

**Annual PHA Plan**  
**PHA Fiscal Year 2001**  
[24 CFR Part 903.7]

**i. Annual Plan Type:**

Select which type of Annual Plan the PHA will submit.

**Standard Plan**

**Streamlined Plan:**

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

**Troubled Agency Plan**

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

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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.

**EXECUTIVE SUMMARY**

The Alma Housing Authority believes it has adopted a planning approach that meets both the needs of the Authority's residents and the new federal review standards. In preparing its plan, the Alma Housing Authority had to plan for the improvement of its operation, and more importantly, to modernize for successful functioning and achievements in the 21st Century. With the demand for a plan that met the HUD requirements the Alma Housing Authority believes it has found such a balance.

The Alma Housing Authority has developed a plan that is consistent with HUD's stated mission and goals. It has also developed a plan that provides for standards against which plan objectives can be measured. As a step towards its own improved management, the Alma Housing Authority has keyed these standards to the requirements in the Public Housing Assessment System (PHAS).

The Alma Housing Authority has established five fundamental goals. These are:

1. Provide, preserve and improve our housing stock.
2. Without discrimination, provide quality housing that is decent, safe and sanitary.
3. Assist residents with counseling, education, self sufficiency and homeownership.
4. Work with the City of Alma for the overall development and improvement of our city.
5. Keep our policies and procedures current with regulations and sound management practices.

## **The Annual Plan**

As a small PHA, the Alma Housing Authority has the option to submit a “streamlined” Annual Plan. It has chosen to prepare its submission under the requirements for a small public housing agency.

Although the Alma Housing Authority has made a streamlined submission, it is mindful that requirements for a shortened submission does not exclude it from having to meet all requirements of the QHWRA; therefore, it has made clear where and when items not submitted with its plan may be viewed by the public.

The Alma Housing Authority met with its residents to gain their assistance in performing a needs assessment for Authority operations. Also, for additional input on developing parts of the Annual Plan.

## **Progress in Achieving Goals and Obligations**

The Alma Housing Authority has provided, preserved and improved our housing stock with capitalization funds and has a PHAS Advisory Score of 89.2 as follows: Physical 23.7/30.0; Financial 28.6/30.0; Management 27.8/30.0; Resident 9.1/10.0 Total 89.2/100.0 Without discrimination, we have provided quality housing that is decent, safe and sanitary. We had a large turnover this year giving us a standard grade on our unit turnaround time of 29 days per unit. We do not keep a large waiting list as applicants are housed as soon as possible. With such a small waiting list we have not preformed criminal background checks, but have closely screened applicants before move in.

When requested we have assisted residents with counseling, education, self sufficiency and home ownership. We have worked with the City of Alma for the overall improvement of our City and have kept our policies and procedures current with regulations and sound business practices.

We have followed our modernization plan; have HQS inspections that passed on all units; have been on track with all inspections and work orders and have an active waiting list. Overall we have been on track will all the goals and objectives we set in our 5 year plan.

### **“Substantial Deviation” and Significant Amendment or Modification”**

The Alma 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 (CEP) that affects an expenditure greater than twenty percent (20%) of the CFP Annual Budget fir that year.

In defining the above, the Alma 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 admission policies or organization of the waiting list.
2. Additions of non-emergency work items (items not included in the current Annual Statement of 5-Year 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, homeownership 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.

WE DO NOT HAVE A SUBSTANTIAL DEVIATION OR SIGNIFICANT AMENDMENT TO OUR PLAN AT THIS TIME. EVERY THING IS STILL GOING ON SCHEDULE AND AS PLANNED.

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

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

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#### **Attachments**

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

#### Required Attachments:

X Admissions Policy for Deconcentration

**ar096a02 ATTACHMENT 'A' DECONCENTRATION RULE**

The objective of the De-concentration Rule for public housing units is to ensure that families are housed in a manner that will prevent a concentration of poverty families and/or a concentration of higher income families in any one development. The specific objective of the housing authority is to house no less than 40 percent of its public housing inventory with families that have income at or below 30% of the area median income by public housing development. Also the housing authority will take actions to insure that no individual development has a concentration of higher income families in one or more of the developments. To insure that the housing authority does not concentrate families with higher income levels, it is the goal of the housing authority not to house more than 60% of its units in any one development with families whose income exceeds 30% of the area median income. However, this strategy for de-concentration and income mixing does not apply to this Housing Authority. Based on original design and facility layout, these areas are not a issue. We have two developments consisting of a total of 92 units. These units are all within two blocks of each other.

To accomplish the de-concentration goals, the housing authority will take the following actions:

- A. At the beginning of each housing authority fiscal year, the housing authority will establish a goal for housing 40% of its new admissions with families whose incomes are at or below the area median income. The annual goal will be calculated by taking 40% of the total number of move-ins from the previous housing authority fiscal year.
- B. To accomplish the goals of:
  - (1) Housing not less than 40% of its public housing inventory on an annual basis with families that have incomes at or below 30% of area median income, and
  - (2) Not housing families with incomes that exceed 30% of the area median income in developments that have 60% or more of the total household living in the development with incomes that exceed 30% of the area median income, the housing authority's Tenant Selection and Assignment Plan, which is a part of this policy, provides for skipping families on the waiting list to accomplish these goals.

X FY 2001 Capital Fund Program Annual Statement  
**ar096b02 ATTACHMENT 'B'**

# 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 AR37P096501-01      FFY of Grant Approval: (10/2001)

X Original Annual Statement      *Alma Housing Authority*

### Capital Fund Program (CFP) Part I: Summary

Line No.	Summary by Development Account	Total Estimated Cost
1	Total Non-CGP Funds	
2	1406 Operations	
3	1408 Management Improvements	
4	1410 Administration	44,400.00
5	1411 Audit	
6	1415 Liquidated Damages	
7	1430 Fees and Costs	13,240.00
8	1440 Site Acquisition	
9	1450 Site Improvement	
10	1460 Dwelling Structures	93,700.00
11	1465.1 Dwelling Equipment-Nonexpendable	4,497.00
12	1470 Nondwelling Structures	
13	1475 Nondwelling Equipment	3,000.00
14	1485 Demolition	
15	1490 Replacement Reserve	
16	1492 Moving to Work Demonstration	
17	1495.1 Relocation Costs	
18	1498 Mod Used for Development	
19	1502 Contingency	
20	<b>Amount of Annual Grant (Sum of lines 2-19)</b>	<b>\$158,837.00</b>
21	Amount of line 20 Related to LBP Activities	
22	Amount of line 20 Related to Section 504 Compliance	

23	Amount of line 20 Related to Security	
24	Amount of line 20 Related to Energy Conservation Measures	

- X Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY) This operating budget has been approved by HUD and is on file with the Housing Authority.

Optional Attachments:

X PHA Management Organizational Chart  
**ar096c02 ATTACHMENT 'C'**

BOARD OF COMMISSIONERS
EXECUTIVE DIRECTOR
MAINTENANCE SUPERVISOR AND MAINTENANCE WORKER
RIC/OCCUPANCY CLERK
RESIDENT COUNCEL/RESIDENT ADVISORY BOARD
MODERNIZATION CO ORDINATOR AND INSPECTOR

X FY 2001 Capital Fund Program 5 Year Action Plan

**ar096d02 ATTACHMENT 'D'**

**Statement of capital improvements needed.**

The Alma Housing Authority has identified the specific physical needs targeted for improvement.

The Alma Housing Authority has closed out its 1997 CIAP funding increment. The 1998 Capital funding increment will be closed out by September 30, 2000. Through the new 2000 capital fund, the Authority will receive \$155,728.00.

Over the next five years the Alma Housing Authority expects to address the following pressing capital needs.

General Improvements:

- Paint Units as needed as units become vacant
- Repair Roofing as necessary
- Replace Window Blinds as needed
- Replace or repair flooring as needed
- Replace Water Heaters as needed
- Replace Refrigerators and Ranges as needed
- Replace Cabinets 96-1 & 96-2
- Replace Storm Doors 96-1 & 96-2
- Tub & Sink Faucets 96-2
- Range Hoods 96-1 & 96-2
- Replace Storm Doors 96-2

Planned Improvements:

2000 Funds Replace Receptacles and Switches 96-1	\$ 5,650.00
Maintenance Free Covering 96-2	97,539.00
2000Funds Clothesline Poles 96-2	10,200.00
2000FundsReplace Storm Doors 96-1	6,500.00
2000 Funds 220 volt dryer receptacles 96-2	7,500.00
Replace Windows 96-1	109,600.00
*Completedwith 99 Funds Replace Windows 96-2 Family	100,000.00
Install Handicap Toilets 96-1	6,250.00
Install Handicap Toilets 96-2	3,500.00
2000 Funds Install Lever Handle lock sets 96-1 Elderly	5,200.00
2000 Funds Install Lever Handle Lock sets 96-2 Elderly	3,600.00
2000 Funds Replace rear entrance door on Office Building	2,000.00
2000Funds Replace rear entrance doors 96-1 Elderly	26,000.00
*Completedwith 99 Funds Replace Paneling in Family Units 96-1	48,013.00
2000 Funds Re-stripe parking lot 96-1	660.00
Install new rain gutters 96-2	23,588.00
Purchase land and Construct New Community Building	95,000.00

Over the next five year period items will be added as needed as well as required REAC inspection items. Also Security Items will be looked at more closely since we were required to address this under our last RASS Report. ( Resident Assessment Sub-System)

X Public Housing Drug Elimination Program (PHDEP) Plan The Alma Housing Authority has no drug elimination program at this time.

X Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text)

## Alma Housing Authority Survey Results

### SUGGESTED IMPROVEMENTS/CHANGES

SUGGESTION	TIMES SUGGESTED
1. CHANGE A/C FILTERS MORE OFTEN	2
2. WOULD LIKE TO HAVE SWINGS FOR ADULTS LIKE THE ELDERLY (FAMILY UNITS)	1
3. APARTMENTS SHOULD BE PAINTED INSIDE MORE OFTEN.	3
4. APARTMENTS NEED STORM DOORS.	2
5. RAIN GUTTERS	2
6. KEEP HEDGES TRIMMED OR REMOVE THEM	3
7. MAKE FLOWER BEDS/PLANT SMALL FLOWERING TREES.	2
8. REPAIR CLOTHESLINES.	2
9. IMPROVE QUALITY OF GRASS	2
10. REMODEL BATHROOMS ELDERLY WANT TUB WITH SHOWER /SINK WITH CABINET, MORE HEAT IN BATHROOM	2
11. PLAYGROUND IMPROVEMENTS	2
1. NEED FENCED PLAYGROUND FOR TODDLERS AND SMALL CHILDREN	
2. BETTER DRAINAGE ON PLAYGROUND	
12. NEED SPEED BUMPS ON THE ROAD	1
13. NEED SPEED ZONE SIGNS POSTED ON EACH ENTRANCE OF APARTMENT COMPLEX	1
14. TRASH SHOULD BE PICKED UP TWICE A WEEK HAVE EVERYONE USE PLASTIC TRASH BAGS (SOME BAGS ARE BREAKING OPEN, GARBAGE GETS SCATTERED ALL OVER GRASS.)	1
15. NEED BETTER MAINTENANCE (SEE BELOW)	6
10-A Back door rotted at bottom. Back screens are in bad shape and warped.	
E-13 Better maintenance on apartments. (No specifics)	
E-16 Take windows apart once a year and clean them or get different windows.	
12-A Door needs weather stripping at bottom Back screen doors need latch. Outlet in kitchen will not work unless light is on.	
10-B Repair back door/screens so they will open more easily. Change furnace and air filters more often.	
16. Ditch around apartments for drainage.	

### PROBLEMS OR CONCERNS

1. THERE IS SPEEDING ON ROADS AND IN PARKING LOT

**2. TEENAGERS ARE RIDING MOPEDS AND SCOOTERS ON THE SIDEWALKS.**

**CHANGES OR IMPROVEMENTS**

10-A A/C filters need to be changed more often.

**PROBLEMS OR CONCERNS**

- 10-A a. Back door is rotted out at the bottom.  
b. Back screens are in bad shape.

**CHANGES OR IMPROVEMENTS:**

F-19 Would like to have to have a swing for adults like the elderly have.

**PROBLEMS OR CONCERNS:**

- E-18 a. All of the apartments need to be painted on the inside.  
b. The apartments need storm doors.  
c. Something needs to be done with the hedges. Pull them up or at least keep them trimmed so they don't look so trashy.  
d. Need rain gutters.

**PROBLEMS OR CONCERNS:**

- E-18 a. Clotheslines need some work. The poles are rusted through and the wire needs to be tightened.  
b. It would be nice to have grass instead of a weed patch for a lawn.

**CHANGES OR IMPROVEMENTS:**

- E-13 a. Take care of hedges.  
b. Make flower beds.  
c. Need better maintenance on the apartments.

**PROBLEMS OR CONCERNS:**

E-13 None.

**CHANGES OR IMPROVEMENTS:**

- E-16 a. Paint inside of apartments every two years.  
b. Put storm doors on the apartments.  
c. Rain gutters.  
d. Keep hedges trimmed or pull them out and put in flower beds.  
e. Plant small flowering trees in front of apartments.  
f. Schedule a date once a year to take windows apart for cleaning or get different windows.

**PROBLEMS OR CONCERNS:**

- E-16 a. Plant real grass and get rid of weeds and stickers.  
b. Clothes line post need to be replaced. They are rusting out.

**CHANGES OR IMPROVEMENTS:**

E-12 I would like to stop that guy from (can't read word) his motorbike from 1.

**PROBLEMS OR CONCERNS:**

**CHANGES OR IMPROVEMENTS:**

12-A Tell everyone to use plastic bags for trash. Some bags have broken open and trash and garbage gets scattered over the grass. This is not good. It looks bad and is a health risk.

**PROBLEMS OR CONCERNS:**

- 12-A a. Doors need weather stripping at bottom. My back door has a gap at the bottom where doors come together.  
b. The back screen doors need a latch.

- c. We also need garbage picked up twice a week.
- d. Sometimes they don't get all of the garbage. Most of the people can't take it up to the dumpster or even out by the mail box.
- e. The dining area light switch is loose and it has to be held down hard to get the light to stay on.

**CHANGES OR IMPROVEMENTS:**

- F-27 a. Need fenced playground for toddlers and small children.
- b. Need speed bumps on the road.
- c. Need speed zone signs posted on each entrance of apartment complex.

**PROBLEMS OR CONCERNS:**

- F-27 a. There is speeding on roads and in parking lots.
- b. Teenagers riding mopeds and scooters on sidewalks.

**CHANGES OR IMPROVEMENTS:**

- 2-A Bathroom needs remodeling. I would like a tub with a shower and a sink in the bathroom with a cabinet for extra storage. This would help us old peoples Aches and pains.

**CHANGES OR IMPROVEMENTS:**

- 10-B a. Wash grass off of outside walls when they mow.
- b. Clean tall windows inside apartments once a year.
- c. Paint ceilings.

**PROBLEMS OR CONCERNS:**

- 10-B a. Ditch dug around apartment so water can run off.
- b. Fix back door before winter.
- c. Fix screen doors in back so they will open easier.
- d. Change furnace/A/C filter every 30 days.
- e. More heat in bathroom in the winter to take a shower.

**CHANGES OR IMPROVEMENTS:**

- 4-B Everything is OK. Won't have to change anything for me.
- 4-A I am well pleased with the way things are.
- E-10 Thank you for the new air conditioner. I am grateful.
- E-3 My apartment is just fine, and the employees are very kind and I'm pleased With my domain. No changes are necessary at this time. Thank you for our central air.
- 2-B Everything is OK to me.
- 9-A Everything is all right like it is. There is no problem with management. It is all right with me.
- 9-B Everything is just fine with me around here. There are no problems. Everything is OK.
- E-5 I am well pleased with things as they are. The air conditioning was a plus.

Other (List below, providing each attachment name)

**Supporting Documents Available for Review**

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

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
X	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
X	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans
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
N/A	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public Housing Deconcentration and Income Mixing Documentation: 1. PHA board certifications of compliance with deconcentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/99 <i>Quality Housing and Work Responsibility Act Initial Guidance; Notice</i> and any further HUD guidance) and 2. Documentation of the required deconcentration and income mixing analysis	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public housing rent determination policies, including the methodology for setting public housing flat rents X check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X	Schedule of flat rents offered at each public housing development X check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
N/A	Section 8 rent determination (payment standard) policies <input type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
X	Public housing management and maintenance policy documents, including policies for the prevention or	Annual Plan: Operations and Maintenance

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
	eradication of pest infestation (including cockroach infestation)	
X	Public housing grievance procedures <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
N/A	Section 8 informal review and hearing procedures <input type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
NO, AS OF 10/00	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
X	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
YES	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	Annual Plan: Capital Needs
N/A	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans or any other approved proposal for development of public housing	Annual Plan: Capital Needs
N/A	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
N/A	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
N/A	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act	Annual Plan: Conversion of Public Housing
N/A	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
N/A	Policies governing any Section 8 Homeownership program <input type="checkbox"/> check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
N/A	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
N/A	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
N/A	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
N/A	The most recent Public Housing Drug Elimination Program (PHDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)	Annual Plan: Safety and Crime Prevention
X	The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	Annual Plan: Annual Audit
N/A	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
N/A	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)

# 1. Statement of Housing Needs

[24 CFR Part 903.7 9 (a)]

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

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

Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Overall	Afford-ability	Supply	Quality	Access-ibility	Size	Loca-tion
Income <= 30% of AMI	732	5	3	5	4	4	5
Income >30% but <=50% of AMI	646	5	1	5	2	4	4
Income >50% but <80% of AMI	796	5	1	5	1	1	4
Elderly	434	5	5	5	5	4	5
Families with Disabilities	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Race/Ethnicity	(1)2879	5	3	5	4	4	5
Race/Ethnicity	(2) 82	5	3	5	4	4	5
Race/Ethnicity	(3) 248	5	3	5	4	4	5
Race/Ethnicity	(4) 64	5	3	5	4	4	5

(1) White (2) Black (3) Native American (4) Asian/Pacific Islander. 6% population growth since 1990 was not added into these figures. Crawford Co. less 1% black. 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: 2001
- U.S. Census data: the Comprehensive Housing Affordability Strategy ("CHAS") dataset 1990
- 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.

**ALMA HOUSING AUTHORITY IS PUBLIC HOUSING ONLY.**

**Housing Needs of Families on the Waiting List**

### Housing Needs of Families on the Waiting List

Waiting list type: (select one)

- Section 8 tenant-based assistance  
 Public Housing  
 Combined Section 8 and Public Housing  
 Public Housing Site-Based or sub-jurisdictional waiting list (optional)

If used, identify which development/subjurisdiction:

	# of families	% of total families	Annual Turnover
Waiting list total	14		81 Units OR 88%
Extremely low income <=30% AMI	14	100%	
Very low income (>30% but <=50% AMI)	0	N/A	
Low income (>50% but <80% AMI)	0	N/A	
Families with children	9	64%	
Elderly families	0	N/A	
Families with Disabilities	3	21%	
Race/ethnicity	14 White	100%	
Race/ethnicity	0 Black	N/A	
Race/ethnicity	0 Native American	N/A	
Race/ethnicity	0 Asian/Pacific Islan	N/A	
Characteristics by Bedroom Size (Public Housing Only)			
1BR	5	37%	33 41%
2 BR	7	50%	29 36%
3 BR	2	13%	19 23%
4 BR	N/A	N/A	N/A
5 BR	N/A	N/A	N/A
5+ BR	N/A	N/A	N/A

## Housing Needs of Families on the Waiting List

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

If yes:

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

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

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

### C. Strategy for Addressing Needs

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

### Means by which the HA plans to address its housing needs

#### Housing Needs Statement

The housing needs of the low, very low and extremely low-income families, on our waiting list, consists of two main issues, affordability and supply. With regards to affordability, the Housing Authority low income housing program has made it possible for these families to rent units that they could not otherwise have afforded.

