

PHA Plans

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

Housing Authority of the City of Reno

Adopted by the Board of Commissioners
on April 5, 2000
Resolution 00-04-01 RH

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

PHA Plan Agency Identification

PHA Name: Housing Authority of the City of Reno

PHA Number: NV001

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

Public Access to Information

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

- Main administrative office of the PHA
- PHA development management offices
- PHA local office: Admissions Office

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 office: Admissions Office
- Main administrative office of the local government
- Main administrative office of the County government
- Main administrative office of the State government
- Public library
- PHA website
- Other (list below)

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

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

5-YEAR PLAN
PHA FISCAL YEARS 2000 - 2004

[24 CFR Part 903.5]

A. Mission

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

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

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

The mission of the Housing Authority of the City of Reno is to provide and facilitate the development of affordable quality housing that offers self-sufficiency opportunities for low-income citizens of Reno, Sparks and Washoe County.

B. Goals

The goals and objectives listed below are derived from HUD's strategic Goals and Objectives and those in recent legislation. PHAs may select any of these goals and objectives as their own, or identify other goals and objectives. Whether selecting the HUD-suggested objectives or their own, PHAs **ARE STRONGLY ENCOURAGED TO IDENTIFY QUANTIFIABLE MEASURES OF SUCCESS IN REACHING THEIR OBJECTIVES OVER THE COURSE OF THE 5 YEARS.** (Quantifiable measures would include targets such as: numbers of families served or PHAS scores achieved.) PHAs should identify these measures 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: Maximum possible (at least 100/year)

Reduce public housing vacancies:

Leverage private or other public funds to create additional housing opportunities: 75

Acquire or build units or developments 75

Other (list below):

- Utilize Section 8 project-based vouchers for a special population, in partnership with a non-profit agency 60
- Maintain minimum number of public housing vacancies: Under 2 percent

- X 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)
 - X Renovate or modernize public housing units: 758 units
 - n/a Demolish or dispose of obsolete public housing:
 - n/a Provide replacement public housing:
 - n/a Provide replacement vouchers:
 - X Other: (list below)
 - Maintain public housing management high performer status: (PHAS score)
Currently 96%; Maintain 90% or better
 - Attain Section 8 voucher high performer status (SEMAP score)
Achieve 90% or better
- X PHA Goal: Increase assisted housing choices
Objectives:
- X Provide voucher mobility counseling: 100% new voucher holders
 - X Conduct outreach efforts to potential voucher landlords 35 new landlords
 - X Increase voucher payment standards
 - X Implement voucher homeownership program: 25
 - X Implement homeownership programs: 25 from HUD foreclosures
 - 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

- X 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)
 - X Other: (list below)
 - Continue and expand partnerships with local agencies to provide services to RHA youth and adults

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: Maintain or
 - Provide or attract supportive services to increase independence for the elderly or families with disabilities:
 - Other: (list below)
 - Maintain or increase the percentage of employed persons in assisted families: Maintain at least 50%
 - Continue to support agencies who provide supportive services to increase independence for the elderly or families with disabilities: Maintain or increase the number of local partnerships

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)

- Perform an energy audit for RHA-owned properties

**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.

- Maintain existing high performer status on PHMAP/PHAS and achieve high performer status on SEMAP.
- Continue and expand the first-time homebuyer opportunities for public housing and Section 8 clients.
- Continue modernization improvements under the Capital Fund Program (CFP)
- Develop at least one Section 8 project-based complex with a non-profit agency to serve currently underserved special populations as defined in the Consolidated 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.

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Attachments

Indicate which attachments are provided by selecting all that apply. Provide the attachment's name (A, B, etc.) in the space to the left of the name of the attachment. Note: If the attachment is provided as a **SEPARATE** file submission from the PHA Plans file, provide the file name in parentheses in the space to the right of the title.

Required Attachments:

<u>X</u> Admissions Policy for Deconcentration [included where requested in text]	14
<u>X</u> FY 2000 Capital Fund Program Annual Statement [included where requested in text]	24
<u>n/a</u> 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	
<u>X</u> FY 2000 Capital Fund Program 5 Year Action Plan [included where requested in text]	27
<u>X</u> Public Housing Drug Elimination Program (PHDEP) Plan [included where requested in text]	38
<u>X</u> Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text) [included where requested in text]	43
___ 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 and On Display	Supporting Document	Applicable Plan Component
X	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
X	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans
X	Fair Housing Documentation: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions’ initiatives to affirmatively further fair housing that require the PHA’s involvement.	5 Year and Annual Plans
X	Consolidated Plan for the jurisdiction/s in which the PHA is located (which includes the Analysis of Impediments to Fair Housing Choice (AI)) and any additional backup data to support statement of housing needs in the jurisdiction	Annual Plan: Housing Needs
X	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources
X	Public Housing Admissions and (Continued) Occupancy Policy (A&O), which includes the Tenant Selection and Assignment Plan [TSAP] and ceiling rent schedule	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public Housing Deconcentration and Income Mixing Documentation: 1. PHA board certifications of compliance with deconcentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/99 <i>Quality Housing and Work Responsibility Act Initial Guidance; Notice</i> and any further HUD guidance) and 2. Documentation of the required deconcentration and income mixing analysis	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public housing rent determination policies, including the methodology for setting public housing flat rents X check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
n/a	Schedule of flat rents offered at each public housing development check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X	Section 8 rent determination (payment standard) policies X check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
X	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	Annual Plan: Operations and Maintenance
X	Public housing grievance procedures	Annual Plan: Grievance Procedures

List of Supporting Documents Available for Review

	check here if included in the public housing A & O Policy	
X	Section 8 informal review and hearing procedures X check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
X	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
n/a	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
X	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	Annual Plan: Capital Needs
n/a	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans or any other approved proposal for development of public housing	Annual Plan: Capital Needs
n/a	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
n/a	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
n/a	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act	Annual Plan: Conversion of Public Housing
n/a	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
n/a	Policies governing any Section 8 Homeownership program check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
[Yes; not written]	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
X	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
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
X	The most recent Public Housing Drug Elimination Program (PHDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)	Annual Plan: Safety and Crime Prevention
X	The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U. S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	Annual Plan: Annual Audit
n/a	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
X	Other supporting documents (list individually; use as many lines as necessary) <ul style="list-style-type: none"> • Equal Opportunity Housing Plan 	Annual Plan: Housing Needs

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 available to the PHA, provide a statement of the housing needs in the jurisdiction by completing the form. In the "Overall" Needs column, provide the estimated number of renter families that have housing needs. In the remaining characteristics, rate the impact of that factor on the housing needs for each family type, from 1 being "no impact" and 5 being "severe impact." Use N/A to indicate that no information is available for the PHA can make this assessment.

Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Overall	Affordability	Supply	Quality	Access-ibility	Size	Location
Income <= 30% of AMI	9,122	5	3	3	n/a	n/a	n/a
Income >30% but <=50% of AMI	10,261	4	3	3	n/a	n/a	n/a
Income >50% but <80% of AMI	12,996	2	3	3	n/a	n/a	n/a
Elderly	4,382	5	3	3	n/a	n/a	n/a
Families with Disabilities	n/a	n/a	3	3	n/a	n/a	n/a
Reno: Hispanic	n/a	5	3	3	n/a	n/a	n/a
Sparks: Hispanic	n/a	5	3	3	n/a	n/a	n/a
Sparks: Black	n/a	5	3	3	n/a	n/a	n/a
Washoe County: Hispanic	n/a	2	3	3	n/a	n/a	n/a

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

- Consolidated Plan of the Jurisdiction/s
Indicate year: 1995-2000
- U.S. Census data: the Comprehensive Housing Affordability Strategy ("CHAS") dataset
- American Housing Survey data
Indicate year:
- Other housing market study
Indicate year: 1999
- Other sources: (list and indicate year of information)
1999 needs assessment for upcoming 2000-2005 Consolidated Plan, which included *Washoe County Consensus Forecast 2000-2020*

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

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

Housing Needs of Families on the Waiting List			
Waiting list type: <u> X </u> Public Housing			
	# of families	% of total families	Annual Turnover
Waiting list total	1,117		
Extremely low income <=30% AMI	849	76	
Very low income (>30% but <=50% AMI)	240	21	
Low income (>50% but <80% AMI)	27	2	
Families with children	473	42	
Elderly families	374	33	
Families with Disabilities	221	20	
Race/ethnicity: White	922	83	
Race/ethnicity: Black	117	10	
Race/ethnicity: Asian/Pacific Islander	22	2	
Race/ethnicity: American Indian/Alaskan	48	4	
Race/ethnicity: Hispanic	189	17	
Characteristics by Bedroom Size (Public Housing Only)			
0 BR	25	2	203
1 BR	648	59	432
2 BR	296	27	493
3 BR	115	10	232
4 BR	25	2	215
5 BR	0	0	0
Is the waiting list closed (select one)? <u> X </u> No <u> _ </u> Yes			
If yes: How long has it been closed (# of months)?			
Does the PHA expect to reopen the list in the PHA Plan year? No Yes			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? No Yes			

Housing Needs of Families on the Waiting List

Waiting list type: Section 8 tenant-based assistance

	# of families	% of total families	Annual Turnover
Waiting list total	1,104		
Extremely low income <=30% AMI	821	74	
Very low income (>30% but <=50% AMI)	282	26	
Low income (>50% but <80% AMI)	2	0.2	
Families with children	585	53	
Elderly families	211	19	
Families with Disabilities	184	17	
Race/ethnicity: White	901	82	
Race/ethnicity: Black	33	3	
Race/ethnicity: Asian/Pacific Islander	18	2	
Race/ethnicity: American Indian/Alaskan	49	4	
Race/ethnicity: Hispanic	123	11	

Characteristics by Bedroom Size (Public Housing Only)

0 BR	20		
1 BR	456		
2 BR	450		
3 BR	142		
4 BR	35		
5 BR	0		

Is the waiting list closed (select one)? No Yes

If yes: How long has it been closed (# of months)?

Does the PHA expect to reopen the list in the PHA Plan year? No Yes

Does the PHA permit specific categories of families onto the waiting list, even if generally closed? No Yes

C. Strategy for Addressing Needs

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

(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 jurisdiction
- Undertake measures to ensure access to affordable housing among families assisted by the PHA, regardless of requirements
- 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 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: Leverage Section 8 project-based Vouchers as a resource for a non-profit agency serving a special needs population

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

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

Select all that apply

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

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

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

Select all that apply

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

Need: Specific Family Types: The Elderly

Strategy 1: Target available assistance to the elderly:

Select all that apply

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

Need: Specific Family Types: Families with Disabilities

Strategy 1: Target available assistance to Families with Disabilities:

Select all that apply

- Seek designation of public housing for families with disabilities
- Carry out the modifications needed in public housing based on the section 504 Needs Assessment for Public Housing:
- Apply for special-purpose vouchers targeted to families with disabilities, should they become available
- Affirmatively market to local non-profit agencies that assist families with disabilities
- Other: (list below)
 - For non-elderly PHA complexes, give a preference to families unable to work because of age or disability who are at or below 50% of the median income, the same as the existing preference for working families

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)
 - Continue affirmative measures to ensure continued access

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 those units
- Market the section 8 program to owners outside of areas of poverty /minority concentrations
- Other: (list below)

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

(2) Reasons for Selecting Strategies

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

- Funding constraints
- Staffing constraints
- Limited availability of sites for assisted housing
- Extent to which particular housing needs are met by other organizations in the community
- Evidence of housing needs as demonstrated in the Consolidated Plan and other information available to the PHA

- Influence of the housing market on PHA programs
- Community priorities regarding housing assistance
- Results of consultation with local or state government
- Results of consultation with residents and the Resident Advisory Board
- Results of consultation with advocacy groups
- Other: (list below)

2. Statement of Financial Resources

[24 CFR Part 903.7 9 (b)]

List the financial resources that are anticipated to be available to the PHA for the support of Federal public housing and tenant-based Section 8 assistance programs administered by the PHA during the Plan year. Note: the table assumes that Federal public housing or tenant based Section 8 assistance grant funds are expended on eligible purposes; therefore, uses of these funds need not be stated. For other funds, indicate the use for those funds as one of the following categories: public housing operations, public housing capital improvements, public housing safety/security, public housing supportive services, Section 8 tenant-based assistance, Section 8 supportive services or other.

