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

Wethersfield Housing Authority Tenant-Based Assistance Plans

5 Year Plan for Fiscal Years 2000 - 2004
Annual Plan for Fiscal Year 2001

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

PHA Plan
Agency Identification

PHA Name: Wethersfield Housing Authority

PHA Number: CT-053-VO

PHA Fiscal Year Beginning: (01/2001)

Public Access to Information

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

Main administrative office of the PHA located at following address:
Wethersfield Housing Authority
60 Lancaster Road
Wethersfield CT 06109
(860) 529-2267

Contract Administrator office located at the following address:
Imagineers
635 Farmington Avenue
Hartford, CT 06105
(860) 247-2318

Display Locations for PHA Plans and Supporting Documents

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

Main administrative office of the PHA located at following address:
Wethersfield Housing Authority
60 Lancaster Road
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5-YEAR PLAN
PHA FISCAL YEARS 2000 - 2004

[24 CFR Part 903.5]

A. Mission

The primary objective of the Wethersfield Housing Authority's Section 8 Tenant Based Assistance, Housing Choice Voucher program is to assist eligible low-income families to obtain decent, safe and sanitary housing. The mission of the Wethersfield Housing Authority is to promote adequate and affordable housing, economic opportunity and a suitable living environment free from discrimination.

B. Goals

The goals and objectives listed below are derived from HUD's strategic Goals and Objectives and those emphasized in recent legislation

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

PHA Goal: Expand the supply of assisted housing

Objectives:

X Apply for additional rental vouchers:

PHA Goal: Improve the quality of assisted housing

Objectives:

X Obtain a high SEMAP score.

X Continue to improve voucher management: (SEMAP score)

X Concentrate on efforts to improve specific management functions: (increase lease up rate percentage, increase percentage of corrected determined adjusted income, increase supporting data for rent reasonableness determination).

X Promote awareness to program participants of the dangers of lead poisoning hazards by providing additional handout material during orientation and recertification. (Supported by case file documentation)

PHA Goal: Increase assisted housing choices

Objectives:

X Provide voucher mobility counseling (measurable by the number of participants that chose to practice mobility).

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X Conduct outreach efforts to potential voucher landlords through the listings of advertised available apartment rentals.

X Review the need to increase the voucher payment standards annually.

X Consider implementing voucher homeownership program when final regulations are published:

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

PHA Goal: Promote self-sufficiency and asset development of assisted households

Objectives:

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

X Attract supportive services to improve assistance recipients' employability:

X Attract supportive services to increase independence for the elderly or families with disabilities.

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

PHA Goal: Ensure equal opportunity and affirmatively further fair housing

Objectives:

X Undertake affirmative measures to ensure access to assisted housing regardless of race, color, religion national origin, sex, familial status, and disability: (recorded in fair housing docuementation)

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

X Undertake affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required: (recorded in fair housing docuementation)

Other PHA Goals and Objectives: (list below)

PHA Goal: Improve tenant-based assistance program services to better serve program participants.

Objectives:

1. Develop more comprehensive rental survey data to assist in rent reasonableness determinations and need for exception rents or higher payment standards by December 31, 2001.

2. Identify additional support services to support family-self sufficiency efforts by December 31, 2001.

3. Develop new tenant-based assistance home ownership program and advertise to eligible program participants by December 31, 2002.

4. Maximize enrollment and housing choice opportunities based on funding availability (ongoing).

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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**

X **Streamlined Plan:**

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

_ **Troubled Agency Plan**

ii. Executive Summary of the Annual PHA Plan

[24 CFR Part 903.7 9 (r)]

The Wethersfield Housing Authority (WHA) Tenant Based Assistance plan(s) represents an overview of the policies, rules and requirements concerning the WHA Tenant Based Assistance operations, programs and services. Through this 5-year plan and annual plan Wethersfield Housing Authority advises HUD, it program participants and interested parties of its mission for serving the needs of low-income and very low-income families, and the WHA strategy for addressing those needs. The Wethersfield Housing Authority is only required to submit a streamlined plan on the following information: Housing needs, financial resources, (policies that govern eligibility, selection and admission), rent determination policies, grievance procedures, homeownership programs, community service and self-sufficiency, civil rights certification, and fiscal audit results.

iii. Annual Plan Table of Contents

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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.

