welfare-to-Work voucher program
- Joint administration of other demonstration program
- Other (describe)

B. Services and programs offered to residents and participants

(1) General

a. Self-Sufficiency Policies

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

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

b. Economic and Social self-sufficiency programs

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

| Services and Programs | | | | |
|--|--------------------|--|--|--|
| 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>Tenant Services</i> | <i>All clients</i> | <i>As needed</i> | <i>PHA main office</i> | <i>both</i> |

| | | | | |
|----|-------------------------------------|--------------------|--|--|
| ii | Food Commodities for elderly tenant | <i>Elderly</i> | | |
| ii | Casemanagement | <i>All Clients</i> | | |

(2) Family Self Sufficiency program/s

a. Participation Description

| Family Self Sufficiency (FSS) Participation | | |
|--|--|--|
| Program | Required Number of Participants (start of FY 2000 Estimate) | Actual Number of Participants (As of: DD/MM/YY) |
| Public Housing | 0 | 2 |
| Section 8 | 26 | 26 |

- 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 903.7 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)

Only our North Acres Elderly Complex

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)
 - ✓ *Enhanced lighting at the North Acres complex*
 - ✓ *Installed fencing around the complex*
 - ✓ *Installed dead-bolt locks on all tenant entry doors at North Acres*

2. Which developments are most affected? (list below)
 - ✓ *North Acres Elderly Complex at 5449 North 108th Street*

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 A*

14. RESERVED FOR PET POLICY

[24 CFR Part 903.7 9 (n)]

15. Civil Rights Certifications

[24 CFR Part 903.7 9 (o)]

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

16. Fiscal Audit

[24 CFR Part 903.7 9 (p)]

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

17. PHA Asset Management

[24 CFR Part 903.7 9 (q)]

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

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

18. Other Information

[24 CFR Part 903.7 9 (r)]

A. Resident Advisory Board Recommendations

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

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

Attached at Attachment (File name) **Attachment A**

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:

✓ ***Pet Agreement Policy***

Other: (list below)

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

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

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

3. Description of Resident Election Process

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

Candidates were nominated by resident and assisted family organizations

Candidates could be nominated by any adult recipient of PHA assistance

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

Other: (describe) ***The local County Board of Commissioners will select a resident commissioner from the pool of candidates that were submitted for appointment.***

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.

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.

Definition of “Substantial Deviation” and “Significant Amendment or Modification” (903.7)®:

Any discretionary changes in the plans or policies of the housing authority that fundamentally change the mission, goals, objectives or plans of the agency and which require formal approval of the Board of Commissioners, would be considered a “substantial deviation” or significant amendments or modifications to the agency’s Five Year or Annual Plan.

Attachments

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

Attachment A

Public Housing Drug Elimination Program Plan

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

Annual PHDEP Plan Table of Contents:

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

Section 1: General Information/History

A. Amount of PHDEP Grant \$ 25,000

B. Eligibility type (Indicate with an "x") N1 X N2 _____
R _____

C. FFY in which funding is requested 2000

D. Executive Summary of Annual PHDEP Plan

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

The Douglas County Housing Authority will participate in HUD's Gun Buyback Program with its PHDEP funds. Other initiatives include working with local law enforcement and/or hire a security company to patrol our North Acres complex due to recent vandalism of resident's vehicles. Also, we plan to work with Section 8 clients who live in and around the public housing scattered site housing and the North Acres complex.

E. Target Areas

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

| PHDEP Target Areas (Name of development(s) or site) | Total # of Units within the PHDEP Target Area(s) | Total Population to be Served within the PHDEP Target Area(s) |
|--|---|--|
| North Acres Senior Complex (001) | 40 | 200 |
| Single family scattered site housing (003,004,005) | 47 | 400 |
| | | |

F. Duration of Program

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

6 Months _____ 12 Months _____ 18 Months x 24 Months _____ Other _____

G. PHDEP Program History

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

| Fiscal Year of Funding | PHDEP Funding Received | Grant # | Fund Balance as of Date of this Submission | Grant Extensions or Waivers | Anticipated Completion Date |
|------------------------|------------------------|---------|--|-----------------------------|-----------------------------|
| FY 1995 | | | | | |
| FY 1996 | | | | | |
| FY 1997 | | | | | |
| FY 1998 | | | | | |
| FY 1999 | | | | | |

Section 2: PHDEP Plan Goals and Budget

A. PHDEP Plan Summary

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

Our main goal is to provide a safe living environment for the elderly living at the North Acres senior complex. In order to accomplish this we need to establish a partnership with the Douglas County Sheriff's office and ask for them to provide crime prevention seminars for the elderly residents, and increase patrols for the complex and its immediate area. We will evaluate the safety of our elderly in and around the site and determine if the fencing, increased lighting and dead-bolt locks recently installed reduces the trespassing and vehicle vandalism that has increased over the past two years at the complex. The prevention and intervention initiatives will focus on helping recipient families with educational and support services that will prevent or eliminate the potential for drug abuse. Finally, our goal to help reduce the number of illegal guns in our community will be the focus of the Gun Buyback initiative. The Tenant Services Coordinator will perform the duties associated with monitoring and evaluating the PHDEP funding activities. His responsibility will be to establish monitoring and tracking records for each initiative and maintain files on all participants participating in any of the prevention and intervention activities. Specific goals and objectives will be established for each activity within each initiative, and an evaluation of the outcome(s) will be recorded to determine success levels.

B. PHDEP Budget Summary

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

| FY 2000 PHDEP Budget Summary | |
|---|----------------------|
| Budget Line Item | Total Funding |
| 9110 - Reimbursement of Law Enforcement | |
| 9120 - Security Personnel | \$3,500 |
| 9130 - Employment of Investigators | |
| 9140 - Voluntary Tenant Patrol | |
| 9150 - Physical Improvements | \$5,000 |
| 9160 - Drug Prevention | \$8,000 |
| 9170 - Drug Intervention | \$2,000 |
| 9180 - Drug Treatment | |
| 9190 - Other Program Costs (<i>Gun Buyback</i>) | \$6,500 |

| | |
|----------------------------|----------|
| | |
| TOTAL PHDEP FUNDING | \$25,000 |

C. PHDEP Plan Goals and Activities

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

| 9110 - Reimbursement of Law Enforcement | | | | | | Total PHDEP Funding: \$ | |
|--|---------------------|-------------------|------------|------------------------|---------------|--------------------------------|------------------------|
| Goal(s) | | | | | | | |
| Objectives | | | | | | | |
| Proposed Activities | # of Persons Served | Target Population | Start Date | Expected Complete Date | PHDEP Funding | Other Funding (Amount/Source) | Performance Indicators |
| 1. | | | | | | | |
| 2. | | | | | | | |
| 3. | | | | | | | |

| 9120 - Security Personnel | | | | | | Total PHDEP Funding: \$ | |
|----------------------------------|---------------------|-------------------|------------|------------------------|---------------|--------------------------------|-----------------------------------|
| Goal(s) | | | | | | | |
| Objectives | | | | | | | |
| Proposed Activities | # of Persons Served | Target Population | Start Date | Expected Complete Date | PHDEP Funding | Other Funding (Amount/Source) | Performance Indicators |
| 1. Patrolling North Acres | | | 10/1/00 | Ongoing | \$3,500 | | Reduced vandalism and trespassing |
| 2. | | | | | | | |
| 3. | | | | | | | |

