

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

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# ***VERMONT STATE HOUSING AUTHORITY***

July 7, 2000

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

**PHA Plan  
Agency Identification**

**PHA Name:**        *VERMONT STATE HOUSING AUTHORITY*

**PHA Number:**    VT901

**PHA Fiscal Year Beginning:**        **10/2000**

**Public Access to Information:**

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

*Vermont State Housing Authority  
Main Administrative Offices  
One Prospect Street  
Montpelier, Vermont 05602  
(802) 828-3295*

**Display Locations for PHA Plans and Supporting Documents:**

The PHA Plans (including attachments) are available for public inspection at:

*Vermont State Housing Authority  
Main Administrative Offices  
One Prospect Street  
Montpelier, Vermont 05602  
(802) 828-3295*

*Vermont State Housing Authority Homepage  
[www.VSHA.org](http://www.VSHA.org)*

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

The Mission statement, Goals and Objectives that follow have been extracted from VSHA's Strategic Plan, dated September 1998.

**A. Mission**

*“The **Vermont State Housing Authority’s (VSHA)** core Mission is to promote and expand the supply of affordable rental and home-ownership opportunities on a statewide basis. Each new endeavor will enhance or increase the organization’s capacity to continue its core Mission and to assure the effectiveness of VSHA as a provider and administrator of affordable housing programs.”*

**B.Goals**

**Goal 1**

Over the next three to five years, it will be essential that the VSHA obtain a level of diversification and an organizational structure, which will permit its non-Section 8 programs and activities to be self-sustaining.

**Objective**

- A.** The Authority needs to revisit its current organizational structure to obtain the best balance of staff, staff skills and reporting relationships to support the overall aims of: 1) program diversification, 2) organizational flexibility, 3) strong customer service and 4) cost efficiency.
- B.** VSHA will:
  - 1. Evaluate the delivery system of its programs both in-house and through use of an outside consultant(s) possessing expertise with affordable housing operations.
  - 2. Identify common functions carried across all VSHA programs and determine how functions can be consolidated or centralized, if appropriate.
  - 3. Evaluate appropriateness of current array of programs and analyze the organizational impact of new program opportunities.

C. VSHA will expand its performance reporting system using benchmarks and indicators identified as part of the assessment activities listed above. This means that information useful for ongoing performance evaluation will be identified which can provide an operational context for VSHA's periodic internal program reviews will be formalized as part of any Implementation Program.

#### Goal 2

The VSHA will conduct an analysis of our administrative policies and make necessary changes in light of new federal policy affecting the Section 8 Program in order to meet the needs of our program participants.

#### Objective:

A. The VSHA will conduct a review and analysis of current program participants and household on its waiting lists to assess the impact of these changes. The VSHA does not anticipate any simple conclusions as these changes, primarily implementing a broad range of income, create conflicts with the State of Vermont's Consolidated Plan. As the Authority reaches conclusions about how its Section 8 program must address these policy changes, this information will be shared through the Consolidated Planning Process and a public education program as the potential impact on housing needs and the ability to reach certain populations in need may substantially change.

#### Goal 3

Develop Section 8 homeownership demonstration program and make available to Section 8 program participants.

#### Objective:

- A. VSHA will obtain HUD approval and develop program policies so that the Section 8 homeownership program is an option for its program participants.
- B. VSHA will work with local homeownership centers ("Neighborworks") as well as the Vermont Development Credit Union to administer the Section 8 homeownership program. The homeownership option will be made available in two demonstration sites, Rutland and the Northeast Kingdom areas of Vermont. Upon demonstrated success the program will be made available to all Section 8 eligible program participants.
- C. Develop partnerships with local career centers (i.e. Voc. Tech. Centers) to construct new homes for purchase by Section 8 program participants.

#### Goal 4

Increase voucher payment standards, where necessary, and encourage more Landlords in Vermont State to participate in the Section 8 Program

##### Objective:

- A. The Authority will research its options to obtain permission from HUD to enter into HAP agreements at 120% of the payment standard in one or more of the census tracts in the State of Vermont. The Authority will monitor increases in Fair Market Rent standards to maintain its payment standard at the highest supportable level to assure maximum in utilization in all communities in Vermont.
- B. The Authority will periodically contract to have RDD rental surveys done in some or all areas of the State to ensure that the HUD published Fair Market Rents are accurate of the actual 40<sup>th</sup> percentile rent in each Fair Market Rent area of the State. Historically, VSHA has undertaken this initiative every 2-3 years.
- C. The Authority will work with real estate agents, the Chamber of Commerce, lending institutions and other local organizations to encourage landlords to participate in the Section 8 Program.
- D. Continue to encourage participation in VSHA's Shared Housing Program as permitted under Section 8 Program Regulations, which permits the Authority to provide rental assistance at the bedroom level. This should assist elders and certain individuals with a disability in finding and/or remaining in supportive housing situations.