The supply of rental housing is adequate at this time to meet the needs of our applicants as they come off the waiting list. Since there is an adequate supply of rental housing at this time the need here is sufficiently met. ERC Ashwood Apartments just completed a new 26 unit apartment complex and are in direct competition with the Alma Housing Authority. These are units based on income and were funded through FmHA. While The Alma Housing Authority has been unable to construct new housing, because there have been no funds available, these new apartments have housed several of our residents and also has reduced our waiting list. Our waiting list has been reduced since the applicants we would have had and housed are presently housed in the new Ashwood Apartments or on their waiting list.

Since there is an adequate supply of rental housing in our jurisdiction at this time and since we have a short waiting list at this time, we feel the supply of rental housing in this area is sufficient at this time

#### (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

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

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

Select all that apply

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

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

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

Select all that apply

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

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

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

Select all that apply

- X 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

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

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

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

Select all that apply

- X 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

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

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

Select all that apply

- 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:

- X Funding constraints
- X Staffing constraints
- Limited availability of sites for assisted housing
- Extent to which particular housing needs are met by other organizations in the community
- X Evidence of housing needs as demonstrated in the Consolidated Plan and other information available to the PHA
- Influence of the housing market on PHA programs
- Community priorities regarding housing assistance
- Results of consultation with local or state government
- 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 903.7 9 (b)]

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

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
<b>1. Federal Grants (FY 2000 grants)</b>		
a) Public Housing Operating Fund	\$ 111,396.00	
b) Public Housing Capital Fund	158,837.00	
c) HOPE VI Revitalization	N/A	
d) HOPE VI Demolition	N/A	
e) Annual Contributions for Section 8 Tenant-Based Assistance	N/A	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)	N/A	
g) Resident Opportunity and Self-Sufficiency Grants	N/A	
h) Community Development Block Grant	N/A	N/A
i) HOME	N/A	N/A
Other Federal Grants (list below)		
<b>2. Prior Year Federal Grants (unobligated funds only) (list below)</b>	N/A	N/A
FY2000 CAPITAL FUND	155,728.00	MODERNIZATION
<b>3. Public Housing Dwelling Rental Income</b>	100,190.00	HOUSING AUTH. OPERATIONS
<b>Housing Authority Operations</b>		
<b>4. Other income (list below)</b>		
OPERATING RESERVE	105,639.00	RESERVES
<b>4. Non-federal sources (list below)</b>		
<b>Reserves</b>		
<b>Total resources</b>	<b>\$631,790.00</b>	

### **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) AS SOON AS POSSIBLE AFTER ACCEPTING THE APPLICATION.
- 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
  - X Housekeeping
  - Other (describe)
- c.  Yes X No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?
- d.  Yes X No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?
- e.  Yes X No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)

##### **(2) Waiting List Organization**

- a. Which methods does the PHA plan to use to organize its public housing waiting list (select all that apply)
- X Community-wide list
  - Sub-jurisdictional lists
  - Site-based waiting lists
  - Other (describe)
- b. Where may interested persons apply for admission to public housing?
- X PHA main administrative office
  - PHA development site management office
  - Other (list below)

- b. 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? N/A
2.  Yes  No: Are any or all of the PHA's site-based waiting lists new for the upcoming year (that is, they are not part of a previously-HUD-approved site based waiting list plan)?  
If yes, how many lists?
3.  Yes  No: May families be on more than one list simultaneously?  
If yes, how many lists?
4. Where can interested persons obtain more information about and sign up to be on the site-based waiting lists (select all that apply)?
  - PHA main administrative office
  - All PHA development management offices
  - Management offices at developments with site-based waiting lists
  - At the development to which they would like to apply
  - Other (list below)

**(3) Assignment**

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

**(4) Admissions Preferences**

- a. Income targeting:  
X 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)

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

c. Preferences

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

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

Former Federal preferences:

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

Other preferences: (select below)

- X 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:

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

**(5) Occupancy**

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

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

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

- At an annual reexamination and lease renewal
- Any time family composition changes
- At family request for revision
- Other (list)

**(6) Deconcentration and Income Mixing**

a.  Yes  No: Did the PHA's analysis of its family (general occupancy) developments to determine concentrations of poverty indicate the need for measures to promote deconcentration of poverty or income mixing?

b.  Yes  No: Did the PHA adopt any changes to its **admissions policies** based on the results of the required analysis of the need to promote deconcentration of poverty or to assure income mixing?

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

Adoption of site-based waiting lists  
If selected, list targeted developments below:

Employing waiting list "skipping" to achieve deconcentration of poverty or income mixing goals at targeted developments  
If selected, list targeted developments below:

Employing new admission preferences at targeted developments  
If selected, list targeted developments below:

Other (list policies and developments targeted below)

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

e. If the answer to d was yes, how would you describe these changes? (select all that apply)

- Additional affirmative marketing
- Actions to improve the marketability of certain developments
- Adoption or adjustment of ceiling rents for certain developments
- Adoption of rent incentives to encourage deconcentration of poverty and income-mixing
- Other (list below)

f. Based on the results of the required analysis, in which developments will the PHA make special efforts to attract or retain higher-income families? (select all that apply)

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

- g. Based on the results of the required analysis, in which developments will the PHA make special efforts to assure access for lower-income families? (select all that apply)
- X Not applicable: results of analysis did not indicate a need for such efforts
- List (any applicable) developments below:

## **B. Section 8**

Exemptions: PHAs that do not administer section 8 are not required to complete sub-component 3B. **Unless otherwise specified, all questions in this section apply only to the tenant-based section 8 assistance program (vouchers, and until completely merged into the voucher program, certificates).**

### **(1) Eligibility**

- a. What is the extent of screening conducted by the PHA? (select all that apply)
- Criminal or drug-related activity only to the extent required by law or regulation
- Criminal and drug-related activity, more extensively than required by law or regulation
- More general screening than criminal and drug-related activity (list factors below)
- Other (list below)
- b.  Yes  No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?
- c.  Yes  No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?
- d.  Yes  No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)
- e. Indicate what kinds of information you share with prospective landlords? (select all that apply)
- Criminal or drug-related activity
- Other (describe below)

**(2) Waiting List Organization**

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

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

b. Where may interested persons apply for admission to section 8 tenant-based assistance? (select all that apply)

- PHA main administrative office
- Other (list below)

**(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:

**(4) Admissions Preferences**

a. Income targeting

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

b. Preferences

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

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

Former Federal preferences

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

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

Other preferences (select all that apply)

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

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

4. Among applicants on the waiting list with equal preference status, how are applicants selected? (select one)
- Date and time of application
- Drawing (lottery) or other random choice technique
5. If the PHA plans to employ preferences for “residents who live and/or work in the jurisdiction” (select one)
- This preference has previously been reviewed and approved by HUD
- The PHA requests approval for this preference through this PHA Plan
6. Relationship of preferences to income targeting requirements: (select one)
- The PHA applies preferences within income tiers
- Not applicable: the pool of applicant families ensures that the PHA will meet income targeting requirements

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

- a. In which documents or other reference materials are the policies governing eligibility, selection, and admissions to any special-purpose section 8 program administered by the PHA contained? (select all that apply)
- The Section 8 Administrative Plan
- Briefing sessions and written materials
- Other (list below)
- b. How does the PHA announce the availability of any special-purpose section 8 programs to the public?
- Through published notices
- Other (list below)

**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---

- X 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  
X \$26-\$50

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

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

Minimum Rent Hardship Exemptions

- A. The HA shall immediately grant an exemption from application of the minimum monthly rent to any family making a proper request in writing who is unable to pay because of financial hardship, which shall include:
- (1) The family has lost eligibility for, or is awaiting an eligibility determination from a federal, state, or local assistance program, including a family that includes a member who is an alien lawfully admitted for permanent residence under the immigration and nationalization act who would be entitled to public benefits but for Title IV of the Personal Responsibility and Work Opportunity Reconciliation Act of 1996.
  - (2) The family would be evicted as a result of the implementation of the minimum rent (this exemption is only applicable for the initial implementation of a minimum rent or increase to the existing minimum rent).
  - (3) The income of the family has decreased because of changed circumstance, including loss of employment.
  - (4) A death in the family has occurred which affects the family circumstances.
  - (5) Other circumstances which may be decided by the HA on a case by case basis.

All of the above must be proven by the Resident providing verifiable information in writing to the HA prior to the rent becoming delinquent

and before the lease is terminated by the HA.

- B. If a resident requests a hardship exemption (**prior to the rent being delinquent**) under this section, and the HA reasonably determines the hardship to be of a temporary nature, exemption shall not be granted during a ninety day period beginning upon the making of the request for the exemption. A resident may not be evicted during the ninety day period for non-payment of rent. In such a case, if the resident thereafter demonstrates that the financial hardship is of a long term basis, the HA shall retroactively exempt the resident from the applicability of the minimum rent requirement for such ninety day period. This Paragraph does not prohibit the HA from taking eviction action for other violations of the lease.

