

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

PHA Plans

5 Year Plan for Fiscal Years 2001 - 2005
Annual Plan for Fiscal Year 2001

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

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

**PHA Plan
Agency Identification**

PHA Name: HOUSING AUTHORITY OF HOT SPRINGS

PHA Number: AR031

PHA Fiscal Year Beginning: (07/01/2001)

Public Access to Information ADMINISTRATION OFFICE

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

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

Display Locations For PHA Plans and Supporting Documents

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

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

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

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

5-YEAR PLAN
PHA FISCAL YEARS 2001 - 2005

[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)

THE HOUSING AUTHORITY OF THE CITY OF HOT SPRINGS IS COMMITTED TO PROVIDING QUALITY, AFFORDABLE HOUSING, THAT IS DECENT AND SAFE, TO ELIGIBLE FAMILIES IN THIS COMMUNITY. WE STRIVE TO MAKE THE BEST USE OF ALL AVAILABLE RESOURCES SO THAT OUR RESIDENTS MAY LIVE IN AN ENVIRONMENT THAT IS CLEAN, WELL MAINTAINED AND ATTRACTIVE. OUR GOAL IS TO MANAGE OUR PUBLIC HOUSING UNITS AND SECTION 8 PROGRAM IN A MANNER THAT IS CONSISTENT WITH GOOD, FINANCIALLY SOUND MANAGEMENT PRACTICES; BY TAKING ADVANTAGE OF AVAILABLE COMMUNITY AND GOVERNMENT RESOURCES, WE INTEND TO PROVIDE OUR RESIDENTS WITH AS MANY OPPORTUNITIES FOR ECONOMIC SELF-SUFFICIENCY AS WE CAN IDENTIFY AS THEY STRIVE TO PROVIDE FOR THEIR FAMILIES AND IMPROVE THE QUALITIES OF THEIR LIVES FREE FROM DISCRIMINATION. WE ENDEAVOR TO INSTILL PRIDE AND DESIRE FOR AN ENHANCED QUALITY OF LIFE FOR OUR RESIDENTS. WE ARE COMMITTED TO SERVING OUR RESIDENTS AND THIS ENTIRE COMMUNITY IN A MANNER THAT DEMONSTRATES HIGH ETHICAL STANDARDS, PROFESSIONAL COURTESY, RESPECT AND CARING.

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 identify these measures in the spaces to the right of or below the stated objectives.

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

- X PHA Goal: Expand the supply of assisted housing

Table Library

Objectives:

- X Apply for additional rental vouchers:
- X Reduce public housing vacancies:
- X Leverage private or other public funds to create additional housing opportunities:
- X Acquire or build units or developments
- Other (list below)

X PHA Goal: Improve the quality of assisted housing

Objectives:

- X Improve public housing management: (PHAS score)
- X Improve voucher management: (SEMAP score)
- X Increase customer satisfaction:
- X Concentrate on efforts to improve specific management functions: (list; e.g., public housing finance; voucher unit inspections)
- X Renovate or modernize public housing units:
- Demolish or dispose of obsolete public housing:
- Provide replacement public housing:
- Provide replacement vouchers:
- Other: (list below)

X PHA Goal: Increase assisted housing choices

Objectives:

- X Provide voucher mobility counseling:
- X Conduct outreach efforts to potential voucher landlords
- Increase voucher payment standards
- X 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

X PHA Goal: Provide an improved living environment

Objectives:

- X Implement measures to deconcentrate poverty by bringing higher income public housing households into lower income developments:
- X Implement measures to promote income mixing in public housing by assuring access for lower income families into higher income developments:
- X Implement public housing security improvements:
- Designate developments or buildings for particular resident groups (elderly, persons with disabilities)

Table Library

Other: (list below)

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

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

- X PHA Goal: Ensure equal opportunity and affirmatively further fair housing
Objectives:
- X Undertake affirmative measures to ensure access to assisted housing regardless of race, color, religion national origin, sex, familial status, and disability:
 - X 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:
 - X 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)

STATEMENT OF PROGRESS
IN MEETING 5-YEAR PLAN MISSION
AND GOALS

GOAL ONE

IMPROVE THE PHYSICAL QUALITY OF THE EXISTING PUBLIC HOUSING PROPERTY

OBJECTIVES:

- (1) EXPEND NOT LESS THAN 75% OF CAPITAL FUNDS EACH YEAR TO:

Table Library

PROGRESS REPORT YEAR NO. 1: \$187,121 OR 32% WAS EXPENDED THROUGH JUNE 30, 2001 FROM THE 2000 CAPITAL FUND PROGRAMS TO IMPROVE THE PHYSICAL QUALITY OF PUBLIC HOUSING

- a. TAKE CORRECTIVE ACTION ON ALL REAC NOTED HEALTH AND SAFETY FINDINGS

PROGRESS REPORT YEAR NO. 1: IMMEDIATE CORRECTIVE ACTION WAS TAKEN ON ALL HEALTH AND SAFETY FINDINGS

- b. COMPLETE VINYL SIDING AND REPLACE SECOND FLOOR WINDOWS ON ALL UNITS NOT LATER THAN 12-31-2002

PROGRESS REPORT YEAR NO. 1: EFFECTIVE JUNE 30, 2001 56% OF ALL VINYL SIDING HAD BEEN INSTALLED. ENERGY EFFICIENT WINDOWS HAVE BEEN INSTALLED ON 97% OF ALL SECOND FLOOR UNITS. THE COMPLETE INSTALLATION OF SIDING AND WINDOWS SHOULD BE COMPLETED NOT LATER THAN 8-31-2001 ALMOST A FULL YEAR AHEAD OF SCHEDULE.

- c. REPLACE KITCHEN CABINETS IN ALL UNITS THAT DO NOT HAVE NEW CABINETS NOT LATER THAN 12-31-2004

PROGRESS REPORT YEAR NO. 1: EFFECTIVE JUNE 30, 2001 25% OF ALL THE 48 CABINETS SCHEDULED FOR INSTALLATION FROM THE 2000 CAPITAL FUND HAVE BEEN INSTALLED. THIS WORK IS SCHEDULED WITH ONE NEW SET OF KITCHEN CABINETS BEING INSTALLED EACH WEEK WITH A COMPLETION DATE OF APRIL 3, 2002.