Attachments:

X Attachment A PHA Management Organizational Chart
X Attachment B Comments of Resident Advisory Board or Boards
X Attachment C PHA Plan Certification of Compliance with the PHA Plans and Related Regulations
X Attachment D State/Local Government Certification of Consistency with Consolidated Plan
X Attachment E Fair Housing Documentation
X Attachment F Wethersfield Housing Authority Tenant Based Assistance Administrative Plan
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X Attachment H Membership of the Resident Advisory Board
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X Attachment J Brief statement on first year's progress toward meeting the mission and goals described in the 5-year plan

_ 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.

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List of Supporting Documents Available for Review		
Applicable & On Display	**Supporting Document**	**Applicable Plan Component**
X	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
X	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans
X	Fair Housing Documentation: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions' initiatives to affirmatively further fair housing that require the PHA's involvement.	5 Year and Annual Plans
X	Consolidated Plan for the jurisdiction/s in which the PHA is located (which includes the Analysis of Impediments to Fair Housing Choice (AI)) and any additional backup data to support statement of housing needs in the jurisdiction	Annual Plan: Housing Needs
X	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Section 8 rent determination (payment standard) policies **X** check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
X	Section 8 informal review and hearing procedures **X** check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
	Policies governing any Section 8 Homeownership program check here if included in the Section 8 Administrative Plan (final regulations not published.)	Annual Plan: Homeownership
	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
X	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
	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
	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 (<$13,650)	343	4	NA	NA	NA	NA	NA
Income >30% but <=50% of AMI (>$13,651, <=$22,600)	598	4	NA	NA	NA	NA	NA
Income >50% but <80% of AMI (>$22,601, <=36,400)	1,375	2	NA	NA	NA	NA	NA
Elderly(total elderly pop. in jurisdiction)	6,867/ 25,632	NA	NA	NA	NA	NA	NA
Families with Disabilities	NA	NA	NA	NA	NA	NA	NA
Race1/Ethnicity1	74	NA	NA	NA	NA	NA	NA
Race1/Ethnicity2	0	NA	NA	NA	NA	NA	NA
Race1/Ethnicity3	0	NA	NA	NA	NA	NA	NA
Race1Ethnicity4	0	NA	NA	NA	NA	NA	NA
Race2/Ethnicity1	10,265	NA	NA	NA	NA	NA	NA
Race2/Ethnicity2	70	NA	NA	NA	NA	NA	NA
Race2/Ethnicity3	8	NA	NA	NA	NA	NA	NA
Race2/Ethnicity4	41	NA	NA	NA	NA	NA	NA

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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.)

X Wethersfield Consolidated Plan
Indicate year: 1999

X U.S. Census data: the Comprehensive Housing Affordability Strategy ("CHAS") dataset 1990

X American Housing Survey data
Indicate year: 1995

X State of Connecticut Department of Economic and Community Development Analysis of Impediments to Fair Housing Choice.

X State of Connecticut Department of Economic and Community Development Consolidated Plan. September 1999

X CHAS Table 1C provided through http:webprod.aspensys.com/com/housing/chas/reports.asp

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.

Housing Needs of Families on the Section 8 Tenant-Based Waiting List			
Waiting list type: Section 8 tenant-based assistance			
	# of families	% of total families	Annual Turnover
Waiting list total	73		7
Extremely low income <=30% AMI	57	78%	
Very low income (>30% but <=50% AMI)	9	13%	

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Housing Needs of Families on the Section 8 Tenant-Based Waiting List			
Low income (>50% but <80% AMI)	7	9%	
Families with children	23	32%	
Elderly families	13	18%	
Families with Disabilities	35	48%	
Race=1/ethnicity=1	26	36%	
Race=1/ethnicity=2	28	38%	
Race=2/ethnicity=2	19	26%	

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

If yes:

How long has it been closed (# of months)? 60 months

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

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

C. Strategy for Addressing Needs

The Wethersfield Housing Authority through its contractor may open up the Section 8 tenant-based waiting list within the next eighteen months. This decision will be based on the need to have more families qualified in anticipation of available tenant-based subsidies. When the waiting list is reopened every effort will be made to offer all qualified families an equal opportunity to apply.