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)

- X For the earned income of a previously unemployed household member  
 For increases in earned income  
X Fixed amount (other than general rent-setting policy)

If yes, state amount/s and circumstances below:

CHOICE OF RENTS  
FLAT RENTS/CEILING RENTS

Flat Rents and Ceiling Rents are the same at this time for the Alma Housing Authority. Ceiling Rents are adopted to allow residents of the Housing Authority to have a ceiling rent where the monthly rent cannot exceed a certain ceiling amount not matter what the resident's income goes to.

Flat Rents are adopted to allow residents of the Housing Authority a choice of rent as per the Quality Housing and Work Responsibility Act of 1998.

Effective October 1, 1999, Flat Rents as listed below will be available to any resident

of the Housing Authority. Flat Rents are based on October 1998 Fair Market Rents as utilized by the Public Facilities Board of Crawford County, AR. In the future Flat Rents will be based on these Fair Market Rents.

Bedroom Size	Amount	Deduction
Zero Bedroom	303.00 Month	Less Appropriate Utility Allowance
One Bedroom	307.00 Month	Less Appropriate Utility Allowance
Two Bedroom	404.00 Month	Less Appropriate Utility Allowance
Three Bedroom	540.00 Month	Less Appropriate Utility Allowance

TOTAL TENANT PAYMENT (TTP): The TTP for families participating in the public housing program must be at least \$50.00, which is the minimum rent established by the HA.

- A. For the Public Housing Program, the TTP must be the greater of:
- (1) 30 percent of family monthly adjusted income;
  - (2) 10 percent of family monthly income;
  - (3) \$50.00, which is the minimum rent set by the HA, or
- B. The Ceiling/Flat Rent. The resident may elect the ceiling/flat rent in lieu of the rent calculated in paragraph A” above.

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

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

e. Ceiling rents

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

- Yes for all developments  
 Yes but only for some developments  
 No

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

- For all developments
- For all general occupancy developments (not elderly or disabled or elderly only)
- For specified general occupancy developments
- For certain parts of developments; e.g., the high-rise portion
- For certain size units; e.g., larger bedroom sizes
- Other (list below)

3. Select the space or spaces that best describe how you arrive at ceiling rents (select all that apply)

- Market comparability study
- Fair market rents (FMR)
- 95<sup>th</sup> percentile rents
- 75 percent of operating costs
- 100 percent of operating costs for general occupancy (family) developments
- Operating costs plus debt service
- The "rental value" of the unit
- Other (list below)

f. Rent re-determinations:

1. Between income reexaminations, how often must tenants report changes in income or family composition to the PHA such that the changes result in an adjustment to rent? (select all that apply)

- Never
- At family option
- Any time the family experiences an income increase
- Any time a family experiences an income increase above a threshold amount or percentage: (if selected, specify threshold) \_\_\_\_\_
- Other (list below)

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

**(2) Flat Rents**

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

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

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

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

**(1) Payment Standards**

Describe the voucher payment standards and policies.

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

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

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

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

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

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

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

- Annually  
 Other (list below)

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

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

**(2) Minimum Rent**

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

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

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

**5. Operations and Management**

[24 CFR Part 903.7 9 (e)]

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

**A. PHA Management Structure**

Describe the PHA's management structure and organization.

(select one)

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

**B. HUD Programs Under PHA Management**

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

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

**C. Management and Maintenance Policies**

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

- (1) Public Housing Maintenance and Management: (list below)
- (2) Section 8 Management: (list below)

**6. PHA Grievance Procedures**

[24 CFR Part 903.7 9 (f)]

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

**A. Public Housing**

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

If yes, list additions to federal requirements below:

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

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

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

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

If yes, list additions to federal requirements below:

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

- PHA main administrative office
- Other (list below)

**7. Capital Improvement Needs**

[24 CFR Part 903.7 9 (g)]

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

**A. Capital Fund Activities**

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

**(1) Capital Fund Program Annual Statement**

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

Select one:

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

-or-

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

**PHA Plan  
Table Library**

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

**ar096f02 Attachment F  
Annual Statement  
Capital Fund Program (CFP) Part I: Summary**

Capital Fund Grant Number AR37P096501-01      FFY of Grant Approval: (10/2001)

X Original Annual Statement      *Alma Housing Authority*

Line No.	Summary by Development Account	Total Estimated Cost
1	Total Non-CGP Funds	
2	1406 Operations	
3	1408 Management Improvements	
4	1410 Administration	44,400.00
5	1411 Audit	
6	1415 Liquidated Damages	
7	1430 Fees and Costs	13,240.00
8	1440 Site Acquisition	
9	1450 Site Improvement	
10	1460 Dwelling Structures	93,700.00
11	1465.1 Dwelling Equipment-Nonexpendable	4,497.00
12	1470 Nondwelling Structures	
13	1475 Nondwelling Equipment	3,000.00
14	1485 Demolition	
15	1490 Replacement Reserve	
16	1492 Moving to Work Demonstration	
17	1495.1 Relocation Costs	
18	1498 Mod Used for Development	
19	1502 Contingency	
20	<b>Amount of Annual Grant (Sum of lines 2-19)</b>	<b>\$158,837.00</b>
21	Amount of line 20 Related to LBP Activities	
22	Amount of line 20 Related to Section 504 Compliance	
23	Amount of line 20 Related to Security	
24	Amount of line 20 Related to Energy Conservation	

**Annual Statement Alma Housing Authority  
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
PHA WIDE	Technical Salaries - Part Time Modernization Coordinator and Computer Support	1410.2	14,820.00
PHA WIDE	Secretary	1410	7,293.00
PHA WIDE	Employee Benefits	1410.9	9,307.00
PHA WIDE	Lawn Care/Maint. Worker	1410	12,480.00
PHA WIDE	Sundry	1410.19	500.00
			<b>44,400.00</b>
PHA WIDE	*Inspection Cost	1430	6,240.00
PHA WIDE	Architect	1430.1	7,000.00
			<b>13,240.00</b>
AR096002	Replace 32 Family Storm Doors	1460	9,600.00
AR096002	Replace 36 Elderly Storm Doors	1460	10,800.00
AR096002	50 New Kitchen Range Hoods	1460	6,250.00
AR096002	Replace 46 Tub & Sink Faucets	1460	20,000.00
AR096001	Replace 80 Elderly Windows	1460	25,000.00
AR096001	Replace 26 Elderly Storm Doors	1460	7,800.00
AR096001	Replace 16 Family Storm Doors	1460	4,800.00
AR096001	42 New Kitchen Range Hoods	1460	9,450.00
			<b>93,700.00</b>
AR096002	Ranges/Refrigerators	1465.1	<b>4,497.00</b>
AR096001	Computer/Printer Updates	1475	<b>3,000.00</b>
			<b>158,837.00</b>

**Annual Statement Alma Housing Authority  
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)
AR096001 AR096002	03/31/2003 03/31/2003	09/30/2004 09/30/2004

**TABLE LIBRARY**

**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  No: a) Has the PHA received a HOPE VI revitalization grant? (if no, skip to question c; if yes, provide responses to question b for each grant, copying and completing as many times as necessary)  
b) Status of HOPE VI revitalization grant (complete one set of questions for each grant)

1. Development name:
2. Development (project) number:
3. Status of grant: (select the statement that best describes the current status)
  - Revitalization Plan under development
  - Revitalization Plan submitted, pending approval
  - Revitalization Plan approved
  - Activities pursuant to an approved Revitalization Plan underway

- Yes  No: c) Does the PHA plan to apply for a HOPE VI Revitalization grant in the Plan year?  
If yes, list development name/s below:

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

- Yes  No: e) Will the PHA be conducting any other public housing development or replacement activities not discussed in the Capital Fund Program Annual Statement?  
If yes, list developments or activities below:

## **8. Demolition and Disposition**

[24 CFR Part 903.7 9 (h)]

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

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

2. Activity Description

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

<b>Demolition/Disposition Activity Description</b>
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: 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  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.

<b>Designation of Public Housing Activity Description</b>	
1a. Development name:	
1b. Development (project) number:	
2. Designation type:	<input type="checkbox"/> Occupancy by only the elderly <input type="checkbox"/> Occupancy by families with disabilities <input type="checkbox"/> Occupancy by only elderly families and families with disabilities
3. Application status (select one)	<input type="checkbox"/> Approved; included in the PHA’s Designation Plan <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application
4. Date this designation approved, submitted, or planned for submission:	<u>(DD/MM/YY)</u>
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.

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

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

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

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

[24 CFR Part 903.7 9 (k)]

### **A. Public Housing**

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

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

#### 2. Activity Description

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

<b>Public Housing Homeownership Activity Description</b>
--

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

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

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

### 2. Program Description:

#### 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.

**RIDER TO DWELLING LEASE**

“COMMUNITY SERVICE FOR TENANTS”

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

In conjunction with HUD to Federal Register Vol. 65, No. 61 of March 29, 2000; all Residents of Public Housing will be required to perform community service unless exempt. This becomes effective October 1, 2000.

Community Service is the performance of work or duties that are a public benefit and that serve to improve the quality of life, enhance Resident self-sufficiency or increase Resident responsibility in the community. Community service is not employment and may not include political activities.

**REQUIREMENT:** Each adult of Public Housing (except exempt) must contribute eight (8) hours per month to community service, or participate in an economic self-sufficiency program for eight (8) hours, or perform eight (8) hours of combined activity.

**VIOLATION:** Violation of the service requirement is grounds for non-renewal of the lease on the date of your annual re-determination.

**EXEMPTIONS:** An adult who: is 62 or older, blind or disabled, primary caretaker of such an individual, engaged in work (over 20 hours weekly), receiving SS, SSI, VA, or State administered welfare to work program.

_____ Signature of Head of Household	_____ Date
_____ Signature of Spouse	_____ Date
_____ <b>Signature of Other Family Member over 18</b>	_____ <b>Date</b>
_____ For/Jackie Taylor – Executive Director Alma Housing Authority	_____ Date

**EXEMPT:** \_\_\_\_\_ **NON-EXEMPT:** \_\_\_\_\_

NOTICE TO RESIDENTS:

In conjunction with HUD according to Federal Register Vol. 65, No. 61 of March 29, 2000; all Residents of Public Housing will be required to perform community service unless exempt. This becomes effective October 1, 2000.