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

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

| 9150 - Physical Improvements | | | | | | Total PHDEP Funding: \$ | |
|-------------------------------------|---------------------|-------------------|------------|------------------------|---------------|--------------------------------|------------------------|
| Goal(s) | | | | | | | |
| Objectives | | | | | | | |
| Proposed Activities | # of Persons Served | Target Population | Start Date | Expected Complete Date | PHDEP Funding | Other Funding (Amount /Source) | Performance Indicators |
| 1.Enhances Lighting at NA | | | 3/01/01 | 4/31/01 | \$2,500 | | |
| 2.Alarm/Security System | | | 3/01/01 | 4/31/01 | \$2,500 | | |
| 3. | | | | | | | |

| 9160 - Drug Prevention | | | | | | Total PHDEP Funding: \$ | |
|--|---------------------|---|------------|------------------------|---------------|--------------------------------|--|
| Goal(s) | | | | | | | |
| Objectives | | | | | | | |
| Proposed Activities | # of Persons Served | Target Population | Start Date | Expected Complete Date | PHDEP Funding | Other Funding (Amount /Source) | Performance Indicators |
| 1. Health and Wellness Education | 400 | Housing Recipients - Youth and Families | 3/01/01 | 3/31/02 | \$1,500 | | Reduced drug abuse and/or addiction |
| 2. Training that enhances employment opportunities | 400 | Recipients – Adult Household Members | 3/01/01 | 3/31/02 | \$1,500 | | Establish a minimum % of participants who become employed or increase employment income as a result. |

| | | | | | | | |
|---|-----|--|---------|---------|---------|--|---|
| 3. Youth Development Activities (leadership, skills training; cultural and recreational activities) | 200 | Recipients – dependent household members | 3/01/01 | 3/31/02 | \$5,000 | | Quantitative improvement in academic work and/or community service. |
|---|-----|--|---------|---------|---------|--|---|

| 9170 - Drug Intervention | | | | | | Total PHDEP Funding: \$ | |
|---|---------------------|-----------------------------|------------|------------------------|----------------|--------------------------------|---|
| Goal(s) | | | | | | | |
| Objectives | | | | | | | |
| Proposed Activities | # of Persons Served | Target Population | Start Date | Expected Complete Date | PHEDEP Funding | Other Funding (Amount /Source) | Performance Indicators |
| 1. Formal referral arrangements/ coordination with various treatment programs | 50 | Recipient household members | 3/01/01 | 3/31/02 | \$2,000 | | Eliminate identified resident substance abuse |
| 2. | | | | | | | |
| 3. | | | | | | | |

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

| 9190 - Other Program Costs | | | | | | Total PHDEP Funds: \$ | |
|-----------------------------------|---------------------|-------------------|------------|------------------------|----------------|--------------------------------|--|
| Goal(s) | | | | | | | |
| Objectives | | | | | | | |
| Proposed Activities | # of Persons Served | Target Population | Start Date | Expected Complete Date | PHEDEP Funding | Other Funding (Amount /Source) | Performance Indicators |
| 1. Gun Buyback Initiatives | | | 3/01/01 | 3/31/02 | \$6,500 | | Reduce the number of illegal guns in the community |
| 2. | | | | | | | |
| 3. | | | | | | | |

Section 3: Expenditure/Obligation Milestones

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

| Budget Line Item # | 25% Expenditure of Total Grant Funds By Activity # | Total PHDEP Funding Expended (sum of the activities) | 50% Obligation of Total Grant Funds by Activity # | Total PHDEP Funding Obligated (sum of the activities) |
|------------------------------------|---|---|--|--|
| <i>e.g Budget Line Item # 9120</i> | <i>Activities 1, 2</i> | | <i>Activity 1,2</i> | |
| 9110 | | | | |
| 9120 | Activity 1 | \$875 | Activity 1 | \$1,750 |
| 9130 | | | | |
| 9140 | | | | |
| 9150 | Activity 1 & 2 | \$1,250 | Activity 1 & 2 | \$2,500 |
| 9160 | Activity 1, 2, & 3 | \$2,000 | Activity 1, 2, & 3 | \$4,000 |
| 9170 | Activity 1 | \$500 | Activity 1 | \$1,000 |
| 9180 | | | | |
| 9190 | Activity 1 | \$1,625 | Activity 1 | \$3,250 |
| | | | | |
| TOTAL | | \$6,250 | | \$12,500 |

Section 4: Certifications

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

Attachment B

RESIDENT ADVISORY COMMITTEE MEETING AUGUST 28, 1999 9 AM – NOON

The Resident Advisory Committee for the Agency Plan Development of Douglas County Housing Authority met in informal session on Saturday, August 28, 1999, in the boardroom of the Douglas County Housing Authority.

Nine people attended the meeting:

Joan Dikkers, Executive Director
Roger Breed, Vice Chairman of the Board of Commissioners
Sue Kleider, Executive Assistant
Skip Rice, Director of Accounting and Computer Services
Barbara Petska, Housing Program Director
Ken Nielsen, Maintenance Foreman
Ceah Midder, Section 8 Client
Withold Plutschinski, Resident of North Acres
Dorothy Reimers, Resident of BennView

Resident Advisors absent were:

Sheri McAlister
Stephanie Brazell

INTRODUCTION

Joan Dikkers opened the meeting with introductions and proceeded into an overhead presentation of the Quality Housing and Work Responsibility Act of 1998 which brought about mandatory compliance requiring the Five Year and One Year Agency Plans. This major change to the 1937 Housing Act was proposed in October 1998 and will be law effective October 1, 1999 (QHWRA of 1998).

Another change of the QHWRA 1998 is to the Section 8 tenant-based Housing program. Certificates will be eliminated and Housing Choice Vouchers will be available, providing more flexibility and choice to clients for housing selection.

Ms. Reimers asked for explanation of the certificate versus the voucher program. Ms. Dikkers gave an explanation of the difference.

Ms. Dikkers explained that major changes to the Admission and Occupancy Policies of the housing authority will involve the input of the Resident Advisory Committee.

Ms. Dikkers was asked to explain the difference in the programs DCHA offers to clients. Ms. Dikkers gave a brief overview of the following programs:

- ✓ USDA-Rural Development Housing Program
- ✓ HUD Low Rent Public Housing Program (Scattered Site houses and North Acres)
- ✓ HUD Section 8 Tenant Based Program (Administrative Plan governs this program)
- ✓ HUD Section 8 Project Based Program

Ms. Dikkers explained other changes that will be affecting the operations of the housing authority:

- ✓ HUD Capital Funding sources.
- ✓ Ms. Dikkers explained that a very important requirement of QHWRA is the development of Agency Plans.

- ✓ The old HUD accounting system will be changed to Generally Accepted Accounting Practices (GAAP) with new financial reporting requirements that are to be electronically transmitted over the Internet.

Ms. Reimers questioned the difference between Section 8 and the program at BennView. Ms. Dikkers explained that under Section 8 Project Based, there are many programs, ie.. 202, 515, where the funding goes to the unit. Under the Section 8 Tenant Based Program the assistance belongs to the tenant, not the unit. This allows the client to take the assistance and find housing in an area the client wishes to live.

THE AGENCY PLAN REQUIREMENTS:

24CFR908 – DCHA is under 250 public housing units and therefore is classified a “small” housing agency. DCHA is also rated as a “High Performer” and with that classification, some of the requirements are waived.

Components that need to be addressed in the DCHA Agency Plan document are:

1. Housing Needs – making a determination of the needs in the DCHA service area and the needs of our clients and the strategy as to how DCHA will address those needs.
2. Financial Resources – where will DCHA get the funding for operation? (Capital Funding, Rents, Laundry income, Investment income or other entrepreneurial enterprises such as management.
3. Eligibility – How will DCHA select clients? Who will be provided assistance? What are DCHA’s Admissions policies?
4. Rent Determination – How will DCHA set the rents?
5. Operations and Management – This area does not have to be reported but DCHA feels it is important for the agency and those served by DCHA to publish this information.
6. Grievance Procedures is not required in this Agency Plan, but again how DCHA deals with grievance issues is an area customers and local government officials need to understand. Grievance Procedures may be used by clients when they think the PHA’s action adversely affects them.
7. Capital Improvement – DCHA’s 5 Year Plan will prepare DCHA to accomplish repairs, upgrades and development of properties.
8. Homeownership- will be addressed in the Agency Plan. DCHA plans to establish some kind of Homeownership program over the next two years.
9. Community Service – A requirement that every adult household member over 18 years of age, receiving assistance, will have to perform 8 hours of community service per month to remain on the program, unless over 62, disabled or working. Regulations do not exempt students.
10. Ownership of Pets – The new QHWRRA of 1998 will require PHAs to allow pets in family units. The regulations are yet to be published. Currently anyone who is elderly or disabled cannot be denied the right to have pets. Parameters for the new pet requirement may be established by the PHA.

Response from residents:

Wit Plutschinski suggested designating an area for pets to be allowed to exercise, and that residents refrain from throwing birdseed on the sidewalk – which creates a walking hazard.