(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:

X Maintain or increase section 8 lease-up rates by establishing payment standards that will enable families to rent throughout the jurisdiction

X Undertake measures to ensure access to affordable housing among families assisted by the PHA, regardless of unit size required

X Maintain or increase section 8 lease-up rates by marketing the program to owners, particularly those outside of areas of minority and poverty concentration

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X Participate in the Consolidated Plan development process to ensure coordination with broader community strategies

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

X Consider applying for additional section 8 units should they become available

X Pursue housing resources other than public housing or Section 8 tenant-based assistance.

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

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

X Exceed HUD federal targeting requirements for families at or below 30% of AMI in tenant-based section 8 assistance. The pool of applicant families ensures that the PHA will meet income-targeting requirements.

Need: Specific Family Types: The Elderly

Strategy 1: Target available assistance to the elderly:

X Apply for special-purpose vouchers targeted to the elderly, should they become available

Need: Specific Family Types: Families with Disabilities

Strategy 1: Target available assistance to Families with Disabilities:

X Apply for special-purpose vouchers targeted to families with disabilities, should they become available

X Affirmatively market to local non-profit agencies that assist families with disabilities

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:

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

Strategy 2: Conduct activities to affirmatively further fair housing

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

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

Other 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
X Limited availability of sites for assisted housing
X Extent to which particular housing needs are met by other organizations in the community
X Evidence of housing needs as demonstrated in the Consolidated Plan and other information available to the PHA
X Influence of the housing market on PHA programs
X Community priorities regarding housing assistance
X Results of consultation with local or state government
X Results of consultation with residents and the Resident Advisory Board
X Results of consultation with advocacy groups

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.

Financial Resources: Planned Sources and Uses

Sources	Planned $	Planned Uses
1. **Federal Grants (FY 2000 grants)**	0	0
a) Public Housing Operating Fund	0	
b) Public Housing Capital Fund	0	
c) HOPE VI Revitalization	0	
d) HOPE VI Demolition		
e) Annual Contributions for Section 8 Tenant-Based Assistance	257,818	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)	0	
g) Resident Opportunity and Self-Sufficiency Grants	0	
h) Community Development Block Grant	0	0
i) HOME	0	0
Other Federal Grants (list below)	0	0
2. Prior Year Federal Grants (unobligated funds only) (list below)		
	0	0
3. Public Housing Dwelling Rental Income		
	0	0
4. Other income (list below)	0	0
4. Non-federal sources (list below)	0	0
Total resources	257,818	257,818

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3. PHA Policies Governing Eligibility, Selection, and Admissions

[24 CFR Part 903.7 9 (c)]

A. Public Housing (N/A)

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?

X Screening for income eligibility.
X Criminal or drug-related activity only to the extent required by law or regulation.

b. The PHA does not request criminal records from local law enforcement agencies for screening purposes.

c. The PHA does not request criminal records from State law enforcement agencies for screening purposes.

d. The PHA does not 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?

Information is provided to prospective owners regarding participating families in the following manner; upon request the PHA gives prospective owners the family's current address and if known, the name and address of the owner at the family's current and prior address.

The PHA may also provide any tenancy history that involves eviction action initiated against the family. Or information pertaining to damage, vacancy and unpaid rent claims paid out on behalf of the family.

(2) Waiting List Organization

a. With which of the following program waiting lists is the section 8 tenant-based assistance waiting list merged?

X None

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

X Contract Administrator office located at the following address:

Imagineers
635 Farmington Avenue
Hartford, CT 06105

(3) Search Time

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

If yes, state circumstances below:

Difficulties encountered in obtaining or locating decent and safe housing. (See Administrative Plan for policies pertaining to this issue.)

(4) Admissions Preferences

a. Income targeting

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

b. Preferences

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

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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)

Preferences

X Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition, Victims of Domestic Violence)
X Substandard housing
X High rent burden (rent is > 50 percent of income)
X Elderly, Disabled or Handicapped family members(disabled or handicapped as defined in Section 223 of the Social Security Act).
X Residents who live and/or work in Wethersfield.

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

1 Date and Time

Preferences

1 The combination of "Residents who live and/or work in Wethersfield" and any other Identified Preference.
2 Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition, Victims of domestic violence)
2 Substandard housing
2 High rent burden
2 Elderly, Disabled or Handicapped family members(disabled or handicapped as defined in Section 223 of the Social Security Act).
3 Residents who live and/or work in Wethersfield.
4 No Preference

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

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

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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

X 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

X Not applicable: the pool of applicant families ensures that the PHA will meet income targeting requirements

(5) Special Purpose Section 8 Assistance Programs

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

X The Section 8 Administrative Plan

X Briefing sessions and written materials

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

_ Through published notices

X Other (Housing Voucher Family Self-Sufficiency program was advertised to all waiting list applicants and current program participants).