*Community service is the performance of work or duties that are a public benefit and serve to improve the quality of life, enhance Resident self-sufficiency, or increase Resident responsibility in the community. Community service is not employment; transportation and childcare are your responsibility.*

**REQUIREMENT:** Each adult of Public Housing (except exempt) must contribute eight (8) hours per month to community service, or participate in an economic self-sufficiency program for eight (8) hours, or perform eight (8) hours of combined activity.

**VIOLATION:** Violation of the service requirement is grounds for non-renewal of the lease on the date of your annual re-determination.

**EXEMPTIONS:** An adult who: is 62 or older, blind or disabled, primary caretaker of such an individual, engaged in work (over 20 hours weekly), receiving SS, SSI, VA, or State administered welfare to work program.

If you have any questions on this please contact the Alma Housing Authority at (501) 632-2043.

SINCERELY,

FOR/JACKIE TAYLOR – EXECUTIVE DIRECTOR  
ALMA HOUSING AUTHORITY

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

1. Cooperative agreements:

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

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

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

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

**B. Services and programs offered to residents and participants**

**(1) General**

a. Self-Sufficiency Policies

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

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

b. Economic and Social self-sufficiency programs

- Yes  No: Does the PHA coordinate, promote or provide any programs to enhance the economic and social self-sufficiency of residents? (If “yes”, complete the following table; if “no” skip to sub-component 2, Family Self Sufficiency Programs. The position of the table may be altered to facilitate its use. )



- Actively notifying residents of new policy at times in addition to admission and reexamination.
- Establishing or pursuing a cooperative agreement with all appropriate TANF agencies regarding the exchange of information and coordination of services
- Establishing a protocol for exchange of information with all appropriate TANF agencies
- Other: (list below)

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

**13. PHA Safety and Crime Prevention Measures**

[24 CFR Part 903.7 9 (m)]

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

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

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

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

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

- X Safety and security survey of residents
- Analysis of crime statistics over time for crimes committed “in and around” public housing authority
- Analysis of cost trends over time for repair of vandalism and removal of graffiti
- Resident reports
- PHA employee reports
- Police reports

- Demonstrable, quantifiable success with previous or ongoing anticrime/anti drug programs
- Other (describe below)

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

FAMILY 96-1 96-2

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

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

FAMILY 96-1 96-2

**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)

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

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

FAMILY 96-1 96-2

**D. Additional information as required by PHDEP/PHDEP Plan**

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

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

**14. RESERVED FOR PET POLICY**

[24 CFR Part 903.7 9 (n)]

**THE ALMA HOUSING AUTHORITY PET POLICY  
FOR NON-ELDERLY, NON DISABLED FAMILIES  
PET POLICY AND RULES**

This Pet Policy and Rules addendum amends the current lease for housing developments managed by the Alma Housing Authority (the Authority).

*Section 1: Enabling Regulations*

“Section 227 of the Housing and Urban-Renewal Recovery Act of 1983 provides that no owner or manager of federally assisted rental housing for the elderly may prohibit or prevent a resident from owning or having a common household pet, (as defined in Section 3 Below), living in the resident’s dwelling unit.”

“Section 226 of the Quality Housing and Work Responsibility Act of 1998 added a new Section 31 (Pet Ownership in Public Housing) to the United States Housing Act of 1937. It states that:

A resident of a dwelling unit in public housing may own one or more common household pets or have one or more household pets present in the dwelling unit of such resident, subject to the reasonable requirements of the public housing agency. If the resident maintains each pet responsibly and in accordance with applicable State and local public health, animal control and criminal and cruelty laws and regulations and with the policies established in the public housing agency plan for the agency.

To this end, the Housing Authority of the City of Alma has adopted in this policy “reasonable pet rules” that incorporate State and local laws governing pets that include inoculating, licensing, and restraining them. These laws provide sufficient flexibility to protect the right and privileges of other residents who choose not to own pets.

This policy applies to non-elderly, non-disabled families living in public housing. It does not apply to elderly families or to “service animals that assist persons with disabilities” residing in public or assisted housing or service animals that visit the Authority.

In the event of an emergency or building evacuation, it is the responsibility of the pet owner to remove his/her pet.

*Section 2: Type Dwelling Units Permitted Pets*

According to this “Pet Policy and Rules”, families living within Authority dwelling units are permitted pets.

**Section 3: Types of Pets and Number Per Unit**

A common household pet is defined as a cat, dog, goldfish, tropical fish, canary, parakeet, or lovebird.

A resident may have either a cat or a dog, and/or one fish tank or bowl, and/or one bird cage with no more than two birds.

**Section 4: Regulation Requirements Prior To Admission**

Before the Authority grants a resident permission to keep a pet in any of its developments, any and all pets must be registered with Authority Management. Such registration must show the type of pet, a recent picture of it, its name, age, and if applicable, its license registration number, current inoculation information, and the name and address of its veterinarian. Proper registration will also include a signed Pet Responsibility Card as described in 5 below.

Residents will be refused pet registration if management determines that the resident is unable to fulfill obligations as a pet owner, are unable to adhere to the terms of the lease or to these rules, if the animal does not meet the definition of a common household pet, or if the temperament of the animal is generally considered dangerous.

A refundable \$200.00 pet deposit must be paid at the time of submission of the "Pet Permit Application." If the pet application is approved, this amount will apply toward the resident's security deposit. The pet deposit is to be used to cover costs of damages or fumigation that may be required as the result of the pet ownership. The pet deposit will be refunded, minus any applicable charges, within thirty (30) days after the resident vacates the unit or the pet is permanently removed from the unit.

Also, a non-refundable nominal monthly fee may be assessed each pet owner to cover the costs associated with the implementation of this pet policy.

If the pet owner is incapacitated or is no longer available to care for the pet, the person (s) designated on the registration Pet Responsibility Card form must remove the pet. In absence of the designated person's availability, management will place the pet with the local Humane Society at the pet owners expense.

**Section 5: Pet Responsibility Card**

As a prerequisite to Authority permission for pet admission, the owner must fill in and sign a written responsibility form showing the name, address, and phone number of three (3) local persons who will come and get the pet in the event of resident's illness,

vacation or death. The responsibility form must be renewed each year by January 31. Persons so

2

named will be responsible for the pet's removal in the order that their names appear on the responsibility card.

**Section 6: Security Deposit (Not Required For Fish Bowls Or Tanks)**

In reference to the security deposits of \$200.00 as stated in "Section 4" above. Upon the resident vacating the unit, this will be refunded, minus repairs or damage or necessary fumigation incurred by the pet. Such deposit will be used for services related to flea or other pet pest removal as well as other damages.

The resident's liability for damages caused by his/her pet is not limited to the amount of the pet deposit. The resident will be required to reimburse the Authority for the real cost of any and all damages caused by his/her pet where they exceed the amount of the pet deposit.

All units occupied by a dog or cat will be fumigated upon being vacated, the cost of which will be deducted from the security deposit. Costs caused by the infestation of a unit by fleas, mites, ticks or other pests carried by his/her pet shall be the responsibility of the pet owner, and will be deducted from the security deposit. If that deposit is inadequate to cover charges, the resident will be billed additionally for damages and costs.

**Section 7: Dog Ownership Requirements**

A resident dog owner must pay a non-refundable nominal monthly pet maintenance charge of \$5.00 with the rent by the first of each month.

Any dog must be no less than six (6) months old and completely housebroken.

A pet dog cannot be over 14 inches tall at the top of the shoulder or weigh over 25 pounds when it is full-grown.

Proof that the dog is already neutered or spayed must be furnished before the dog will be allowed to reside on Authority property.

Each year in January, the resident must show proof that the dog has had proper Parvo shots for distemper and rabies. This proof must be signed by a legally registered, practicing veterinarian.

The proper municipal authority must license each dog by January 31 of each year. The resident must furnish the Authority with proof of a current valid license renewal for their pet.

A dog must always wear a collar that shows its license and owner's name and address. It must also wear a proper flea collar.

3

The dog's flea collar must be changed every (3) months. A dog must be on a leash at all times when outside of the owner's apartment unless it is in an approved locked pet carrier. Small dogs should be held.

Dogs may not be exercised or curbed on Alma Housing Authority property. They must be walked or curbed outside of Alma Housing Authority grounds.

In a case that a pet deposits waste on the Alma Housing Authority's property, the pet owner must use a utensil such as a "Pooper Scooper" to remove any refuse from his/her pet as soon as it is deposited on Authority property. The waste must then be placed in a plastic bag, sealed tightly, and disposed of as trash.

No dog may stay alone in an apartment overnight. It is the responsibility of the resident if they have to leave suddenly and be away overnight to take the pet elsewhere until they return. If a pet is found alone, Section 11 of this policy, Pet Removal, shall apply.

**Section 8: Cat Ownership Requirements**

As for cats, a non-refundable nominal monthly maintenance charge of \$5.00 is to be paid with the rent by the first of each month.

A pet cat must be no less than six (6) months old.

No pet cat can be over eight (8) inches tall at the shoulders and weigh over 15 pounds.

All cats must be litter trained before admission to an Authority unit.

Cat litter shall not be disposed of by flushing down toilets. Charges for unclogging toilets or for clean up of any common area required because of attributable pet nuisance shall be billed to, and paid by, the resident pet owner.

A resident must use an Authority approved cat litter box. Litter must be put in a sealed plastic bag and disposed of daily.

Proof that the cat has been de-clawed and spayed or neutered must be shown before its admission to Authority property is approved.