AGENCY PLAN PROTOTYPE:

The Agency Plan is made up of two components:

5 Year Plan should include:

- Introductory Statement
- Executive Summary Statement
- Mission Statement
- Statement of Housing Needs
- Consistent with Local Government Consolidated Plan
- Goals and Objectives should focus on the following:
 - ✓ Provide Decent, Safe and Affordable Housing
 - ✓ Promote Equal Opportunity
 - ✓ Promote Self-Sufficiency

- ✓ Promote Asset Development (improve income resources)
- ✓ Improve Quality of Life
- ✓ Focus on Economic Vitality to local community

Annual Plan should include:

- Housing Needs Assessment
- Financial Resources – PHA funding
- Policies that govern Eligibility, Selection and Admission
 - ✓ Adoption of local preferences
 - ✓ Permissive Deductions
 - ✓ Background Checks
 - ✓ WaitList Administration – Site based
 - ✓ Deconcentration of Poverty
 - ✓ Rent Reasonableness/Flat Rents
 - ✓ Interim Determinations-DCHA will adopt the flexibility of not performing interims
 - ✓ Treatment of Income (TANF) Temporary Assistance to Needy Families
 - ✓ PHA Operations and Management
 - ✓ Grievance Procedure
 - ✓ Capital Improvement Plan
- Designated Housing: At this time the North Acres housing complex will not be designated as “elderly only”.
- Assessment of Public Housing Stock: This involves the assessment of low rent housing stock, as required by QHWRA, to determine if it would be less expensive to the federal government to convert them to tenant based assistance units.
- Homeownership – does not apply to high performers but DCHA will include a statement about plans to provide a homeownership program, as part of DCHA’s mission.

Resident Responses:

Dorothy Reimers – “Is the Homeownership (for people who live in the houses) a rent-to-own program?”

Joan Dikkers Answer: “DCHA has had two different plans”:

- A 5-h Program where DCHA owned houses were sold. HUD previously provided replacement money to PHAs for housing stock sold in the 5-h Homeownership Program. This program is no longer available.
- The second Home Ownership Program was when DCHA purchased three vacant lots to build replacement homes, but at this time DCHA does not have the funds to build new homes. DCHA received between 50 to 100% of the market value for the three homes sold. Therefore, full funding was not available to replace the last two homes sold in the program.
- Community Service Self-Sufficiency does not apply to high performers – but DCHA is making a statement with regard to the 8 hours of community service required for clients in the low-rent program.
- Safety and Crime – only applies to high performers that participate in the Drug Elimination Program – N/A

Five Year Plan:

Pg. 4 Details the five programs DCHA offers.

Pg. 5 Mission Statement – DCHA Commissioners recommended the word ‘promoting’ in lieu of ‘facilitating’ and deleting the second sentence entirely.

Pg. 6 Numbers of the profile of DCHA Assisted Units will be updated 9/1/99.

Pg. 7 Housing Needs – information is being compiled at this time and will be incorporated into the Agency Plan when received.

Goals and Objectives were reviewed– Participants were asked to return to the September 17th meeting with ideas, suggestions, deletions

Five Goals are listed along with the action plan to address the goal. These are required to be measurable objectives.

- Build community and business partnerships
- Expansion of housing opportunities
- Provide Self-sufficiency opportunities
- Build relationships with landlords for the Section 8 tenant-based program
- Enhance operational effectiveness

Pg. 10 Notification of Public Hearing was in the August quarterly newsletter and will be put in the next newsletter. The public notice will be in the papers by October 15 notifying the public of the meeting to be held at North Acres on December 1, 1999, at which time changes will be considered based on public comment. Board approval will follow December 17, 1999 with submission to HUD by January 1, 1999.

ANNUAL PLAN:

Pg. 13 Eligibility, Selection and Admission:

- Separate waitlists are maintained for each program. The Wait list is determined by date and time, followed by applicable preferences.
- Preferences –
 1. Domestic Violence – need Letter from Shelter, Police Report, Restraining Order
 2. Working – either full time or part time – verification from employer
 3. Disabled – verified by certification from physician or Social Security Admin.
 4. Elderly – 62 years or older
- Criminal Background Checks – will be done on applications claiming violent criminal or drug related convictions.
- Deconcentration – Attachment H to this plan summarizes the DCHA distribution of housing units and actual incomes of the areas.
- Ownership of pets – final regulations are not out on the Pet Ownership policy but the DCHA pet Agreement will be rewritten following suggestions of the resident advisors and staff.
- Community Service Requirements – DCHA’s statement will be included with the plan.

Pg. 13 Rent Determination:

- Fair Market Rents are published by HUD on an annual basis. These subsidy levels determine what federal funds will be received to help clients meet their rents.
- Income Limits and Fair Market Rent Subsidy schedules were distributed to resident advisors attending the meeting.
- DCHA can set this based on factors such as:
 - ✓ ease of finding adequate unit size
 - ✓ what will the market bear
 - ✓ comparability of market rents to the published Fair Market Rent
- DCHA has established minimum rents for both public housing and Section 8 Tenant Based rents.
- Hardship exemption requirements will be adopted.
- Choice of Rents:
 - ✓ Flat Rents
 - ✓ Income Based Rents
 - ✓ Ceiling Rents
- Interim Determinations of Rent will not be processed on a general basis. These scenarios will be considered:
 - ✓ Client request due to reduction in income
 - ✓ Adult person joins household – composition changes
 - ✓ Zero incomes reviewed on a quarterly basis
- Self-sufficiency Incentive - DCHA will not adopt the alternative savings account option under this requirement
 - Permissive Deductions being that could be considered are:
 - Educational Expense
 - Health Insurance premiums
 - FICA taxes

- Non-compliance with Welfare Program Requirements – Rents will not be reduced if a client is in non-compliance with TANF program or has been removed from TANF due to fraud.

OPERATIONS AND MANAGEMENT

- Pg. 12 Policies which govern DCHA operations are on site and available for public review.
- Pg. 13 The organizational chart of DCHA will include the relationship to Community Housing and Service Corp
- Pg. 14 Grievance Procedure – review and bring your comments to the next meeting.

REVIEW THE FIVE YEAR CAPITAL IMPROVEMENT PLAN

This section will need to be reviewed and discussed at the next planned meeting.

Resident Advisor Witt Plutschinski suggested:

1. Additional safety features in the bathrooms to be incorporated into the five year capital improvement plans.
2. Privacy Fencing surrounding the complex to prevent public from crossing the property
3. Signs to deter bicycle and tricycle riding on elderly project sidewalks.
4. Proper supervision of children visiting the complex.

NEXT SCHEDULED MEETING: Friday, September 17, 1999 9:00 – 11:00 A.M.

A draft of the Agency Plans, and the Needs Assessment will be presented for discussion.

+++++

**RESIDENT ADVISORY COMMITTEE MEETING
September 17, 1999 9 - 11 AM**

The Resident Advisory Committee for the Agency Plan Development of Douglas County Housing Authority met in informal session on Friday, September 17, 1999, in the boardroom of the Douglas County Housing Authority.

Nine people attended the meeting:

- Joan Dikkers, Executive Director
- Roger Breed, Vice Chairman of the Board of Commissioners
- Sue Kleider, Executive Assistant
- Skip Rice, Director of Accounting and Computer Services
- Barbara Petska, Housing Program Director
- Ken Nielsen, Maintenance Foreman
- Ceah Midder, Section 8 Client
- Withold Plutschinski, Resident of North Acres
- Dorothy Reimers, Resident of BennView

Resident Advisors absent were:

- Sheri McAlister
- Stephanie Brazell

INTRODUCTION

Joan Dikkers opened the meeting with a brief review of information covered at the August 28, 1999 Resident Advisor Meeting. Minutes of the August 28th and September 17th meetings will become Appendix A to the Agency Plan when submitted. The Public Hearing response will become Appendix B.

