

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

# PHA Plans

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

**PHA Plan  
Agency Identification**

**PHA Name:** Municipal Housing Agency of Council Bluffs, Iowa

**PHA Number:** IA 023

**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– Regal Towers, 505 south 6<sup>th</sup> Street, Council Bluffs,  
Iowa 51501; (712) 322-1491 during normal business hours.

**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– Regal Towers

PHA Plan Supporting Documents are available for inspection at:

Main business office of the PHA— Regal Towers

**5-Year Plan**  
**PHA Fiscal Years 2000 - 2004**  
[24 CFR Part 903.5]

**A. Mission**

State the PHA's mission for serving the needs of low-income, very low income, and extremely low-income families in the PHA's jurisdiction.

- : It is the mission of the Municipal Housing Agency to provide, promote, and support affordable housing that is decent, safe, and sanitary. It is the mission of the agency to practice and promote equal opportunity in housing. It is the mission of the agency to practice professionalism in all activities.

**B. Goals** t

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

- : PHA Goal: Expand the supply of assisted housing  
Objectives:
  - 9 Apply for additional rental vouchers:
  - 9 Reduce public housing vacancies:
  - 9 Leverage private or other public funds to create additional housing opportunities:
  - 9 Acquire or build units or developments
  - : Other: Increase Section 8 Voucher rate. A nine percent increase during 2000.
- : PHA Goal: Improve the quality of assisted housing  
Objectives:
  - 9 Improve public housing management: (PHAS score)
  - 9 Improve voucher management: (SEMAP score)
  - : Increase customer satisfaction: Section 8 participating property owners.  
Pamphlets were created, "Respecting Your Rental Unit" for tenants and "Respect Your Tenant" for landlords. These were distributed to both tenants and landlords to give each a better understanding of what each may expect from each other. Section 8 has worked with the local landlord association, all landlords, and the tenants to distribute warning labels for smoke detectors.
  - 9 Concentrate on efforts to improve specific management functions:  
(list; e.g., public housing finance; voucher unit inspections)
  - 9 Renovate or modernize public housing units:

- 9 Demolish or dispose of obsolete public housing:
  - : Provide replacement public housing: when Public Housing units are sold.. No units have been sold
- 9 Provide replacement vouchers:
  - : Other: Modernize Public Housing in a timely manner: Modernization efforts are on schedule.
- : PHA Goal: Increase assisted housing choices
  - Objectives:
    - 9 Provide voucher mobility counseling:
      - : Conduct outreach efforts to potential voucher landlords. Section 8 joined the Landlord Association of Pottawattamie County and has participated in meetings, answered questions, given presentations. Section 8 has worked with local law enforcement to educate owners regarding program policies.
      - : Increase voucher payment standards to 110 %. Voucher Payment Standards were increased to 110% effective October 14, 1999.
    - 9 Implement voucher homeownership program:
    - 9 Implement public housing or other homeownership programs:
    - 9 Implement public housing site-based waiting lists:
    - 9 Convert public housing to vouchers:
    - : Other: Construct replacement housing for any Public Housing units sold. No units sold.

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

PHA Goal: Provide an improved living environment

Objectives:

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

**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:
  - 9 Increase the number and percentage of employed persons in assisted families:
  - 9 Provide or attract supportive services to improve assistance recipients' employability:
  - 9 Provide or attract supportive services to increase independence for the elderly or families with disabilities.
- : Other: Continue to offer the Family Self Sufficiency Program to Section 8 program participants. Our original required number of FSS slots was 25. We have graduated thirteen since October 21, 1998. We now have a required number of 12. We continue to add FSS participants. We currently have 25 as of 9-30-00. We will have 28 to 30 by December 31, 2000.

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

- 9 PHA Goal: Ensure equal opportunity and affirmatively further fair housing  
Objectives:
  - 9 Undertake affirmative measures to ensure access to assisted housing regardless of race, color, religion national origin, sex, familial status, and disability:
  - 9 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:
  - 9 Undertake affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required:
  - 9 Other: (list below)

**Other PHA Goals and Objectives:**

- : PHA Goal: Comply with the QHWRA of 1998
  - : Nominate a PHA resident to become a member of the MHA Board by August 1, 2000. As of August 1, 2000, MHA has a resident on the MHA Board.

t Progress on the five year goals is in italics

## **Annual PHA Plan PHA Fiscal Year 2000**

[24 CFR Part 903.7]

### **i. Annual Plan Type:**

Select which type of Annual Plan the PHA will submit.

**9**     **Standard Plan**

#### **Streamlined Plan:**

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

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

The Annual Plan and related 5 Year Plan are conditions of the Quality Housing and Work Responsibility Act of 1998. Accordingly, agency staff have produced the Plans for 2001 for submission to the Department of Housing and Urban Development by November 15, 2000.

