

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

Canton Housing and Redevelopment Commission Plans

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

Canton Housing and Redevelopment Commission Number: SD039

**Canton Housing and Redevelopment Commission Fiscal Year
Beginning: 07/2000**

Public Access to Information

Information regarding any activities outlined in this plan can be obtained by contacting:

Canton Housing and Redevelopment Commission
903 W. Fifth St.
Canton, SD 57013

**Display Locations For Canton Housing and Redevelopment
Commission Plans and Supporting Documents**

The Canton Housing and Redevelopment Commission Plans (including attachments) are available for public inspection at:

Canton Housing and Redevelopment Commission
903 W. Fifth St.
Canton, SD 57013

City of Canton
210 N. Dakota St.
Canton, SD 57013

Canton Housing and Redevelopment Commission Plan Supporting Documents are available for inspection at:

Canton Housing and Redevelopment Commission
903 W. Fifth St.
Canton, SD 57013

5-Year Plan
Canton Housing and Redevelopment Commission Fiscal Years 2000 -
2004

[24 CFR Part 903.5]

A. Mission

The mission of the Canton Housing and Redevelopment Commission 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.

B. Goals

The goals and objectives listed below are derived from HUD's strategic Goals and Objectives and those emphasized in recent legislation. Canton Housing and Redevelopment Commissions may select any of these goals and objectives as their own, or identify other goals and/or objectives. Whether selecting the HUD-suggested objectives or their own, **Housing and Redevelopment Commissions 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 scores achieved.) Canton Housing and Redevelopment Commission should identify these measures in the spaces to the right of or below the stated objectives.

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

Canton Housing and Redevelopment Commission Goal: Expand the supply of assisted housing.

Objective:

Reduce public housing vacancies: Sustain an occupancy rate of 95% until June 30, 2005.

Canton Housing and Redevelopment Commission Goal: Improve the quality of assisted housing.

Objectives:

Maintain excellent public housing management: Sustain PHMAP/
PHAS High Performer status.

Improve voucher management: Seek and maintain a High Performer
SEMAP score.

Increase customer satisfaction: Improve proficiency in program
administration.

Page 3

Renovate or modernize public housing units: Continue to use Capital
Funds to upgrade public housing.

Canton Housing and Redevelopment Commission Goal: Increase assisted housing
choices.

Objectives:

Provide voucher mobility counseling.

Conduct outreach efforts to potential voucher landlords.

Increase voucher payment standards.

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

Canton Housing and Redevelopment Commission Goal: Provide an improved
living environment

Objectives:

Implement measures to deconcentrate poverty by bringing higher income public
housing households into lower income developments.

Implement public housing security improvements.

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

Canton Housing and Redevelopment Commission Goal: Promote self-
sufficiency and asset development of assisted households

Objectives:

Increase the number and percentage of employed persons in assisted families:

Refer supportive services to improve assistance recipients' employability.

Provide or attract supportive services to increase independence for the elderly
or families with disabilities.

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

Canton Housing and Redevelopment Commission 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

Page 4

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.

**Annual Canton Housing and Redevelopment Commission Plan
Canton Housing and Redevelopment Commission Fiscal Year 2000**

[24 CFR Part 903.7]

i. Annual Plan Type:

Select which type of Annual Plan the Canton Housing and Redevelopment Commission 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 Canton Housing and
Redevelopment Commission 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 Canton Housing and Redevelopment Commission has included in the Annual Plan.

The Canton Housing and Redevelopment Commission Annual Plan for Fiscal Year 2000 has been developed using the format provided by HUD. It presents our goal of providing decent, safe, and affordable housing; and sets forth our policies in attaining that goal.