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.

(N/A)

B. Section 8 Tenant-Based Assistance

Exemptions: PHAs that do not administer Section 8 tenant-based assistance are not required to complete sub-component 4B. **Unless otherwise specified, all questions in this section apply only to the tenant-**

based section 8 assistance program (vouchers, and until completely merged into the voucher program, certificates).

(1) Payment Standards

Describe the voucher payment standards and policies.

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

_ At or above 90% but below100% of FMR
_ 100% of FMR
X Above 100% but at or below 110% of FMR
_ Above 110% of FMR (if HUD approved; describe circumstances below)

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

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

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

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

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

X Annually

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

X Success rates of assisted families
X Rent burdens of assisted families
X Other (Rent Survey and Market Data)

(2) Minimum Rent

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

X $0

_ $1-$25

_ $26-$50

b. _ Yes **X** No: Has the PHA adopted any discretionary minimum rent hardship exemption policies? The PHA has followed the requirements outlined as follows:

(QHWRA established certain exemptions to the minimum rent requirements for hardship circumstances. Section 3(a)(3)(B) of the USHA generally states that financial hardship includes the following situations: (1) the family has lost eligibility determinations for a Federal, State, or local assistance program: (2) the family would be evicted as a result of the imposition of the minimum rent requirement: (3) the income of the family has decreased because of changed circumstances, including loss of employment; (4) a death in the family has occurred; and (5) other circumstances determined by the PHA or HUD.)

5. Operations and Management

[24 CFR Part 903.7 9 (e)]

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

A. PHA Management Structure

Describe the PHA's management structure and organization.

(select one)

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

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

B. HUD Programs Under PHA Management

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

Program Name	Units or Families Served at Year Beginning	Expected Turnover
Public Housing	NA	NA
Section 8 Vouchers	44	7

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Section 8 Certificates	0	0
Section 8 Mod Rehab	NA	NA
Special Purpose Section 8 Certificates/Vouchers (list individually)	NA	NA
Public Housing Drug Elimination Program (PHDEP)	NA	NA
Other Federal Programs(list individually)	NA	NA

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)
(N/A)

(2) Section 8 Management: (list below)
Wethersfield Housing Authority Administrative Plan

6. PHA Grievance Procedures

[24 CFR Part 903.7 9 (f)]

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

A. Public Housing
(N/A)

B. Section 8 Tenant-Based Assistance

1. **X** 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:

The Contractor will provide an applicant an opportunity for an informal review of a decision denying an applicant:

1. *listing on the waiting list, and/or*
2. *participation in the program.*

The Contractor shall give the applicant written notification of its decision denying assistance. The notice shall:

1. *be given personally to the applicant or member of the family or sent by first class mail to the last known address;*
2. *give a brief statement of the reasons for the decision, and*
3. *inform the applicant that within ten (10) days of the date of the notice, the applicant may request, in writing, that an informal hearing be held to present objections and review the decision.*

Informal Hearing for Participants

The Contractor will provide an opportunity for an informal hearing to a participant to consider whether decisions made against participants are in accordance with HUD regulations and the Contractor rules in the following situations:

1. *A determination of the amount of total tenant payment or tenant rent. This requirement does not apply to utility allowance schedules.*
2. *A decision to deny or terminate assistance.*
3. *A determination that a participant is residing in an overcrowded or under utilized unit.*
4. *In the case of a participant who wants to move to another dwelling unit a determination of the number of bedrooms to be entered on a voucher when a participant family desires to move to another unit.*

In the case of a decision to deny or terminate assistance, the Contractor shall give the applicant written notification of its decision denying or terminating assistance. The notice shall:

1. *be given personally to the applicant or member of the family or sent by first class mail to the last known address;*
2. *give a brief statement of the reasons for the decision, and*
3. *inform the applicant that within ten (10) days of the date of the notice, the applicant may request, in writing, that an informal hearing be held to present objections and review the decision.*

Conduct of Hearings

If an applicant or participant requests an informal hearing within the time frame set forth above, the HA shall conduct a hearing in accordance with the following procedures:

1. *The Contractor shall appoint a hearing officer to conduct the hearing who must be an employee or outside person other than the person who made or approved the decision under review or a subordinate of such person.*

2. *The hearing officer shall issue a written decision stating briefly the factual and other basis for the decision, a copy of which shall be furnished promptly to the applicant.*

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

Other: Contract Administrator office located at the following address:

Imagineers
635 Farmington Avenue
Hartford, CT 06105
(860) 247-2318

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.