Several actions have been taken by the agency in preparation for Plan submission.

1. The Agency published the Notification of No Significant on the Environment in connection with the 2001 Capital Fund Budget on September 13, 2000.
2. The agency published the Notice of Plan Availability for Public Review in the Council Bluffs Nonpareil on October 12, 2000.
3. The agency advised resident populations of Plan availability on identified bulletin boards on October 2, 2000.
4. Agency staff reviewed the submission with a Resident Advisory Board , made up of six residents of the public housing projects and one current Section 8 participant. That meeting occurred on October 19, 2000, at Regal Towers Apartments, 505 S. 6<sup>th</sup> Street, Council Bluffs.
5. The Executive Director hosted a public hearing on the PHA Plan at Community Hall November 6, 2000. The MHA Board of Commissioners reviewed the plan for accuracy and approval for submission on November 9, 2000.

The agency has met goals established in the 2000 Plan. Notable is the appointment of a Public Housing Resident to the MHA Board of Commissioners during 20000; and the increasing acceptance of Section 8 voucher holders by area landlords resulting in increased utilization rates year over year.

Mark Schultz, Executive Director

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## 11. Statement of Housing Needs

[24 CFR Part 903.7 9 (a)]

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

#### Housing Needs of Families in the Jurisdiction by Family Type

Family Type	Over-all	Afford-ability	Supply	Quality	Assess-ability	Size	Location
Income <=30% of AMI	90%	5	5	5	4	4	4
Income >30% but <= 50% of AMI	75%	4	4	4	3	4	4
Income >50% but <= 80% of AMI	45%	3	3	3	3	3	3
Elderly	45%	4	4	4	4	4	4
Families with Disabilities	95%	5	5	4	5	4	5
Race/Ethnicity- Native American	65%	4	4	4	3	3	3
Race/Ethnicity- Asian	45%	4	4	4	3	3	3
Race/Ethnicity- Black	45%	4	4	4	3	3	3
Race/Ethnicity- White	35%	3	3	3	3	3	3

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: 1999 to 2002. However, data were ten years old in consolidated Plan.  
New census information not available

9 U.S. Census data: the Comprehensive Housing Affordability Strategy (“CHAS”)

data set American Housing Survey data.

• Other Sources: MHA requested information on Housing needs from eight Council Bluffs Agencies who serve various populations of very low to low income people.

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

**Housing Needs of Families on the Waiting List** ( Sept. 20, 2000)

<b>Public Housing Waiting List</b>	<b># of families</b>	<b>% of total families</b>	<b>Annual Turnover</b>
Waiting List Total	106		59
Extremely low income < 30% AMI	75	70%	
Very low income (>30% but < 50% AMI)	27	26%	
Low income (>50% but < 80% AMI)	4	4%	
Families with children	0	0%	
Elderly families	78	74%	
Families with Disabilities	17	16%	
Race/ethnicity -- Black	0	0%	
Race/ethnicity – Asian	0	0%	
Race/ethnicity – Latino	2	2%	
Race/ethnicity – White	104	98%	
working – low income	11	10%	
<b>Characteristics by Bedroom Size</b>			
1 Bedroom	106	100%	59
2 Bedroom	0	—	—
3 Bedroom	0	—	—

Is the waiting list closed ? No

Does the PHA permit specific categories of families onto the waiting list, even if generally closed? **Yes**  
, Involuntary Displacement (Disaster, Government Action, Inaccessibility, Property Disposition)

**Housing Needs of Families on the Waiting List** (September 8, 2000)

Section 8 Tenant-based Assistance	# of families	% of total families	Annual Turnover
Waiting List Total	468		
Extremely low income < 30% AMI	365	78 %	
Very low income to low income (>30% but < 80% AMI)	103	22 %	
Families with children	304	65 %	
Elderly families	21	4 ½ %	
Families with Disabilities	included with Elderly		
Race/ethnicity – American Indian- not Alaskan	11	2 %	
Race/ethnicity – Asian	1	>1%	
Race/ethnicity – Black	29	6 %	
Hispanic	11	2 %	
Race/ethnicity – White	427	90 %	

Is the waiting list closed ? **NO** If yes: How long has it been closed ? **It will close 9-27-00 after being opened 7 months**

Does the PHA expect to reopen the list in the PHA Plan year? **NO, not unless the waiting list goes down faster than usual.**

Does the PHA permit specific categories of families onto the waiting list, even if generally closed? **Yes**  
, Involuntary Displacement (Disaster, Government Action, Inaccessibility, Property Disposition)