Page 6

iii. Annual Plan Table of Contents

[24 CFR Part 903.7 9 (r)]

Table of Contents

	<u>Page #</u>
Annual Plan	
.Executive Summary	5
.Table of Contents	6
.Housing Needs	9
.Financial Resources	13
.Policies on Eligibility, Selection and Admissions	15
.Rent Determination Policies	24
.Operations and Management Policies	29
.Grievance Procedures	30
.Capital Improvement Needs	30
.Demolition and Disposition	32
.Designation of Housing	33
.Conversions of Public Housing	34
.Homeownership	35
.Community Service Programs	37
.Crime and Safety	39

.Pets (Inactive for January 1 PHAs)	40
.Civil Rights Certifications (included with PHA Plan certifications)	41
.Audit	41
.Asset Management	41
.Other Information	42

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 Attachment:

FY 2000 Capital Fund Program Annual Statement	45
---	----

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 Canton Housing and Redevelopment Commission.

List of Supporting Documents Available for Review

Applicable & On Display	Supporting Document	Applicable Pl
•	Canton Housing and Redevelopment Commission Plan Certifications of Compliance with	the Canton Hc
•	State/Local Government Certification of Consistency with the Consolidated Plan;	5 Year ar
•	Fair Housing Documentation: Records reflecting that the Canton Housing and Redevelopment Commission has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is	addressing thc
•	Consolidated Plan for the jurisdiction/s in which the Canton Housing and Redevelopment jurisdiction.	Commission i
•	Most recent board-approved operating budget for the public housing program; Annual Public Housing Admissions and (Continued) Occupancy Policy (A&O), which includes the	Plan: Financia Tenant Selecti
•	Section 8 Administrative Plan; Annual Plan: Eligibility, Selection, and Admissions Policies.	

- Public housing rent determination policies, including the methodology for setting public housing flat rents
- Schedule of flat rents offered at each public housing development check here if included in the
- Section 8 rent determination (payment standard) policies. check here if included in Section 8 Administrative Plan
- Public housing management and maintenance policy documents, including policies for the prevention or
- Public housing grievance procedures check here if included in the public housing A & O Policy.

Page 8

- Section 8 informal review and hearing procedures. check here if included in Section 8 Administrative Plan
- The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the
- Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant
Annual Plan: Capital Needs.
- Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if none
Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization
Approved or submitted applications for demolition and/or disposition of public housing Annual Plan:
Approved or submitted applications for designation of public housing
(Designated Housing Plans) Annual Plan: Designation of Public Housing.
Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted
Approved or submitted public housing homeownership programs/plans. Annual Plan:
- Policies governing any Section 8 Homeownership program. check here if included in the Section 8 Administrative Plan ; Annual Plan: Homeownership.
Any cooperative agreement between the Canton Housing and Redevelopment Commission and the TANF
FSS Action Plan/s for public housing and/or Section 8; Annual Plan: Community Service & Self-Sufficiency.
Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program report
The most recent Public Housing Drug Elimination Program (PHEDEP) semi-annual performance report
- The most recent fiscal year audit of the Canton Housing and Redevelopment Commission conducted under

Troubled PHA: MOA/Recovery Plan ; Troubled PHA's.

Other supporting documents (optional) (list individually; use as many lines as necessary) (specify as ne

1. Statement of Housing Needs

[24 CFR Part 903.7 9 (a)]

A. Housing Needs of Families in the Jurisdiction/s Served by the Canton Housing and Redevelopment Commission

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

Housing Needs of Families in the Jurisdiction by Family Type

Family Type	Overall	Affordability	Supply	Quality	Accessibility	Size	Location
Waiting list total	4	5	5	3	1	3	1
Income <= 30% of AMI	2	5	5	3	1	3	1
Income >30% but <=50% of AMI	1	5	5	3	1	3	1
Income >50% but <80% of AMI	1	5	5	3	1	1	1
Families with children	3	5	5	3	1	3	1
Elderly	0						
Families with Disabilities	0						
Race/Ethnicity White	4	5	5	3	1	3	1
Race/Ethnicity							

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

Consolidated Plan of the Jurisdiction/s South Dakota Housing Development Authority