Ms. Dikkers explained the affiliation of the Community Housing and Service Corp with Douglas County Housing Authority to the Resident Advisors. The draft Agency Plans were presented for discussion

FIVE YEAR PLAN

Changes suggested at the August 28th meeting were incorporated into the following sections:

- Pg. 5 Mission Statement as accepted by the Board of Commissioners at the August 27th meeting.
- Pg. 6 Profile of DCHA Assisted Units – Will be updated to September 1, 1999.
- Pg. 7 Housing Needs – format changed to accommodate the HUD template requirements.

Commissioner Breed :

Q: Will the Needs Assessment be completed in time for inclusion in the Agency Plan?

Ms Dikkers:

A: The Needs Assessment will be in the Agency Plan by October 15. Most of the data is complete. The format needs to be constructed for ease of public understanding. For example:

- census tract information
- demographic changes related to Housing Needs
 - ✓ number of people
 - ✓ income levels
 - ✓ number of housing units in surrounding communities
- ✓ availability of units.

These changes will be updated with each Annual Plan.

- Pg. 9 Agenda and Minutes of Resident Advisory Meetings will be attached as Appendix A to the Agency Plan. The Attendance sheet from the Public Response will become Appendix B.
- Pg. 10 Five Year Capital Plan – Funds are requested by application, allocated by HUD and may be subject to change at the discretion of HUD.
- Pg. 11 Attachment D will be the Consolidated Plan Certification Letter from DED
- Pg. 12 Attachment E – The Statistical Page will be provided by our housing software reflecting the demographic information DCHA has available.

Mr. Rice:

Q: Will the Average Gross Rent be required to reflect all programs or should this be stated as Average Tenant Rent?

Ms. Dikkers:

A: The breakdown should be listed as this: Average Tenant Rent and Average Section 8 Tenant Rent.

Mr. Rice:

Q: Should bedroom size be included in the breakdown of Resident Demographics?

Ms. Dikkers:

A: A section should be created for Area Market Rate Rental Demographics for 1,2,3 and 4 bedroom which could be included with the Rent Reasonableness.

ANNUAL PLAN AND BUDGET

- Pg. 2 The letter to the Board of Commissioners is used as an introduction to highlight the items DCHA will focus on this next fiscal year.
 - Consolidation of the Certificate/Voucher Program
 - Continue the reorganization of all program operations under one umbrella
 - Adoption of new policies and changes to old policies
 - Conversion to GAAP accounting and electronic financial reporting
 - Expand Modernization and Capital Asset Management to all programs
 - Compliance with Resident Commissioner requirements

Dorothy Reimers:

Q: Under the Modernization and Capital Asset Management (maintenance free exteriors) - Will we eventually have siding?

Ms. Dikkers:

A: All single family homes with wood siding will eventually have maintenance free siding.

Wit Plutschinski expressed concern that the stucco exterior of the North Acres units is being damaged by lawn mowers and this damage and erosion will eventually create access for rodents into the walls of the units.

Ms. Dikkers responded: Annual physical inspections of exterior and grounds are done on a regular basis.

Ken Nielsen responded: Stucco repair is included in the 1998 CIAP budget, but the product availability is a concern. Suggestions were made to contact the DLR Group or an architectural firm for product information and availability.

Pg. 3 Five Year Plan Goals were reviewed.

Pg. 4 Table of Contents – some information contained in this document may be repeated and at final compilation may be condensed or minimized.

(Commissioner Breed stated that different people review different sections of the document and suggested leaving the content as it appears for this purpose.)

Pg. 8 Consolidated Funding: Actual numbers are included as an overview of the anticipated actual Operating Budget.

Pg. 9 Changes recommended:

- ✓ Other: take laundry out and replace with miscellaneous revenue
- ✓ spell out acronyms followed by initials in parenthesis (ie..Per Unit Month (PUM))
- ✓ include figures from the most recent audit report

Pg. 10 Housing Needs information will be included in the Five Year Plan with a summary of the information in the Annual Plan

Pg. 11 Financial Resources - will reflect the audit report

Eligibility, Selection and Admission

Pg. 13 Added to the Annual Plan:

➤ Ownership of Pets

- ✓ **Until final regulations are published, DCHA will gather input from current residents before adopting specific pet requirements. DCHA will take into account its current Pet Agreement and Policy for elderly tenants. This requirement does not apply to the Section 8 Tenant Based Program.**

- ✓ Suggestions for revision to the Pet Agreement:

⇒ Restriction of pets from all common areas, laundry and community center Copies of the Current Pet Agreement were distributed to the Resident Advisory members.

➤ Community Service Requirements

- ✓ DCHA's comment on Community Service Requirements should be addressed to HUD and not incorporated into the public document.

Pg. 14 Rent Determination Recommendations:

➤ Additions to Interim Determination:

- ✓ (b) When a Family Self Sufficiency client requests an adjustment to rent due to income this increases the escrow account.
- ✓ (e) Seasonal Workers

Pg. 15 Operations and Mangement:

- Pet Agreement and Policy
 - ✓ Barb Petska reported that Don Boone of HUD Fair Housing clarified that Security Deposits can be collected from disabled persons who have pets for technical assistance. Ms. Petska was asked to obtain a letter from Mr. Boone that will be kept in the permanent file.
 - ✓ Security Deposit will be set at \$100 to be paid by all pet owners.
 - ✓ Certification papers for inoculation, license, spaying and neutering will be required on all pets
 - ✓ Maximum size and weight and Minimum age of animals must be stated in the Pet Policy.
 1. Minimum age 6 months.
 2. Maximum number of pets (1) with the exception of birds (2) and fish (2)
 3. Maximum size 20 pounds
 - ✓ Pet Restraints
 4. The Pet must be kept in the tenant's apartment at all times.
 5. The pet must be on a leash when on the grounds of the complex.
 6. Pets must be carried through the halls or for passage to the outside of the building.
 7. Pets will not be allowed in the laundry or conversation rooms of the community building.

The Resident Advisory Board concluded the meeting with the a unanimous vote to approve the Agency Five Year and Annual Plans as presented with the suggested revisions.

| | |
|----------------------|-----|
| Barbara Petska | Yes |
| Withold Plutschinski | Yes |
| Dorothy Reimers | Yes |
| Ceah Midder | Yes |
| Joan Dikkers | Yes |
| Roger Breed | Yes |
| Skip Rice | Yes |
| Ken Nielsen | Yes |
| Audrey Biglow | Yes |
| Sue Kleider | Yes |

There being no further business before the committee, Withold Plutschinski moved to adjourn at 11:50 A.M.

ATTACHMENT C

Douglas County Housing Authority

CAPITAL FUND PROGRAM 5-YEAR ACTION PLAN

| UNIT ADDRESS/YR. BUILT | Repairs Needed | YEAR | YEAR | YEAR | YEAR | YEAR | ACCT | ACCT | ACCT | ACCT | ACCT | ACCT | ACCT | UNIT Total |
|--------------------------------|------------------------------------|------|---------|---------|---------|------|------|------|------|------|----------|----------|------|-----------------|
| | | 1999 | 2000 | 2001 | 2002 | 2003 | 1406 | 1408 | 1410 | 1450 | 1460 | 1465 | 1470 | |
| 206 CONDRON VALLEY NE. | 1. Carpet | | \$1,500 | | | | | | | | \$ 1,500 | | | |
| | 1986 UNIT TOTAL... | | | | | | | | | | | | | \$ 1,500 |
| 2006 NO. 191ST AVE ELKHORN NE. | 1. Air Conditioner | | \$1,400 | | | | | | | | \$ 1,400 | | | |
| | 2. Roof | | | | | | | | | | | | | |
| | 1979 3. Deck Repairs | | \$500 | | | | | | | | \$ 500 | | | |
| Totals... | UNIT TOTAL... | | | | | | | | | | | | | \$ 1,900 |
| 2212 NO. 143RD CIR | 1. Kitchen linoleum | | | \$600 | | | | | | | \$600 | | | |
| | 1980 2. Appliances | | | \$1,000 | | | | | | | | \$ 1,000 | | |
| Totals... | UNIT TOTAL... | | | | | | | | | | | | | \$ 1,600 |
| 2712 NO. 143RD AVE | 1. Carpet | | | | \$1,500 | | | | | | \$ 1,500 | | | |
| | 1980 2. Formica in bathroom | | | | \$500 | | | | | | \$ 500 | | | |
| | 3. Water heater | | | \$350 | | | | | | | \$ 350 | | | |
| | 4. Replace deck | | | | \$2,000 | | | | | | \$ 2,000 | | | |
| | 5. Air Conditioner | | \$1,400 | | | | | | | | \$ 1,400 | | | |
| Totals... | UNIT TOTAL... | | | | | | | | | | | | | \$ 5,750 |
| 4724 SO. 78TH ST. RALSTON | 1. Carpets | | | | \$1,500 | | | | | | \$ 1,500 | | | |
| | 1978 | | | | | | | | | | | | | |
| Totals... | UNIT TOTAL... | | | | | | | | | | | | | \$ 1,500 |