#### Goal 5

Apply for additional rental vouchers

##### Objective:

- A. The Vermont State Housing Authority will apply for additional rental vouchers under the Section 8 Program, as funds become available through the Department of Housing & Urban Development (HUD) and consistent with community need as demonstrated by waiting list and other demographic data.

## **Goal 6**

Seek opportunities to acquire and develop rental housing for low and moderate-income households throughout Vermont

Objective:

- A. Obtain permission from HUD to increase the VSHA's Project-based Voucher Program pursuant to 24 CFR 983 for up to 15% of the agency's current funding for Section 8 Vouchers. This program permits the conversion of tenant-based rental subsidies to unit-based rental subsidies. These rental subsidies can be made available on a competitive basis to local developers who are interested in having a low income component to their project or be used by the Authority's non-profit for developments to be owned and operated by the Authority. Recognizing that the allocation of project-based subsidies is a competitive process, VSHA intends to give priority to those developers who will add new units (either through rehabilitation or new construction) to the existing portfolio of rental housing.
- B. The Authority will explore the feasibility of developing an assisted-living facility targeted to very low-income elders, through the use of Section 8 project-based vouchers.
- C. Survey housing needs for moderate-income households in Vermont State to determine the feasibility of acquisition and rehab or new construction of properties that are located in communities that are being priced out of range to those of moderate income. Determine the feasibility of mixed income development that would meet both the needs of low and moderate-income households.

## **Goal 7**

Ensure Equal Opportunity in Housing

Objective:

- A. The Authority will use its role in the community to inform local landlords and businesses of the importance of diversity in housing and how to avoid unintentional discrimination under all applicable nondiscrimination requirements, such as the Fair Housing Act, Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1937, and Title II of the Americans with Disability Act.
- B. The Authority will work with Town governments and community organizations to increase the supply of wheelchair accessible housing both for rental and home-ownership opportunities and/or provide a better match between actual

need and current supply. The key objective is to assist those with physical limitations to remain in their community and to be able to participate in the community in meaningful ways.

- C. The Authority will continue to participate as a member of the Fair Housing Subcommittee (a subcommittee of the Governor's Housing Council) to discuss the State's Fair Housing initiatives and most importantly – impediments to Fair Housing.

**Annual PHA Plan  
PHA Fiscal Year 2000**

[24 CFR Part 903.7]

**i. Annual Plan Type:**

The Vermont State Housing Authority is submitting a Streamlined Plan as a Section 8 Only agency.

**ii. Executive Summary of the Annual PHA Plan**

[24 CFR Part 903.7 9 (r)]

**Not required as of 10/21/99 issuance of the Final Rule for Housing Agency Plans.**

### **iii. Annual Plan Table of Contents**

[24 CFR Part 903.7 9 (r)]

**Not required as of 10/21/99 issuance of the Final Rule for Housing Agency Plans but being provided as an aid to the Reader.**

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## Attachments

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

### Required Attachments:

- Admissions Policy for Deconcentration
- FY 2000 Capital Fund Program Annual Statement
- Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)

### Optional Attachments:

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

### Supporting Documents Available for Review

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.

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
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
N/A	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

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
N/A	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources;
N/A	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
N/A	Public Housing Deconcentration and Income Mixing Documentation: 1. PHA board certifications of compliance with deconcentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/99 <i>Quality Housing and Work Responsibility Act Initial Guidance; Notice</i> and any further HUD guidance) and 2. Documentation of the required deconcentration and income mixing analysis	Annual Plan: Eligibility, Selection, and Admissions Policies
N/A	Public housing rent determination policies, including the methodology for setting public housing flat rents	Annual Plan: Rent Determination
N/A	Schedule of flat rents offered at each public housing development	Annual Plan: Rent Determination
X	Section 8 rent determination (payment standard) policies	Annual Plan: Rent Determination
N/A	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
N/A	Public housing grievance procedures	Annual Plan: Grievance Procedures
X	Section 8 informal review and hearing procedures	Annual Plan: Grievance Procedures
N/A	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
N/A	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
N/A	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	Annual Plan: Capital Needs
N/A	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans or any other approved proposal for development of public housing	Annual Plan: Capital Needs
N/A	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
N/A	Approved or submitted applications for designation of	Annual Plan: Designation