- (1) INSTALL WINDOW AIR CONDITIONERS IN AT LEAST 50% (128) UNITS OF THE PUBLIC HOUSING FAMILY UNITS NOT LESS THAN 2005

PROGRESS REPORT YEAR NO. 1: NO ACTION HAS BEEN TAKEN ON THIS OBJECTIVE AS OF JUNE 30, 2001

- e. REPLACE ALL VINYL FLOORING AS REQUIRED NOT LATER THAN 12-31-2005

PROGRESS REPORT YEAR NO. 1: NO ACTION HAS BEEN TAKEN ON THIS OBJECTIVE AS OF JUNE 30, 2001

GOAL TWO

Table Library

IMPROVE THE QUALITY OF LIFE BY PROVING A SECURE ENVIRONMENT, EDUCATIONAL OPPORTUNITIES, ECONOMIC DEVELOPMENTAL ACTIVITIES, RESIDENT INVOLVEMENT, YOUTH PROGRAMS, ADULT ACTIVITIES AND ONSITE CHILD CARE

OBJECTIVE:

- (1) APPLY FOR ALL AVAILABLE PHDEP OR SECURITY RELATED GRANTS

PROGRESS REPORT YEAR NO. 1: THE HOT SPRINGS HOUSING AUTHORITY IS ACTIVELY ADMINISTERING THE 1999 AND 2000 PHDEP PROGRAMS AND ANTICIPATE APPROVAL OF THE 2001 PHDEP.

- (2) CONTINUE TO PROVIDE ON-SITE POLICE SECURITY

PROGRESS REPORT YEAR NO. 1: THE HOT SPRINGS HOUSING AUTHORITY RESIDENTS LIVE IN A TOTALLY DIFFERENT ENVIRONMENT THAN THEY DID 10 YEAR4S AGO AS A RESULT OF THE PRESENCE OF TWO (2) POLICE OFFICERS. THIS SECURITY WILL CONTINUE AS LONG AS FUNDS ARE AVAILABLE TO PROVIDE PROTECTION ABOVE THE BASE LINE.

- (3) PROVIDE COMPUTER ACCESS TO STUDENTS AND ADULTS RECEIVING HOUSING ASSISTANCE

PROGRESS REPORT YEAR NO. 1: COMPUTER ACCESS AND TUTORING IS BEING PROVIDED DURING AFTER SCHOOL PROGRAMS IN THE TWO FAMILY COMMUNITY CENTERS IN COLLABORATION WITH THE HOT SPRINGS SCHOOL DISTRICT.

- (4) APPLY FOR (IF AVAILABLE) A MINIMUM OF ONE GRANT THAT WOULD BE INSTRUMENTAL IN PROVIDING JOB TRAINING FOR ALL INTERESTED ASSISTED RESIDENTS

PROGRESS REPORT YEAR NO. 1: A GRANT WAS NOT APPLIED FOR DURING THIS REPORT PERIOD, HOWEVER, GED CLASSES WERE OFFERED TO ALL RESIDENTS WHO DO NOT HAVE A HIGH SCHOOL DIPLOMA.

- (5) CONTINUE TO EMPLOY A RESIDENT INITIATIVES COORDINATOR TO BE RESPONSIBLE FOR PROVIDING ALL PROGRAMATIC OPPORTUNITIES FOR ALL RESIDENTS OF ASSISTED HOUSING

PROGRESS REPORT YEAR NO. 1: A RESIDENT INITIATIVES COORDINATOR HAS PROVIDED PROGRAM ACTIVITIES DURING THE REPORT PERIOD.

- (6) PROVIDE A MINIMUM OF ONE (1) PROGRAM EACH 12 MONTHS THAT WILL ASSIST RESIDENTS IN THE PURCHASE OF A HOME

Table Library

PROGRESS REPORT YEAR NO. 1: A HOME OWNERSHIP CLASS WAS OFFERED TO OUR RESIDENTS THROUGH THE COMMUNITY SERVICE ORGANIZATION OF GARLAND COUNTY.

- (7) CONTRACT ON-SITE DAY CARE SERVICES WITHIN 12 MONTHS DEPENDING ON THE INTEREST OF A QUALIFIED CONTRACTOR

PROGRESS REPORT YEAR NO. 1: A QUALIFIED CONTRACTOR HAS NOT BEEN SELECTED BY THE HOUSING AUTHORITY.

GOAL THREE

EXPAND THE AVAILABILITY AND QUALITY OF HOUSING CHOICES AVAILABLE TO PARTICIPANTS IN THE HOUSING AUTHORITIES TENANT-BASED ASSISTANCE PROGRAM

OBJECTIVES:

- (1) EXPEND BOND REFINANCING FUNDS TO BUILD OR PURCHASE TWO (2) UNITS ADDITIONAL SCATTERED SITE HOUSING, COMMENSURATE WITH THE AVAILABILITY OF FUNDS, EACH YEAR

PROGRESS REPORT NO. 1: THE HOT SPRINGS HOUSING AUTHORITY COMPLETED THE CONSTRUCTION OF A TRI-PLEX AT LACEY AND HOBSON STREETS, HOT SPRINGS, ARKANSAS ON DECEMBER 18, 2000. THE TRI-PLEX CONSISTED OF A ONE (1) BEDROOM HANDICAP UNIT, A TWO (2) BEDROOM UNIT AND A THREE (3) BEDROOM UNIT. RESIDENTS ARE ASSISTED THROUGH THE SECTION 8 VOUCHER PROGRAM.

- (2) LEVERAGE EXISTING PROPERTY TO CONSTRUCT OR PURCHASE AT LEAST TWO (2) UNITS OF ADDITIONAL SCATTERED SITE HOUSING PER YEAR DEPENDING ON THE AVAILABILITY OF FUNDS

PROGRESS REPORT YEAR NO. 1: SUFFICIENT FUNDING COULD NOT BE GENERATED FROM THE LEVERAGING OF HOUSING AUTHORITY OWNED SECTION 8 PROPERTY DURING THIS REPORT PERIOD.

- (3) PROVIDE THE OPTION OF HOME OWNERSHIP IN ACCORDANCE WITH SECTION 555 OF THE QHWRA TO AT LEAST 5% OF THE TENANT-BASED, ASSISTED FAMILIES WHO REQUEST THE OPTION TO PURCHASE A DWELLING (INCLUDING A UNIT UNDER A LEASE PURCHASE AGREEMENT) THAT WILL BE OWNED BY ONE OR MORE MEMBERS OF THE FAMILY AND WILL BE OCCUPIED BY THE FAMILY

Table Library

PROGRESS REPORT YEAR NO. 1: NO ACTION WAS TAKEN DURING THE FIRST YEAR OF THIS 5 YEAR PLAN OBJECTIVE.

GOAL FOUR

MANAGE THE HOT SPRINGS HOUSING AUTHORITY TENANT-BASED PROGRAM IN AN EFFICIENT AND EFFECTIVE MANNER

OBJECTIVES:

- (1) ATTAIN A RATING OF STANDARD OR HIGHER ON SEMAP SCORING

PROGRESS REPORT YEAR NO. 1: A SCORING REPORT WAS NOT ISSUED FOR 6-30-2000 PHA'S.

- (2) HOT SPRINGS HOUSING AUTHORITY SHALL SUSTAIN AT LEAST A UTILIZATION RATE OF 85% IN ITS TENANT-BASED PROGRAM.

PROGRESS REPORT YEAR NO1: THE ACTUAL FISCAL YEAR TO DATE AVERAGE WAS 102%.