| | | | | | |
|----------------------------|---------------------------------|---------|---------|----------|------------------------|
| 4820 NO 130TH CIR. | 1. Siding | | | | |
| | 1974 2. Kitchen linoleum | | \$750 | \$ | |
| | | | | 750 | |
| | 3. Furnace | \$2,000 | | \$ 2,000 | |
| Totals... | UNIT TOTAL... | | | | <u>\$ 2,750</u> |
| 5176 So. 148th Cir. | 1. Furnace | | \$2,000 | \$ 2,000 | |
| | 1981 | | | | <u>\$ 2,000</u> |
| Totals... | UNIT TOTAL... | | | | |
| 5412 NO. 127TH ST. | 1. Carpet | | \$1,500 | \$ 1,500 | |
| | 1988 2. Water heater | \$350 | | \$ | |
| | | | | 350 | |
| Totals... | UNIT TOTAL... | | | | <u>\$ 1,850</u> |
| 5628 SO. 138TH AVE. | 1. Carpet Throughout | | \$1,500 | \$ 1,500 | |
| | 1976 | | | | <u>\$ 1,500</u> |
| Totals... | UNIT TOTAL... | | | | |
| 5719 NO. 128TH ST. | 1. Water heater | | \$350 | \$ | |
| | 1988 | | | 350 | <u>\$ 350</u> |
| Totals... | UNIT TOTAL... | | | | |
| 5720 NO. 107TH ST. | 1. Siding | | \$5,000 | \$5,000 | |
| | 1986 2. Water heater | | \$350 | \$ | |
| | | | | 350 | |
| | 3. Garage door | \$400 | | \$ | |
| | | | | 400 | |
| Totals... | UNIT TOTAL... | | | | <u>\$ 5,750</u> |
| 6207 SO. 51ST ST. | 1. Air Conditioner | | \$1,400 | \$ 1,400 | |
| | 1982 2. Furnace | | \$2,000 | \$ 2,000 | |
| | 3. Roof | | \$2,200 | \$2,200 | |

| | | | | | |
|---------------------------|-----------------------------|---------|---------|----------|-------------------------|
| | 4. Carpet in Bedrooms | | \$1,000 | \$ 1,000 | |
| | 5. Siding | \$5,000 | | \$5,000 | |
| Totals... | UNIT TOTAL... | | | | <u>\$ 11,600</u> |
| 6517 SO.137th ST. | 1. Air Conditioner | \$1,400 | | \$ 1,400 | |
| | 1976 2. Water heater | | \$350 | \$ | |
| | | | | 350 | |
| | 3. Siding | | \$5,000 | \$5,000 | |
| Totals... | UNIT TOTAL... | | | | <u>\$ 6,750</u> |
| 6639 SO. 151ST ST. | 1. Air Conditioner | | | | |
| | 1978 2. Furnace | | | | |
| | 3. Siding | | \$5,000 | \$ 5,000 | |
| | 4. Appliances | | | | |
| Totals... | UNIT TOTAL... | | | | <u>\$ 5,000</u> |
| 7331 NO. 80TH ST. | 1. Carpet | | \$1,500 | \$ 1,500 | |
| | 1986 2. Water heater | | \$350 | \$ | |
| | | | | 350 | |
| | 3. Driveway replacement | | \$4,000 | \$ | |
| | | | | 4,000 | |
| | 4. Landscaping | \$500 | | \$ | |
| | | | | 500 | |
| | 5. Roof Replacement | | \$2,200 | \$ 2,200 | |
| Totals... | UNIT TOTAL... | | | | <u>\$ 8,550</u> |
| 7629 NO. 80TH ST. | 1. Water heater | | \$350 | \$ | |
| | | | | 350 | |
| | 1986 2. Deck repairs | | \$500 | \$ | |
| | | | | 500 | |
| Totals... | UNIT TOTAL... | | | | <u>\$ 850</u> |
| 11316 KANSAS PLAZA | 1. Air Conditioner | \$1,400 | | \$ 1,400 | |
| | 1976 2. Siding | | \$5,000 | \$ 5,000 | |
| | 3. Bedroom carpet | \$1,000 | | \$ 1,000 | |
| | 4. Appliances | \$742 | | \$ | |
| | | | | 742 | |

| | | | | | | | | | |
|-------------------------------|-------------------------------|---------|---------|---------|---------|---------|--|----------|-----------------|
| Totals... | UNIT TOTAL... | | | | | | | | \$ 8,142 |
| 12718 ERSKINE | 1. Front Porch | \$750 | | | | | | \$ | |
| | 1979 | | | | | | | 750 | \$ 750 |
| Totals... | UNIT TOTAL... | | | | | | | | |
| 13017 BROWN ST. | 1. Kitchen Cabinets | \$2,000 | | | | | | \$ 2,000 | |
| | 1975 | | | | | | | \$ | |
| | 2. Water heater | \$350 | | | | | | 350 | |
| | 3. Roof | | | | | | | | |
| | 4. Kitchen floor | | \$750 | | | | | \$ | |
| | | | | | | | | 750 | |
| Totals... | UNIT TOTAL... | | | | | | | | \$ 3,100 |
| 15321 Davenport Circle | 1. Air conditioner | \$1,400 | | | | | | \$ 1,400 | |
| | 1977 | | | | | | | | |
| | 2. Roof | | | | | | | | |
| | 3. Carpet | | \$1,000 | | | | | \$ 1,000 | |
| | 4. Siding | | | \$5,000 | | | | \$ 5,000 | |
| Totals... | UNIT TOTAL... | | | | | | | | \$ 7,400 |
| 23712 CEDAR DRIVE | 1. Furnace | \$2,000 | | | | | | \$ 2,000 | |
| WATERLOO | 1974 | | | | | | | | \$ 2,000 |
| Totals... | UNIT TOTAL... | | | | | | | | |
| Misc. 003 Inventory | 1. Refrigerator-5 (5 x 500) | \$500 | \$500 | \$500 | \$500 | \$500 | | \$ 2,500 | |
| | 2. Oven-5 (5 x 350) | \$350 | \$350 | \$350 | \$350 | \$350 | | \$ 1,750 | |
| | 3. Water heater | \$350 | \$350 | \$350 | \$350 | \$350 | | \$ 1,750 | |
| | 4. Paint | \$200 | \$200 | \$200 | \$200 | \$200 | | \$ 1,000 | |
| | 5. Carpeting | \$1,500 | \$1,500 | \$1,500 | \$1,500 | \$1,500 | | \$ 7,500 | |
| | 6. Storm doors | \$250 | \$250 | \$250 | \$250 | \$250 | | \$ 1,250 | |
| | 7. Faucets & disposals | \$200 | \$200 | \$200 | \$200 | \$200 | | \$ 1,000 | |
| | 8. Painting exteriors | \$2,000 | \$1,000 | \$2,000 | \$2,000 | \$2,000 | | \$ 9,000 | |

UNIT TOTAL...

\$ 25,750

003 TOTALS.....

\$ 106,342

004 HOUSES (22)

2705 NO. 126TH AVE. CIR 1. Air conditioner

1979 2. Furnace

3. Deck Steps

\$300

\$
300

Totals...

UNIT TOTAL...

\$ 300

4214 NO. 131ST ST.

1. Siding

\$5,000

\$ 5,000

1991 2. Landscaping

\$500

\$
500

Totals...

UNIT TOTAL...

\$ 5,500

4230 NO. 129TH AVE

1. Water heater

\$350

\$
350

1975 3. Air Conditioner

\$1,400

\$ 1,400

Totals...

UNIT TOTAL...