## C. Strategy for Addressing Needs

### 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:**

- 9      9      Employ effective maintenance and management policies to minimize the number of public housing units off-line
- 9      9      Reduce turnover time for vacated public housing units
- 9      9      Reduce time to renovate public housing units
- 9      9      Seek replacement of public housing units lost to the inventory through mixed finance development
- 9      9      Seek replacement of public housing units lost to the inventory through Section 8 replacement housing resources
- 9      :      Maintain or increase Section 8 lease-up rates by establishing payment standards that will enable families to rent throughout the jurisdiction
- 9      :      Undertake measures to ensure access to affordable housing among families assisted by the PHA, regardless of unit size required
- 9      :      Maintain or increase Section 8 lease-up rates by marketing the program to owners, particularly those outside of areas of minority and poverty concentration
- 9      9      Maintain or increase Section 8 lease-up rates by effectively screening Section 8 applicants to increase owner acceptance of program
- 9      9      Participate in the Consolidated Plan development process to ensure coordination with broader community strategies
- 9      :      Other: Maintain lease-up rates at public housing properties.

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

- 9      9      Apply for additional section 8 units should they become available
- 9      9      Leverage affordable housing resources in the community through the creation of mixed - finance housing
- 9      9      Pursue housing resources other than public housing or Section 8 tenant-based assistance.
- 9      :      Other: Construct affordable housing units to replace any Public Housing Sold.

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

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

9 Exceed HUD federal targeting requirements for families at or below 30% of AMI in public housing

9 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. Admissions preferences for Section 8 applicant families with incomes at or below 30% of area median were adopted 10-14-99.

9 Adopt rent policies to support and encourage work

9 Other:

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

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

: Employ admissions preferences aimed at families who are working. Admissions preferences for working families applying for scattered site Public Housing were adopted 10-14-99.

9 Adopt rent policies to support and encourage work

9 Other:

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

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

9 Seek designation of public housing for the elderly

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

9 Other:

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

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

9 Seek designation of public housing for families with disabilities

9 Carry out the modifications needed in public housing based on the section 504 Needs Assessment for Public Housing

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

- 9 Affirmatively market to local non-profit agencies that assist families with disabilities
- 9 Other:

**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:**

- 9 Affirmatively market to races/ethnicities shown to have disproportionate housing needs
- 9 Other:

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

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

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

**(2) Reasons for Selecting Strategies**

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

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

**2. Statement of Financial Resources**

[24 CFR Part 903.7 9 (b)]

Financial Resources: Planned Sources and Uses

<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
1. Federal Grants (FY 2000 grants)		
a.) Public Housing Operating Fund		
b.) Public Housing Capital Fund	\$366,797	See pages 21 to 23
c.) HOPE VI Revitalization		
d.) HOPE VI Demolition		
e.) Annual Contributions for Section 8 Tenant-Based Assistance	\$2,250,000	Section 8 Housing Assistance
f.) Public Housing Drug Elimination Program (including any Technical Assistance funds)		
g.) Resident Opportunity and Self-Sufficiency Grants	\$34,865	Family Self Sufficiency Coordinator
h.) Community Development Block Grant		
i.) HOME		
Other Federal Grants (list below)		
<b>2. Prior Year Federal Grants (unobligated funds only)</b>		
1999 CGP	\$36,150	Various projects all locations
<b>3. Public Housing Dwelling Rental Income</b>	\$720,800	PHA Operations
<b>4. Other income</b>		
Laundry Revenue	\$6000	PHA Operations
Interest Income	\$13,000	Section 8 /PHA Operations

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
Total resources	\$2,874,716	Rental Assistance Section 8 /PHA Operations

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

[24 CFR Part 903.7 9 (c)]

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

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

a. When does the PHA verify eligibility for admission to public housing?

- 9 When families are within a certain number of being offered a unit:
- 9 When families are within a certain time of being offered a unit:
- : Other: When their name reaches the top of the waiting list and a unit is available.

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

- : Criminal or Drug-related activity
- : Rental history
- 9 Housekeeping
- : Other : Attending Physicians and Therapists Reports and Opinions

c. Yes : No: 9 Does the PHA request criminal records from local law enforcement agencies for screening purposes?

d. Yes 9 No: : Does the PHA request criminal records from State law enforcement agencies for screening purposes?

e. Yes 9 No : Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)

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

a. Which methods does the PHA plan to use to organize its public housing waiting list (select all that apply)

- : Community-wide list
- 9 Sub-jurisdictional lists
- 9 Site-based waiting lists
- 9 Other

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

- : PHA main administrative office
- : PHA development site management offices – Regal Towers
- : Other : and Dudley Court– Public Housing Apartment Complex for elderly and disabled.

