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

PHA Plans

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

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

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

PHA Plan
Agency Identification

PHA Name: Webster Housing & Redevelopment Commission

PHA Number: SD040

PHA Fiscal Year Beginning: (mm/yyyy) 01/2000

Public Access to Information

Information regarding any activities outlined in this plan can be obtained by contacting: (select all that apply)
__X__ Main administrative office of the PHA
____ PHA development management offices
____ PHA local offices

Display Locations For PHA Plans and Supporting Documents

The PHA Plans (including attachments) are available for public inspection at: (select all that apply)
__X__ Main administrative office of the PHA
____ PHA development management offices
____ PHA local offices
____ Main administrative office of the local government
____ Main administrative office of the County government
____ Main administrative office of the State government
____ Public library
____ PHA website
____ Other (list below)

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

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

MISSION STATEMENT

The Mission Statement of the Webster Housing Authority is:

The mission of the Webster Housing Authority is to provide and maintain safe, decent, and affordable housing to persons residing or wish to reside in the community. By partnering with others, we can offer rental assistance and enhance the quality of life in the community.

B. Goals

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

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

PHA Goal: Expand the supply of assisted housing
Objectives:
____ Apply for additional rental vouchers:
____ Reduce public housing vacancies:
____ Leverage private or other public funds to create additional housing opportunities:
____ Acquire or build units or developments
____ Other (list below)

PHA Goal: Improve the quality of assisted housing
Objectives:
____ Improve public housing management: (PHAS score)
____ Improve voucher management: (SEMAP score)
____ Increase customer satisfaction:

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

____ Concentrate on efforts to improve specific management functions:
(list; e.g., public housing finance; voucher unit inspections)
____ Renovate or modernize public housing units:
____ Demolish or dispose of obsolete public housing:
____ Provide replacement public housing:
____ Provide replacement vouchers:

____ Other: (list below)

____ PHA Goal: Increase assisted housing choices
Objectives:
____ Provide voucher mobility counseling:
____ Conduct outreach efforts to potential voucher landlords
____ Increase voucher payment standards
____ Implement voucher homeownership program:
____ Implement public housing or other homeownership programs:
____ Implement public housing site-based waiting lists:
____ Convert public housing to vouchers:
____ Other: (list below)

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

____ PHA Goal: Provide an improved living environment
Objectives:
____ Implement measures to deconcentrate poverty by bringing higher income public housing households into lower income developments:
____ Implement measures to promote income mixing in public housing by assuring access for lower income families into higher income developments:
____ Implement public housing security improvements:
____ Designate developments or buildings for particular resident groups (elderly, persons with disabilities)
____ Other: (list below)

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

____ PHA Goal: Promote self-sufficiency and asset development of assisted
Objectives:
____ Increase the number and percentage of employed persons in assisted

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

families:

____ Provide or attract supportive services to improve assistance recipients' employability:

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

____ Other: (list below)

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

____ PHA Goal: Ensure equal opportunity and affirmatively further fair housing
Objectives:

____ Undertake affirmative measures to ensure access to assisted housing regardless of race, color, religion national origin, sex, familial status, and disability:

____ Undertake affirmative measures to provide a suitable living environment for families living in assisted housing, regardless of race, color, religion national origin, sex, familial status, and disability:

____ Undertake affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required:

____ Other: (list below)

Other PHA Goals and Objectives: (list below)

The goals and objectives adopted by the Webster Housing Authority are:

Goal One: Manage the Webster Housing Authority in a manner that results in full compliance with applicable statutes and regulations.

Objective: 1. By December 31, 2000, the Webster Housing Authority shall review and implement all policies, needed to govern its maintenance and management, in the public housing and section 8 program, to comply with the QHWRA requirements.

Goal Two: Manage the Webster Housing Authority's existing public housing program in an efficient and effective manner.