\$ 1,750

5120 MADISON ST.

1. Furnace

\$2,000

\$ 2,000

1984 2. Garage door

\$600

\$
600

3. Carpet

\$1,500

\$ 1,500

4. Water heater

\$350

\$
350

Totals...

UNIT TOTAL...

\$ 4,450

5277 NO. 110TH CIR.

1. Water heater

\$350

\$
350

1987 2. Cabinets

\$2,000

\$ 2,000

Totals...

UNIT TOTAL...

\$ 2,350

| | | | | |
|----------------------------|-------------------------------|---------|-------|------------------|
| 5712 SO. 155TH ST. | 1. Air conditioner | | | |
| | 1979 2. Furnace | | | |
| | 3. Water heater | \$350 | | \$ 350 |
| | 4. Deck Work | \$1,000 | \$ | |
| Totals... | UNIT TOTAL... | | 1,000 | \$ 1,350 |
| 8455 GEILER AVE. | 1. Replace Entryway Flooring | \$500 | | \$ 500 |
| | 1985 2. Retaining Wall | \$2,200 | \$ | |
| Totals... | UNIT TOTAL... | | 2,200 | \$ 2,700 |
| 10610 HIMEBAUGH | 1. Water heater | \$350 | | \$ 350 |
| | 1989 | | | |
| Totals... | UNIT TOTAL... | | | \$ 350 |
| 11220 CADDY CIR. | 1. Air conditioner | \$1,400 | | \$ 1,400 |
| | 1983 2. Furnace | \$2,000 | | \$ 2,000 |
| | 3. Driveway | \$5,000 | \$ | |
| | 4. Retaining Wall | \$2,000 | 5,000 | |
| | 5. Water heater | \$350 | \$ | |
| | 6. Roof Replacement | \$2,200 | 2,000 | \$ 350 |
| Totals... | UNIT TOTAL... | | | \$ 12,950 |
| 11259 ERSKINE | 1. Roof Replacement | \$2,200 | | \$ 2,200 |
| | 1984 | | | |
| Totals... | UNIT TOTAL... | | | \$ 2,200 |
| 12112 BURDETTE CIR. | 1. Air conditioner | | | |
| | 1979 2. Furnace | | | |
| | 3. Roof | | | |
| | 4. Water heater | \$350 | | \$ 350 |

| | | | | | | |
|------------------------------|---------------------------------|---------|---------|---------|----------|-----------------|
| | 5. Carpeting | \$1,500 | | | \$ 1,500 | |
| Totals... | UNIT TOTAL... | | | | | \$ 1,850 |
| 12677 CROWN POINT | 1. Carpet | \$1,500 | | | \$ 1,500 | |
| | 1988 2. Water heater | \$350 | | | \$ 350 | |
| Totals... | UNIT TOTAL... | | | | | \$ 1,850 |
| 12733 FOWLER CIRCLE | 1. Siding | | \$5,000 | | \$ 5,000 | |
| | 1974 2. Water heater | \$350 | | | \$ 350 | |
| | 3. Retaining wall | \$1,200 | | | \$ 1,200 | |
| | 4. Porch | \$750 | | | \$ 750 | |
| Totals... | UNIT TOTAL... | | | | | \$ 7,300 |
| 13024 LAUREL AVE. | 1. Carpet | \$1,500 | | | \$ 1,500 | |
| | 1989 2. Water heater | | \$350 | | \$ 350 | |
| Totals... | UNIT TOTAL... | | | | | \$ 1,850 |
| 13087 MEREDITH | 1. Siding | | | | | |
| | 1974 2. Deck Replacement | \$450 | \$350 | \$1,700 | \$ 2,500 | |
| | 3. Retaining Wall | | | \$2,500 | \$ 2,500 | |
| | 4. Water heater | | \$350 | | \$ 350 | |
| Totals... | UNIT TOTAL... | | | | | \$ 5,350 |
| 13138 BURDETTE CIRCLE | 1. Roof | | \$2,200 | | \$ 2,200 | |
| | 1973 | | | | | |
| Totals... | UNIT TOTAL... | | | | | \$ 2,200 |
| 15320 SARPY CIR. | 1. Furnace | | \$2,000 | | \$ 2,000 | |
| | 1981 2. Air conditioner | | \$1,400 | | \$ 1,400 | |
| | 3. Roof | \$2,200 | | | \$ 2,200 | |

| | | | | | | | | | | |
|------------------------------|----------------------|---------|-------|-------|-------|-------|--|--|----------|------------------|
| | 4. Appliances | | | | | | | | \$ 1,000 | |
| | 5. Siding | | | | | | | | \$ 5,000 | |
| Totals... | UNIT TOTAL... | | | | | | | | | \$ 11,600 |
| 15329 MONROE ST. | 1. Air conditioner | \$1,400 | | | | | | | \$ 1,400 | |
| | 1979 2. Water heater | | | | | | | | \$ 350 | |
| Totals... | UNIT TOTAL... | | | | | | | | | \$ 1,750 |
| 15431 WESTCHESTER CI. | 1. Water heater | | | | | | | | \$ 350 | |
| | 1978 | | | | | | | | | |
| Totals... | UNIT TOTAL... | | | | | | | | | \$ 350 |
| 15717 2ND ST. | 1. Carpet | | | | | | | | \$ 1,500 | |
| BENNINGTON NE. 1990 | 2. Siding | | | | | | | | \$ 5,000 | |
| Totals... | UNIT TOTAL... | | | | | | | | | \$ 6,500 |
| 15906 MARTHA CIR. | 1. Furnace | | | | | | | | \$ 2,000 | |
| | 1981 | | | | | | | | | |
| Totals... | UNIT TOTAL... | | | | | | | | | \$ 2,000 |
| 16462 PIERCE ST. | 1. Air conditioner | | | | | | | | \$ 1,400 | |
| | 1980 2. Roof | | | | | | | | \$ 2,500 | |
| | 3. Carpet | | | | | | | | \$ 1,500 | |
| | 4. Water heater | | | | | | | | \$ 350 | |
| Totals... | UNIT TOTAL... | | | | | | | | | \$ 5,750 |
| Misc. 004 Inventory | 1. Refrigerator | \$500 | \$500 | \$500 | \$500 | \$500 | | | \$ 2,500 | |
| | 2. Oven | \$350 | \$350 | \$350 | \$350 | \$350 | | | \$ 1,750 | |
| | 3. Water heater | \$350 | \$350 | \$350 | \$350 | \$350 | | | \$ 1,750 | |
| | 4. Storm doors | \$250 | \$250 | \$250 | \$250 | \$250 | | | \$ 1,250 | |
| | 5. Paint | \$200 | \$200 | \$200 | \$200 | \$200 | | | \$ 1,000 | |

| | | | | | | |
|------------------------|---------|---------|---------|---------|---------|----------|
| 6. Carpeting | \$1,500 | \$1,500 | \$1,500 | \$1,500 | \$1,500 | \$ 7,500 |
| 7. Faucets & disposals | \$200 | \$200 | \$200 | \$200 | \$200 | \$ 1,000 |
| 8. Exterior painting | \$2,000 | \$1,000 | \$2,000 | \$2,000 | \$2,000 | \$ 9,000 |

Inventory Total

\$ 25,750

004 TOTALS.....

\$ 108,000

005 HOUSES (4)

6027 NO. 116TH PLAZA

| | | | | | | |
|-------------------|--|--|---------|--|--|----------|
| 1. Water heater | | | \$350 | | | \$ 350 |
| 1978 2. Carpeting | | | \$1,000 | | | \$ 1,000 |

Totals...

UNIT TOTAL...

\$ 1,350

7417 NO. 80TH ST.

| | | | | | | |
|-----------------|--|--|-------|--|--|--------|
| 1. Water heater | | | \$350 | | | \$ 350 |
|-----------------|--|--|-------|--|--|--------|

1986

Totals...

UNIT TOTAL...

\$ 350

8066 REDICK AVE.

1995

Totals...

UNIT TOTAL...

\$ -

15161 JEFFERSON ST.

| | | | | | | |
|----------------------------------|-------|--|---------|---------|--|----------|
| 1. Siding | | | \$5,000 | | | \$ 5,000 |
| 1978 2. Driveway & Concrete work | \$500 | | | \$5,000 | | \$ 5,500 |

Totals...