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
1. Federal Grants (FY 2000 grants)		
a) Public Housing Operating Fund	1,014,253	
b) Public Housing Capital Fund	942,149	
c) HOPE VI Revitalization	n/a	
d) HOPE VI Demolition	n/a	
e) Annual Contributions for Section 8 Tenant-Based Assistance	9,442,664	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)	165,000	
g) Resident Opportunity and Self-Sufficiency Grants	n/a	
h) Community Development Block Grant	0	
i) HOME	0	
Other Federal Grants (list below)		
Section 8 Mod Rehab Program	2,743,626	S8 assistance
Section 8 Single Room Occupancy Mod Rehab	71,169	S8 assistance
2. Prior Year Federal Grants (unobligated funds only) (list below)		
3. Public Housing Dwelling Rental Income	1,825,110	PH operations
4. Other income (list below)		
Helen Close Charitable Foundation	33,000	PH supportive services
4. Non-federal sources (list below)		
Total resources	16,236,971	

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)
- X When families are within a certain time of being offered a unit: (state time) 90 days
- ___ Other: (describe)
- b. Which non-income (screening) factors does the PHA use to establish eligibility for admission to public housing (select all that apply)?
- X Criminal or Drug-related activity
- X Rental history
- ___ Housekeeping
- ___ Other (describe)
- c. X Yes ___ No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?
- d. X Yes ___ No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?
- e. X 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)
- X 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
- X Other (list): Admissions office
- 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? None
2. ___ Yes X No: Are any or all of the PHA's site-based waiting lists new for the upcoming year (that is, they are not part of a previously-HUD-approved site based waiting list plan)?
If yes, how many lists?
3. ___ Yes ___ No: May families be on more than one list simultaneously
If yes, how many lists?

4. Where can interested persons obtain more information about and sign up to be on the site-based waiting lists (select all that apply)?
- PHA main administrative office
 - All PHA development management offices
 - Management offices at developments with site-based waiting lists
 - At the development to which they would like to apply
 - Other (list below)

(3) Assignment

- a. How many vacant unit choices are applicants ordinarily given before they fall to the bottom of or are removed from the waiting list? (select one)
- One
 - Two
 - Three or More
- b. Yes No: Is this policy consistent across all waiting list types?
- c. If answer to b is no, list variations for any other than the primary public housing waiting list/s for the PHA:

(4) Admissions Preferences

- a. Income targeting:
- Yes No: Does the PHA plan to exceed the federal targeting requirements by targeting more than 40% of all new admissions to public housing to families at or below 30% of median area income?
- b. Transfer policies:
- In what circumstances will transfers take precedence over new admissions? (list below)
- Emergencies
 - Overhoused
 - Underhoused
 - Medical justification
 - Administrative reasons determined by the PHA (e.g., to permit modernization work)
 - Resident choice: (state circumstances below)
 - Other: (list below)
 - Reasonable accommodation
- 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):
 - Working families
 - More than 40% rent burden

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.

4 Date and Time

Former Federal preferences:

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

Other preferences (select all that apply)

- Working families and those unable to work because of age or disability
- 3 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)
- 5 Households that contribute to meeting income requirements (targeting)
- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes
- x Other preference(s) (list below): 1 Working families
2 40 percent rent burden

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): Annual calendar 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)

2.6. DECONCENTRATION OF POVERTY. The Quality Housing and Work Responsibility Act requires the Authority to take certain steps to prohibit concentrations of low-income families in any specific public housing development and to deconcentrate any such existing developments. The Board of Commissioners has determined that no such concentrations exist within the Authority's public housing developments as of May 1999 and therefore no specific plan was necessary at that time. The Executive Director will review resident income data on an annual basis to ensure that no concentration of poverty arises or exists in any public housing developments in the future and, if necessary, request approval to take steps to correct or prevent such from occurring.

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

- e. If the answer to d was yes, how would you describe these changes? (select all that apply)
- Additional affirmative marketing
 - Actions to improve the marketability of certain developments
 - Adoption or adjustment of ceiling rents for certain developments
 - Adoption of rent incentives to encourage deconcentration of poverty and income-mixing
 - Other (list below)
- f. Based on the results of the required analysis, in which developments will the PHA make special efforts to attract or retain higher-income families? (select all that apply)
- Not applicable: results of analysis did not indicate a need for such efforts
- List (any applicable) developments below:
- g. Based on the results of the required analysis, in which developments will the PHA make special efforts to assure access for lower-income families? (select all that apply)
- Not applicable: results of analysis did not indicate a need for such efforts
- List (any applicable) developments below:

B. Section 8

Exemptions: PHAs that do not administer section 8 are not required to complete sub-component 3B.

Unless otherwise specified, all questions in this section apply only to the tenant-based section 8 assistance program (vouchers, and until completely merged into the voucher program, certificates).

(1) Eligibility

- a. What is the extent of screening conducted by the PHA? (select all that apply)
- Criminal or drug-related activity only to the extent required by law or regulation
 - Criminal and drug-related activity, more extensively than required by law or regulation
 - More general screening than criminal and drug-related activity (list factors below)
 - Other (list below)
- b. Yes No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?
- c. Yes No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?
- d. Yes No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)
- e. Indicate what kinds of information you share with prospective landlords? (select all that apply)
- Criminal or drug-related activity
 - Other (describe below)
 - Balance of money owed, termination for violation of family obligations and reasons for the termination, damages caused to a unit, involvement with fraud, bribery, or other corrupt or criminal acts, serious or repeated violation(s) of the signed lease agreement

(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)
Admissions Office

(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: After review of the family's efforts to find a suitable dwelling and the problems encountered, if it is determined that there is reasonable possibility that the family may, with additional advice or assistance find a suitable unit, RHA may grant one extension, not to exceed a total of 30 days. Generally, an extension is granted due to circumstances beyond the family's control such as hospitalization or the unit is not quite ready.

(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)
 - High rent burden (rent is > 40 percent of income)
 - Completion of transitional housing program obligations

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.

3 Date and Time

Former Federal preferences

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

Other preferences (select all that apply)

- Working families and those unable to work because of age or disability
- 2 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)
- 4 Households that contribute to meeting income requirements (targeting)
- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes
- 1 Other preference(s) (list below)
 - Non-subsidized; elderly/disabled/displaced families over single persons

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) Not applicable

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

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

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

(5) Special Purpose Section 8 Assistance Programs

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

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

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

- Through published notices
- Other (list below): newsletters

4. PHA Rent Determination Policies

[24 CFR Part 903.7 9 (d)]

A. Public Housing

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

(1) Income Based Rent Policies

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

a. Use of discretionary policies: (select one)

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

---or---

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

b. Minimum Rent

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

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

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

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

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

- n/a 1. Yes No: Does the PHA plan to charge rents at a fixed amount or percentage less than 30% of adjusted income?
2. If yes to above, list the amounts or percentages charged and the circumstances under which these will be used below:
- d. Which of the discretionary (optional) deductions and/or exclusions policies does the PHA plan to employ (select all that apply) none
- 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)

- Tenants must report any change in income within 10 days of the change. If there has been a change in source of income, increases take place only after a minimum 30-day notice has been given to them. They can request that a decrease become effective immediately. However, if there is a subsequent increase after a decrease, the tenant must report within 10 days and the rent will increase after the 30-day notice.