Objective:

1. By December 31, 2001, the Webster Housing Authority shall have

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

a waiting list of sufficient size, so we can fill our public housing units within 45 days of them becoming vacant.

Goal Three: Expand the range and quality of housing choices available to participants in the Webster Housing Authority tenant-based assistance program.

Objectives:

1. The Webster Housing Authority shall attract 5 new landlords who want to participate in the program by December 31, 2004.

Goal Four: Improve access to our public housing residents, services that could enhance there quality of life.

Objectives:

1. The Webster Housing Authority will more effectively utilize its community center to provide resident services by December 31, 2003.

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

Annual PHA Plan
PHA Fiscal Year 2000
[24 CFR Part 903.7]

Annual Plan Type:

Select which type of Annual Plan the PHA will submit.

____ **Standard Plan**

Streamlined Plan:

__X__ **High Performing PHA**

__X_ **Small Agency (<250 Public Housing Units)**

____ **Administering Section 8 Only**

____ **Troubled Agency Plan**

Executive Summary of the Annual PHA Plan

[24 CFR Part 903.7 9 (r)]

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.

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

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

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

- Applicants will be selected form the waiting list by preference and in order of the date and time they applied.
- We have established a minimum rent of $0.
- We have established flat rents for our development.
- We are going to utilize the published FMR's as our payment standard for the Section 8 program.

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

In summary, we are on course to improve the condition of affordable housing in Webster.

Annual Plan Table of Contents

[24 CFR Part 903.7 9 (r)]

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

Table of Contents

	Page #
Annual Plan	
Executive Summary	1
i. Table of Contents	2
1. Housing Needs	6
2. Financial Resources	11
3. Policies on Eligibility, Selection and Admissions	13
4. Rent Determination Policies	22
5. Operations and Management Policies	26
6. Grievance Procedures	28
7. Capital Improvement Needs	29
8. Demolition and Disposition	34
9. Designation of Housing	35
10. Conversions of Public Housing	36
11. Homeownership	37
12. Community Service Programs	39
13. Crime and Safety	42
14. Pets (Inactive for January 1 PHAs)	
15. Civil Rights Certifications (included with PHA Plan Certifications)	44
16. Audit	44
17. Asset Management	44
18. Other Information	45

Attachments

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

Required Attachments:

Admissions Policy for Deconcentration

__X__ FY 2000 Capital Fund Program Annual Statement (included in Plan)

____ 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

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

____ FY 2000 Capital Fund Program 5 Year Action Plan
____ Public Housing Drug Elimination Program (PHDEP) Plan
__X_ Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text)
____ Other (List below, providing each attachment name)

Supporting Documents Available for Review

Indicate which documents are available for public review by placing a mark in the "Applicable & On Display" column in the appropriate rows. All listed documents must be on display if applicable to the program activities conducted by the PHA.

List of Supporting Documents Available for Review

Applicable & On Display	Supporting Document	Applicable Plan Component
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
waiting further informati on from HUD	Fair Housing Documentation: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions' initiatives to affirmatively further fair housing that require the PHA's involvement.	5 Year and Annual Plans
X	Consolidated Plan for the jurisdiction/s in which the PHA is located (which includes the Analysis of Impediments to Fair Housing Choice (AI))) and any additional backup data to support statement of housing needs in the jurisdiction	Annual Plan: Housing Needs
X	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources;
X	Public Housing Admissions and (Continued) Occupancy Policy (A&O), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
waiting further informati on from HUD	Public Housing Deconcentration and Income Mixing Documentation: PHA board certifications of compliance with deconcentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/99 *Quality Housing and Work Responsibility Act Initial Guidance; Notice* and any further HUD guidance) and 18. Documentation of the required deconcentration and income mixing analysis	Annual Plan: Eligibility, Selection, and Admissions Policies