GOAL FIVE

MANAGE THE HOT SPRINGS HOUSING AUTHORITY PUBLIC HOUSING PROGRAM IN AN EFFICIENT AND EFFECTIVE MANNER.

PROGRESS REPORT YEAR NO. 1: THE PHAS SCORE FOR FISCAL YEAR 2000 WAS 81.2 – STANDARD PERFORMER.

GOAL SIX

ENHANCE THE IMAGE OF PUBLIC HOUSING AND THE SECTION 8 PROGRAM IN HOT SPRINGS AND GARLAND COUNTY

OBJECTIVES:

- (1) ENHANCE THE CURB APPEAL AND CONSEQUENTLY IMPROVED ACCEPTANCE OF PUBLIC HOUSING BY INSTALLING VINYL SIDING AND NEW WINDOWS

PROGRESS REPORT YEAR NO. 1: THE VINYL SIDING WAS 56% COMPLETE ON 6-30-2001 AND THE WINDOWS WERE 97% COMPLETE.

Table Library

- (2) IMPROVE THE APPEARANCE OF THE LAWNS BY CONTRACTING WITH A COMMERCIAL LAWN MOWING SERVICE

PROGRESS REPORT YEAR NO. 1: MOWING SERVICE WAS CONTRACTED WITH A COMMERCIAL MOWING SERVICE.

- (3) PROVIDE POSITIVE PRESS INFORMATION TO THE LOCAL NEWS MEDIA ABOUT THE YOUTH, ADULT AND SENIOR RESIDENTS ACTIVITIES AND ACCOMPLISHMENTS

PROGRESS REPORT YEAR NO. 1: AT LEAST (9) NINE POSITIVE NEWS ARTICLES APPEARED IN THE LOCAL NEWSPAPER. ADDITIONAL STUDENTS FROM THE HOUSING AUTHORITY AND THE COMMUNITY AT LARGE APPEARED APPROXIMATELY 24 TIMES ON THE LOCAL CABLE TELEVISION. THE YOUTH PROGRAM RESULTING FROM A DRUG PREVENTION GRANT AWARDED TO THE HOT SPRINGS HOUSING AUTHORITY BY THE STATE OF ARKANSAS.

- (4) MARKET THE PROPERTY IN A POSITIVE, UPSCALE MANNER BY PROVIDING CREATIVE ADVERTISING OF EXCEPTIONAL QUALITY AND PRESENTATION

PROGRESS REPORT YEAR NO. 1: NO ACTION HAS BEEN TAKEN ON THIS OBJECTIVE

- (5) PRODUCE A VIDEO PRESENTATION 6-10 MINUTES IN LENGTH THAT ACCENTS THE POSITIVE ENVIRONMENT AND ACTIVITIES OF EASTWOOD GARDENS AND SECTION 8 RESIDENTS

PROGRESS REPORT YEAR NO. 1: NO ACTION HAS BEEN TAKEN ON THIS OBJECTIVE.

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

i. Annual Plan Type:

Select which type of Annual Plan the PHA will submit.

Standard Plan

Streamlined Plan:

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

Troubled Agency Plan

Table Library

ii. Executive Summary of the Annual PHA Plan

[24 CFR Part 903.7 9 (r)]

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

iii. Annual Plan Table of Contents

[24 CFR Part 903.7 9 (r)]

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

Table of Contents

Page #

Annual Plan

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

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)

Table Library

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.

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
X	Fair Housing Documentation: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions’ initiatives to affirmatively further fair housing that require the PHA’s involvement.	5 Year and Annual Plans
X	Consolidated Plan for the jurisdiction/s in which the PHA is located (which includes the Analysis of Impediments to Fair Housing Choice (AI)) and any additional backup data to support statement of housing needs in the jurisdiction	Annual Plan: Housing Needs
X	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources;
X	Public Housing Admissions and (Continued) Occupancy Policy (A&O), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public Housing Deconcentration and Income Mixing	Annual Plan: Eligibility,

Table Library

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
	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	Selection, and Admissions Policies
	Public housing rent determination policies, including the methodology for setting public housing flat rents <input type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
	Schedule of flat rents offered at each public housing development <input type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
	Section 8 rent determination (payment standard) policies <input type="checkbox"/> 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
	Public housing grievance procedures <input type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
	Section 8 informal review and hearing procedures <input type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
X	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
	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

Table Library

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
	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 <input type="checkbox"/> 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
	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
x	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.

Table Library

Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Overall	Afford-ability	Supply	Qualit-y	Access-ibility	Size	Loca-tion
Income <= 30% of AMI	3,562	3	3	4	4	2	2
Income >30% but <=50% of AMI	3,244	2	3	3	4	2	2
Income >50% but <80% of AMI	3,217	2	2	3	4	2	2
Elderly	N/A						
Families with Disabilities	N/A						
Race/Ethnicity	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Race/Ethnicity							
Race/Ethnicity							
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: 1997
- U.S. Census data: the Comprehensive Housing Affordability Strategy (“CHAS”) dataset
- American Housing Survey data
Indicate year:
- Other housing market study
Indicate year:
- Other sources: (list and indicate year of information)

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

State the housing needs of the families on the 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.

Table Library

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input type="checkbox"/> Section 8 tenant-based assistance			
<input checked="" 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	50		
Extremely low income <=30% AMI	31	62%	
Very low income (>30% but <=50% AMI)	15	30%	
Low income (>50% but <80% AMI)	4	8%	
Families with children	17	34%	
Elderly families	1	2%	
Families with Disabilities	17	34%	
Race/ethnicity WHITE	26	52%	
Race/ethnicity BLACK	23	46%	
Race/ethnicity			
Race/ethnicity			
Characteristics by Bedroom Size (Public Housing Only)			
1BR	20	40%	
2 BR	11	22%	
3 BR	8	16%	
4 BR	2	4%	
5 BR	9	18%	
5+ BR			

Table Library

Housing Needs of Families on the Waiting List

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

If yes:

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

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

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

C. Strategy for Addressing Needs

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

(1) Strategies

Need: Shortage of affordable housing for all eligible populations

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

Select all that apply

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

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

Select all that apply

Table Library

- X 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.
- X Other: (list below)

CONSTRUCTION OF PHA OWNED SECTION 8 UNITS – FINANCED BY A
RESULT OF FUNDS RECEIVED FROM REFINANCING OF BONDS -
MC KINNEY ACT

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

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

Need: Specific Family Types: The Elderly

Strategy 1: Target available assistance to the elderly:

Select all that apply

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

Table Library

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 ethnicities with disproportionate housing needs

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

Select if applicable

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

Strategy 2: Conduct activities to affirmatively further fair housing

Select all that apply

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

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

(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

Table Library

- X 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
- X Community priorities regarding housing assistance
- X Results of consultation with local or state government
- X 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 903.79 (b)]

List the financial resources that are anticipated to be available to the PHA for the support of Federal public housing and tenant-based Section 8 assistance programs administered by the PHA during the Plan year.