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

**No site based waiting lists**

**(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?

- One
- : Two
- Three or More

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

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

**(4) Admissions Preferences**

**a. Income targeting:**

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

**b. Transfer policies:**

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

- Emergencies
- Over-housed
- Under-housed
- : Medical justification
- Administrative reasons determined by the PHA (e.g., to permit modernization work)
- : Resident choice: Fee to transfer– 0 Bedroom– \$250  
1 Bedroom– \$500
- : Other: Handicap Accessibility

**c. Preferences**

1. Yes : No **9** Has the PHA established preferences for admission to public housing (other than date and time of application)? (If "no" is selected, skip to subsection)
2. Which of the following admission preferences does the PHA plan to employ in the coming year?

Former Federal preferences:

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

Other preferences: (select below)

- 9** Working families and those unable to work because of age or disability
- 9** Veterans and veterans' families

- : Residents who live and/or work in the jurisdiction
- 9** Those enrolled currently in educational, training, or upward mobility programs
- 9** Households that contribute to meeting income goals (broad range of incomes)
- 9** Households that contribute to meeting income requirements (targeting)
- 9** Those previously enrolled in educational, training, or upward mobility programs
- 9** Victims of reprisals or hate crimes
- : Other preference(s):
  1. Elderly and disabled families
  2. Families with incomes at or below 30% of median when less than 40% of admissions are at that level on an annualized basis

**d. Admission Preferences. Numbers indicate the priority given preferences.**

- : 5 Date and Time ( all other factors being equal)

Former Federal preferences:

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

- 9 Homelessness
- 9 High rent burden

Other preferences (select all that apply)

- 9 Working families and those unable to work because of age or disability
- 9 Veterans and veterans' families
- : 4 Residents who live and/or work in the jurisdiction
- 9 Those enrolled currently in educational, training, or upward mobility programs
- 9 Households that contribute to meeting income goals (broad range of incomes)
- 9 Households that contribute to meeting income requirements (targeting)
- 9 Those previously enrolled in educational, training, or upward mobility programs
- 9 Victims of reprisals or hate crimes
- : Other preference(s):
- : 3 1. Elderly or Disabled Families
- : 2 2. Families with incomes at or below 30% of median when less than 40% of admissions are at that level on an annualized basis
- : 3 3. Families /individuals with at least one adult who is employed and has been for 12 continuous months.

**e. Relationship of preferences to income targeting requirements:**

- 9 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: Resident Handbook

b. How often must residents notify the PHA of changes in family composition?

- 9 At an annual reexamination and lease renewal
- : Any time family composition changes

- 9 At family request for revision
- 9 Other

**(6) Deconcentration and Income Mixing**

- a. Yes 9 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 9 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?
    - 9 Adoption of site-based waiting lists  
If selected, list targeted developments below:
    - 9 Employing waiting list "skipping" to achieve deconcentration of poverty or income mixing goals at targeted developments  
If selected, list targeted developments below:
    - 9 Employing new admission preferences at targeted developments  
If selected, list targeted developments below:
    - 9 Other
- d. Yes 9 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?
    - 9 Additional affirmative marketing
    - 9 Actions to improve the marketability of certain developments
    - 9 Adoption or adjustment of ceiling rents for certain developments
    - 9 Adoption of rent incentives to encourage deconcentration of poverty and income-mixing
    - 9 Other
- 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
  - 9 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?

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

## B. Section 8

### (1) Eligibility

- a. What is the extent of screening conducted by the PHA?
  - 9 Criminal or drug-related activity only to the extent required by law or regulation
  - 9 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)
  - 9 Other
- b. Yes 9 No : Does the PHA request criminal records from local law enforcement agencies for screening purposes? *Only as needed and randomly*
- c. Yes 9 No : : Does the PHA request criminal records from State law enforcement agencies for screening purposes?
- d. Yes 9 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)
  - 9 Criminal or drug-related activity
  - : Other— Name; Household Members; percent of rent share; Last known address & Owner name.

### (2) Waiting List Organization

- a. With which of the following program waiting lists is the section 8 tenant-based assistance waiting list merged?
  - : None
  - 9 Federal public housing
  - 9 Federal moderate rehabilitation
  - 9 Federal project-based certificate program
  - 9 Other federal or local program
- b. Where may interested persons apply for admission to section 8 tenant-based assistance?
  - 9 PHA main administrative office
  - : Other: Section 8 Office

**(3) Search Time**

a. Yes : No **9**: Does the PHA give extensions on standard 60-day period to search for a unit?