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

Applicable & On Display	Supporting Document	Applicable Plan Component
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
X	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
	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 x check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
X	Section 8 informal review and hearing procedures x check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
X	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	Annual Plan: Capital Needs
	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans or any other approved proposal for development of public housing	Annual Plan: Capital Needs
	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act	Annual Plan: Conversion of Public Housing
	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
	Policies governing any Section 8 Homeownership program check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency

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

Applicable & On Display	Supporting Document	Applicable Plan Component
	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
	The most recent Public Housing Drug Elimination Program (PHEDEP) 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
	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)

1. Statement of Housing Needs

[24 CFR Part 903.7 9 (a)]

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

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

Housing Needs of Families in the Jurisdiction by Family Type

Family Type	Overall	Affordability	Supply	Quality	Accessibility	Size	Location
Income <= 30% of AMI	186	4	1	3	1	1	1
Income >30% but <=50% of AMI	81	4	1	3	1	1	1
Income >50% but <80% of AMI	62	4	1	3	1	1	1
Elderly	153	4	1	3	3	1	1
Families with Disabilities	not know						
All Minority	61.9	4	3	3	3	1	3
African American	0						

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

Family Type	Over all	Afford-ability	Supply	Quality	Access-ibility	2. Size	Loca-tion
Hispanic	0						
Race/Ethnicity							

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

____ Consolidated Plan of the Jurisdiction/s
Indicate year: ____
__X_ U.S. Census data: the Comprehensive Housing Affordability Strategy ("CHAS") dataset
____ American Housing Survey data
Indicate year: ____
____ Other housing market study
Indicate year: ____
____ Other sources: (list and indicate year of information)

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

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

Housing Needs of Families on the Waiting List			
Waiting list type: (select one) ____ Section 8 tenant-based assistance ____ Public Housing _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

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

Waiting list total	20		6
Extremely low income <=30% AMI	7	35	
Very low income (>30% but <=50% AMI)	8	40	
Low income (>50% but <80% AMI)	5	25	
Families with children	8	40	
Elderly families	6	30	
Families with Disabilities	2	10	
White	17	85	
Native American	2	10	
Hispanic	1	0.05	
Race/ethnicity			

Characteristics by Bedroom Size (Public Housing Only)			
1BR	5	71.4	5
2 BR	2	28.6	1
3 BR			
4 BR			
5 BR			
5+ BR			

Is the waiting list closed (select one)? No

If yes:

B. 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

* While we wish we could meet all the needs that exist in our jurisdiction, we are somewhat optimistic about achieving the objective. Because we are a small housing authority, the only practical thing we can do is manage our section 8 program in an effective manner, as to assist as many families as possible, and keep our public housing units in good condition, to attract new residents.

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
_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
____ Undertake measures to ensure access to affordable housing among families assisted by the PHA, regardless of unit size required
____ Maintain or increase section 8 lease-up rates by marketing the program to owners, particularly those outside of areas of minority and poverty concentration
____ Maintain or increase section 8 lease-up rates by effectively screening Section 8 applicants to increase owner acceptance of program
____ Participate in the Consolidated Plan development process to ensure coordination with broader community strategies
____ Other (list below)

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

Select all that apply

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

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

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

_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

____ Other: (list below)

B. 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: (list below)

* Utilize community services to provide resident services

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

__X_ 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)

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

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

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

Select if applicable

____ Affirmatively market to races/ethnicities shown to have disproportionate housing needs

____ Other: (list below)

Strategy 2: Conduct activities to affirmatively further fair housing

Select all that apply

____ Counsel section 8 tenants as to location of units outside of areas of poverty or minority concentration and assist them to locate those units

____ Market the section 8 program to owners outside of areas of poverty /minority concentrations

_X___ Other: (list below)

* Webster Housing jurisdictional area does not have a defined area of poverty/minority concentration

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:

__X_ Funding constraints

__X 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

__X_ 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)

Statement of Financial Resources

[24 CFR Part 903.7 9 (b)]