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 not applicable; have ceiling rents

a. In setting the market-based flat rents, what sources of information did the PHA use to establish comparability? (select all that apply.)

- ___ The section 8 rent reasonableness study of comparable housing
___ Survey of rents listed in local newspaper
___ Survey of similar unassisted units in the neighborhood
___ Other (list/describe below)

B. Section 8 Tenant-Based Assistance

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

(1) Payment Standards

Describe the voucher payment standards and policies.

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

- At or above 90% but below 100% of FMR
___ 100% of FMR
___ Above 100% but at or below 110% of FMR
___ Above 110% of FMR (if HUD approved; describe circumstances below)

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

- FMRs are adequate to ensure success among assisted families in the PHA's segment of the FMR area
 The PHA has chosen to serve additional families by lowering the payment standard
___ Reflects market or submarket
___ Other (list below)

- c. If the payment standard is higher than FMR, why has the PHA chosen this level? (select all that apply)
- FMRs are not adequate to ensure success among assisted families in the PHA's segment of the FMR area
- Reflects market or submarket
- To increase housing options for families
- Other (list below)
- d. How often are payment standards reevaluated for adequacy? (select one)
- Annually
- Other (list below)
- At least annually, but could be more frequently
 - Focus on obtaining data to justify a waiver so the FMR for mobile home space rent is high enough so the payment standard is adequate
- e. What factors will the PHA consider in its assessment of the adequacy of its payment standard? (select all that apply)
- Success rates of assisted families
- Rent burdens of assisted families
- Other (list below)

(2) Minimum Rent

- a. What amount best reflects the PHA's minimum rent? (select one)
- \$0
- \$1-\$25
- \$26-\$50
- b. Yes No: Has the PHA adopted any discretionary minimum rent hardship exemption policies? (if yes, list below)

5. Operations and Management

[24 CFR Part 903.7 9 (e)]

Not required

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

A. PHA Management Structure

Describe the PHA's management structure and organization.

(select one)

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

B. HUD Programs Under PHA Management

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

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

C. Management and Maintenance Policies

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

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

(2) Section 8 Management: (list below)

6. PHA Grievance Procedures

[24 CFR Part 903.7 9 (f)]

Not required

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

A. Public Housing

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

If yes, list additions to federal requirements below:

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

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

B. Section 8 Tenant-Based Assistance

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

If yes, list additions to federal requirements below:

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

7. Capital Improvement Needs

[24 CFR Part 903.7 9 (g)]

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

A. Capital Fund Activities

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

(1) Capital Fund Program Annual Statement

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

Select one:

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

-or-

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

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

**Annual Statement
Capital Fund Program (CFP) Part I: Summary**

Capital Fund Grant Number NV39P001-?

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

X Original Annual Statement

Line No.	Summary by Development Account	Total Estimated Cost
1	Total Non-CGP Funds	
2	1406 Operations	0
3	1408 Management Improvements	100,000
4	1410 Administration	105,000
5	1411 Audit	2,500
6	1415 Liquidated Damages	0
7	1430 Fees and Costs	100,000
8	1440 Site Acquisition	0
9	1450 Site Improvement	0
10	1460 Dwelling Structures	595,000
11	1465.1 Dwelling Equipment-Nonexpendable	0
12	1470 Nondwelling Structures	0
13	1475 Nondwelling Equipment	39,649
14	1485 Demolition	0
15	1490 Replacement Reserve	0
16	1492 Moving to Work Demonstration	0
17	1495.1 Relocation Costs	0
18	1498 Mod Used for Development	0
19	1502 Contingency	0
20	Amount of Annual Grant (Sum of lines 2-19)	942,149
21	Amount of line 20 Related to LBP Activities	0
22	Amount of line 20 Related to Section 504 Compliance	0
23	Amount of line 20 Related to Security	0
24	Amount of line 20 Related to Energy Conservation Measures	0

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

Development Number/Name, HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Total Estimated Cost
NV39-P001-001, Mineral Manor	Roof replacement	1460	360,000
NV39-P001-002, Tom Sawyer Village	[none]	0	0
NV39-P001-003, Silverada Manor	Roof replacement	1460	215,000
NV39-P001-006, Stead Manor	[none]	0	0
NV39-P001-007, Hawk View Apartments	[none]	0	0
NV39-P001-009, Essex Manor	Deck rehabilitation and paint	1460	20,000
NV39-P001-010, Myra Birch Manor	[none]	0	0
NV39-P001-018, John McGraw Court	[none]	0	0
PHYSICAL IMPROVEMENTS TOTAL			595,000
NV39-P001-PHA WIDE	FEES AND COSTS	1430	
	Inspection		30,000
	Architect		25,000
	Draftsman		20,000
	Outside A&E		25,000
	FEES AND COSTS TOTAL		100,000
	ADMINISTRATION	1410	
	Non-technical salaries		
	Contracting Officer		20,000
	Director of Finance		15,000
	Director of Development Maintenance		30,000
	Development Clerk		15,000
	Legal expenses		15,000
	Travel	5,000	
	Sundry	5,000	
ADMINISTRATION TOTAL		105,000	
MANAGEMENT IMPROVEMENTS	1408		
Replace office furniture and equipment		15,000	
Establish policies and procedures		10,000	
Resident initiatives program		25,000	
Temp assistance to meet PHAS goals		25,000	
Upgrade computer systems		10,000	
Expand maintenance training program		5,000	
Improve parts ordering and stock filing		10,000	
Improve inspection data collection		0	
MANAGEMENT IMPROVEMENTS TOTAL		100,000	
NON-DWELLING EQUIPMENT	1475		
Maintenance equipment		19,649	
Computers/telecommunications		20,000	
NON-DWELLING EQUIPMENT TOTAL		39,649	
OTHER COSTS	1411		
Audit costs		2,500	
OTHER COSTS TOTAL		2,500	
TOTAL COSTS			942,149

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)
NV39-P001-001, Mineral Manor	05/31/02	09/30/03
NV39-P001-002, Tom Sawyer Village	05/31/02	09/30/03
NV39-P001-003, Silverada Manor	05/31/02	09/30/03
NV39-P001-006, Stead Manor	05/31/02	09/30/03
NV39-P001-007, Hawk View Apartments	05/31/02	09/30/03
NV39-P001-009, Essex Manor	05/31/02	09/30/03
NV39-P001-010, Myra Birch Manor	05/31/02	09/30/03
NV39-P001-018, John McGraw Court	05/31/02	09/30/03
MANAGEMENT IMPROVEMENTS	05/31/02	09/30/03