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
	public housing (Designated Housing Plans)	of Public Housing
N/A	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act	Annual Plan: Conversion of Public Housing
N/A	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
To be Developed	Policies governing any Section 8 Homeownership program <input type="checkbox"/> check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
N/A	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
N/A	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
N/A	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
N/A	The most recent Public Housing Drug Elimination Program (PHEDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)	Annual Plan: Safety and Crime Prevention
X	The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U. S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	Annual Plan: Annual Audit
N/A	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
None	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.

CHAS Table 1C - All Households

Name of Jurisdiction: <b>Vermont</b>		Source of Data <b>CHAS Data Book</b>				Data Current as of: <b>1990</b>			
Household by Type, Income, & Housing Problem	Elderly 1 & 2 member households	Small Related (2 to 4)	Renters Large Related (5 or more)	All Other Households	Total Renters	Elderly	All Other Owners	Total Owners	Total Households
	(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(I)
1. Very Low Income (0 to 50% MFI)	8,117	6,752	1,393	7,191	23,453	12,641	9,083	21,724	45,177
2. <b>0 to 30% MFI</b>	4,852	3,398	611	3,665	12,526	5,429	3,622	9,051	21,577
3. % with any housing problems	58%	88%	78%	83%	74%	85%	79%	84%	78%
4. % Cost Burden > 30%	57%	87%	73%	81%	73%	83%	-1%	82%	77%
5. % Cost Burden > 50%	32%	76%	58%	73%	57%	51%	5%	56%	57%
6. <b>31 to 50% MFI</b>	3,265	3,354	782	3,526	10,927	7,212	5,461	12,673	23,600
7. % with any housing problems	55%	78%	78%	82%	72%	51%	70%	59%	65%
8. % Cost Burden > 30%	54%	76%	69%	80%	70%	50%	7%	57%	63%
9. % Cost Burden > 50%	20%	30%	25%	33%	28%	11%	9%	20%	24%
10. <b>Other Low-Income (51 to 80% MFI)</b>	1,891	5,580	1,025	5,948	14,444	8,303	15,253	23,556	38,000
11. % with any housing	44%	37%	53%	47%	43%	17%	47%	35%	38%

problems									
12. % Cost Burden > 30%	44%	35%	31%	45%	40%	16%	16%	32%	35%
13. % Cost Burden > 50%	3%	2%	2%	6%	4%	2%	6%	8%	6%
14. <b>Moderate Income (81 to 95% MFI)</b>									
15. % with any housing problems	15%	12%	31%	13%	14%	11%	35%	24%	21%
16. % Cost Burden > 30%	14%	9%	8%	12%	11%	10%	12%	22%	19%
17. % Cost Burden > 50%	0%	0%	0%	0%	0%	1%	2%	3%	2%
18. Total Households**	11,497	23,904	3,800	23,695	62,896	35,716	112,021	147,737	210,633
19. % with any housing problems	49%	35%	53%	40%	40%	30%	5%	24%	29%

\*\* Includes all income groups -- including those above 95% MFI

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

- Consolidated Plan of the Jurisdiction/s  
Indicate year: 1995
- 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

Waiting list type: (select one)			
<input type="checkbox"/>	<b>Section 8 tenant-based assistance</b>		
<input type="checkbox"/>	Public Housing		
<input type="checkbox"/>	Combined Section 8 and Public Housing		
<input type="checkbox"/>	Public Housing Site-Based or sub-jurisdictional waiting list (optional)		
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	1222		637

Extremely low income <=30% AMI	819	67%	
Very low income (>30% but <=50% AMI)	355	29%	
Low income (>50% but <80% AMI)	12	1%	
Families with children	391	32%	
Singles			
Elderly families	171	14%	
Families with Disabilities	574	47%	
Race/ethnicity-Caucasian	1210	99%	
Race/ethnicity-Afro-American	N/A	0	
Race/ethnicity-Hispanic	N/A	0	
Race/ethnicity-Asian	N/A	0	
Race/ethnicity-American Indian	N/A	0	
Race/ethnicity-Other	N/A	0	
Is the waiting list closed (select one)? YES <input type="checkbox"/> No <input type="checkbox"/>			
If yes:			
How long has it been closed (# of months)? N/A			
Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> <b>No</b> <input type="checkbox"/>			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> <b>No</b> <input type="checkbox"/> Yes			