- 1. Unable to locate housing in 60 days
- 2. Illness

**(4) Admissions Preferences**

**a. Income targeting**

**9** 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 **9**: Has the PHA established preferences for admission to Section 8 tenant-based assistance? (other than date and time of application)

2. Which of the following admission preferences does the PHA plan to employ in the coming year?

**Former Federal preferences**

- : Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- : Victims of domestic violence
- 9** Substandard housing
- 9** Homelessness
- 9** 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
- 9** Veterans and veterans' families
- : Residents who live and/or work in your jurisdiction
- 9** Those enrolled currently in educational, training, or upward mobility programs
- 9** Households that contribute to meeting income goals (broad range of incomes)
- 9** Households that contribute to meeting income requirements (targeting)
- 9** Those previously enrolled in educational, training, or upward mobility programs
- 9** Victims of reprisals or hate crimes

- 9 Other preference(s): 30% of median if new admissions are less than 75% of all admissions in a one year time period

c. **PHA Preferences(Section 8) Numbered according to priority**

- : 5 Date and Time

Former Federal preferences

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

Other preferences

- : 3 Working families and those unable to work because of age or disability
- 9 Veterans and veterans' families
- : 4 Residents who live and/or work in your jurisdiction– 12 Months or more.
- : 3 Elderly or disabled whose head or spouse is receiving income based on inability to work(SSI or SS)
- 9 Those enrolled currently in educational, training, or upward mobility programs
- 9 Households that contribute to meeting income goals (broad range of incomes)
- 9 Households that contribute to meeting income requirements (targeting)
- 9 Those previously enrolled in educational, training, or upward mobility programs
- 9 Victims of reprisals or hate crimes
- : 2 Other preference(s) — Families/ individuals with income at or less than 30% of median income.

1. Among applicants on the waiting list with equal preference status, how are applicants selected?

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

2. 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
- 9 The PHA requests approval for this preference through this PHA Plan

3. Relationship of preferences to income targeting requirements:

- 9 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?

- :
- The Section 8 Administrative Plan
- :
- Briefing sessions and written materials
- 9 Other:

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

- :
- Through published notices
- :
- Other : Section 8 Newsletter, Section 8 Office Bulletin Board , special notices sent to agencies who have extremely low ,very low, and low income participants.

**4. PHA Rent Determination Policies**

[24 CFR Part 903.7 9 (d)]

**A. Public Housing**

**(1) Income Based Rent Policies**

a. Use of discretionary policies:

- :
- 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).

---or---

- 9 The PHA employs discretionary policies for determining income based rent

b. Minimum Rent

1. What amount best reflects the PHA's minimum rent?

- 9 \$0
- :
- \$1-\$25
- 9 \$26-\$50

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

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

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

1. Yes  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

For the earned income of a previously unemployed household member

For increases in earned income

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

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

For household heads

For other family members

For transportation expenses

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

Other

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?

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

3. Select the space or spaces that best describe how you arrive at ceiling rents

- 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

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:
- Other: Anytime the family composition changes.

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**

In setting the market-based flat rents, what sources of information did the PHA use to establish comparability?

- 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 : Fair Market Rents

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

**(1) Payment Standards**



a. What amount best reflects the PHA's minimum rent?

- 9** \$0  
:  
**9** \$1-\$25  
**9** \$26-\$50

b. Yes **9** No : Has the PHA adopted any discretionary minimum rent hardship exemption policies?

## **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.**

## **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.**

## **7. Capital Improvement Needs**

[24 CFR Part 903.7 9 (g)]

### **A. Capital Fund Activities**

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

**9** 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:

## **CAPITAL FUND ANNUAL STATEMENT**

### **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**

∴ Original Annual Statement

Line No.	Summary by Development Account	Total Estimated Cost
1	Total Non-CGP Funds	0
2	1406 Operations	0
3	1408 Management Improvements	\$30,000
4	1410 Administration	\$15,000
5	1411 Audit	0
6	1415 Liquidated Damages	0
7	1430 Fees and Costs	0
8	1440 Site Acquisition	0
9	1450 Site Improvement	0
10	1460 Dwelling Structures	0
11	1465.1 Dwelling Equipment-Non-expendable	0
12	1470 Non-dwelling Structures	\$130,000
13	1475 Non-dwelling Equipment	\$9,200
14	1485 Demolition	0
15	1490 Replacement Reserve	0
16	1492 Moving to Work Demonstration	0
17	1495.1 Relocation Costs	0
18	1498 Mod Used for Development	\$182,597
19	1502 Contingency	0
20	<b>Amount of Annual Grant (Sum of lines 2-19)</b>	<b>\$366,797</b>
21	Amount of line 20 Related to LBP Activities	0
22	Amount of line 20 Related to Section 504 Compliance	0
23	Amount of line 20 Related to Security	0
24	Amount of line 20 Related to Energy Conservation Measures	0