(2) 5-Year Action Plan

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

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

b. If yes to question a, select one:

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

-or-

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

Housing Authority of the City of Reno			Reno, Washoe, Nevada						X Original ___ Revision #_____					
YEAR 1, FFY 2000			YEAR 2, FFY 2001			YEAR 3, FFY 2002			YEAR 4, FFY 2003			YEAR 5, FFY 2004		
Major Work Category	Quan %	Estimated Costs	Major Work Category	Quan %	Estimated Costs	Major Work Category	Quan %	Estimated Costs	Major Work Category	Quan %	Estimated Costs	Major Work Category	Quan %	Estimated Costs
NV39-P001-001: MINERAL MANOR														
Replace roofs	93%	360,000	Replace floor tile	5%	15,000	Replace floor tile	6%	10,000	Concrete replacement	20%	30,000	Concrete replacement	30%	45,000
			Refinish cabinets	30%	30,000	Add exterior storage	100%	125,000				Siding replacement	100%	750,000
												Re-pave Andesite Ave.	100%	370,000
												Landscape upgrades	100%	100,000
												Exterior paint	100%	750,000
												Appliance replacement	50%	50,000
												Exterior door replacement	100%	864,000
												Add patios	100%	140,000
												Bathroom vanities	100%	28,800
												Replace windows	100%	350,000
												Ground electrical circuits	100%	150,000
												Add air conditioning	100%	144,000
												Stove anti-tip	100%	5,000
NV39-P001-001: Project Total		360,000	NV39-P001-001: Project Total		45,000	NV39-P001-001: Project Total		135,000	NV39-P001-001: Project Total		30,000	NV39-P001-001: Project Total		3,746,800
NV39-P001-002: TOM SAWYER VILLAGE														
			Refinish cabinets	25%	20,000				Appliance replacement	60%	40,000	Roof replacement	100%	325,000
			Replace trash enclosures	100%	24,000				Concrete replacement	10%	30,000	Exterior paint	30%	100,000
			Concrete replacement	6%	25,000							Concrete replacement	30%	100,000
												Add air conditioning	100%	400,000
												Ground electrical circuits	100%	100,000
NV39-P001-002: Project Total		0	NV39-P001-002: Project Total		69,000	NV39-P001-002: Project Total		0	NV39-P001-002: Project Total		70,000	NV39-P001-002: Project Total		1,025,000
NV39-P001-003: SILVERADA MANOR														
Roof replacement	100%	215,000	Appliance replacement	25%	35,000	Exterior paint	80%	80,000	Interconnect AC units	94%	80,000	Entry door replacement	100%	66,000
			Refinish cabinets	50%	40,000				Concrete replacement	20%	50,000	Re-pave Broadleaf	100%	250,000
												Lighting improvements-interior	100%	25,000
												Electrical system upgrades	100%	225,000
												Interior door replacement	100%	50,000
												Landscape improvements	80%	150,000
												Sewer line replacement	100%	400,000
												Soffit support	100%	75,000
												Rain gutters	100%	30,000
NV39-P001-003: Project Total		215,000	NV39-P001-003: Project Total		75,000	NV39-P001-003: Project Total		80,000	NV39-P001-003: Project Total		130,000	NV39-P001-003: Project Total		1,271,000
NV39-P001-006: STEAD MANOR														
			Replace window trim	100%	135,000				Exterior paint	60%	70,000	Brick replacement	100%	125,000
									Appliance replacement	10%	10,000	Appliance replacement	75%	50,000
									Water heater replacement	75%	37,400	Replace exterior doors	75%	17,000
												Replace furnace gas valves	100%	10,200
												Sewer line replacement	100%	150,000
												Concrete replacement	40%	50,000
												Kitchen renovation	100%	256,000
												Playground rehabilitation	67%	60,000
												Flooring repairs	100%	200,000
												Screen door locks	100%	10,000
												Add air conditioning	100%	270,000
												Stove anti-tip	100%	2,500
NV39-P001-006: Project Total		0	NV39-P001-006: Project Total		135,000	NV39-P001-006: Project Total		0	NV39-P001-006: Project Total		117,400	NV39-P001-006: Project Total		1,200,700

NV39-P001-007: HAWK VIEW APARTMENTS															
	Appliance replacement	15%	20,000	Replace windows	100%	250,000	Concrete replacement	30%	150,000	Retaining wall replacement	100%	200,000			
	Rain gutter rehab	100%	15,000							Brick veneer reinstallation	100%	300,000			
										Parking lot improvements	100%	550,000			
										Landscape improvements	100%	200,000			
										Flooring replacement	100%	400,000			
										Sidewalk replacement	100%	150,000			
										Stair landing adjustments	100%	225,000			
										Kitchen renovation	100%	500,000			
										Playground rehabilitation	67%	60,000			
										Screen door locks	100%	11,000			
										Add air conditioning	100%	400,000			
										Stove anti-tip	100%	5,000			
NV39-P001-007: Project Total	NV39-P001-007: Project Total			35,000	NV39-P001-007: Project Total			250,000	NV39-P001-007: Project Total			150,000	NV39-P001-007: Project Total	3,001,000	
NV39-P001-009: ESSEX MANOR															
Deck rehab and paint	100%	20,000	Replace furnace gas valves	100%	15,900		Appliance replacement	20%	20,000	Floor replacement	100%	300,000			
							Parking lot repairs	5%	15,000	Concrete replacement	60%	150,000			
										Parking lot replacement	100%	664,000			
										Bathroom vanity installation	100%	95,000			
										Landscape improvements	40%	60,000			
										Playground rehabilitation	6%	60,000			
										Appliance replacement	40%	40,000			
										Screen door locks	100%	15,000			
										Add air conditioning	100%	400,000			
										Stove anti-tip	100%	5,000			
NV39-P001-009: Project Total	20,000	NV39-P001-009: Project Total			15,900	NV39-P001-009: Project Total			0	NV39-P001-009: Project Total			35,000	NV39-P001-009: Project Total	1,789,000
NV39-P001-0010: MYRA BIRCH MANOR															
	Replace windows	100%	220,000	Kitchen repairs	100%	125,000	Appliance replacement	15%	20,000	Playground rehabilitation	67%	40,000			
										Concrete replacement	30%	50,000			
										Appliance replacement	60%	30,000			
										Roof repairs	100%	100,000			
										Install water pressure reg.	100%	20,000			
										Add air conditioning	100%	225,000			
										Stove anti-tip	100%	2,500			
NV39-P001-010: Project Total	NV39-P001-010: Project Total			220,000	NV39-P001-010: Project Total			125,000	NV39-P001-010: Project Total			20,000	NV39-P001-010: Project Total	467,500	
NV39-P001-018: JOHN McGRAW COURT															
							Exterior paint	100%	40,000	Concrete replacement	20%	20,000			
NV39-P001-018: Project Total	NV39-P001-018: Project Total			0	NV39-P001-018: Project Total			0	NV39-P001-018: Project Total			40,000	NV39-P001-018: Project Total	20,000	
Total Physical Improvements	595,000	Total Physical Improvements			594,900	Total Physical Improvements			590,000	Total Physical Improvements			592,400	Total Physical Improvements	12,521,000
Administration	105,000	Administration			105,000	Administration			105,000	Administration			105,000	Administration	140,000
Management Improvements	100,000	Management Improvements			100,000	Management Improvements			100,000	Management Improvements			100,000	Management Improvements	100,000
A&E, Permits, Inspections	100,000	A&E, Permits, Inspections			100,000	A&E, Permits, Inspections			100,000	A&E, Permits, Inspections			100,000	A&E, Permits, Inspections	641,150
Non-dwelling Equipment	39,649	Non-dwelling Equipment			39,249	Non-dwelling Equipment			44,149	Non-dwelling Equipment			41,749	Non-dwelling Equipment	50,000
Other Costs	2,500	Other Costs			3,000	Other Costs			3,000	Other Costs			3,000	Other Costs	3,000
Grand Total	942,149	Grand Total			942,149	Grand Total			942,149	Grand Total			942,149	Grand Total	13,455,150
Signature of Executive Director				Signature of Public Housing Director											
David C. Morton															
Date				Date											