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

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

Financial Resources: Planned Sources and Uses		
Sources	**Planned $**	**Planned Uses**
1. **Federal Grants (FY 2000 grants)**	N/A	
a) Public Housing Operating Fund	830	
b) Public Housing Capital Fund	43,648 CIAP	
c) HOPE VI Revitalization	N/A	
d) HOPE VI Demolition	N/A	
e) Annual Contributions for Section 8 Tenant-Based Assistance	50800	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)	N/A	
g) Resident Opportunity and Self-Sufficiency Grants	N/A	
h) Community Development Block Grant	N/A	
i) HOME	N/A	
Other Federal Grants (list below)	N/A	
2. Prior Year Federal Grants (unobligated funds only) (list below)	N/A	
3. Public Housing Dwelling Rental Income	65490	P H Operations
4. Other income (list below)		
Washer/Dryer Revenue	1310	P H Operations
4. Non-federal sources (list below)		
Public Housing Investment	6100	P H Opeations
Section 8 Investment	460	P H Operations
Total resources	168638	Operations

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

Sources	Planned $	Planned Uses

3. PHA Policies Governing Eligibility, Selection, and Admissions

[24 CFR Part 903.7 9 (c)]

A. Public Housing

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

(1) Eligibility

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

____ When families are within a certain number of being offered a unit: (state number)
____ When families are within a certain time of being offered a unit: (state time)
__X_ Other: (describe)
* When families name comes to the top of waiting list

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

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

c. ____Yes __X_ No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?
d. ____ Yes __X No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?
e. ____Yes ___X_ 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

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

____ Sub-jurisdictional lists
____ Site-based waiting lists
____ Other (describe)

b. Where may interested persons apply for admission to public housing?
__X_ PHA main administrative office
____ PHA development site management office
____ Other (list below)

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

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

2.____Yes ____No: Are any or all of the PHA's site-based waiting lists new for the upcoming year (that is, they are not part of a previously-HUD-approved site based waiting list plan)?
If yes, how many lists?

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

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

(3) Assignment

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

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

(4) Admissions Preferences

a. Income targeting:
_Yes __X__ 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)
_X___ Emergencies
_____ Overhoused
_____ Underhoused
_X__ Medical justification
_X__ Administrative reasons determined by the PHA (e.g., to permit modernization work)
____ Resident choice: (state circumstances below)
____ Other: (list below)

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

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

Former Federal preferences:
X ____ 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

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

____ 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
__X__ Other preference(s) (list below)
* Elderly, handicapped, disabled persons

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)
____ Victims of domestic violence
____ Substandard housing
____ Homelessness
____ High rent burden

Other preferences (select all that apply)
____ Working families and those unable to work because of age or disability
____ Veterans and veterans' families
____ Residents who live and/or work in the jurisdiction
____ Those enrolled currently in educational, training, or upward mobility programs
____ Households that contribute to meeting income goals (broad range of incomes)
____ Households that contribute to meeting income requirements (targeting)
____ Those previously enrolled in educational, training, or upward mobility programs
____ Victims of reprisals or hate crimes
__2__ Other preference(s) (list below)
* Elderly, handicapped, disabled persons

4. Relationship of preferences to income targeting requirements:
____ The PHA applies preferences within income tiers
X Not applicable: the pool of applicant families ensures that the PHA will

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

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)
__X__ The PHA-resident lease
__X_ The PHA's Admissions and (Continued) Occupancy policy
__X_ PHA briefing seminars or written materials
____ Other source (list)

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

__X__ Employing waiting list "skipping" to achieve deconcentration of poverty or income mixing goals at targeted developments
If selected, list targeted developments below:
* Pleasant View Apartments
____ Employing new admission preferences at targeted developments

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

If selected, list targeted developments below:

____ Other (list policies and developments targeted below)

d. ____Yes _X___ 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)
__X_ 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)
__X_ 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)
___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)

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

__X_ Other (list below) * We are a small housing authority with 22 vouchers, screening is the responsibility of the owner. We will provide owner the family's current and prior address and name and address of current and prior landlords (if known).

b. ____ Yes __X__ No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?

c. ____Yes ___X No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?

d. ____Yes __X__ 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
__X_ Other (describe below) * Upon **written** request from prospective owner, we will provide factual or third party written information relevant to voucher holder's history of, or ability to, comply with standard material lease terms.