Indicate year: 2000

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

American Housing Survey data

Indicate year:

Other housing market study

Indicate year:

Other sources: (list and indicate year of information)

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

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

Housing Needs of Families on the Waiting List

Waiting list type: (select one) Section 8 tenant-based assistance Public Housing X
 Combined Section 8 and Public Housing Public Housing Site-Based or sub-jurisdictional
 waiting list (optional) If used, identify which development/subjurisdiction:

	# of families	% of total families	Annual Turnover
Waiting list total	4		
Extremely low income <=30% AMI	2	50%	
Very low income (>30% but <=50% AMI)	1	25%	
Low income (>50% but <80% AMI)	1	25%	
Families with children		3	
Elderly families			
Families with Disabilities	0		
Race/ethnicity white		4	
Race/ethnicity			

Characteristics by Bedroom Size (Public Housing Only)

1BR	1
2 BR	
3 BR	
4 BR	

Is the waiting list closed (select one)? X No Yes If yes: How long has it been closed (# of months)? Does the Canton Housing and Redevelopment Commission expect to reopen the list in the Canton Housing and Redevelopment Commission Plan year? No Yes Does the Canton Housing and Redevelopment Commission 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 Canton Housing and Redevelopment Commission'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.

Canton Housing and Redevelopment Commission currently has virtually no waiting list. The one person on the Elderly Public Housing list is near-elderly. Eligible Section 8 applicants are issued vouchers within 30 days.

Page 11

(1) Strategies

Need: Shortage of affordable housing for all eligible populations

Strategy 1. Maximize the number of affordable units available to the Canton Housing and Redevelopment Commission within its current resources by:

Select all that apply

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

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

Select all that apply

- 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.
- X Other: Canton Housing and Redevelopment Commission has no wait list for Section 8. Eligible clients are issued vouchers within 30 days.

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

Page 12

- X Exceed HUD federal targeting requirements for families at or below 30% of AMI in public housing
- X 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
- X Other: We have no waiting list. All eligible families can be housed in 30 days.

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
- X Other: Canton Housing's Public Housing is designated for elderly and disabled.

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
- X Other: All eligible families, including those with disabilities, who apply are being housed within 30 days.

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

Page 13

Strategy 1: Increase awareness of Canton Housing and Redevelopment Commission resources among families of races and ethnicities with disproportionate needs:

Select if applicable

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

Strategy 2: Conduct activities to affirmatively further fair housing

Select all that apply

- X Counsel Section 8 tenants as to location of units outside of areas of poverty or minority concentration and assist them to locate those units
- X 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 Canton Housing and Redevelopment Commission's selection of the strategies it will pursue:

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

- X Influence of the housing market on Canton Housing and Redevelopment Commission 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 Canton Housing and Redevelopment Commission for the support of Federal public housing and tenant-based Section 8 assistance programs

administered by the Canton Housing and Redevelopment Commission 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)		
)Public Housing Operating Fund		
)Public Housing Capital Fund	\$26,693	modernization
)HOPE VI Revitalization		
)HOPE VI Demolition		
)Annual Contributions for Section 8 Tenant-Based Assistance		\$211,226
)Public Housing Drug Elimination Program (including any Technical Assistance funds)		
)Resident Opportunity and Self-Sufficiency Grants		
)Community Development Block Grant		
)HOME		
Other Federal Grants (list below)		

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

3. Public Housing Dwelling Rental Income \$41,210

4. Other income (list below)

4. Non-federal sources (list below)

Total resources

\$279,129

Page 15

3. Canton Housing and Redevelopment Commission Policies
Governing Eligibility, Selection, and Admissions

[24 CFR Part 903.7 9 (c)]

A. Public Housing

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

(1) Eligibility

a. When does the Canton Housing and Redevelopment Commission verify eligibility for admission to public housing? (select all that apply)

- X When families are within a certain number of being offered a unit: (#1)
- X When families are within a certain time of being offered a unit: (when notice is given that a unit is becoming available)
- Other: (describe)

b. Which non-income (screening) factors does the Canton Housing and Redevelopment Commission 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 Canton Housing and Redevelopment Commission request criminal records from local law enforcement agencies for screening purposes?