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

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

- Yes No: a) Has the PHA received a HOPE VI revitalization grant? (if no, skip to question c; if yes, provide responses to question b for each grant, copying and completing as many times as necessary)
- b) Status of HOPE VI revitalization grant (complete one set of questions for each grant)
1. Development name:
 2. Development (project) number:
 3. Status of grant: (select the statement that best describes the current status)
 - Revitalization Plan under development
 - Revitalization Plan submitted, pending approval
 - Revitalization Plan approved
 - Activities pursuant to an approved Revitalization Plan underway
- Yes No: c) Does the PHA plan to apply for a HOPE VI Revitalization grant in the Plan year? If yes, list development name/s below:
- Yes No: d) Will the PHA be engaging in any mixed-finance development activities for public housing in the Plan year? If yes, list developments or activities below:
- Yes No: e) Will the PHA be conducting any other public housing development or replacement activities not discussed in the Capital Fund Program Annual Statement? If yes, list developments or activities below:

8. Demolition and Disposition

[24 CFR Part 903.7 9 (h)]

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

- 1. Yes No: Does the PHA plan to conduct any demolition or disposition activities (pursuant to section 18 of the U.S. Housing Act of 1937 (42 U.S.C. 1437p)) in the plan Fiscal Year? (If “No”, skip to component 9; if “yes”, complete one activity description for each development.)
- 2. Activity Description. Yes No: Has the PHA provided the activities description information in the optional Public Housing Asset Management Table? (If “yes”, skip to component 9. If “No”, complete the Activity Description table below.)

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

10. Conversion of Public Housing to Tenant-Based Assistance

[24 CFR Part 903.7 9 (j)]

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

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

- 1. Yes No: Have any of the PHA’s developments or portions of developments been identified by HUD or the PHA as covered under section 202 of the HUD FY 1996 HUD Appropriations Act? (If “No”, skip to component 11; if “yes”, complete one activity description for each identified development, unless eligible to complete a streamlined submission. PHAs completing streamlined submissions may skip to component 11.)
- 2. Activity Description. Yes No: Has the PHA provided all required activity description information for this component in the optional Public Housing Asset Management Table? If “yes”, skip to component 11. If “No”, complete the Activity Description table below.

Conversion of Public Housing Activity Description	
1a.	Development name:
1b.	Development (project) number:
2.	What is the status of the required assessment? <input type="checkbox"/> Assessment underway <input type="checkbox"/> Assessment results submitted to HUD <input type="checkbox"/> Assessment results approved by HUD (if marked, proceed to next question) <input type="checkbox"/> Other (explain below)
3.	<input type="checkbox"/> Yes <input type="checkbox"/> No: Is a Conversion Plan required? (If yes, go to block 4; if no, go to block 5.)
4.	Status of Conversion Plan (select the statement that best describes the current status) <input type="checkbox"/> Conversion Plan in development <input type="checkbox"/> Conversion Plan submitted to HUD on: (DD/MM/YYYY) <input type="checkbox"/> Conversion Plan approved by HUD on: (DD/MM/YYYY) <input type="checkbox"/> Activities pursuant to HUD-approved Conversion Plan underway
5.	Description of how requirements of Section 202 are being satisfied by means other than conversion (select one) <input type="checkbox"/> Units addressed in a pending or approved demolition application (date submitted or approved:) <input type="checkbox"/> Units addressed in a pending or approved HOPE VI demolition application (date submitted or approved:) <input type="checkbox"/> Units addressed in a pending or approved HOPE VI Revitalization Plan (date submitted or approved:) <input type="checkbox"/> Requirements no longer applicable: vacancy rates are less than 10 percent <input type="checkbox"/> Requirements no longer applicable: site now has less than 300 units <input type="checkbox"/> Other: (describe below)

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

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

11. Homeownership Programs Administered by the PHA

[24 CFR Part 903.7 9 (k)]

A. Public Housing

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

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

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

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

B. Section 8 Tenant Based Assistance

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

2. Program Description:

Not required

- a. Size of Program: ___Yes ___No
 Will the PHA limit the number of families participating in the section 8 homeownership option?
 If the answer to the question above was yes, which statement best describes the number of participants?
 (select one)
 ___ 25 or fewer participants
 ___ 26 - 50 participants
 ___ 51 to 100 participants
 ___ more than 100 participants
- b. PHA-established eligibility criteria: ___Yes ___No
 Will the PHA's program have eligibility criteria for participation in its Section 8 Homeownership Option program in addition to HUD criteria?
 If yes, list criteria below:

12. PHA Community Service and Self-sufficiency Programs

[24 CFR Part 903.7 9 (1)]

Not required

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)

(2) Family Self Sufficiency program/s

a. Participation Description

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

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

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)]

Not required

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 use 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 anti-crime/anti-drug programs
 - Other (describe below)

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

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

1. List the crime prevention activities the PHA has undertaken or plans to undertake: (select all that apply)
 - Contracting with outside and/or resident organizations for the provision of crime- and/or drug-prevention activities
 - Crime prevention through environmental design
 - Activities targeted to at-risk youth, adults, or seniors
 - Volunteer Resident Patrol/Block Watchers Program

___ Other (describe below)

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

C. Coordination between PHA and the police

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

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

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

D. Additional information as required by PHDEP/PHDEP Plan

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

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

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 \$ 165,000
- B. Eligibility type (Indicate with an "x") N1 _____ N2 _____ R X
- 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.