Note: the table assumes that Federal public housing or tenant based Section 8 assistance grant funds are expended on eligible purposes; therefore, uses of these funds need not be stated. For other funds, indicate the use for those funds as one of the following categories: public housing operations, public housing capital improvements, public housing safety/security, public housing supportive services, Section 8 tenant-based assistance, Section 8 supportive services or other.

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
1. Federal Grants (FY 2000 grants)		
a) Public Housing Operating Fund	814,196	
b) Public Housing Capital Fund	589,930	
c) HOPE VI Revitalization	N/A	
d) HOPE VI Demolition		
e) Annual Contributions for Section 8 Tenant-Based Assistance	2,522,375	HAP AI MIN. EXPENSES
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)	92,134	2001 PH DEP
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)		
2. Prior Year Federal Grants (unobligated funds only) (list below)		
2000 CFP	\$ 202,180	

Table Library

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
3. Public Housing Dwelling Rental Income		
DWELLING RENTAL	361,895	
4. Other income (list below)		
LOW INCOME & SECTION 8 RESERVE	496,319	
4. Non-federal sources (list below)		
Total resources	5,097.168	

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)

AT TIME OF APPLICATION AND TIME OF ADMISSION

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

X Criminal or Drug-related activity

X Rental history

Housekeeping

Other (describe)

Table Library

- c. Yes No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?
- d. Yes No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?
- e. Yes No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)

(2)Waiting List Organization

a. Which methods does the PHA plan to use to organize its public housing waiting list

(select all that apply)

- Community-wide list
- Sub-jurisdictional lists
- Site-based waiting lists
- Other (describe)

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

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

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

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

2. Yes No: Are any or all of the PHA's site-based waiting lists new for the upcoming year (that is, they are not part of a previously-HUD-approved site based waiting list plan)?
If yes, how many lists?

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

4. Where can interested persons obtain more information about and sign up to be on the site-based waiting lists (select all that apply)?

- PHA main administrative office
- All PHA development management offices
- Management offices at developments with site-based waiting lists
- At the development to which they would like to apply
- Other (list below)

Table Library

(3) Assignment

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

- One
- Two
- Three or More

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

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

(4) Admissions Preferences

a. Income targeting:

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

b. Transfer policies:

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

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

c. Preferences

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

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

Former Federal preferences:

- Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- Victims of domestic violence

Table Library

- Substandard housing
- Homelessness
- High rent burden (rent is > 50 percent of income)

Other preferences: (select below)

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

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

Date and Time

Former Federal preferences:

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

Other preferences (select all that apply)

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

4. Relationship of preferences to income targeting requirements:

Table Library

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

(5) Occupancy

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

- 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)

- At an annual reexamination and lease renewal
- X Any time family composition changes
- 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. Yes X No: Did the PHA adopt any changes to its **admissions policies** based on the results of the required analysis of the need to promote deconcentration of poverty or to assure income mixing?

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

- Adoption of site-based waiting lists
If selected, list targeted developments below:
- Employing waiting list "skipping" to achieve deconcentration of poverty or income mixing goals at targeted developments
If selected, list targeted developments below:
- Employing new admission preferences at targeted developments

Table Library

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)

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

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

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

B. Section 8

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

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

(1) Eligibility

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

- 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)
- X Other (list below)

PRIOR LANDLORD CHECK

Table Library

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

(2) Waiting List Organization

With which of the following program waiting lists is the section 8 tenant-based assistance waiting list merged? (select all that apply)

- None
- Federal public housing
- Federal moderate rehabilitation
- Federal project-based certificate program
- Other federal or local program (list below)

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

(3) Search Time

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

If yes, state circumstances below:

EXTENSION GRANTED UP TO 120 DAYS WHEN REQUESTS FOR EXTENSION IS RECEIVED PRIOR TO EXPIRATION OF 60 AND 90 DAY PERIODS

(4) Admissions Preferences

- a. Income targeting

Table Library

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

b. Preferences

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

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

Former Federal preferences

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

Other preferences (select all that apply)

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

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

Date and Time

Former Federal preferences

- Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- Victims of domestic violence

Table Library

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)

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

Table Library

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

- Through published notices
 Other (list below)

4. PHA Rent Determination Policies

[24 CFR Part 903.7 9 (d)]

A. Public Housing

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

(1) Income Based Rent Policies

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

a. Use of discretionary policies: (select one)

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

---or---

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

b. Minimum Rent

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

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

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

Table Library

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

c. 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

For transportation expenses

For the non-reimbursed medical expenses of non-disabled or non-elderly families

Other (describe below)

e. Ceiling rents

1. Do you have ceiling rents? (rents set at a level lower than 30% of adjusted income) (select one)

X Yes for all developments

Yes but only for some developments

No

2. For which kinds of developments are ceiling rents in place? (select all that apply)

X For all developments

For all general occupancy developments (not elderly or disabled or elderly only)

For specified general occupancy developments

Table Library

- 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)

- X 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
- X Any time the family experiences an income increase
- Any time a family experiences an income increase above a threshold amount or percentage: (if selected, specify threshold)_____
- X Other (list below)

ANY CHANGE IN INCOME – INCREASE OR DECREASE

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.)

- X The section 8 rent reasonableness study of comparable housing
- X Survey of rents listed in local newspaper
- X Survey of similar unassisted units in the neighborhood

Table Library

X Other (list/describe below)

B. Section 8 Tenant-Based Assistance

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

(1) Payment Standards

Describe the voucher payment standards and policies.

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

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

b. If the payment standard is lower than FMR, why has the 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)X

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

c. 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)

Table Library

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

EFFECT OF 40% OF ADJUSTED INCOME CAP

(2) Minimum Rent

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

- \$0
- X \$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

[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)

- X 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	375	222 (59.2%)
Section 8 Vouchers	643	228 (35.4%)
Section 8 Certificates		

Table Library

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)
**ADMISSIONS & CONTINUED OCCUPANCY POLICY
MAINTENANCE PLAN**
- (2) Section 8 Management: (list below)
SECTION 8 ADMINISTRATION PLAN

6. PHA Grievance Procedures

[24 CFR Part 903.7 9 (f)]

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

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?