UNIT TOTAL...

\$ 10,500

Misc. 005 Inventory

| | | | | | | |
|------------------------|---------|--|---------|--|--|----------|
| 1. Refrigerator | \$500 | | \$500 | | | \$ 1,500 |
| 2. Oven | \$350 | | \$350 | | | \$ 1,050 |
| 3. Water heater | \$350 | | \$350 | | | \$ 1,050 |
| 4. Storm doors | \$250 | | \$250 | | | \$ 750 |
| 5. Paint | \$200 | | \$200 | | | \$ 600 |
| 6. Carpeting | \$1,500 | | \$1,500 | | | \$ 4,500 |
| 7. Faucets & disposals | \$200 | | \$200 | | | \$ 600 |

| | | | | | | | |
|----------------------|---------|---------|---------|---------|---------|--|----------|
| 8. Exterior painting | \$1,000 | \$1,000 | \$1,000 | \$1,000 | \$1,000 | | \$ 5,000 |
|----------------------|---------|---------|---------|---------|---------|--|----------|

Inventory Total

\$ 15,050

005 TOTALS.....

\$ 27,250

NORTH ACRES - 001

Built 1983

Grounds

| | | | | | | | |
|-----------------------------|----------|---------|---------|---------|---------|--|----------|
| 1. Retaining Walls | \$16,000 | | | | | | \$16,000 |
| 2. Sprinkler System Upgrade | \$1,000 | \$3,000 | \$3,000 | \$3,000 | \$4,050 | | \$14,050 |
| 3. Fencing | \$1,000 | | | | | | \$ 1,000 |
| 4. Landscaping | \$500 | | | | | | \$ 500 |
| 5. Security lightening | | \$1,000 | | | | | \$ 1,000 |

Totals...

UNIT TOTAL...

\$ 32,550

Building One

APTS. # 05,07,09,11

| | | | | | | | |
|-----------------------------|-------|---------|---------|-------|-------|--|----------|
| 1. Window blinds | \$600 | | | | | | \$ 600 |
| 2. Energy fixtures | \$350 | | | | | | \$ 350 |
| 3. Ceiling Fans | \$240 | | | | | | \$ 240 |
| 4. Carpet | \$600 | | \$800 | | | | \$ 1,400 |
| 5. Concrete work | | | \$500 | | | | \$ 500 |
| 6. Water heaters | | \$350 | \$350 | \$350 | | | \$ 1,050 |
| 7. Air conditioners | | \$1,400 | \$1,400 | | | | \$ 2,800 |
| 8. Furnaces | | \$1,200 | \$1,200 | | | | \$ 2,400 |
| 9. Window glass replacement | | | | | \$250 | | \$ 250 |
| 10. Stucco repairs | \$100 | \$100 | \$100 | \$100 | \$100 | | \$ 500 |
| 11. Paint | \$100 | \$100 | \$100 | \$100 | \$100 | | \$ 500 |
| 12. Faucets & disposals | \$200 | \$200 | \$200 | \$200 | \$200 | | \$ 1,000 |
| 13. Roof replacement | | | | | | | |

Totals...

UNIT TOTAL...

\$ 11,590

| | | | | | | | | | |
|-----------------------|-----------------------------|---------|---------|-------|-------|-------|-----|----------|-------------------------|
| Building Two | 1. Window Blinds | \$600 | | | | | | | \$ |
| | | | | | | | | | 600 |
| APTS. # 15,17,19,21 | 2. Energy Fixtures | \$350 | | | | | | | \$ |
| | | | | | | | | | 350 |
| | 3. Ceiling Fans | \$240 | | | | | | | \$ |
| | | | | | | | | | 240 |
| | 4. Carpet | \$800 | \$800 | \$800 | | | | \$ 1,600 | |
| | 5. Concrete work | | \$500 | | | | \$ | | |
| | | | | | | | 500 | | |
| | 6. Water heaters | \$350 | \$350 | \$350 | | | | \$ 1,050 | |
| | 7. Air conditioners | \$1,400 | \$1,400 | | | | | \$ 2,800 | |
| | 8. Furnaces | \$1,200 | \$1,200 | | | | | \$ 2,400 | |
| | 9. Window glass replacement | | | | \$250 | | | \$ | |
| | | | | | | | | 250 | |
| | 10. Stucco repairs | \$100 | \$100 | \$100 | \$100 | \$100 | | \$ | |
| | | | | | | | | 500 | |
| | 11. Paint | \$100 | \$100 | \$100 | \$100 | \$100 | | \$ | |
| | | | | | | | | 500 | |
| | 12. Faucets & disposals | \$200 | \$200 | \$200 | \$200 | \$200 | | \$ 1,000 | |
| | 13. Roof replacement | | | | | | | | |
| Totals... | UNIT TOTAL... | | | | | | | | <u>\$ 11,790</u> |
| | | | | | | | | | |
| Building Three | 1. Window Blinds | \$600 | | | | | | | \$ |
| | | | | | | | | | 600 |
| Apts. # 21,23,25,27 | 2. Energy Fixtures | \$350 | | | | | | | \$ |
| | | | | | | | | | 350 |
| | 3. Ceiling Fans | \$240 | | | | | | | \$ |
| | | | | | | | | | 240 |
| | 4. Carpet | \$600 | \$800 | \$800 | \$800 | | | \$ 3,000 | |
| | 5. Concrete work | | \$500 | | | | \$ | | |
| | | | | | | | 500 | | |
| | 6. Water heaters | \$350 | \$350 | \$350 | \$350 | | | \$ 1,400 | |
| | 7. Air conditioners | \$1,400 | \$1,400 | | | | | \$ 2,800 | |
| | 8. Furnaces | \$1,200 | | | | | | \$ 1,200 | |
| | 9. Window glass replacement | | | | \$250 | | | \$ | |
| | | | | | | | | 250 | |
| | 10. Stucco repairs | \$100 | \$100 | \$100 | \$100 | \$100 | | \$ | |
| | | | | | | | | 500 | |
| | 11. Paint | \$100 | \$100 | \$100 | \$100 | \$100 | | \$ | |
| | | | | | | | | 500 | |
| | 12. Faucets & disposals | \$200 | \$200 | \$200 | \$200 | \$200 | | \$ 1,000 | |

| | | | | | | | |
|-------------------------|-------|-------|-------|-------|-------|--|----------|
| 11. Paint | \$100 | \$100 | \$100 | \$100 | \$100 | | \$ |
| 12. Faucets & disposals | \$200 | \$200 | \$200 | \$200 | \$200 | | 500 |
| 13. Roof replacement | | | | | | | \$ 1,000 |

Totals...

UNIT TOTAL...

\$ 11,740

Building Six

APTS. # 55,57,59,61

| | | | | | | | |
|-----------------------------|-------|---------|---------|-------|-------|----------|-----|
| 1. Window Blinds | | \$600 | | | | | \$ |
| 2. Energy Fixtures | | \$350 | | | | | 600 |
| 3. Ceiling Fans | \$240 | | | | | | \$ |
| 4. Carpet | | \$800 | \$800 | \$800 | | \$ 2,400 | 350 |
| 5. Concrete work | | | \$500 | | | \$ | 240 |
| 6. Water heaters | | | \$350 | \$350 | | \$ | |
| 7. Air conditioners | | \$1,400 | \$1,400 | | | \$ 2,800 | 700 |
| 8. Furnaces | | \$1,200 | | | | \$ 1,200 | |
| 9. Window glass replacement | | | | \$250 | | \$ | |
| 10. Stucco repairs | \$100 | \$100 | \$100 | \$100 | \$100 | \$ | 250 |
| 11. Paint | \$100 | \$100 | \$100 | \$100 | \$100 | \$ | \$ |
| 12. Faucets & disposals | \$200 | \$200 | \$200 | \$200 | \$200 | \$ 1,000 | 500 |
| 13. Roof replacement | | | | | | | |

Totals...

UNIT TOTAL...