- d. Yes No: Does the Canton Housing and Redevelopment Commission request criminal records from State law enforcement agencies for screening purposes?
- e. Yes No: Does the Canton Housing and Redevelopment Commission 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 Canton Housing and Redevelopment Commission 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)

Page 16

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

- X Canton Housing and Redevelopment Commission main administrative office
- X Canton Housing and Redevelopment Commission development site management office
- Other (list below)

c. If the Canton Housing and Redevelopment Commission 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 Canton Housing and Redevelopment Commission operate in the coming year?
2. Yes No: Are any or all of the Canton Housing and Redevelopment Commission'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)?

Canton Housing and Redevelopment Commission main administrative office
All Canton Housing and Redevelopment Commission 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)
- X One
 - Two
 - Three or More
- b. X 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 Canton Housing and Redevelopment Commission:

Page 17

(4) Admissions Preferences

- a. Income targeting:
Yes X No: Does the Canton Housing and Redevelopment Commission 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)
- X Emergencies
 - Overhoused
 - Underhoused
 - X Medical justification
 - X Administrative reasons determined by the Canton Housing and Redevelopment Commission (e.g., to permit modernization work)
 - Resident choice: (state circumstances below)
 - Other: (list below)

. Preferences

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

. Which of the following admission preferences does the Canton Housing and Redevelopment Commission 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

Page 18

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

3. If the Canton Housing and Redevelopment Commission 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.

1 Date and Time

Former Federal preferences:

- Involuntary Displacement (Disaster, Government Action, Action of Housing

Owner, Inaccessibility, Property Disposition)
Victims of domestic violence
Substandard housing
Homelessness
High rent burden

Other preferences (select all that apply)

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

4. Relationship of preferences to income targeting requirements:

- X The Canton Housing and Redevelopment Commission applies preferences within income tiers
- Not applicable: the pool of applicant families ensures that the Canton Housing and Redevelopment Commission will meet income targeting requirements

Page 19

(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)

- X The Canton Housing and Redevelopment Commission-resident lease
- X The Canton Housing and Redevelopment Commission's Admissions and (Continued) Occupancy policy
- X Canton Housing and Redevelopment Commission briefing seminars or written materials
- Other source (list)

b. How often must residents notify the Canton Housing and Redevelopment Commission of changes in family composition? (select all that apply)

- X At an annual reexamination and lease renewal
- X Any time family composition changes
- X At family request for revision

Other (list)

(6) Deconcentration and Income Mixing

a. Yes No: Did the Canton Housing and Redevelopment Commission'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 Canton Housing and Redevelopment Commission 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:

Page 20

Employing new admission preferences at targeted developments

If selected, list targeted developments below:

Other (list policies and developments targeted below)

d. Yes No: Did the Canton Housing and Redevelopment Commission 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 Canton Housing and Redevelopment Commission 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 Canton Housing and Redevelopment Commission 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: PHA's 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 Canton Housing and Redevelopment Commission? (select all that apply)

- X 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 Canton Housing and Redevelopment Commission request criminal records from local law enforcement agencies for screening purposes?
- c. Yes No: Does the Canton Housing and Redevelopment Commission request criminal records from State law enforcement agencies for screening purposes?
- d. Yes No: Does the Canton Housing and Redevelopment Commission 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)
 Upon request of the owner we will share any factual or third party written information relevant to the history of, or ability to, comply with the lease or any history of drug trafficking

(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)

Page 22

- b. Where may interested persons apply for admission to section 8 tenant-based assistance? (select all that apply)
- Canton Housing and Redevelopment Commission main administrative office
- Other (list below)

(3) Search Time

- a. Yes No: Does the Canton Housing and Redevelopment Commission give extensions on standard 60-day period to search for a unit?