If yes, list additions to federal requirements below:

Table Library

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
- X 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:

Table Library

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

-or-

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

(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

Table Library

- 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:

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 <input type="checkbox"/> Disposition <input type="checkbox"/>
3. Application status (select one) Approved <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/>
4. Date application approved, submitted, or planned for submission: <u>(DD/MM/YY)</u>
5. Number of units affected:

Table Library

6. Coverage of action (select one) <input type="checkbox"/> Part of the development <input type="checkbox"/> Total development
7. Timeline for activity: a. Actual or projected start date of activity: b. Projected end date of activity:

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

[24 CFR Part 903.7 9 (i)]

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

1. Yes 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 <input type="checkbox"/> Occupancy by families with disabilities <input type="checkbox"/> Occupancy by only elderly families and families with disabilities <input type="checkbox"/>
3. Application status (select one) Approved; included in the PHA’s Designation Plan <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/>

Table Library

4. Date this designation approved, submitted, or planned for submission: (DD/MM/YY)
5. If approved, will this designation constitute a (select one) <input type="checkbox"/> New Designation Plan <input type="checkbox"/> Revision of a previously-approved Designation Plan?
6. Number of units affected: 7. Coverage of action (select one) <input type="checkbox"/> Part of the development <input type="checkbox"/> Total development

10. Conversion of Public Housing to Tenant-Based Assistance

[24 CFR Part 903.7 9 (j)]

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

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

1. Yes No: Have any of the PHA's developments or portions of developments been identified by HUD or the PHA as covered under section 202 of the HUD FY 1996 HUD Appropriations Act? (If "No", skip to component 11; if "yes", complete one activity description for each identified development, unless eligible to complete a streamlined submission. PHAs completing streamlined submissions may skip to component 11.)

2. Activity Description

- Yes No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? If "yes", skip to component 11. If "No", complete the Activity Description table below.

Conversion of Public Housing Activity Description
1a. Development name: 1b. Development (project) number:
2. What is the status of the required assessment? <input type="checkbox"/> Assessment underway <input type="checkbox"/> Assessment results submitted to HUD <input type="checkbox"/> Assessment results approved by HUD (if marked, proceed to next question) <input type="checkbox"/> Other (explain below)
3. <input type="checkbox"/> Yes <input type="checkbox"/> No: Is a Conversion Plan required? (If yes, go to block 4; if no, go to block 5.)

Table Library

4. Status of Conversion Plan (select the statement that best describes the current status)

Conversion Plan in development

Conversion Plan submitted to HUD on: (DD/MM/YYYY)

Conversion Plan approved by HUD on: (DD/MM/YYYY)

Activities pursuant to HUD-approved Conversion Plan underway

5. Description of how requirements of Section 202 are being satisfied by means other than conversion (select one)

Units addressed in a pending or approved demolition application (date submitted or approved: _____)

Units addressed in a pending or approved HOPE VI demolition application (date submitted or approved: _____)

Units addressed in a pending or approved HOPE VI Revitalization Plan (date submitted or approved: _____)

Requirements no longer applicable: vacancy rates are less than 10 percent

Requirements no longer applicable: site now has less than 300 units

Other: (describe below)

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

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

11. Homeownership Programs Administered by the PHA

[24 CFR Part 903.7 9 (k)]

A. Public Housing

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

1. Yes X No: Does the 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)

Table Library

description for each applicable program/plan, unless eligible to complete a streamlined submission due to **small PHA** or **high performing PHA** status. PHAs completing streamlined submissions may skip to component 11B.)

2. Activity Description

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

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

B. Section 8 Tenant Based Assistance

1. Yes 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:

Table Library

a. Size of Program

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

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

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

b. PHA-established eligibility criteria

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

If yes, list criteria below:

12. PHA Community Service and Self-sufficiency Programs

[24 CFR Part 903.7 9 (1)]

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)

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

Table Library

(2) Family Self Sufficiency program/s

a. Participation Description

Family Self Sufficiency (FSS) Participation		
Program	Required Number of Participants (start of FY 000 Estimate)	Actual Number of Participants (As of: DD/MM/YY)
Public Housing		
Section 8		

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

C. Welfare Benefit Reductions

1. The PHA is complying with the statutory requirements of section 12(d) of the U.S. Housing Act of 1937 (relating to the treatment of income changes resulting from welfare program requirements) by: (select all that apply)
- Adopting appropriate changes to the PHA's public housing rent determination policies and train staff to carry out those policies
 - Informing residents of new policy on admission and reexamination
 - Actively notifying residents of new policy at times in addition to admission and reexamination.
 - Establishing or pursuing a cooperative agreement with all appropriate TANF agencies regarding the exchange of information and coordination of services
 - Establishing a protocol for exchange of information with all appropriate TANF agencies
 - Other: (list below)

D. Reserved for Community Service Requirement pursuant to section 12(c) of the U.S. Housing Act of 1937

13. PHA Safety and Crime Prevention Measures

[24 CFR Part 903.79 (m)]

Table Library

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
- X 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
- X Observed lower-level crime, vandalism and/or graffiti
- X People on waiting list unwilling to move into one or more developments due to perceived and/or actual levels of violent and/or drug-related crime
- Other (describe below)

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

- X Safety and security survey of residents
- X 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
- X PHA employee reports
- X 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
- Crime Prevention Through Environmental Design

Table Library

- X 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
- X Police provide crime data to housing authority staff for analysis and action
- X Police have established a physical presence on housing authority property (e.g., community policing office, officer in residence)
- X Police regularly testify in and otherwise support eviction cases
- X Police regularly meet with the PHA management and residents
- X 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.

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

14. RESERVED FOR PET POLICY

[24 CFR Part 903.7 9 (n)]

15. Civil Rights Certifications

Table Library

[24 CFR Part 903.7 9 (o)]

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

16. Fiscal Audit

[24 CFR Part 903.7 9 (p)]

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

17. PHA Asset Management

[24 CFR Part 903.7 9 (q)]

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

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

18. Other Information

[24 CFR Part 903.7 9 (r)]

Table Library

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)

X Attached at Attachment

X Provided below:

ANNUAL PLAN
RESIDENT COUNCIL ADVISORY BOARD MEETING
WEST CONFERENCE BOARD ROOM
MOUNTAINVIEW TOWERS
MARCH 13, 2001

The Hot Springs Housing Authority met with the Resident Council Advisory Board of the Housing Authority at the Mountainview Towers on Tuesday, March 14, 2001 at 4:30 p.m. The purpose of the meeting was to present the Annual Plan.

Mr. Lanny Gorman, Executive Director of the Hot Springs Housing Authority, welcomed the group and expressed his appreciation for their attendance. Tenants representing public housing included Buford Stinnett, President of Site A Resident Council; Jake Harvey, Vice President of Site A Resident Council; Bessie Samuel, President of Site B Resident Council; Clyde Crump, President and Glenda DePriest, Vice President of Mountainview Towers Resident Council.

Housing Authority staff attending the meeting included Lanny Gorman, Dawn Waddle, Marcia Jean Stouffer, Charlotte Page, Ed Mitchell, Richard F. Otto, and Jane Ury.

Mr. Gorman stated the purpose of the meeting was to discuss the Quality Housing and Work Responsibility Act passed by Congress in 1998. This Act is responsible for the establishment of the Advisory Boards. Six tenants from Public Housing - the presidents and vice presidents from the three Resident Councils and ten from the Section 8 Program make up the Board. Section 8 tenants were not included in this meeting as they are on private property and this meeting will cover funds for Public Housing.