**Annual Statement  
Capital Fund Program (CFP) Part II: Supporting Table**

Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Total Estimated Cost
IA O23001 Regal Towers	1. Install Electric Door @ Rear Entry	1475	\$5,000
	2. Re-carpet Common Area, Hallways & Lobbies	1470	\$60,000
IAO23004 Dudley Court	1. Replace 48 slats on outside Benches	1475	\$3,000
	2. Replace Building Dumpster	1475	\$1,200
	3. Replace Community Area Carpets	1470	\$50,000
	4. Repaint Community Halls	1470	\$20,000
PHA Wide	1. Administration	1410	\$15,000
	2. MOD used for Development	1498	\$182,597
	3. Management Improvements	1408	\$30,000
Total			\$366,797

**Annual Statement**

**Capital Fund Program (CFP) Part III: Implementation Schedule**

Development Number/Name HA- Wide Activities	All Funds Obligated (Quarter Ending Date)	All Funds Expended (Quarter Ending Date)
IA023001 Regal Towers	9/30/2002	9/30/2003
IA023004 Dudley Court	9/30/2002	9/30/2003

Development Number/Name HA-Wide Activities	All Funds Obligated (Quarter Ending Date)	All Funds Expended (Quarter Ending Date)
PHA Wide	12/31/2002	12/31/2003

MHA does not anticipate application for HOPE VI funds because the agency does not have projects in need of revitalization. The agency may produce Public Housing to replace any scattered site Public Housing units sold.

**(2) Optional 5-Year Action Plan**

a. Yes **9** 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:

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

-or-

**9** The Capital Fund Program 5-Year Action Plan is provided below:

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

Yes **9** No : a) Has the PHA received a HOPE VI revitalization grant? (if no, skip to question c)

b) Status of HOPE VI revitalization 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 **9** 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 **9** 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:

The PHA will actively plan a mixed-finance development.

Yes : No **9** 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:

The MHA will replace any Public Housing units sold under the 5(h) program

## **8. Demolition and Disposition**

[24 CFR Part 903.7 9 (h)]

1. Yes **9** 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)

## **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)]

1. Yes **9** 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. **PHAs completing streamlined submissions may skip to component 10.**)

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

[24 CFR Part 903.7 9 (j)]

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

1. Yes **9** 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)  
 ( PHAs completing streamlined submissions may skip to component 11.)

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

[24 CFR Part 903.7 9 (k)]

**A. Public Housing**

1. Yes : No **9** 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 "yes", complete one activity description for each applicable program/plan, **unless eligible to complete a streamlined submission due to high performing PHA status. PHAs completing streamlined submissions may skip to component 11B.**)

2. Activity Description

Yes **9** 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 (Complete one for each development affected)</b>
1a. Development name: <b>Scattered Sites</b>
1b. Development (project) number: <b>IA05PO23008</b>
2. Federal Program authority: <b>9</b> HOPE I : <b>5(h)</b> <b>9</b> Turnkey III <b>9</b> Section 32 of the USHA of 1937 (effective 10/1/99)
3. Application status: (select one) : Approved; included in the PHA's Homeownership Plan/Program <b>9</b> Submitted, pending approval <b>9</b> Planned application
4. Date Homeownership Plan/Program approved, submitted, or planned for submission: <u><b>(21/12/1998)</b></u>

**Public Housing Homeownership Activity Description  
(Complete one for each development affected)**

5. Number of units affected:

6. Coverage of action:

Part of the development

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 ? ( **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:**

Completion of FSS Program— reaching self sufficiency.

**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.**

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

1. Cooperative agreements:

Yes : No **9** Has the PHA entered into a cooperative agreement with the TANF Agency, (FIP agency, DHS in Iowa) 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? July 19, 2000

2. Other coordination efforts between the PHA and TANF agency

**9** Client referrals

: Information sharing regarding mutual clients (for rent determinations and otherwise with consents to release information from mutual participants)

**9** Coordinate the provision of specific social and self-sufficiency services and programs to eligible families

**9** Jointly administer programs

**9** Partner to administer a HUD Welfare-to-Work voucher program

**9** Joint administration of other demonstration program

**9** Other :

Joint meetings with participant and program representatives from both agencies to coordinate plans for participant to become self-sufficient.

Both PHA and TANF (FIP in Iowa) agencies keep each other updated on changes to their requirements and programs.

**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?

**9** Public housing rent determination policies

**9** Public housing admissions policies

**9** Section 8 admissions policies

**9** Preference in admission to section 8 for certain public housing families

**9** Preferences for families working or engaging in training or education programs for non-housing programs operated or coordinated by the PHA

**9** Preference/eligibility for public housing homeownership option participation

**9** Preference/eligibility for section 8 homeownership option participation

9 Other policies

b. Economic and Social self-sufficiency programs

Yes : No 9 Does the PHA coordinate, promote or provide any programs to enhance the economic and social self-sufficiency of residents?