(N/A)

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.

(N/A)

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.

(N/A)

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

(N/A)

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.

(N/A)

B. Section 8 Tenant Based Assistance

1. **X** 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: Section 8 Homeownership***:***
(Program description, size of program, eligibility criteria and program design will be developed once final regulations have been issued and reviewed).

a. Size of Program ***(To be determined)***

_ 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 ***(To be determined)***

_ 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 (l)]

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

A. PHA Coordination with the Welfare (TANF) Agency

1. Cooperative agreements:

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

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

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

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

B. Services and programs offered to residents and participants

(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)
NA Public housing rent determination policies
NA Public housing admissions policies
_ Section 8 admissions policies
NA 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
NA Preference/eligibility for public housing homeownership option participation
X Preference/eligibility for section 8 homeownership option participation
_ Other policies (list below)

b. Economic and Social self-sufficiency programs

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

Services and Programs

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Program Name & Description (including location, if appropriate)	Estimated Size	Allocation Method (waiting list/random selection/specific criteria/other)	Access (development office / PHA main office / other provider name)	Eligibility (public housing or section 8 participants or both)
Homeownership workshops	45	voluntary	PHA/Urban League	Section 8
Employment Advocacy	6	voluntary	PHA	Section 8
Homeownership referral	6	voluntary	PHA	Section 8
Educational Attainment Workshop	10	voluntary	PHA/State Community College	Section 8

(2) Family Self Sufficiency program/s

a. Participation Description

Family Self Sufficiency (FSS) Participation		
Program	Required Number of Participants (start of FY 2000 Estimate)	Actual Number of Participants (As of: 9/1/99)
Public Housing	NA	NA
Section 8	13 -(minus successful former FSS _2 11	11

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

C. Welfare Benefit Reductions

1. The PHA is complying with the statutory requirements of section 12(d) of the U.S. Housing Act of 1937 (relating to the treatment of income changes resulting from welfare program requirements) by: (select all that apply)

NA Adopting appropriate changes to the PHA's public housing rent determination policies and train staff to carry out those policies
X Informing residents of new policy on admission and reexamination
NA Actively notifying residents of new policy at times in addition to admission and reexamination.

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X Establishing or pursuing a cooperative agreement with all appropriate TANF agencies regarding the exchange of information and coordination of services

X 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

This Section is not applicable to the Tenant-Based Housing Voucher Program

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.

(N/A)

14. RESERVED FOR PET POLICY

[24 CFR Part 903.7 9 (n)]

(N/A)

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. **X** 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. **X** Yes _ No: Was the most recent fiscal audit submitted to HUD? (June 2000)
3. _ Yes **X** 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)?

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17. PHA Asset Management

[24 CFR Part 903.7 9 (q)]

(N/A)

18. Other Information

[24 CFR Part 903.7 9 (r)]

A. Resident Advisory Board Recommendations ***(to be added after preliminary draft is reviewed by Resident Advisory Board)***

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 as Attachment B "Comments of Resident Advisory Board"

_ 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

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

1. Consolidated Plan jurisdiction: (Wethersfield)

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

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

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

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D. Other Information Required by HUD

Attachments

Attachment A PHA Management Organizational Chart
Attachment B Comments of Resident Advisory Board or Boards
Attachment C PHA Plan Certification of Compliance with the PHA Plans and Related Regulations

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Attachment D	State/Local Government Certification of Consistency with Consolidated Plan
Attachment E	Fair Housing Documentation
Attachment F	Wethersfield Housing Authority Tenant Based Assistance Administrative Plan
Attachment G	Basic criteria used to determine a substantial deviation from 5-Year Plan and significant amendment or modification to 5-year plan and annual plan
Attachment H	Membership of the Resident Advisory Board
Attachment I	Resident Membership of the PHA Governing Board
Attachment J	Brief statement on first year's progress toward meeting the mission and goals described in the 5-year plan

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