Reno Housing Authority's Drug Elimination Program will employ a broad weed and seed approach and prevention measures to address the problems associated with illegal drug use and drug-related crimes. This will be accomplished through the collaborative prevention, education, cultural, recreational and employment training efforts of the Reno Police Department, Center for Employment Training, University of Nevada Reno and Cooperative Extension, Boy and Girl Scouts, Boys and Girls Club, Nevada Hispanic Services, and other local organizations and businesses. These organizations will provide matching funds or in-kind services valued at over \$160,000 to go with the requested \$165,000 grant. This will fund activities that have helped reduce drug-related problems at the low-income public housing complexes in Reno known as Mineral Manor, Stead Manor, Hawk View Apartments, Essex Manor, and Myra Birch Manor, with a projected total of 420 families served.

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)
Mineral Manor	144	265
Stead Manor	68	125
Hawk View Apartments	100	150
Essex Manor	106	205
Myra Birch Manor	56	80

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 _____ 24 Months X 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	X 250,000	NV39-DEP-001-0195	0	GE	
FY 1996	X 250,000	NV39-DEP-001-0196	0	GE	
FY 1997	X 225,300	NV39-DEP-001-0197	0		
FY 1998	X 225,000	NV39-DEP-001-0198	165,284		1/21/2001
FY 1999	X * 165,000	NV39-DEP-001-0199	165,000		1/31/2002

* Grant awarded was only \$160,557 based on incorrect number of units in HUD's system. Units have been corrected. According to local HUD office, RHA is eligible for \$165,000, so amendment to grant requested to reflect full amount.

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, and your system or process for monitoring and evaluating PHDEP-funded activities. This summary should not exceed 5-10 sentences.

RHA's drug elimination strategy is based on strong prevention measures to reduce involvement in drug and gang-related activities. This is accomplished by using education, training, and recreation activities to help residents resist the influences of their neighboring communities. The main goal is to increase participation in programs aimed at drug prevention and education, focusing primarily on youth and families. Our partners will assist our goals and objectives by providing quality programs available to public housing residents. They provide RHA with attendance records and updates on progress, which RHA staff will monitor through on-site visits. Evaluation will be based on whether the goals and objectives were met and on the annual survey results. Overall success will be determined by a rise in participation in leadership, prevention and career exploration activities and by maintaining the residents' feeling of safety in their complexes.

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	33,030
9120 - Security Personnel	0
9130 - Employment of Investigators	0
9140 - Voluntary Tenant Patrol	0
9150 - Physical Improvements	0
9160 - Drug Prevention	131,970
9170 - Drug Intervention	0
9180 - Drug Treatment	0
9190 - Other Program Costs	0
TOTAL PHDEP FUNDING	165,000

A. 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: \$			33,030
Goal(s)	Increase residents' sense of security and decrease crimes in/around complexes by increasing officer presence on regular basis							
Objectives	Use police officer to provide information and assistance over and above baseline services to work closely with RHA staff and residents to help identify and deal with criminal activity at or near RHA complexes							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount/Source)	Performance Indicators	
1. Contract for police services			1/2001	12/31/2001	33,030		Maintain low crime levels in complexes	

9160 - Drug Prevention

Total PHDEP Funding: \$

131,970

Goal(s)	Reduce youth involvement in illegal drug and gang-related activities						
Objectives	Increase participation in prevention activities by creating and maintaining quality programs in line with the goal.						
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amt/Source)	Performance Indicators
1. Youth: substance abuse education			1/2001	1/2002	37,940	31,000 Ranch camp, <i>First Books</i> , etc.	Increase participation in School Incentive Program by 10%
2. Youth: other education			1/2001	1/2002	25,820	42,800 Coop Ext & Family Focus Center match	Maintain participation of 130 youth in after-school programs
3. Youth: recreation & cultural activities			1/2001	1/2002	13,350	11,600 Boys & Girls Club, VSA Arts, Junior Ski, Mogul Mouse	Maintain/increase # of participants in various arts and sports activities
4. Youth: employment readiness/job placement			1/2001	1/2002	1,250	4,000 Various agencies: donated tickets, tours, training	Increase participation in Vocational Visions career exploration program by 20%
5. Adults/families: Substance abuse education			1/2001	1/2002	4,200	6,720 Nevada Hispanic Services	Increase participation of Hispanic families in drug education, parenting & teen classes by 6 families
6. Adults/families: other education			1/2001	1/2002	3,000	5,000 Donated computers, volunteer & proctor time	Increase computer literacy/computer lending program participation by 5 families
7. Adults/families: recreational & cultural activities			1/2001	1/2002	2,500	11,000 Boy & Girl Scouts	Increase participation in Scouting and sports programs by 5 families
8. Adults/families: employment readiness/job placement			1/2001	1/2002	0	33,200 CET, TMCC, Welfare Dept match	Continue training for residents with local agencies
9. Adults/families: employ residents w/ PHDEP funds					0		[none]
10. Adults/families: community organizing/mobilization			1/2001	1/2002	18,050	-	PHDEP Coordinator maintain numerous existing partnerships in community
11. Adults/families: parenting/family support			1/2001	1/2002	25,860	15,000 University of Nevada intern time	Maintain or decrease truancy and other high-risk factors through family intervention services
					131,970	160,320	

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, 3</i>		<i>Activity 2</i>	
9110	Activity 1	24,770	Activity 1	33,030
9120	n/a	n/a	n/a	n/a
9130	n/a	n/a	n/a	n/a
9140	n/a	n/a	n/a	n/a
9150	n/a	n/a	n/a	n/a
9160	All activities	39,590	All activities	70,000
9170	n/a	n/a	n/a	n/a
9180	n/a	n/a	n/a	n/a
9190	n/a	n/a	n/a	n/a
TOTAL		\$ 64,360		\$ 103,030

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.”