Proof must be shown before pet admission and each year by January 31 that the cat has had the proper FVR-CP and rabbi and distemper shots. This proof must be signed by a legally registered, practicing veterinarian.

A pet cat must wear a collar at all times showing its owner's name and address. It must also wear a cat flea collar.

4

The cat flea collar must be changed every three (3) months.

A cat must be on a leash at all times when outside of the owner's apartment unless it is in an approved locked pet carrier.

The pet cat must be exercised off of Authority property.

If a pet deposits waste on the Alma Housing Authority's property, the pet owner must use a utensil such as a "Pooper Scooper" to remove any waste from his/her pet as soon as it is deposited on Authority property. The waste must then be placed in a plastic bag, sealed tightly, and put inside a proper waste receptacle.

All animal waste or litter from cat litter boxes shall be picked up by the pet owner and disposed of in sealed plastic trash bags and placed in trash bins. Cat litter shall be changed daily.

No cat may stay alone in an apartment overnight. It is the responsibility of the resident if they have to leave suddenly and be away overnight to take the pet elsewhere until they return. If a pet is found alone, Section 11 of this policy, Pet Removal shall apply.

***Section 9: Bird Ownership Requirements***

No monthly maintenance fee is required for residents owning a bird, unless a problem of health or safety should require it.

No more than two (2) birds to a unit will be permitted – canaries, parakeets, or lovebirds only. No parrots!

The bird cage must be no larger than three (3) feet high and two (2) feet wide.

Cages must be cleaned daily and debris disposed of in a plastic bag to be put in trash immediately.

Birds must be healthy and free of disease at all times.

Birds may not be left alone in apartment for over two (2) days unless the owner has made arrangements for their daily care.

***Section 10: Fish Ownership Requirements***

Only one fish tank is permitted to a dwelling unit. It must be no bigger than five (5) gallon capacity size, or a resident may have one (1) large goldfish bowl no more than one (1) gallon capacity size.

5

At a minimum, a fish tank must be cleaned monthly. A fish bowl must be cleaned weekly. Waster water from the tank or bowl must be disposed of in the apartment toilet.

Fish may not be alone in the unit for over one (1) week unless the owner has made arrangements for their daily care.

A pet owner must be aware when cleaning or filling fish tanks that the cost to repair any water damage done to his/her apartment or other Authority property as a result of such cleaning will be billed to the pet owner. Any charges must be paid within 30 days of the incident.

***Section 11: General Policy for Authorized Pets***

Resident dog owner must display sign, as issued by the Alma Housing Authority.

Resident dog owner must display copy of pet responsibility card on front door of unit.

Pets are never permitted in another apartment or in common areas (i.e. office or community building).

Any pet suffering illness must be taken within two (2) days to a veterinarian for diagnosis and treatment. Upon its request, the Alma Housing Authority must be shown a statement from the veterinarian indicating the pet illness diagnosis. Any pet suspected of suffering rabies or any other disease considered to be a health threat must be immediately removed from the premises, until signed evidence from a veterinarian can be produced to indicate that the animal is not so afflicted.

Resident pet owners agree to control the noise of their pet, such that it does not constitute a nuisance to other residents. Failure to control pet noise may result in the removal of the pet from the premises.

Residents must restrain pets during scheduled inspections and maintenance calls. If the resident fails to restrain the pet, the inspection or maintenance call will be rescheduled and the resident pet owner will be charged \$5.00 for a Return Service Call.

**THE ALMA HOUSING AUTHORITY SHALL TAKE ALL NECESSARY ACTIONS UNDER LAW TO REMOVE ANY PET THAT CAUSES BODILY INJURY TO ANY RESIDENT, GUEST, VISITOR OR STAFF MEMBER.**

No pet shall be left unattended in any unit for longer than the time periods indicated in this policy.

6

All resident pet owners shall provide adequate care, nutrition, exercise and medical attention for their pet. Pets which appear to be poorly cared for or which are left unattended in noncompliance with this policy will be reported to the Humane Society and will be removed from the premises at the pet owner's expense.

In the event of the death of the resident, the resident pet owner agrees that management shall have discretion to dispose of the pet consistent with guidelines laid out in this policy unless written instructions with respect to such disposal are provided in advance by the resident to the Authority project office.

Unwillingness on the part of named caretakers of a pet to assume custody of the pet shall relieve management of any requirement to adhere to any written instruction with respect to the care or disposal of a pet and shall be considered as authorization to management to exercise discretion in such regard consistent with these policy guidelines.

Resident pet owners acknowledge that other residents may have chemical sensitivities or allergies related to pets or are easily frightened by such animals. The resident, therefore, agrees to exercise common sense and common courtesy with respect to such other resident's right to peaceful and quiet enjoyment of the premises.

Management may move to require the removal of a pet from the premises on a temporary or permanent basis for the following causes:

- a. Creation of a nuisance after proper notification consistent with these Pet Rules. Notice shall be within a forty-eight (48) hour period.
- b. Excessive pet noise or odor with proper notification. Notice shall be twenty-four (24) hours.
- c. Unruly or dangerous behavior. Notice shall be immediate.
- d. Excessive damage to the resident's apartment unit.
- e. Repeated problems with vermin or flea infestation.
- f. Failure of the Resident to provide for adequate care of his/her pet.
- g. Leaving a Pet Unattended in noncompliance with this policy.
- h. Failure of the resident to provide adequate and appropriate vaccination of the pet.
- i. Resident death and/or serious illness.
- j. Failure to observe any other rule contained in this section and not here listed upon proper notification.

7

Residents shall not alter the interior of their unit or patio to create enclosures for an animal or bird.

Residents shall not allow pets tied, or outside of the dwelling unit, directly on the grounds of the Authority.

Residents shall not feed stray or unregistered animals. This shall constitute having a pet without permission of the Authority.

**VISITING PETS ARE NOT PERMITTED. THIS DOES NOT INCLUDE SERVICE ANIMALS THAT ASSIST PERSONS WITH DISABILITIES.**

**Residents shall carry a liability insurance to cover any incidents of bodily injury.**

**DOG OR CAT DISPLAY SIGN**

**HEAD OF HOUSEHOLD: JOHN DOE**

**UNIT ADDRESS: APARTMENT F-33 818 CHITWOOD**

**TYPE OF PET: CAT**

**DOG OR CAT INFORMATION:**

**NAME OF PET: RICKY**

**SIZE: 5 INCHES TALL**

**WEIGHT 6 POUNDS**

**LICENSE REGISTRATION NUMBER: 0555 EXPIRATION DATE  
01/2001**

**DATE OF INOCULATION: JULY 1, 1999**

PET RESPONSIBILITY CARD

HEAD OF HOUSEHOLD:

UNIT ADDRESS:

TYPE OF PET:

LICENSE REGISTRATION NUMBER:

DATE OF RENEWAL:

DATE OF INOCULATION:

RESPONSIBLE PARTIES IN CASE HOUSEHOLD UNABLE TO TAKE CARE OF PETS:

NAME: NUMBER:	ADDRESS:	TELEPHONE
------------------	----------	-----------

_____	_____	
_____		
_____	_____	
_____		
_____	_____	
_____		

I AGREE THAT THE ALMA HOUSING AUTHORITY CAN CONTACT EACH OF THE ABOVE NAMED PARTIES TO REMOVE THE PET IF NECESSARY. IF PARTIES ABOVE CANNOT BE CONTACTED ON A TIMELY BASIS OR REFUSE TO REMOVE THE PET, THE ALMA HOUSING AUTHORITY SHALL TAKE ALL NECESSARY ACTIONS, UNDER THE LAW TO REMOVE THE PET FROM THE PROPERTY.

\_\_\_\_\_  
HEAD OF HOUSEHOLD

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SPOUSE OR OTHER ADULT FAMILY MEMBER

\_\_\_\_\_  
DATE

## **15. Civil Rights Certifications**

[24 CFR Part 903.7 9 (o)]

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

## **16. Fiscal Audit**

[24 CFR Part 903.7 9 (p)]

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

## **17. PHA Asset Management**

[24 CFR Part 903.7 9 (q)]

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

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

Other: (list below)

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

## **18. Other Information**

[24 CFR Part 903.7 9 (r)]

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

1 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 (File name) ATTACHEMENT 'E' PAGE 7

Provided below:

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

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

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

Other: (list below)

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

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

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

3. Description of Resident Election Process

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

Candidates were nominated by resident and assisted family organizations

Candidates could be nominated by any adult recipient of PHA assistance

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

Other: (describe)

b. Eligible candidates: (select one)

- Any recipient of PHA assistance
- Any head of household receiving PHA assistance
- Any adult recipient of PHA assistance
- Any adult member of a resident or assisted family organization
- Other (list)

c. Eligible voters: (select all that apply)

- All adult recipients of PHA assistance (public housing and section 8 tenant-based assistance)
- Representatives of all PHA resident and assisted family organizations
- Other (list)

**C. Statement of Consistency with the Consolidated Plan**

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

1. Consolidated Plan jurisdiction: (provide name here) STATE OF ARKANSAS
  
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.
  - X The PHA has consulted with the Consolidated Plan agency during the development of this PHA Plan.
  - Activities to be undertaken by the PHA in the coming year are consistent with the initiatives contained in the Consolidated Plan. (list below)
  
  - Other: (list below)

This Plan has been sent to be approved and certified as being consistent with the State of Arkansas Consolidated Plan at:

Arkansas Development Finance Authority  
Don Jackson, HOME Program Manager  
P.O. Box 8023  
100 Main Street, Suite 200  
Little Rock, AR 72203

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

Compliance with the Jurisdictional Consolidated Plan

The Alma Housing Authority is a small Authority in a jurisdiction that lacks a separate Consolidated Plan or a separate previous Comprehensive Affordability Strategy Plan. It must rely, therefore, on the State of Arkansas Consolidated Plan in making its housing needs assessment.