Capital funds were once referred to as the CGP fund which was originally the CIAP fund. Capital funds are distributed to Housing Authorities each year to improve the properties.

It is important to have a clear understanding of the Quality Housing and Work Responsibility Act. There are four areas of inspection, review or scoring.

Physical Inspection	30 points
Financial	30 points
Management	30 points
Resident survey	10 points

Last year our physical inspection score was 81.2% which was the lowest the Housing Authority has received. There are different criticality levels from severe to major to minor.

Table Library

In order to have a more accurate accountability of the housing authorities nationwide, HUD in Washington, D. C. has the capability to go into their computer system and determine how many empty units there are in Hot Springs Housing Authority, who lives where and how long they lived there, and how many bedrooms they have.

HUD contracted with individual housing inspectors to do the physical inspection for public housing. There was no consistency in the initial inspection scoring. Regardless of this fact, the Hot Springs Housing Authority needs to pass inspection. The last inspection was July 27, 2000. The time frame for inspections is April 1 till June 30.

Normally notification is received from the local legislator's offices of our capital fund program being funded. This is usually received in the fall of the year, however, the Hot Springs Housing Authority did not receive notice until March 2, 2001. This is partly due to the change in the White House administration. With these changes came the new Secretary of the Department of Housing & Urban Development - Mr. Mel Martinez.

Mr. Gorman presented property improvements being considered for public housing including windows, security screens, siding, balcony repair on row houses that need it, pavers in the courtyards, tree removal, sidewalks, pavers, and railing.

When the current facilities were built 30 years ago regulations required five steps up before a railing was necessary. This has been changed to four steps. This means more railings are needed in order to pass inspection. Railings are needed by the parking areas also.

Kitchen cabinets are slated for 48 apartments on Site A and Site B.

The last inspection revealed a bad score for broken glass in courtyards, roach infestation, t. v. cords lying across hallways. Loose cords indicates a tripping hazard. Tenants are advised to have cords installed by the telephone or cable t. v. company.

Parking lot – resurfacing is necessary.

Window air conditioners are needed.

New computer system is necessary. HUD has informed all housing authorities that all reporting must be done electronically. Computer training will also be needed.

Contingency on operations -

Boilers at Mountainview Towers may have to be replaced. A contract is needed to cover items like this.

An architect will be required to do a conceptual drawing of future plans for new construction. With the current buildings being 35 years old a decision will have to be made on whether to invest more dollars and upkeep into the present buildings or demolish the old and build new?

Fees and costs include advertising for jobs ,legal notices, etc.

Capital fund coordinator funding covers the Modernization Coordinator's position.

Table Library

This covers an overall picture of the areas that have to be addressed. Decisions have to be made to use improvement funds in the areas of most need. There are other areas not on the list but which are important such as mini-blinds in the Mountainview Towers, flooring in public housing, and new tile floors.

Mr. Gorman asked the group for their input. The group discussed a better trash compactor at Mountainview Towers, new refrigerators, water build up on the roof from rainfall. The drain gutters are the original ones and need attention.

Mr. Otto commented that some of these problems can be taken care of with the architectural conceptual drawings for future buildings. The mini-blinds for the Mountainview Towers could cost about \$65,000 and a new trash compactor could cost about \$27,000. In public housing concerns mentioned were squeaky floors, however, it was also noted that the floors are substantial and are not in need of repair.

Handicapped units in public housing was another concern. There are currently two units in public housing for disabled individuals. These have the right level of cabinets, emergency pulls, wider doorways, etc.

Air Conditioning in public housing would cost about \$240,000.

The 2001 capital fund is to include kitchen cabinets and window air conditioning units. In order to pass inspection upgrades are necessary but at the same time plans for new buildings have to be included for the future. Old buildings would have to be demolished in order to provide new construction. New units would include central air conditioning and washer/dryer and dishwashers. This, in turn, would involve more maintenance. Parking lots need to be resurfaced.

Mr. Otto mentioned building two apartments duplexes. There would be four designs for an individuality look and would have a different number of bedrooms.

Also in the 2001 capital funds would be administrative costs, architectural fees, and computer equipment and training.

Ed Mitchell asked the tenants if they had an answer to the constant turn around rate. Bessie Samuel, President of Resident Council Site B, said that HUD paints a pretty picture to entice people to live in HUD public housing. However, when people move in and they are disappointed. They don't like the regulations placed on them. They can't party and carry on so they move out.

Mr. Gorman thanked the group again for their contributions and suggestions. He assured them that their comments will be taken under consideration. An invitation was extended to all present to attend the public hearing scheduled for Tuesday, March 27 at 6:00 P.M. at Mountainview Towers.

There being no further discussion, meeting adjourned.

Lanny K. Gorman, Executive Director

Table Library

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

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

The PHA changed portions of the PHA Plan in response to comments
List changes below:

Other: (list below)

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

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

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

3. Description of Resident Election Process

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

Candidates were nominated by resident and assisted family organizations

Candidates could be nominated by any adult recipient of PHA assistance

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

Other: (describe)

b. Eligible candidates: (select one)

Any recipient of PHA assistance

Any head of household receiving PHA assistance

Any adult recipient of PHA assistance

Any adult member of a resident or assisted family organization

Other (list)

c. Eligible voters: (select all that apply)

All adult recipients of PHA assistance (public housing and section 8 tenant-based assistance)

Representatives of all PHA resident and assisted family organizations

Other (list)

Table Library

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 AR

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

 - Other: (list below)

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

D. Other Information Required by HUD

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

Table Library

Attachments

**PHA Plan
Table Library**

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

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

Capital Fund Grant Number FFY of Grant Approval: (03/2001)

Original Annual Statement

Line No.	Summary by Development Account	Total Estimated Cost
1	Total Non-CGP Funds	0.00
2	1406 Operations	0.00
3	1408 Management Improvements	2,400.00
4	1410 Administration	16,200.00
5	1411 Audit	0.00
6	1415 Liquidated Damages	0.00
7	1430 Fees and Costs	980.00
8	1440 Site Acquisition	0.00
9	1450 Site Improvement	28,650.00
10	1460 Dwelling Structures	526,700.00
11	1465.1 Dwelling Equipment-Nonexpendable	0.00
12	1470 Nondwelling Structures	0.00
13	1475 Nondwelling Equipment	15,000.00
14	1485 Demolition	0.00
15	1490 Replacement Reserve	0.00
16	1492 Moving to Work Demonstration	0.00
17	1495.1 Relocation Costs	0.00
18	1498 Mod Used for Development	0.00
19	1502 Contingency	0.00
20	Amount of Annual Grant (Sum of lines 2-19)	589,930.00
21	Amount of line 20 Related to LBP Activities	0.00
22	Amount of line 20 Related to Section 504 Compliance	0.00
23	Amount of line 20 Related to Security	0.00