If yes, state circumstances below:

If the additional time can reasonably be expected to result in success of the family in locating a unit.

(4) Admissions Preferences

a. Income targeting

YesX No: Does the Canton Housing and Redevelopment Commission 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. YesX No: Has the Canton Housing and Redevelopment Commission 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 Canton Housing and Redevelopment Commission 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)

Page 23

Other preferences (select all that apply)

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

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

Date and Time

Former Federal preferences

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

Other preferences (select all that apply)

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

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

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

Page 24

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

This preference has previously been reviewed and approved by HUD
The Canton Housing and Redevelopment Commission requests approval for this

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

The Canton Housing and Redevelopment Commission applies preferences within income tiers

Not applicable: the pool of applicant families ensures that the Canton Housing and Redevelopment Commission will meet income targeting requirements

(5) Special Purpose Section 8 Assistance Programs Canton Housing and Redevelopment Commission has no 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 Canton Housing and Redevelopment Commission contained? (select all that apply)

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

.How does the Canton Housing and Redevelopment Commission announce the availability of any special-purpose section 8 programs to the public?

Through published notices
Other (list below)

4. Canton Housing and Redevelopment Commission Rent Determination Policies

[24 CFR Part 903.7 9 (d)]

A. Public Housing

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

(1) Income Based Rent Policies

Describe the Canton Housing and Redevelopment Commission'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.

Page 25

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

X The Canton Housing and Redevelopment Commission 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 Canton Housing and Redevelopment Commission employs discretionary policies for determining income based rent (If selected, continue to question b.)

b. Minimum Rent

1. What amount best reflects the Canton Housing and Redevelopment Commission's minimum rent? (select one)

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

2. Yes No: Has the Canton Housing and Redevelopment Commission adopted any discretionary minimum rent hardship exemption policies?

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

. Rents set at less than 30% than adjusted income

1. Yes No: Does the Canton Housing and Redevelopment Commission 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 Canton Housing and Redevelopment Commission plan to employ (select all that apply)

For the earned income of a previously unemployed household member

For increases in earned income

Fixed amount (other than general rent-setting policy)

If yes, state amount/s and circumstances below:

Page 26

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 Canton Housing and Redevelopment Commission such that the changes result in an adjustment to rent? (select all that apply)

- Never
- At family option
- X 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)_____
- X Other (list below)
Any time the family experiences a change in family composition.

g. Yes X No: Does the Canton Housing and Redevelopment Commission 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

. In setting the market-based flat rents, what sources of information did the Canton Housing and Redevelopment Commission use to establish comparability? (select all that apply.)

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

B. Section 8 Tenant-Based Assistance

Exemptions: PHA's 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 Canton Housing and Redevelopment Commission's payment standard? (select the category that best describes your standard)

- At or above 90% but below 100% of FMR
- 100% of FMR
- X 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 Canton Housing and Redevelopment Commission selected this standard? (select all that apply)
- FMRs are adequate to ensure success among assisted families in the Canton Housing and Redevelopment Commission's segment of the FMR area
 - The Canton Housing and Redevelopment Commission 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 Canton Housing and Redevelopment Commission chosen this level? (select all that apply)
- FMRs are not adequate to ensure success among assisted families in the Canton Housing and Redevelopment Commission's segment of the FMR area
 - Reflects market or submarket
 - To increase housing options for families
 - Other (list below)
- d. How often are payment standards reevaluated for adequacy? (select one)
- Annually
 - Other (list below)
- e. What factors will the Canton Housing and Redevelopment Commission 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)
 - Market vacancy rates
 - Market rents
 - Size and quality of units leased under the program.

(2) Minimum Rent

- a. What amount best reflects the Canton Housing and Redevelopment Commission's minimum rent? (select one)

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

b. Yes X No: Has the Canton Housing and Redevelopment Commission adopted any discretionary minimum rent hardship exemption policies? (if yes, list below)

5. Operations and Management

[24 CFR Part 903.7 9 (e)]

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

A. PHA Management Structure

Describe the PHA's management structure and organization.