In its Consolidated Plan, the State of Arkansas indicates the Five Year Goals for its housing efforts. The Alma Housing Authority has reviewed the State Consolidated Plan and its own Agency Plans are consistent with those goals.

**D. Other Information Required by HUD**

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

**Attachments**

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

All required Attachments are included within the body of this plan.

**PHA Plan  
Table Library**

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

**ar096f02 Attachment F**

**Annual Statement**

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

Capital Fund Grant Number AR37P096501-01      FFY of Grant Approval: (10/2001)

X Original Annual Statement      *Alma Housing Authority*

Line No.	Summary by Development Account	Total Estimated Cost
1	Total Non-CGP Funds	
2	1406 Operations	
3	1408 Management Improvements	
4	1410 Administration	44,400.00
5	1411 Audit	
6	1415 Liquidated Damages	
7	1430 Fees and Costs	13,240.00
8	1440 Site Acquisition	
9	1450 Site Improvement	
10	1460 Dwelling Structures	93,700.00
11	1465.1 Dwelling Equipment-Nonexpendable	4,497.00
12	1470 Nondwelling Structures	
13	1475 Nondwelling Equipment	3,000.00
14	1485 Demolition	
15	1490 Replacement Reserve	
16	1492 Moving to Work Demonstration	
17	1495.1 Relocation Costs	
18	1498 Mod Used for Development	
19	1502 Contingency	
20	<b>Amount of Annual Grant (Sum of lines 2-19)</b>	<b>\$158,837.00</b>
21	Amount of line 20 Related to LBP Activities	
22	Amount of line 20 Related to Section 504 Compliance	
23	Amount of line 20 Related to Security	
24	Amount of line 20 Related to Energy Conservation Measures	



**Annual Statement                      Alma Housing Authority**  
**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
PHA WIDE	Technical Salaries - Part Time Modernization Coordinator and Computer Support	1410.2	14,820.00
PHA WIDE	Secretary	1410	7,293.00
PHA WIDE	Employee Benefits	1410.9	9,307.00
PHA WIDE	Lawn Care/Maint. Worker	1410	12,480.00
PHA WIDE	Sundry	1410.19	500.00
			<b>44,400.00</b>
PHA WIDE	*Inspection Cost	1430	6,240.00
PHA WIDE	Architect	1430.1	7,000.00
			<b>13,240.00</b>
AR096002	Replace 32 Family Storm Doors	1460	9,600.00
AR096002	Replace 36 Elderly Storm Doors	1460	10,800.00
AR096002	50 New Kitchen Range Hoods	1460	6,250.00
AR096002	Replace 46 Tub & Sink Faucets	1460	20,000.00
AR096001	Replace 80 Elderly Windows	1460	25,000.00
AR096001	Replace 26 Elderly Storm Doors	1460	7,800.00
AR096001	Replace 16 Family Storm Doors	1460	4,800.00
AR096001	42 New Kitchen Range Hoods	1460	9,450.00
			<b>93,700.00</b>
AR096002	Ranges/Refrigerators	1465.1	<b>4,497.00</b>
AR096001	Computer/Printer Updates	1475	<b>3,000.00</b>
			<b>158,837.00</b>

**Annual Statement          Alma Housing Authority**  
**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)
AR096001 AR096002	03/31/2003 03/31/2003	09/30/2004 09/30/2004

**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.

Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
AR096001	ALMA HOUSING AUTHORITY	1	2.3%	
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
New Kitchen Cabinets/Sinks/Faucets			126,000.00	10/01/2003
*NO ITEMS LISTED WHICH ARE PROJECTED TO COST LESS THAN \$25,000.00.				
Total estimated cost over next 5 years			126,000.00	

### 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.

<b>Optional 5-Year Action Plan Tables</b>			
<b>Development Number</b>	<b>Development Name (or indicate PHA wide)</b>	<b>Number Vacant Units</b>	<b>% Vacancies in Development</b>
AR096002	ALMA HOUSING AUTHORITY	1	2%
<b>Description of Needed Physical Improvements or Management Improvements</b>		<b>Estimated Cost</b>	<b>Planned Start Date (HA Fiscal Year)</b>
MAINTENANCE FREE COVERING		60,000.00	10/01/2002
NEW KITCHEN CABINETS/SINKS/FAUCETS 96-2 ELDERLY		72,000.00	10/01/2002
NEW KITCHEN CABINETS/SINKS/FAUCETS 96-2 FAMILY		128,000.00	10/01/2004
CONSTRUCT NEW COMMUNITY BUILDING		95,000.00	10/01/2005
PURCHASE LAND, IF NECESSARY      \$ 15,000.00			
COMMUNITY BUILDING                      60,000.00			
30 X 40 1200 SQ. FT.			
CONCRETE PARKING                        20,000.00			
*NO ITEMS LISTED WHICH ARE PROJECTED TO COST LESS THAN \$25,000.00			
<b>Total estimated cost over next 5 years</b>		<b>355,000.00</b>	



**ar096a02 ATTACHMENT 'A' DECONCENTRATION RULE**

The objective of the De-concentration Rule for public housing units is to ensure that families are housed in a manner that will prevent a concentration of poverty families and/or a concentration of higher income families in any one development. The specific objective of the housing authority is to house no less than 40 percent of its public housing inventory with families that have income at or below 30% of the area median income by public housing development. Also the housing authority will take actions to insure that no individual development has a concentration of higher income families in one or more of the developments. To insure that the housing authority does not concentrate families with higher income levels, it is the goal of the housing authority not to house more than 60% of its units in any one development with families whose income exceeds 30% of the area median income. However, this strategy for de-concentration and income mixing does not apply to this Housing Authority. Based on original design and facility layout, these areas are not a issue. We have two developments consisting of a total of 92 units. These units are all within two blocks of each other.

To accomplish the de-concentration goals, the housing authority will take the following actions:

- A. At the beginning of each housing authority fiscal year, the housing authority will establish a goal for housing 40% of its new admissions with families whose incomes are at or below the area median income. The annual goal will be calculated by taking 40% of the total number of move-ins from the previous housing authority fiscal year.
- B. To accomplish the goals of:
  - (1) Housing not less than 40% of its public housing inventory on an annual basis with families that have incomes at or below 30% of area median income, and
  - (2) Not housing families with incomes that exceed 30% of the area median income in developments that have 60% or more of the total household living in the development with incomes that exceed 30% of the area median income, the housing authority's Tenant Selection and Assignment Plan, which is a part of this policy, provides for skipping families on the waiting list to accomplish these goals.

**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 AR37P096501-01      FFY of Grant Approval: (10/2001)

X Original Annual Statement **Alma Housing Authority**

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7	1430 Fees and Costs	13,240.00
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9	1450 Site Improvement	
10	1460 Dwelling Structures	93,700.00
11	1465.1 Dwelling Equipment-Nonexpendable	4,497.00
12	1470 Nondwelling Structures	
13	1475 Nondwelling Equipment	3,000.00
14	1485 Demolition	
15	1490 Replacement Reserve	
16	1492 Moving to Work Demonstration	
17	1495.1 Relocation Costs	
18	1498 Mod Used for Development	
19	1502 Contingency	
20	<b>Amount of Annual Grant (Sum of lines 2-19)</b>	<b>\$158,837.00</b>
21	Amount of line 20 Related to LBP Activities	
22	Amount of line 20 Related to Section 504 Compliance	
23	Amount of line 20 Related to Security	
24	Amount of line 20 Related to Energy Conservation Measures	

X PHA Management Organizational Chart  
ar096c02 ATTACHMENT 'C'

BOARD OF COMMISSIONERS
EXECUTIVE DIRECTOR
MAINTENANCE SUPERVISOR AND MAINTENANCE WORKER
RIC/OCCUPANCY CLERK
RESIDENT COUNCEL/RESIDENT ADVISORY BOARD
MODERNIZATION COORDINATOR AND INSPECTOR

**ar096d02 ATTACHMENT 'D'**

**Statement of capital improvements needed.**

The Alma Housing Authority has identified the specific physical needs targeted for improvement.

The Alma Housing Authority has closed out its 1997 CIAP funding increment. The 1998 Capital funding increment will be closed out by September 30, 2000. Through the new 2000 capital fund, the Authority will receive \$155,728.00.

Over the next five years the Alma Housing Authority expects to address the following pressing capital needs.

General Improvements:

- Paint Units as needed as units become vacant
- Repair Roofing as necessary
- Replace Window Blinds as needed
- Replace or repair flooring as needed
- Replace Water Heaters as needed
- Replace Refrigerators and Ranges as needed
- Replace Cabinets 96-1 & 96-2
- Replace Storm Doors 96-1 & 96-2
- Tub & Sink Faucets 96-2
- Range Hoods 96-1 & 96-2
- Replace Storm Doors 96-2

Planned Improvements:

2000 Funds Replace Receptacles and Switches 96-1	\$	5,650.00
Maintenance Free Covering 96-2		97,539.00
2000 Funds Clothesline Poles 96-2		10,200.00
2000 Funds Replace Storm Doors 96-1		6,500.00
2000 Funds 220 volt dryer receptacles 96-2		7,500.00
Replace Windows 96-1		109,600.00
*Completed with 99 Funds Replace Windows 96-2 Family		100,000.00
Install Handicap Toilets 96-1		6,250.00
Install Handicap Toilets 96-2		3,500.00
2000 Funds Install Lever Handle lock sets 96-1 Elderly		5,200.00
2000 Funds Install Lever Handle Lock sets 96-2 Elderly		3,600.00
2000 Funds Replace rear entrance door on Office Building		2,000.00
2000 Funds Replace rear entrance doors 96-1 Elderly		26,000.00
*Completed with 99 Funds Replace Paneling in Family Units 96-1		48,013.00
2000 Funds Re-stripe parking lot 96-1		660.00
Install new rain gutters 96-2		23,588.00
Purchase land and Construct New Community Building		95,000.00