Table Library

24	Amount of line 20 Related to Energy Conservation Measures	60,000.00
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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
AR 31001 EASTWOOD GARDENS	1) KITCHEN CABINETS	1460	152,250
	2) REPAIR BATHROOM FLOOR	1460	11,200
	3) WINDOW A/C UNITS	1460	50,000
	4) REPAIR SEWER LINE 285 FT.	1450	14,250
AR031002 MOUNTAINVIEW TOWERS	1) REPLASTER CEILING	1460	12,500
	2) REPAIR SHOWERS 45 APTS	1460	141,750
	3) HOT WATER BOILER	1460	13,000
	4) REFURBISH EXTERIOR	1460	83,000
	5) MINI-BLINDS 120 APTS	1460	60,000
	6) LAUNDRY EQUIPMENT	1475.3	15,000
	7) EXTERIOR SIGN	1450	7,000
	8) AUTOMATIC DOORS	1460	3,000
	9) REPAIR SEWER LINE 148LF	1450	7,400
PHA MANAGEMENT IMPROVEMENTS	1) COMPUTER TRAINING	1408	2,400
	1) CFP COORDINATOR	1410	16,200
	2) FEES AND COSTS	1430	980
	TOTAL		589,930

Table Library

**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)
AR 31001 EASTWOOD GARDENS	1) 03/31//2003 2) 03/31 /2003 3) 03/31/ 2003 4) 03-31-2003	9/30/2004 9/30/2004 9/30/2004 9/30/2004
AR 31002 MOUNTAINVIEW TOWERS	1) 03/31/ 2003 2) 03/31/2003 3)03/31/2003	9/30/2004 9/30/2004
MANAGEMENT IMPROVEMENTS	03/31/2003	9/30/2004

Table Library

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

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

Definition of “Substantial Deviation” and “Significant Amendment or Modification”

(903.7R)

The Hot Springs Housing Authority will consider the following to be changes in its Agency Plan necessary and sufficient to require a full review by the Resident Advisory Board before a corresponding change in the Agency Plan can be adopted:

1. Any alteration of the PHA’s Mission Statement.
2. Any change or amendment to a stated Strategic Goal.
3. Any change or amendment to a stated Strategic Objective except in a case where the change results from the objective having been met.
4. Any introduction of a new Strategic Goal or a new Strategic Objective.
5. Any alteration in the Capital Fund Program (CFP) that affects an expenditure greater than twenty percent (20%) of the CFP Annual Budget for that year.

In defining the above, the Hot Springs Housing Authority intends by “Strategic Goal” and “Strategic Objective” specifically those items in its Five Year Plan and any change in the above items will be considered a “substantial deviation” from the plan.

Furthermore, the PHA considers the following changes to require a public process before amending said changes and that these items are “significant amendments or modifications” to the Agency Plan:

1. Changes to rent or admissions policies or organization of the waiting list.
2. Additions of non-emergency work items (items not included in the current Annual Statement or 5-Year Plan Action Plan) or change in use of replacement reserve funds under the Capital Fund.
3. Additions of new activities not included in any PHDEP Plan.
4. Any change with regard to demolition or disposition, designation, home-ownership programs or conversion activities.

An exception to this definition will be made for any of the above that are adopted to reflect changes in HUD regulatory requirements; such changes will not be considered significant amendments by HUD.

CAPITAL FUND PROGRAM TABLES START HERE

ar031a02

Annual Statement/Performance and Evaluation Report					
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary					
PHA Name: HOUSING AUTHORITY OF THE CITY OF HOT SPRINGS ar031a02		Grant Type and Number Capital Fund Program Grant No. AR37P03150100 Replacement Housing Factor Grant No.			Federal FY of Grant: 2000
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input checked="" type="checkbox"/> Revised Annual Statement (revision no: 2) <input type="checkbox"/> Performance and Evaluation Report for Period Ending: X 6-30-2001 <input type="checkbox"/> Final Performance and Evaluation Report					
		Original	Revised	Obligated	xpended
1	Total non-CFP Funds *	0.00	31,616.00	31,616.00	24,991.00
2	1406 Operations	0.00	0.00	0.00	0.00
3	1408 Management Improvements	2,000.00	5,000.00	5,000.00	5,000.00
4	1410 Administration	15,650.00	15,650.00	15,650.00	15,650.00
5	1411 Audit	0.00	0.00	0.00	0.00
6	1415 Liquidated Damages		0.00	0.00	0.00

Annual Statement/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary

PHA Name: HOUSING AUTHORITY OF THE CITY OF HOT SPRINGS ar031a02	Grant Type and Number Capital Fund Program Grant No. AR37P03150100 Replacement Housing Factor Grant No.	Federal FY of Grant: 2000
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Original Annual Statement
 Reserve for Disasters/ Emergencies
 Revised Annual Statement (revision no: 2)
 Performance and Evaluation Report for Period Ending: X 6-30-2001
 Final Performance and Evaluation Report

		Original	Revised	Obligated	xpended
		0.00			
7	1430 Fees and Costs	1,500.00	9,400.00	8,595.22	95.22
8	1440 Site Acquisition	0.00	0.00	0.00	0.00
9	1450 Site Improvement	26,000.00	118,385.00	118,385.00	51,136.00
10	1460 Dwelling Structures	419,100.00	294,661.00	294,661.00	165,301.00
11	1465.1 Dwelling Equipment—Nonexpendable	78,000.00	10,000.00	0.00	0.00
12	1470 Nondwelling Structures	0.00	0.00	0.00	0.00
13	1475 Nondwelling Equipment	35,778.00	95,000.00	95,000.00	90,000.00
14	1485 Demolition	0.00	0.00	0.00	0.00
15	1490 Replacement Reserve	0.00	0.00	0.00	0.00
16	1492 Moving to Work Demonstration	0.00	0.00	0.00	0.00
17	1495.1 Relocation Costs	0.00	0.00	0.00	0.00
18	1499 Development Activities	0.00	0.00	0.00	0.00
19	1501 Collaterization or Debt Service	0.00	0.00	0.00	0.00
20	1502 Contingency	0.00	0.00	0.00	0.00
21	Amount of Annual Grant: (sum of lines 2 – 20)	578,028.00	578,028.00	537,291.22	327,182.00

Annual Statement/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary

PHA Name: HOUSING AUTHORITY OF THE CITY OF HOT SPRINGS ar031a02	Grant Type and Number Capital Fund Program Grant No. AR37P03150100 Replacement Housing Factor Grant No.	Federal FY of Grant: 2000
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Original Annual Statement Reserve for Disasters/ Emergencies Revised Annual Statement (revision no: 2)
 Performance and Evaluation Report for Period Ending: X 6-30-2001 Final Performance and Evaluation Report