(select one)

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

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

B. HUD Programs Under PHA Management

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

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

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

Other Federal Programs(list individually)

C. Management and Maintenance Policies

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

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

(2) Section 8 Management: (list below)

Page 30

6.Canton Housing and Redevelopment Commission Grievance

Procedures

[24 CFR Part 903.7 9 (f)]

Exemptions from component 6: High performing PHA's are not required to complete component 6. Section 8- PHA's 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 PHA's are not required to complete this component and may skip to Component 8.

Page 31

A. Capital Fund Activities

Exemptions from sub-component 7A: PHA's that will not participate in the Capital Fund Program may skip to component 7B. All other PHA's 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 Canton Housing and Redevelopment Commission 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 Canton Housing and Redevelopment Commission Plan at Attachment 1.

-or-

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

(2) Optional 5-Year Action Plan

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

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

b. If yes to question a, select one:

The Capital Fund Program 5-Year Action Plan is provided as an attachment to the Canton Housing and Redevelopment Commission Plan at Attachment (state name

-or-

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

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

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

Page 32

- Yes X No: a) Has the Canton Housing and Redevelopment Commission 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 X No: c) Does the Canton Housing and Redevelopment Commission plan to apply for a HOPE VI Revitalization grant in the Plan year?
If yes, list development name/s below:

- Yes X No: d) Will the Canton Housing and Redevelopment Commission be engaging in any mixed-finance development activities for public housing in the Plan year?
If yes, list developments or activities below:

Yes X No: e) Will the Canton Housing and Redevelopment Commission 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 X No: Does the Canton Housing and Redevelopment Commission 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.)

Page 33

2. Activity Description

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

Demolition/Disposition Activity Description

1a. Development name: 1b. Development (project) number:

2. Activity type: Demolition Disposition

3. Application status (select one) Approved Submitted, pending approval Planned application

4. Date application approved, submitted, or planned for submission: (DD/MM/YY)

5. Number of units affected: 6. Coverage of action (select one) Part of the development Total 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 X No: Has the Canton Housing and Redevelopment Commission designated or applied for approval to designate or does the Canton Housing and Redevelopment Commission 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.

Page 34

Designation of Public Housing Activity Description

- 1a. Development name: 1b. Development (project) number:
- 2. Designation type: Occupancy by only the elderly Occupancy by families with disabilities
Occupancy by only elderly families and families with disabilities
- 3. Application status (select one) Approved; included in the PHA’s Designation Plan
Submitted, pending approval Planned application
- 4. Date this designation approved, submitted, or planned for submission: (DD/MM/YY)
- 5. If approved, will this designation constitute a (select one) New Designation Plan Revision
of a previously-approved Designation Plan?
- . Number of units affected: 7. Coverage of action (select one) Part of the
development 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 Canton Housing and Redevelopment Commission's developments or portions of developments been identified by HUD or the Canton Housing and Redevelopment Commission 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? Assessment underway Assessment results submitted to HUD Assessment results approved by HUD (if marked, proceed to next question) Other (explain below)

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

Page 35

4; if no, go to block 5.)

4. Status of Conversion Plan (select the statement that best describes the current status)
Conversion Plan in development Conversion Plan submitted to HUD on: (DD/MM/YYYY)
Conversion Plan approved by HUD on: (DD/MM/YYYY) Activities pursuant to HUD-approved Conversion Plan underway

5. Description of how requirements of Section 202 are being satisfied by means other than conversion (select one) Units addressed in a pending or approved demolition application (date submitted or approved:) Units addressed in a pending or approved HOPE VI demolition application (date submitted or approved:) Units addressed in a pending or approved HOPE VI Revitalization Plan (date submitted or approved:) Requirements no longer applicable: vacancy rates are less than 10 percent Requirements no longer applicable: site now has less than 300 units Other: (describe below)

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

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

11. Homeownership Programs Administered by the PHA

[24 CFR Part 903.7 9 (k)]

A. Public Housing

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

1. Yes X No: Does the Canton Housing and Redevelopment Commission administer any homeownership programs administered by the Canton Housing and Redevelopment Commission 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 Canton Housing and Redevelopment Commission 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.)