### C. Strategy for Addressing Needs

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

#### (1) Strategies

**Need: Shortage of affordable housing for all eligible populations**

**Strategy 1. Maximize the number of affordable units available to the PHA within its current resources by:**

Select all that apply

- Employ effective maintenance and management policies to minimize the number of public housing units off-line

- Reduce turnover time for vacated public housing units
- Reduce time to renovate public housing units
- Seek replacement of public housing units lost to the inventory through mixed finance development
- Seek replacement of public housing units lost to the inventory through section 8 replacement housing resources
- Maintain or increase section 8 lease-up rates by establishing payment standards that will enable families to rent throughout 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)
  - Expand Project-Based Voucher program**
  - Develop Homeownership Demonstration Program**

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

Select all that apply

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

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

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

Select all that apply

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

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

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

Select all that apply

- Employ admissions preferences aimed at families who are working
- Adopt rent policies to support and encourage work
- Other: (list below) Provide admissions preference aimed at families who are currently participating in a reach-up or JOBS related training program and have a qualifying housing need – for up to 50 program participants.

**Need: Specific Family Types: The Elderly**

**Strategy 1: Target available assistance to the elderly:**

Select all that apply

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

**Need: Specific Family Types: Families with Disabilities**

**Strategy 1: Target available assistance to Families with Disabilities:**

Select all that apply

- Seek designation of public housing for families with disabilities
- Carry out the modifications needed in public housing based on the section 504 Needs Assessment for Public Housing
- Apply for special-purpose vouchers targeted to families with disabilities, should they become available**

- Affirmatively market to local non-profit agencies that assist families with disabilities
- Other: (list below)

**Need: Specific Family Types: Races or ethnicity with disproportionate housing needs**

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

Select if applicable

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

**Strategy 2: Conduct activities to affirmatively further fair housing**

Select all that apply

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

***Continue through the Section 8 Program to promote and educate landlords and participants of their rights and obligations under the Fair Housing Act.***

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

**(2) Reasons for Selecting Strategies**

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

- Funding constraints**
- Staffing constraints**
- Limited availability of sites for assisted housing
- Extent to which particular housing needs are met by other organizations in the community

- Evidence of housing needs as demonstrated in the Consolidated Plan and other information available to the PHA**
- Influence of the housing market on PHA programs**
- Community priorities regarding housing assistance**
- Results of consultation with local or state government
- Results of consultation with residents and the Resident Advisory Board**
- Results of consultation with advocacy groups**
- Other: (list below)

## 2. Statement of Financial Resources

[24 CFR Part 903.7 9 (b)]

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

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
<b>1. Federal Grants (FY 2000 grants)</b>		
a) Public Housing Operating Fund	N/A	
b) Public Housing Capital Fund	N/A	
c) HOPE VI Revitalization	N/A	
d) HOPE VI Demolition	N/A	
<b>e) Annual Contributions for Section 8 Tenant-Based Assistance</b>	<b>\$12,657,197.</b>	
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)		
<b>Mckinney (S+C/SHP/HOPWA)</b>	<b>\$195,775.</b>	<b>Tenant-based Rental Assistance</b>
<b>2. Prior Year Federal Grants (unobligated funds only)</b>	<b>N/A</b>	
<b>3. Public Housing Dwelling Rental Income</b>	<b>N/A</b>	
<b>3. Other income (list below)</b>		
<b>4. Other Section programs</b>	<b>\$12,131,054.</b>	<b>Housing Assistance Payments (NC/SR/202 programs)</b>
<b>5. Non-federal sources (list below)</b>	<b>N/A</b>	
<b>Management/Development Fees</b>	<b>\$491,909.</b>	<b>Administrative costs</b>
<b>Total resources</b>	<b>\$25,475,935.</b>	

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses

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

[24 CFR Part 903.7 9 (c)]

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

**The Vermont State Housing Authority does not administer a Federal Public Housing Program. This section of the Housing Agency Plan does not pertain to the VSHA.**