\$ 11,040

Building Seven

APTS. # 63,65,67,69

| | | | | | | | |
|---------------------|-------|---------|---------|-------|--|----------|-----|
| 1. Window Blinds | | \$600 | | | | | \$ |
| 2. Energy fixtures | | \$350 | | | | | 600 |
| 3. Ceiling fans | \$240 | | | | | | \$ |
| 4. Carpet | | \$800 | \$800 | \$800 | | \$ 2,400 | 350 |
| 5. Concrete work | | | \$500 | | | \$ | 240 |
| 6. Water heaters | | | \$350 | \$350 | | \$ | |
| 7. Air conditioners | | \$1,400 | \$1,400 | | | \$ 2,800 | 700 |
| 8. Furnaces | | \$1,200 | \$1,200 | | | \$ 2,400 | |

| | | | | | | |
|-----------------------------|-------|-------|-------|-------|-------|-------|
| 9. Window Glass Replacement | | | | | \$250 | \$250 |
| 10. Stucco repairs | \$100 | \$100 | \$100 | \$100 | \$100 | \$ |
| 11. Paint | \$100 | \$100 | \$100 | \$100 | \$100 | 500 |
| 12. Faucets & disposals | \$200 | \$200 | \$200 | \$200 | \$200 | \$ |
| 13. Roof replacement | | | | | | 500 |

Totals...

UNIT TOTAL...

\$ 12,240

Building Eight

APTS. # 71,73,75,77

| | | | | | | |
|-----------------------------|-------|---------|---------|---------|-------|----------|
| 1. Window Blinds | | \$600 | | | | \$ |
| 2. Energy fixtures | | \$350 | | | | 600 |
| 3. Ceiling fans | \$240 | | | | | \$ |
| 4. Carpet | | \$800 | \$800 | \$800 | | \$ 2,400 |
| 5. Concrete work | | | \$500 | | | \$ |
| 6. Water heaters | | \$350 | \$350 | | | 500 |
| 7. Air conditioners | | \$1,400 | \$1,400 | | | \$ |
| 8. Furnaces | | \$1,200 | \$1,200 | \$1,200 | | 700 |
| 9. Window Glass Replacement | | | | | \$250 | \$ 2,800 |
| 10. Stucco repairs | \$100 | \$100 | \$100 | \$100 | \$100 | \$ |
| 11. Paint | \$100 | \$100 | \$100 | \$100 | \$100 | 500 |
| 12. Faucets & disposals | \$200 | \$200 | \$200 | \$200 | \$200 | \$ |
| 13. Roof replacement | | | | | | 500 |

Totals...

UNIT TOTAL...

\$ 13,440

APTS. # 79,81,83,85

| | | | | | | |
|--------------------|-------|-------|-------|-------|--|-----|
| 1. Window Blinds | | \$600 | | | | \$ |
| 2. Energy Fixtures | | \$350 | | | | 600 |
| 3. Ceiling Fans | \$240 | | | | | \$ |
| 4. Carpet | | \$800 | \$800 | \$800 | | 350 |
| 5. Concrete work | | | \$500 | | | \$ |

| | | | | | | | |
|-----------------------------|---------|---------|---------|-------|-------|--|----------|
| 6. Water heaters | | | \$350 | \$350 | | | \$ |
| | | | | | | | 700 |
| 7. Air conditioning | \$2,800 | \$1,400 | \$1,400 | | | | \$ 5,600 |
| 8. Furnaces | \$1,200 | \$1,200 | | | | | \$ 2,400 |
| 9. Window Glass Replacement | | | | | \$250 | | \$250 |
| 10. Stucco repairs | \$100 | \$100 | \$100 | \$100 | \$100 | | \$ |
| | | | | | | | 500 |
| 11. Paint | \$100 | \$100 | \$100 | \$100 | \$100 | | \$ |
| | | | | | | | 500 |
| 12. Faucets & disposals | \$200 | \$200 | \$200 | \$200 | \$200 | | \$ 1,000 |
| 13. Roof replacement | | | | | | | |

Totals...

UNIT TOTAL...

\$ 15,040

Building Ten

APTS. # 87,89,91,93

| | | | | | | | |
|-----------------------------|---------|---------|-------|-------|-------|-----|----------|
| 1. Window Blinds | \$600 | | | | | | \$ |
| | | | | | | | 600 |
| 2. Energy fixtures | \$350 | | | | | | \$ |
| | | | | | | | 350 |
| 3. Ceiling Fans | \$240 | | | | | | \$ |
| | | | | | | | 240 |
| 4. Carpet | \$800 | \$800 | \$800 | | | | \$ 2,400 |
| 5. Concrete work | | \$500 | | | | \$ | |
| | | | | | | 500 | |
| 6. Water heaters | | \$350 | \$350 | | | | \$ |
| | | | | | | | 700 |
| 7. Air conditioning | \$1,400 | | | | | | \$ 1,400 |
| 8. Furnaces | \$1,200 | \$1,200 | | | | | \$ 2,400 |
| 9. Window Glass Replacement | | | | | \$250 | | \$250 |
| 10. Stucco repairs | \$100 | \$100 | \$100 | \$100 | \$100 | | \$ |
| | | | | | | | 500 |
| 11. Paint | \$100 | \$100 | \$100 | \$100 | \$100 | | \$ |
| | | | | | | | 500 |
| 12. Faucets & disposals | \$200 | \$200 | \$200 | \$200 | \$200 | | \$ 1,000 |
| 13. Roof replacement | | | | | | | |

Totals...

UNIT TOTAL...

\$ 10,840

**NORTH ACRES
TOTALS....**

| |
|-------------------------|
| <u>\$154,950</u> |
|-------------------------|

**NON-DWELLING
STRUTURES**

N.A. Com. Center &

| | | | | | | | |
|--------------|---------|--|--|--|--|--|----------|
| 1. Heat pump | \$3,000 | | | | | | \$ 3,000 |
|--------------|---------|--|--|--|--|--|----------|

| | | | | | | | | | | | | | | | |
|--|---|----------|----------|----------|----------|----------|---------|----------|--------|--------|---------|--------|--------|-----------|-------------------|
| Central Office | 2. Main Office | \$7,000 | \$5,000 | \$5,000 | \$5,000 | | | | | | | | | | \$22,000 |
| | 3. Paint | | | | | | | | | | | | | | |
| | 4. Roof replacement | | | | | | | | | | | | | | |
| Totals... | UNIT TOTAL... | | | | | | | | | | | | | | \$ 25,000 |
| | | | | | | | | | | | | | | | |
| NON-DWELLING STRUCTURES TOTALS... | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | |
| Operations.... | 1. Maintenance Equipment | \$600 | \$2,000 | \$2,000 | \$2,000 | \$2,000 | 8,600 | | | | | | | | |
| | 2. General Operations | \$55,000 | \$35,000 | \$35,000 | \$35,000 | \$35,000 | 195,000 | | | | | | | | |
| Operation Totals.... | | | | | | | | | | | | | | | \$ 203,600 |
| | | | | | | | | | | | | | | | |
| MANAGEMENT Improvement | (Upgrade computer software) (Software Training) Management Improvements | \$17,000 | \$5,000 | \$5,000 | \$5,000 | \$5,000 | 37,000 | | | | | | | | |
| MANAGEMENT TOTALS... | | | | | | | | | | | | | | | \$ 37,000 |
| | | | | | | | | | | | | | | | |
| Non-Dwelling Equipment | 1. Computers | | | | | | | | | | | | | | |
| | 2. Printers | | | | | | | | | | | | | | |
| | 3. Office Furniture | | | | | | | | | | | | | | |
| Totals.... | | \$15,000 | \$8,500 | \$8,500 | \$8,500 | \$8,500 | | | | | | | | \$ 49,000 | \$ 49,000 |
| | | | | | | | | | | | | | | | |
| ADMINISTRATION - 1408 | Coordination & Administration Cost (during the five year period) | \$11,000 | \$10,000 | \$10,000 | \$10,000 | \$10,000 | | \$51,000 | | | | | | | \$ 51,000 |
| | | | | | | | | | | | | | | | |
| GRAND TOTALS..... | | 162,142 | 150,000 | 150,000 | 150,000 | 150,000 | 203,600 | 37,000 | 51,000 | 69,250 | 304,600 | 25,692 | 22,000 | 49,000 | \$ 762,142 |



Table Library