Page 36

Public Housing Homeownership Activity Description (Complete one for each development affected)

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

B. Section 8 Tenant Based Assistance

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

2. Program Description:

a. Size of Program

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

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

25 or fewer participants

26 - 50 participants

51 to 100 participants

more than 100 participants

b. PHA-established eligibility criteria

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

If yes, list criteria below:

Page 37

12. PHA Community Service and Self-sufficiency Programs

[24 CFR Part 903.7 9 (l)]

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

A. PHA with the Welfare (TANF) Agency

1. Cooperative agreements:

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

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

2. Other coordination efforts between the PHA and TANF agency (select all that apply)
- Client referrals
 - Information sharing regarding mutual clients (for rent determinations and otherwise)
 - Coordinate the provision of specific social and self-sufficiency services and programs to eligible families
 - Jointly administer programs
 - Partner to administer a HUD Welfare-to-Work voucher program
 - Joint administration of other demonstration program
 - Other (describe)

B. Services and programs offered to residents and participants

(1) General

a. Self-Sufficiency Policies

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

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

b. Economic and Social self-sufficiency programs

Page 38

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)
		provi

(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
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)]

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 anticrime/anti drug programs

Other (describe below)

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

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

Page 40

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

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

Crime Prevention Through Environmental Design
Activities targeted to at-risk youth, adults, or seniors
Volunteer Resident Patrol/Block Watchers Program
Other (describe below)

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

C. Coordination between PHA and the police

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

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

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

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

Police regularly testify in and otherwise support eviction cases

Police regularly meet with the PHA management and residents

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

Other activities (list below)

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

D. Additional information as required by PHDEP/PHDEP Plan

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

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

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

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

14. RESERVED FOR PET POLICY

[24 CFR Part 903.7 9 (n)]

15. Civil Rights Certifications

[24 CFR Part 903.7 9 (o)]

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

16. Fiscal Audit

[24 CFR Part 903.7 9 (p)]

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

17. PHA Asset Management

[24 CFR Part 903.7 9 (q)]

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

1. Yes No: Is the PHA engaging in any activities that will contribute to the long-term asset management of its public housing stock , including how the Agency will plan for long-term operating, capital investment, rehabilitation, modernization, disposition, and other needs that have **not** been addressed elsewhere in this PHA Plan?

.
- . 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 Canton Housing and Redevelopment Commission receive any comments on the PHA Plan from the Resident Advisory Board/s?

2. If yes, the comments are: (if comments were received, the PHA **MUST** select one)
Attached at Attachment (File name)
Provided below:

3. In what manner did the PHA address those comments? (select all that apply)
Considered comments, but determined that no changes to the PHA Plan were necessary.
The PHA changed portions of the PHA Plan in response to comments
List changes below:

Other: (list below)

B. Description of Election process for Residents on the Canton Housing and Redevelopment Commission Board

1. Yes No: Does the Canton Housing and Redevelopment Commission 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 Canton Housing and Redevelopment Commission 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 Canton Housing and Redevelopment Commission assistance

Self-nomination: Candidates registered with the Canton Housing and Redevelopment Commission and requested a place on ballot
Other: (describe)

Page 43

- b. Eligible candidates: (select one)
- Any recipient of Canton Housing and Redevelopment Commission assistance
 - Any head of household receiving Canton Housing and Redevelopment Commission assistance
 - Any adult recipient of Canton Housing and Redevelopment Commission assistance
 - Any adult member of a resident or assisted family organization
 - Other (list)
- c. Eligible voters: (select all that apply)
- All adult recipients of Canton Housing and Redevelopment Commission assistance (public housing and section 8 tenant-based assistance)
 - Representatives of all Canton Housing and Redevelopment Commission resident and assisted family organizations
 - Other (list) Only one resident responded to the advertisement of the available position. His name was submitted to the Canton City Commission for approval and he was appointed by the City Commission.