#### **B. Section 8**

*The Vermont State Housing Authority is presently revising its Section 8 Administrative Plan. The following responses reflect both the current plan and anticipated changes to its plan.*

##### **(1) Eligibility**

a. What is the extent of screening conducted by the PHA? (select all that apply)

- Criminal or drug-related activity only to the extent required by law or regulation – Section 8 Assistance Program only.**
- Criminal and drug-related activity, more extensively than required by law or regulation – Public Housing
- More general screening than criminal and drug-related activity (list factors below)
- Other (list below)

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

**Only when applicant indicates on application that they have a criminal history.**

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

**Only when applicant indicates on application that they have a criminal history.**

- d.  Yes  **No**: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)
- e. Indicate what kinds of information you share with prospective landlords? (select all that apply)
- Criminal or drug-related activity
- Other (describe below)

***Any known documented information related to a prior tenancy***

**(2) Waiting List Organization**

- a. With which of the following program waiting lists is the section 8 tenant-based assistance waiting list merged? (Select all that apply)
- None**
- Federal public housing
- Federal moderate rehabilitation
- Federal project-based certificate program
- Other federal or local program (list below)
- b. Where may interested persons apply for admission to section 8 tenant-based assistance? (select all that apply)
- PHA main administrative office**
- Other (list below)
- Application can be obtained from VSHA's website at [www.vsha.org](http://www.vsha.org)**

**(3) Search Time**

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

If yes, state circumstances below:

- 1. Documented medical reasons or circumstances.***
- 2. Evidence of substantial search***

**(4) Admissions Preferences**

- a. Income targeting**

Yes  **No**: Does the PHA plan to exceed the federal targeting requirements by targeting more than 75% of all new admissions to the section 8 program to families at or below 30% of median area income?

**b. Preferences**

1.  Yes  **No**: Has the PHA established preferences for admission to section 8 tenant-based assistance? (other than date and time of application) (if no, skip to subcomponent **(5) Special purpose section 8 assistance programs**)

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

Former Federal preferences

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

Other preferences (select all that apply)

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

***Moderate Rehabilitation/Project-Based Section 8 family who is currently residing in a unit which is overcrowded or underoccupied; Families who are displaced due to fire, flood, natural disaster or condemnation by local, State or Federal agency; Families who have a terminally ill family member (head, spouse or child) and need to move closer to a medical facility; Family has a child under the age of six in the household who has tested positive for lead paint poisoning and are occupying a rental unit that contains lead-based paint – child must have an EBL of 20 ug/dl or higher.***

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.

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

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

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

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

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

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

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

**(5) Special Purpose Section 8 Assistance Programs**

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

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

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

- Through published notices**
- Other (list below)**

***Through outreach to specific non-profit groups that assist persons with disabilities.***

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

[24 CFR Part 903.7 9 (d)]

### **A. Public Housing**

**The Vermont State Housing Authority does not administer a Federal Public Housing Program. This section of the Housing Agency Plan does not pertain to the VSHA.**

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

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

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

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

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

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

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

- FMRs are not adequate to ensure success among assisted families in the PHA's segment of the FMR area**
- Reflects market or submarket**
- To increase housing options for families**
- Other (list below)**

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

- Annually**  
 Other (list below)

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

- Success rates of assisted families**  
 Rent burdens of assisted families  
 Other (list below)

## **(2) Minimum Rent**

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

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

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

## 5. Operations and Management

[24 CFR Part 903.7 9 (e)]

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

### A. PHA Management Structure

(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	N/A	N/A
Section 8 Vouchers	2990	650
Section 8 Certificates	Combined with vouchers	Combined with vouchers
Section 8 Mod Rehab	N/A	N/A
Special Purpose Section 8 Certificates/Vouchers (list individually)	N/A	N/A
Public Housing Drug Elimination Program (PHDEP)	N/A	N/A
Other Federal Programs(list individually)	N/A	N/A

### **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)

Not Applicable to the VSHA

(2) Section 8 Management: (list below)

Section 8 Administrative Plan

## **PHA Grievance Procedures**

[24 CFR Part 903.7 9 (f)]

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

### **A. Public Housing**

**The Vermont State Housing Authority does not administer a Federal Public Housing Program. This section of the Housing Agency Plan does not pertain to the VSHA.**

### **C. 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:

Applicants are provided right to informal hearing – rather than an informal review.