		Original	Revised	Obligated	xpended
22	Amount of line 21 Related to LBP Activities	0.00	0.00	0.00	0.00
23	Amount of line 21 Related to Section 504 compliance	0.00	0.00	0.00	0.00
24	Amount of line 21 Related to Security – Soft Costs	0.00	0.00	0.00	0.00
25	Amount of Line 21 Related to Security – Hard Costs	28,649.00	28,649.00	28,649.00	28,649.00
26	Amount of line 21 Related to Energy Conservation Measures	47,424.00	47,424.00	47,424.00	47,424.00

Annual Statement/Performance and Evaluation Report								
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)								
Part II: Supporting Pages								
PHA Name: HOUSING AUTHORITY OF THE CITY OF HOT SPRINGS			Grant Type and Number Capital Fund Program Grant No: AR37P03150100 Replacement Housing Factor Grant No:			Federal FY of Grant: 2000		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
AR31001 EASTWOOD GARDENS								
1)	WINDOWS AND SIDING	1460	66 APT	299,100.00	199,971.00	199,971.00	148,631.00	
2)	KITCHEN CABINETS	1460	49 APT	120,000.00	94,690.00	94,690.00	16,670.00	
3)	COURTYARD REPAIR	1450	4 EACH	26,000.00	39,206.00	39,206.00	21,534.00	
4)	SITE RAILINGS	1450	59 EACH	0.00	28,649.00	28,649.00	0.00	
5)	PARKNG LOT PAVING	1450	5500 S.Q.	0.00	50,530.00	50,530.00	29,602.00	
6)	WINDOW A/C UNITS	1465 .1	10 APT	78,000.00	10,000.00	0.00	0.00	
MANAGEMENT 1)	COMPUTER UPGRADE	1475 .4	100%	35,778.00	95,000.00	95,000.00	90,000.00	
IMPROVEMENT 2)	COMPUTER TRAINING	1408	100%	2,000.00	5,000.00	5,000.00	5,000.00	
ADMINISTRATION								

Annual Statement/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)
Part II: Supporting Pages

PHA Name: HOUSING AUTHORITY OF THE CITY OF HOT SPRINGS		Grant Type and Number Capital Fund Program Grant No: AR37P03150100 Replacement Housing Factor Grant No:				Federal FY of Grant: 2000		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
AR31001 EASTWOOD GARDENS								
1)	ARCHITECT FEE	1430 .1	100%	0.00	8,500.00	8,500.00	0.00	
2)	FEES AND COSTS	1430	100%	1,500.00	900.00	95.22	95.22	
3)	CFP COORDINATOR	1410	100%	15,650.00	15,650.00	15,650.00	15,650.00	
	CONTINGENCY	1502		0.00	29,932.00	0.00	0.00	
	1999 PHDEP SECURITY SCREEN			0.00	31,616.00	31,616.00	24,991.00	
*	TOTAL			578,028.00	578,028.00	537,291.22	327,182.00	

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part III: Implementation Schedule							
PHA Name: HOUSING AUTHORITY OF THE CITY OF HOT SPRINGS			Grant Type and Number Capital Fund Program No. AR37PO3150100			Federal FY of Grant: 2000	
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
AR31001	12-31-02		3-8-01	6-30-04			
EASTWOOD							
GARDENS 1)							
2)	12-31-02		4-16-01	6-30-04			
3)	12-31-02		3-8-01	6-30-04			
4)	12-31-02		3-8-01	6-30-04			
5)	12-31-02		5-15-01	6-30-04			
6)	12-31-02		5-15-01	6-30-04			
MANAGEMENT 1)	12-31-02		5-01-01	6-30-04			
IMPROVEMENT 2)	12-31-02		5-01-01	6-30-04			

Capital Fund Program Five-Year Action Plan

Part I: Summary

HOUSING AUTHORITY THE CITY OF HOT SPRING		<input checked="" type="checkbox"/> Original 5-Year Plan <input type="checkbox"/> Revision No:			
Development Number/Name/HA- Wide	Year 1	Work Statement for Year 2 FFY Grant: 2002 PHA FY: 2002	Work Statement for Year 3 FFY Grant: 2003 PHA FY: 2003	Work Statement for Year 4 FFY Grant: 2004 PHA FY: 2004	Work Statement for Year 5 FFY Grant: 2005 PHA FY: 2005
	Annual Statement				
31001 STWOOD RDENS		416,830.00	504,930.00	341,930.00	296,112.00
31002 MOUNTAINVIEW APARTMENTS		87,100.00	0.00	164,000.00	210,818.00
MANAGEMENT		65,000.00	65,000.00	65,000.00	65,000.00
IMPROVEMENTS		21,000.00	20,000.00	19,000.00	18,000.00
ADMINISTRATION					
Total Funds Listed 5-year planning		589,930.00	589,930.00	589,930.00	589,930.00

placement					
osing Factor					
ds					

Capital Fund Program Five-Year Action Plan

Part II: Supporting Pages—Work Activities

Activities for Year 1	Activities for Year :2 FFY Grant: 2002 PHA FY:2002			Activities for Year: 3 FFY Grant: 2003 PHA FY: 2003		
	Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
See						
Annual	AR 31001 EASTWOOD D GARDENS	<i>KITCHEN CABINETS</i> WINDOW A/C UNITS DUPLEX BUILDING	121,100 17,250 278,480	AR31001 EASTWOOD GARDENS	<i>KITCHEN CABINETS</i> WINDOW A/C UNITS MINI BLINDS DUPLEX BUILDING	121,000 17,250 97,150 269,530
Statement						
	AR31002 MOUNTAINVIEW TOWERS	TRASH COMPACTOR CEILING FANS A/C REPAIR	27,100 27,100 33,000			
	MANAGEMENT IMPROVEMENTS	COMPUTER POLICE SECURITY	20,000 45,000	MANAGEMENT IMPROVEMENTS	COMPUTER POLICE SECURITY	20,000 45,000
	ADMINISTRATION	CFP COORDINATOR FEE AND COSTS	16,000 5,000	ADMINISTRATION	CFP COORDINATOR FEES AND COSTS	16,000 4,000

	TOTAL CFP ESTIMATE D COST		589,930		589,930

Capital Fund Program Five-Year Action Plan
Part II: Supporting Pages—Work Activities

Activities for Year :4 FFY Grant: 2004 PHA FY: 2004			Activities for Year: 5__ FFY Grant: 2005 PHA FY: 2005		
Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
31001 EASTWOOD GARDENS	<i>KITCHEN CABINETS</i> DUPLEX BUILDING	121,000 220,930	AR 31001 EASTWOOD GARDENS	<i>DUPLEX BUILDING</i> 1 ST FLR INSUL GL	262,384 33,728
31001 MOUNTAINVIEW TOWERS	RENOVATE 1 ST FLR CENTRAL SMOKE ALARM	54,000 110,000	AR 31002 MOUNTAINVIEW TOWERS	SPRINKLER SYSTEM	210,818