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: City of Canton
2. The Canton Housing and Redevelopment Commission has taken the following steps to ensure consistency of this PHA Plan with the Consolidated Plan for the jurisdiction: (select all that apply)

The Canton Housing and Redevelopment Commission has based its statement of needs of families in the jurisdiction on the needs expressed in the Consolidated Plan/s.

- The Canton Housing and Redevelopment Commission has participated in any consultation process organized and offered by the Consolidated Plan agency in the development of the Consolidated Plan.
- The Canton Housing and Redevelopment Commission has consulted with the Consolidated Plan agency during the development of this PHA Plan.

X Activities to be undertaken by the Canton Housing and Redevelopment Commission in the coming year are consistent with the initiatives contained in the Consolidated Plan.
(list below)

Canton Comprehensive Plan goal: Develop affordable housing opportunities.

Other: (list below)

Page 44

4. The Consolidated Plan of the jurisdiction supports the Canton Housing and Redevelopment Commission Plan with the following actions and commitments: (describe below)

D. Other Information Required by HUD

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

Attachments

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

**Canton Housing and Redevelopment Commission Plan
Table Library**

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

Annual Statement

Capital Fund Program (CFP) Part I: Summary Capital Fund Grant Number FFY
of Grant Approval: (07/2000) X Original Annual Statement

Line No.	Summary by Development Account	Total Estimated Cost
1	Total Non-CGP Funds	
2	1406 Operations	24,558
3	1408 Management Improvements	
4	1410 Administration	
5	1411 Audit	
6	1415 Liquidated Damages	
7	1430 Fees and Costs	
8	1440 Site Acquisition	
9	1450 Site Improvement	
10	1460 Dwelling Structures	
11	1465.1 Dwelling Equipment-Nonexpendable	

12	1470	Nondwelling Structures	
13	1475	Nondwelling Equipment	
14	1485	Demolition	
15	1490	Replacement Reserve	
16	1492	Moving to Work Demonstration	
17	1495.1	Relocation Costs	
18	1498	Mod Used for Development	
19	1502	Contingency	
20	Amount of Annual Grant (Sum of lines 2-19)		24,557
21	Amount of line 20 Related to LBP Activities		
22	Amount of line 20 Related to Section 504 Compliance		
23	Amount of line 20 Related to Security		
24	Amount of line 20 Related to Energy Conservation Measures		

Page 46

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

Development Number/Name Major Work Categories Number	HA-Wide Activities Total Estimated Cost	General Description of Development Account
HA Wide	24,557	Operations

**Annual Statement
Capital Fund Program (CFP) Part III: Implementation Schedule**

Development Number/Name HA-Wide Activities
All Funds Obligated
2/2001

All Funds Expended

2/2001

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

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

Optional 5-Year Action Plan Tables

Development Number	Development Name (or indicate Canton Housing and Redevelopment Commission wide)	Number Vacant Units	% Vacancies in Development
---------------------------	--	----------------------------	-----------------------------------

Description of Needed Physical Improvements or Management Improvements

**Estimated Cost
Planned Start Date**

(HA Fiscal Year)

Total estimated cost over next 5 years

Optional Public Housing Asset Management Table

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

Public Housing Asset Management

Development Identification

Name, Number, and Location Number and Type of units

Parts II and III *Component 7a* Development Activities *Component 7b*

Component 8 Designated housing *Component 9*

Component 10 Home- ownership *Component 11a*

Component 17

Capital Fund Program

Demolition / disposition

Conversion

Other (describe)