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)]

**The Vermont State Housing Authority does not administer a Federal Public Housing Program. This section of the Housing Agency Plan does not pertain to the VSHA.**

## **8. Demolition and Disposition**

[24 CFR Part 903.7 9 (h)]

**The Vermont State Housing Authority does not administer a Federal Public Housing Program. This section of the Housing Agency Plan does not pertain to the VSHA.**

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

**The Vermont State Housing Authority does not administer a Federal Public Housing Program. This section of the Housing Agency Plan does not pertain to the VSHA.**

## **10. Conversion of Public Housing to Tenant-Based Assistance**

[24 CFR Part 903.7 9 (j)]

**The Vermont State Housing Authority does not administer a Federal Public Housing Program. This section of the Housing Agency Plan does not pertain to the VSHA.**

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

[24 CFR Part 903.7 9 (k)]

### **A. Public Housing**

**The Vermont State Housing Authority does not administer a Federal Public Housing Program. This section of the Housing Agency Plan does not pertain to the VSHA.**

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

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

2. Program Description:

a. Size of Program

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

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

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

b. PHA-established eligibility criteria

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

If yes, list criteria below:

**Only those requirements that may be required by the Homeownership Center or the Vermont Development Credit Union.**

## **12. PHA Community Service and Self-sufficiency Programs**

[24 CFR Part 903.7 9 (l)]

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

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

1. Cooperative agreements:

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

**Date of Agreement with Agency of Human Services and Vermont Housing Agencies (VSHA, DHCA, VHFA, VHCB): 10/31/97**

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 (VSHA's W-t-W Demonstration Program)
- 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. )

<b>Services and Programs</b>				
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 or both)
<i>Welfare to Work Demonstration Program</i>	<i>50 program participants</i>	<i>Selected from waiting/ list with specific criteria</i>	<i>HA main office</i>	<i>Section 8</i>


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

a. Participation Description

<b>Family Self Sufficiency (FSS) Participation</b>		
Program	Required Number of Participants (start of FY 2000 Estimate)	Actual Number of Participants (As of: DD/MM/YY)
Public Housing	N/A	
Section 8	158	143

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**  
N/A for VSHA

**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)]

**The Vermont State Housing Authority does not administer a Federal Public Housing Program. This section of the Housing Agency Plan does not pertain to the VSHA.**

## **14. RESERVED FOR PET POLICY**

[24 CFR Part 903.7 9 (n)]

**The Vermont State Housing Authority does not administer a Federal Public Housing Program. This section of the Housing Agency Plan does not pertain to the VSHA.**

## **15. Civil Rights Certifications**

[24 CFR Part 903.7 9 (o)]

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

## **16. Fiscal Audit**

[24 CFR Part 903.7 9 (p)]

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

## **17. PHA Asset Management**

[24 CFR Part 903.7 9 (q)]

**The Vermont State Housing Authority does not administer a Federal Public Housing Program. This section of the Housing Agency Plan does not pertain to the VSHA.**

## **18. Other Information**

[24 CFR Part 903.7 9 (r)]

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

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

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

Attached at Attachment (File name)

Provided below:

Regarding Goal #3 of 5-Year Plan, the RAB suggested that VSHA develop partnerships with career centers (voc.tech centers) to construct new homes for purchase by Section 8 Homeownership Program Participants. Suggestion was incorporated into Plan.

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:

Comment was incorporated into Plan, Goal #3.

**Other:** (list below)

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

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

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

3. Description of Resident Election Process

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

Candidates were nominated by resident and assisted family organizations

Candidates could be nominated by any adult recipient of PHA assistance

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

Other: (describe)

All program participants were asked if they would be interested in serving on the PHA board. Interested individuals were asked to send a letter of interest to the Governor, who appoints all commissioners to the VSHA Board.

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: **State of Vermont**

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

**The PHA has based its statement of needs of families in the jurisdiction on the needs expressed in the Consolidated Plan/s.**

**The PHA has participated in any consultation process organized and offered by the Consolidated Plan agency in the development of the Consolidated Plan.**

**The PHA has consulted with the Consolidated Plan agency during the development of this PHA Plan.**

Activities to be undertaken by the PHA in the coming year are consistent with the initiatives contained in the Consolidated Plan. (List below)

Other: (list below)

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

## **D. Other Information Required by HUD**

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

## **Attachments**

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