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? ___ n/a
- 5. ___ Yes ___ No: Have responses to any unresolved findings been submitted to HUD? If not, when are they due (state below)? ___ n/a

17. PHA Asset Management

[24 CFR Part 903.7 9 (q)]

Not required

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

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

18. Other Information

[24 CFR Part 903.7 9 (r)]

A. Resident Advisory Board Recommendations

- 1. Yes ___ No: Did the PHA receive any comments on the PHA Plan from the Resident Advisory

Board/s?

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

Attached at Attachment (File name)

Provided below:

3/30/00: The Resident Advisory Board voted to : (1) recommend that RHA maintain the \$50 minimum rent, (2) recommend that RHA not promote more income disregards if the cost has to be absorbed by RHA rather than by HUD, (3) agree with RHA's proposal to review Section 8 Voucher payment standards more frequently and to increase them where possible, (4) agree with the proposal to establish a transfer procedure for a Public Housing tenant who has resided in an elderly efficiency unit for more than one year to more readily transfer to a one-bedroom unit, (5) agree that RHA already has a good balance of income mix in the five family complexes and does not need to do anything different than they are doing now [regarding deconcentration of poverty], and (6) recommend that RHA publish a Section 8 newsletter on a quarterly basis.

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

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

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

List changes below:

Other: (list below)

(1) The Authority plans to maintain the \$50 minimum rent and (2) not add more income disregards if the cost has to be absorbed by RHA rather than by HUD. (3) The Authority has already adopted higher Section 8 voucher payment standards for two bedroom sizes, and will continue to review payment standards on a regular basis. (4) The Authority will implement a procedure giving elderly residents who have resided in efficiency units for more than one year the option of transferring to one-bedroom units when available. (5) The Authority will continue to monitor income by complex by bedroom size, as it has done since July 1996, to ensure continued deconcentration of poverty. Section 8 tenants will also continue to be encouraged to chose housing/move outside of the lowest-income census tracts in RHA's jurisdiction. (6) The Authority will publish a Section 8 newsletter on a quarterly basis.

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

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

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

3. Description of Resident Election Process

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

Candidates were nominated by resident and assisted family organizations

Candidates could be nominated by any adult recipient of PHA assistance

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

Other: (describe)

b. Eligible candidates: (select one)

Any recipient of PHA assistance

Any head of household receiving PHA assistance

Any adult recipient of PHA assistance

Any adult member of a resident or assisted family organization

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

C. Statement of Consistency with the Consolidated Plan

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

1. Consolidated Plan jurisdiction: Reno, Sparks, Washoe County
2. The PHA has taken the following steps to ensure consistency of this PHA Plan with the Consolidated Plan for the jurisdiction: (select all that apply)
 - The PHA has based its statement of needs of families in the jurisdiction on the needs expressed in the Consolidated Plan/s.
 - The PHA has participated in any consultation process organized and offered by the Consolidated Plan agency in the development of the Consolidated Plan.
 - The PHA has consulted with the Consolidated Plan agency during the development of this PHA Plan.
 - Activities to be undertaken by the PHA in the coming year are consistent with the initiatives contained in the Consolidated Plan. (list below)
 - Section 8 project-based assistance to serve currently under-served special needs populations in partnership with non-profit agencies, first-time homebuyer opportunities (down payment assistance), modernization of public housing
 - ___ Other: (list below)
4. The Consolidated Plan of the jurisdiction supports the PHA Plan with the following actions and commitments: (describe below)
 - Priorities in the 1995-2000 Plan included transitional housing, Single Room Occupancy (SRO) units, housing for persons with AIDS, first-time homebuyer assistance, and support services for low-income families and individuals. Funding was supplied to help with construction of 16 elderly units. The upcoming 2000-2005 Plan identifies street replacement at Mineral Manor, street lights near Essex Manor, and park improvements adjacent to Mineral Manor as public housing needs, along with part-time staff funding and matching funds for FSS homeownership programs.

D. Other Information Required by HUD

None

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

Attachments

None

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

19. Definition of "Substantial Deviation" and "Significant Amendment or Modification"

[24 CFR Part 903.7 9 (r)]

Substantial Deviation: Substantial deviation relates to changes in the annual plan which cause substantial deviation from the five-year plan. RHA defines substantial deviation as: significant amendments or modifications to the annual plan which materially impact the goals and objectives of the five-year plan. This would include any change in the mission statement or a major revision or abandonment of one or more of the

goals in the five-year plan. It would not include a delay in the implementation of any particular component caused by business needs or deviations based on emergencies or circumstances out of RHA's control.

Significant Amendment or Modification. After submitting the five-year plan or annual plan to HUD, RHA may amend or modify any policy, rule, regulation or other aspect of the plan. Each significant amendment or modification to a plan submitted to HUD is subject to the requirements of §§ 903.13, 903.15, and 903.17. If the amendment or modification is a significant amendment or modification, RHA:

1. May not adopt the amendment or modification until RHA has duly called a meeting of its Board of Commissioners and the meeting, at which the amendment or modification is adopted, is open to the public; and
2. May not implement the amendment or modification, until notification of the amendment or modification is provided to HUD and approved by HUD in accordance with HUD's plan review procedures, as provided in § 903.23.

The following items will be considered as significant amendments or modifications to the annual plan and, accordingly, will require the above process prior to adoption:

- Changes to rent or admissions policies or organization of the waiting list
- Additions of non-emergency work items (items not included in the current Annual Statement or Five-Year Action Plan) or change in use of replacement reserve funds under the Capital Fund
- Additions of new activities (as defined in the PHDEP Internet semi-annual report) not included in the current PHDEP Plan
- Any change with regard to proposed public housing demolition or disposition, designation, conversion activities, or ownership of public housing units.

Exceptions to these definitions will be made for any of the above that are adopted to reflect changes in HUD regulatory requirements or other mandated regulatory changes such as building codes, health codes, etc.; such changes will not be considered significant amendments by HUD.

Additional Certifications Necessary for the Receipt of Grant Funds

In order to receive federal funds under the Capital Fund and PHDEP grant programs, PHAs must complete and submit certain certifications in addition to the "PHA Certifications of Compliance with the PHA Plans and Related Regulations" (PHA Plan Certifications) and "State or Local Certification of Consistency with the Consolidated Plan." These include certifications with regard to a drug-free workplace and restrictions on lobbying. PHAs should submit signed, original copies of all applicable certifications and disclosure forms by mail to the local HUD office.

For receipt of Federal Fiscal Year (FFY) 2000 funds, PHAs must provide the following certifications:

- Form HUD-50070, Certification for a Drug-Free Workplace
- Form HUD-50071, Certification of Payments to Influence Federal Transactions
- Standard Form SF-LLL and SF-LLLa, Disclosure of Lobbying Activities **none** (where applicable)