**Services and Programs**

Program Name & Description	Estimated Size	Allocation Method	Access	Eligibility
Family Self Sufficiency Program. Section 8 Office	25-35	All on Section 8 are invited to participate as they are leased up with Section 8. A follow-up letter is sent 1-2 months after lease-up as well. All on Section 8 receive a newsletter twice a year with FSS information and general information. Again inviting them to enter FSS. They may enter at any time they are on Section 8 Housing Assistance	FSS Coordinator is located in the Section 8 Office. Those interested in the program simply set an appointment with FSS Coordinator.	All participants of Section 8 are eligible

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

a. Participation Description

Family Self Sufficiency(FSS) Participation		
Program	Required Number of Participants (estimate at start of 2001)	Actual Number of Participants as of 9/29/00
Public Housing	0	0
Section 8	12	25

b. Yes 9 No 9 If the PHA is not maintaining the minimum program size required by HUD, does the most recent FSS Action Plan address the steps the PHA plans to take to achieve at least the minimum program size? If no, list steps the PHA will take below:

**C. Welfare Benefit Reductions**

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

- 9 Adopting appropriate changes to the PHA's public housing rent determination policies and train staff to carry out those policies
- : Informing residents of new policy on admission and reexamination
- : Actively notifying residents of new policy at times in addition to admission and reexamination.
- : Establishing or pursuing a cooperative agreement with all appropriate TANF (**FIP in Iowa**) agencies regarding the exchange of information and coordination of services
- : Establishing a protocol for exchange of information with all appropriate TANF (**FIP in Iowa**) agencies
- 9 Other: (list below)

### **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 Skip to component 15**

### **14. Reserved for Pet Policy**

[24cfr Part 903.7 9 (n)]

### **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 9 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)? 2. Yes
- : No 9 Was the most recent fiscal audit submitted to HUD?
- 3. Yes 9 No : Were there any findings as the result of that audit?
- 4. Yes 9 No 9 If there were any findings, do any remain unresolved?  
If yes, how many unresolved findings remain? \_\_\_\_\_
- 5. Yes 9 No 9 Have responses to any unresolved findings been submitted to HUD?  
If not, when are they due

### **17. PHA Asset Management**

[24 CFR Part 903.7 9 (q)]

**Exemptions from component 17: High performing are not required to complete this component.**

## **18. Other Information**

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

1. Yes : No **9** Did the PHA receive any comments on the PHA Plan from the Resident Advisory Board/s?

2. If yes, the comments are:

**9** Attached at Attachment

: Provided below:

**Resident Review Board:** The Annual Plan was review page by page. The only comments made were in regards to the new Community Service Requirement. Some Board members had concerns that the situation may arise of Public Housing tenants who do not have an exception who would have an extremely difficult time meeting the requirement. This situation would be a single parent with preschool children who does not have transportation. Public transportation in Council Bluffs, Iowa, does not serve all areas of the city. If this case arises the housing agency can work to see if there would be some community service which is within walking distance which would allow the tenant to bring his or her children with them. This situation could happen to tenants in the scattered site houses, since the only other public housing which the Municipal Housing Agency of Council Bluffs, Iowa owns are two apartment complexes are for elderly and disabled. At this time all residents of the scattered site houses are employed full time.

The Annual Plan was approved by all.

3. In what manner did the PHA address those comments?

: Considered comments and suggestion.

**9** The PHA changed portions of the PHA Plan in response to comments

**9** List changes below:

**9** Other

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

1. Yes **9** 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 **9** 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:

- 9 Candidates were nominated by resident and assisted family organizations
- 9 Candidates could be nominated by any adult recipient of PHA assistance
- 9 Self-nomination: Candidates registered with the PHA and requested a place on ballot
- : Other: A member of the Resident Advisory Board was selected by the Council Bluffs, Iowa City Council to serve on the PHA Board.

#### b. Eligible candidates:

- 9 Any recipient of PHA assistance
- 9 Any head of household receiving PHA assistance
- 9 Any adult recipient of PHA assistance
- : Any adult member of a resident or assisted family organization
- 9 Other

#### c. Eligible voters:

- 9 All adult recipients of PHA assistance (public housing and Section 8 tenant-based assistance)
- 9 Representatives of all PHA resident and assisted family organizations
- : Other: Council Bluffs, Iowa City Council

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

1. Consolidated Plan jurisdiction: THE OMAHA-COUNCIL BLUFFS CONSORTIUM CONSOLIDATED SUBMISSION FOR COMMUNITY DEVELOPMENT PROGRAMS FOR FISCAL YEARS 1999 TO 2002.

2. The PHA has taken the following steps to ensure consistency of this PHA Plan with the Consolidated Plan for the jurisdiction:

- 9 The PHA has based its statement of needs of families in the jurisdiction on the needs expressed in the Consolidated Plan/s.
- 9 The PHA has participated in any consultation process organized and offered by the Consolidated Plan agency in the development of the Consolidated Plan.
- 9 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. The Omaha-Council Bluffs Consortium Consolidated Submission for Community Development Programs for Fiscal Years 1999 to 2002.