Over the next five year period items will be added as needed as well as required REAC inspection items. Also Security Items will be looked at more closely since we were required to address this under our last RASS Report. ( Resident Assessment Sub-System)

## Alma Housing Authority Survey Results

## SUGGESTED IMPROVEMENTS/CHANGES

SUGGESTION	TIMES SUGGESTED
1. CHANGE A/C FILTERS MORE OFTEN	2
2. WOULD LIKE TO HAVE SWINGS FOR ADULTS LIKE THE ELDERLY (FAMILY UNITS)	1
3. APARTMENTS SHOULD BE PAINTED INSIDE MORE OFTEN.	3
4. APARTMENTS NEED STORM DOORS.	2
5. RAIN GUTTERS	2
6. KEEP HEDGES TRIMMED OR REMOVE THEM	3
7. MAKE FLOWER BEDS/PLANT SMALL FLOWERING TREES.	2
8. REPAIR CLOTHESLINES.	2
9. IMPROVE QUALITY OF GRASS	2
10. REMODEL BATHROOMS	2
ELDERLY WANT TUB WITH SHOWER /SINK WITH CABINET, MORE HEAT IN BATHROOM	
11. PLAYGROUND IMPROVEMENTS	2
1. NEED FENCED PLAYGROUND FOR TODDLERS AND SMALL CHILDREN	
2. BETTER DRAINAGE ON PLAYGROUND	
12. NEED SPEED BUMPS ON THE ROAD	1
13. NEED SPEED ZONE SIGNS POSTED ON EACH ENTRANCE OF APARTMENT COMPLEX	1
14. TRASH SHOULD BE PICKED UP TWICE A WEEK HAVE EVERYONE USE PLASTIC TRASH BAGS (SOME BAGS ARE BREAKING OPEN, GARBAGE GETS SCATTERED ALL OVER GRASS.)	1
15. NEED BETTER MAINTENANCE (SEE BELOW)	6
10-A Back door rotted at bottom. Back screens are in bad shape and warped.	
E-13 Better maintenance on apartments. (No specifics)	
E-16 Take windows apart once a year and clean them or get different windows.	
12-A Door needs weather stripping at bottom Back screen doors need latch. Outlet in kitchen will not work unless light is on.	
10-B Repair back door/screens so they will open more easily. Change furnace and air filters more often.	
16. Ditch around apartments for drainage.	

**PROBLEMS OR CONCERNS**

1. THERE IS SPEEDING ON ROADS AND IN PARKING LOT
2. TEENAGERS ARE RIDING MOPEDS AND SCOOTERS ON THE SIDEWALKS.

**CHANGES OR IMPROVEMENTS**

10-A A/C filters need to be changed more often.

**PROBLEMS OR CONCERNS**

- 10-A
- a. Back door is rotted out at the bottom.
  - b. Back screens are in bad shape.

**CHANGES OR IMPROVEMENTS:**

F-19 Would like to have to have a swing for adults like the elderly have.

**PROBLEMS OR CONCERNS:**

- E-18
- a. All of the apartments need to be painted on the inside.
  - b. The apartments need storm doors.
  - c. Something needs to be done with the hedges. Pull them up or at least keep them trimmed so they don't look so trashy.
  - d. Need rain gutters.

**PROBLEMS OR CONCERNS:**

- E-18
- a. Clotheslines need some work. The poles are rusted through and the wire needs to be tightened.
  - b. It would be nice to have grass instead of a weed patch for a lawn.

**CHANGES OR IMPROVEMENTS:**

- E-13
- a. Take care of hedges.
  - b. Make flower beds.
  - c. Need better maintenance on the apartments.

**PROBLEMS OR CONCERNS:**

E-13 None.

**CHANGES OR IMPROVEMENTS:**

- E-16
- a. Paint inside of apartments every two years.
  - b. Put storm doors on the apartments.
  - c. Rain gutters.
  - d. Keep hedges trimmed or pull them out and put in flower beds.
  - e. Plant small flowering trees in front of apartments.
  - f. Schedule a date once a year to take windows apart for cleaning or get different windows.

**PROBLEMS OR CONCERNS:**

- E-16
- a. Plant real grass and get rid of weeds and stickers.
  - b. Clothes line post need to be replaced. They are rusting out.

**CHANGES OR IMPROVEMENTS:**

E-12 I would like to stop that guy from (can't read word) his motorbike from 1.

**PROBLEMS OR CONCERNS:****CHANGES OR IMPROVEMENTS:**

12-A Tell everyone to use plastic bags for trash. Some bags have broken open and trash and garbage gets scattered over the grass. This is not good. It looks bad and is a health risk.

**PROBLEMS OR CONCERNS:**

- 12-A a. Doors need weather stripping at bottom. My back door has a gap at the bottom where doors come together.
- b. The back screen doors need a latch.
- c. We also need garbage picked up twice a week.
- d. Sometimes they don't get all of the garbage. Most of the people can't take it up to the dumpster or even out by the mail box.
- e. The dining area light switch is loose and it has to be held down hard to get the light to stay on.

**CHANGES OR IMPROVEMENTS:**

- F-27 a. Need fenced playground for toddlers and small children.
- b. Need speed bumps on the road.
- c. Need speed zone signs posted on each entrance of apartment complex.

**PROBLEMS OR CONCERNS:**

- F-27 a. There is speeding on roads and in parking lots.
- b. Teenagers riding mopeds and scooters on sidewalks.

**CHANGES OR IMPROVEMENTS:**

- 2-A Bathroom needs remodeling. I would like a tub with a shower and a sink in the bathroom with a cabinet for extra storage. This would help us old peoples Aches and pains.

**CHANGES OR IMPROVEMENTS:**

- 10-B a. Wash grass off of outside walls when they mow.
- b. Clean tall windows inside apartments once a year.
- c. Paint ceilings.

**PROBLEMS OR CONCERNS:**

- 10-B a. Ditch dug around apartment so water can run off.
- b. Fix back door before winter.
- c. Fix screen doors in back so they will open easier.
- d. Change furnace/A/C filter every 30 days.
- e. More heat in bathroom in the winter to take a shower.

**CHANGES OR IMPROVEMENTS:**

- 4-B Everything is OK. Won't have to change anything for me.
- 4-A I am well pleased with the way things are.
- E-10 Thank you for the new air conditioner. I am grateful.
- E-3 My apartment is just fine, and the employees are very kind and I'm pleased With my domain. No changes are necessary at this time. Thank you for our central air.
- 2-B Everything is OK to me.
- 9-A Everything is all right like it is. There is no problem with management. It is all right with me.
- 9-B Everything is just fine with me around here. There are no problems. Everything is OK.
- E-5 I am well pleased with things as they are. The air conditioning was a plus.

# PHA Plan Table Library

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

**ar096f02 ATTACHMENT F  
Annual Statement  
Capital Fund Program (CFP) Part I: Summary**

Capital Fund Grant Number AR37P096501-01      FFY of Grant Approval: (10/2001)

X Original Annual Statement *Alma Housing Authority*

Line No.	Summary by Development Account	Total Estimated Cost
1	Total Non-CGP Funds	
2	1406 Operations	
3	1408 Management Improvements	
4	1410 Administration	44,400.00
5	1411 Audit	
6	1415 Liquidated Damages	
7	1430 Fees and Costs	13,240.00
8	1440 Site Acquisition	
9	1450 Site Improvement	
10	1460 Dwelling Structures	93,700.00
11	1465.1 Dwelling Equipment-Nonexpendable	4,497.00
12	1470 Nondwelling Structures	
13	1475 Nondwelling Equipment	3,000.00
14	1485 Demolition	
15	1490 Replacement Reserve	
16	1492 Moving to Work Demonstration	
17	1495.1 Relocation Costs	
18	1498 Mod Used for Development	
19	1502 Contingency	
20	<b>Amount of Annual Grant (Sum of lines 2-19)</b>	<b>\$158,837.00</b>
21	Amount of line 20 Related to LBP Activities	
22	Amount of line 20 Related to Section 504 Compliance	
23	Amount of line 20 Related to Security	
24	Amount of line 20 Related to Energy Conservation Measures	

## Annual Statement

**Alma Housing Authority****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
PHA WIDE	Technical Salaries - Part Time Modernization Coordinator and Computer Support	1410.2	14,820.00
PHA WIDE	Secretary	1410	7,293.00
PHA WIDE	Employee Benefits	1410.9	9,307.00
PHA WIDE	Lawn Care/Maint. Worker	1410	12,480.00
PHA WIDE	Sundry	1410.19	500.00
			<b>44,400.00</b>
PHA WIDE	*Inspection Cost	1430	6,240.00
PHA WIDE	Architect	1430.1	7,000.00
			<b>13,240.00</b>
AR096002	Replace 32 Family Storm Doors	1460	9,600.00
AR096002	Replace 36 Elderly Storm Doors	1460	10,800.00
AR096002	50 New Kitchen Range Hoods	1460	6,250.00
AR096002	Replace 46 Tub & Sink Faucets	1460	20,000.00
AR096001	Replace 80 Elderly Windows	1460	25,000.00
AR096001	Replace 26 Elderly Storm Doors	1460	7,800.00
AR096001	Replace 16 Family Storm Doors	1460	4,800.00
AR096001	42 New Kitchen Range Hoods	1460	9,450.00
			<b>93,700.00</b>
AR096002	Ranges/Refrigerators	1465.1	<b>4,497.00</b>
AR096001	Computer/Printer Updates	1475	<b>3,000.00</b>
			<b>158,837.00</b>

**Annual Statement**

**Alma Housing Authority**

**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)
AR096001 AR096002	03/31/2003 03/31/2003	09/30/2004 09/30/2004

**TABLE LIBRARY**