(2) Waiting List Organization

a. With which of the following program waiting lists is the section 8 tenant-based assistance waiting list merged? (select all that apply)
___X_ 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)
__X__ PHA main administrative office
____ Other (list below)

(3) Search Time

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

If yes, state circumstances below: * If the Family documents their efforts and additional time can reasonable be expected to result in success of finding a unit, or Family includes a person with disabilities and the family requires and extension due to

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

the disability.

(4) Admissions Preferences

a. Income targeting

_ __Yes __X__ 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. __X__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

___X_ 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
__X__ Other preference(s) (list below) * A. - Elderly, Disabled Families, B. - Families, C. - Near- Elderly Families, D. - Other Single Persons

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

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

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.

__6__ Date and Time

Former Federal preferences
__1_ 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
__X__ Other preference(s) (list below) 2 = Elderly, Disabled, 3 = Families, 4 = Near-Elderly, 5 = all other Singles

4. Among applicants on the waiting list with equal preference status, how are applicants selected? (select one)
__X__ Date and time of application
____ Drawing (lottery) or other random choice technique

5. If the PHA plans to employ preferences for "residents who live and/or work in the jurisdiction" (select one)
____ This preference has previously been reviewed and approved by HUD
____ The PHA requests approval for this preference through this PHA Plan

6. Relationship of preferences to income targeting requirements: (select one)
____ The PHA applies preferences within income tiers

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

__X_ 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
___X_ Other (list below) * Do not have Special Purpose

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

____ Through published notices
___X Other (list below) * Do not have Special Purpose

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)

__X__ 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.)

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

b. Minimum Rent

1. What amount best reflects the PHA's minimum rent? (select one)
__X__ $0
____ $1-$25
____ $26-$50

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

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

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

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

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

d. Which of the discretionary (optional) deductions and/or exclusions policies does the PHA plan to employ (select all that apply)
____ For the earned income of a previously unemployed household member
____ For increases in earned income
____ Fixed amount (other than general rent-setting policy)
If yes, state amount/s and circumstances below:

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

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

e. Ceiling rents

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

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
__X__ 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)_____
__X__ Other (list below) * Reporting new income, or different income, then was previously reported, reporting on family composition is required at all times

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

g. ____Yes __X__ No: Does the PHA plan to implement individual savings accounts for residents (ISAs) as an alternative to the required 12 month disallowance of earned income and phasing in of rent increases in the next year?

(2) Flat Rents

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

____ The section 8 rent reasonableness study of comparable housing
____ Survey of rents listed in local newspaper
____ Survey of similar unassisted units in the neighborhood
__X__ Other (list/describe below) * The published Fair Market Rents for our jurisdiction

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 below100% of FMR
__X__ 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)

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

____ 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)
__X_ Annually
____ Other (list below)

e. What factors will the PHA consider in its assessment of the adequacy of its payment standard? (select all that apply)
__X_ Success rates of assisted families
__X_ Rent burdens of assisted families
____ Other (list below)

(2) Minimum Rent

a. What amount best reflects the PHA's minimum rent? (select one)
__X_ $0
____ $1-$25
____ $26-$50

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

5. Operations and Management EXEMPT

[24 CFR Part 903.7 9 (e)]

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

A. PHA Management Structure

Describe the PHA's management structure and organization.
(select one)
____ An organization chart showing the PHA's management structure and organization is attached.
____ A brief description of the management structure and organization of the PHA follows:

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

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)

6. PHA Grievance Procedures EXEMPT

[24 CFR Part 903.7 9 (f)]

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

A. Public Housing

1. ____Yes __X_ 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?