- : Other: Eight agencies responded to a request by PHA for data from their agency on housing needs of the population they serve. Poverty level, Very low income to Low income populations; Physically Disabled; Mentally Disabled; Homeless; Seniors
3. The Consolidated Plan of the jurisdiction supports the PHA Plan with the following action and commitments:

No commitments have been made as of this filing.

**D. Other Information Required by HUD**  
**Attachments:**

**1. Supporting Documents Available for Review**

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
<b>X</b>	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
<b>X</b>	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans
<b>X</b>	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
<b>X</b>	Consolidated Plan for the jurisdiction/s in which the PHA is located (which includes the Analysis of Impediments to Fair Housing Choice (AI)) and any additional backup data to support statement of housing needs in the jurisdiction	Annual Plan: Housing Needs
<b>X</b>	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources

<b>List of Supporting Documents Available for Review</b>		
<b>X</b>	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
<b>X</b>	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
<b>X</b>	Public housing rent determination policies, including the methodology for setting public housing flat rents • check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
<b>X</b>	Schedule of flat rents offered at each public housing development • check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
<b>X</b>	Section 8 rent determination (payment standard) policies 9 check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
<b>X</b>	Public housing grievance procedures • check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
<b>X</b>	Section 8 informal review and hearing procedures • check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
<b>X</b>	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
<b>X</b>	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

<b>List of Supporting Documents Available for Review</b>		
<b>X</b>	Policies governing any Section 8 Homeownership program <b>9</b> check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
<b>X</b>	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
<b>X</b>	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
<b>X</b>	Community Service Requirements Policy	Annual Plan: Community Service & Self-Sufficiency
<b>X</b>	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
<b>X</b>	Resident Advisory Board Membership	5 Year and Annual Plan
<b>X</b>	Housing Needs expressed by eight Council Bluffs agencies who serve various very and low income populations– 8 documents	5 Year and Annual Plan

## **2. Statement of Nondiscrimination and Privacy**

The Municipal Housing Agency of Council Bluffs, Iowa, (MHA) certifies that it will not discriminate because of race, color, gender, sexual preference, religion, age, disability, national origin or familial status in the leasing, rental, or other disposition of housing or related facilities(including property) included in any housing development(s) under its jurisdiction covered by a contract for annual contribution under the United States Housing Act of 1937, as amended, or in the use or occupancy thereof.

It is the policy of the PHA(Public Housing Agency) to fully comply with Title VI of the Civil rights Act of 1964, Title VIII and Section 3 of the Civil Rights Act of 1968, amended by the Community

Development Act of 1974, Executive Order 11063, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and any other legislation protecting the rights of tenants, applicants, or staff which may subsequently be enacted(24 CFR 960.203).

The Housing Authority shall not automatically deny admission to any particular group or category of otherwise eligible families nor will any criteria be applied, or information be considered pertaining to attributes or behavior that may be imputed by some to be a particular group or category. All criteria applied and information considered in administering this policy shall relate solely to the attributes and behavior of the individual members of the household.

It is also the policy of the PHA to guard the privacy of individuals in accordance with the Privacy Act of 1974, and insure the protection of individuals' records maintained by the PHA. Therefore, the Housing Authority shall not disclose any personal information(including, but not limited to information on any disability) contained in its records to any person or agency unless the individual about whom the information is requested gives written consent to such disclosure, or as required by law. This privacy policy in no way limits the PHA's ability to collect such information as it may need to determine eligibility, compute rent, or determine that applicant's suitability for tenancy.

The PHA is committed to identifying and eliminating situations which create barriers to equal housing for all. In accordance with Section 504, the PHA will make such procedural, administrative, locational, or physical changes as will reasonably accommodate persons with disability.

**ATTACHMENT: MEMBERSHIP OF RESIDENT ADVISORY BOARD**

**MHA Resident Board Member:** Gertrude Hamsa      Regal Towers resident

Gertrude Hamsa was appointed to the PHA Board by the City Council of Council Bluffs, Iowa on August 1, 2000. She is filling an unexpired term of one year. She may be reappointed for a full two year term and then must step down. The PHA Board members are appointed by the City Council.

**Membership of the Resident Advisory Board:**

Gertrude Hamsa      —      Tenant Association Officers - Regal Towers  
Cecil G. Williams  
Dee Briggs

Hazel Vaughn      —      Tenant Association Officers - Dudley Court  
Dorothy Waugh  
Rosemary Auen

Joyce Bagby      —      Section 8      —      Ms. Bagby is the only tenant who responded to the  
request for Resident Advisory Board members.