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

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)

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

B. Section 8 Tenant-Based Assistance

1. ____Yes _X___ 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)

__X__ 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-

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

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

Line No.	Summary by Development Account	Total Estimated Cost
1	Total Non-CGP Funds	
2	1406 Operations	43648
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)**	43648
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	

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

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

SD040 Pleasnat View Apt	OPERATIONS	1406	43648

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

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

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)
SD040 Pleasant View Apt	12/2000	06/2001

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

(2) Optional 5-Year Action Plan

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

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

b. If yes to question a, select one:

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

-or-

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

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

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

____ Yes ___X_ 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 _X___ 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:

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

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

2. Activity Description

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

Demolition/Disposition Activity Description
1a. Development name: 1b. Development (project) number:
2. Activity type: ____Demolition ____ 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: 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:

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

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

2. Activity Description

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

Designation of Public Housing Activity Description
1a. Development name: 1b. Development (project) number:
2. Designation type: _____ Occupancy by only the elderly _____ 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)

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

____ New Designation Plan ____ Revision of a previously-approved Designation Plan?
1. 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 _X___ 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? ____ 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 4; if no, go to block 5.)
4. Status of Conversion Plan (select the statement that best describes the current status)

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

____ 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 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.)

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

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

2. Program Description:

a. Size of Program

____Yes ____ No: Will the PHA limit the number of families participating in the

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

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 Exempt

[24 CFR Part 903.7 9 (l)]

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

A. PHA Coordination with the Welfare (TANF) Agency

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

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

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

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

B. Services and programs offered to residents and participants

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

(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)

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

(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 Exempt

[24 CFR Part 903.7 9 (m)]

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

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

1. Describe the need for measures to ensure the safety of public housing residents (select all that apply)

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

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

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

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

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

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

____ 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: ___)

[24 CFR Part 903.7 9 (n)]

15. Civil Rights Certifications

[24 CFR Part 903.7 9 (o)]

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

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

17. PHA Asset Management Exempt

[24 CFR Part 903.7 9 (q)]

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

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

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

____ Not applicable
____ Private management
____ Development-based accounting
____ Comprehensive stock assessment
____ Other: (list below)

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

18. Other Information

[24 CFR Part 903.7 9 (r)]

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

A. Resident Advisory Board Recommendations

1. __X__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)
__X__ Provided below:
* Our resident advisory board consist of two (2) public housing tenants and three (3) Section 8 tenants. Both public housing members commented on the resident services goal in our plan. Residents will make a list of services they are interested in, and the PHA will make contact with the services that are available.

One section 8 member commented on the restrictions on leasing to relatives requirement. Director explained this is a federal requirement and not a housing authority board of commissioners requirement.

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

____ Other: (list below)

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

* Our PHA has a board position opening in May 2000, we will be adding a resident commissioner to our board of commissioners at that time. This person will be appointed by the Mayor of Webster, the same as all the other commissioners.

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)

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

____ 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: Webster Housing Authority
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)

__X__ The PHA has based its statement of needs of families in the jurisdiction on the needs expressed in the Consolidated Plan/s.
____ The PHA has participated in any consultation process organized and offered by the Consolidated Plan agency in the development of the Consolidated Plan.
____ The PHA has consulted with the Consolidated Plan agency during the development of this PHA Plan.
____ Activities to be undertaken by the PHA in the coming year are consistent with the initiatives contained in the Consolidated Plan. (list below)

____ Other: (list below)

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

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

D. Other Information Required by HUD

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

Locally derived definition of "substantial deviation" and "significant amendment or modification": Substantial deviations or significant amendments or modifications are defined as discretionary changes in the plans or policies of the housing authority that fundamentally change the mission, goals, objectives, or plans of the agency and which require formal approval of the Board of Commissioners.

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

Attachments

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

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

PHA Plan
Table Library