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

Pagedale Housing Authority

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

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

PHA Plan
Agency Identification

PHA Name: Pagedale Housing Authority

PHA Number: MO218

PHA Fiscal Year Beginning: 1/1/2001

Public Access to Information

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

☒ Main administrative office of the PHA
☐ PHA development management offices
☐ PHA local offices

Display Locations For PHA Plans and Supporting Documents

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

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

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

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

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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. (select one of the choices below)

☐ The mission of the PHA is the same as that of the Department of Housing and Urban Development: To promote adequate and affordable housing, economic opportunity and a suitable living environment free from discrimination.

☒ The PHA's mission is: (state mission here)

Mission Statement

The Pagedale Housing Authority:

-- provides decent, safe and affordable housing,
-- ensures equal housing opportunity,
-- promotes self-sufficiency, and
-- improves the quality of life and economic vitality

For low and moderate-income families. The Authority pursues these goals by using existing programs to the maximum feasible extent, by linking with other service providers, and by creating new opportunities of its own design.

B. Goals

The goals and objectives listed below are derived from HUD's strategic Goals and Objectives and those emphasized in recent legislation. PHAs may select any of these goals and objectives as their own, or identify other goals and/or objectives. Whether selecting the HUD-suggested objectives or their own, **PHAS ARE STRONGLY ENCOURAGED TO IDENTIFY QUANTIFIABLE MEASURES OF SUCCESS IN REACHING THEIR OBJECTIVES OVER THE COURSE OF THE 5 YEARS**. (Quantifiable measures would include targets such as: numbers of families served or PHAS scores achieved.) PHAs should identify these measures in the spaces to the right of or below the stated objectives.

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

☒ PHA Goal: Expand the supply of assisted housing
Objectives:
- ☐ Apply for additional rental vouchers: When appropriate
- ☐ Reduce public housing vacancies:

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- ☐ Leverage private or other public funds to create additional housing opportunities:
- ☐ Acquire or build units or developments
- ☐ Other (list below)

☒ PHA Goal: Improve the quality of assisted housing

Objectives:

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

☒ PHA Goal: Increase assisted housing choices

Objectives:

- ☐ Provide voucher mobility counseling:
- ☐ Conduct outreach efforts to potential voucher landlords
- ☐ Increase voucher payment standards
- ☐ Implement voucher homeownership program:
- ☒ Implement public housing or other homeownership programs*:
- ☐ Implement public housing site-based waiting lists:
- ☐ Convert public housing to vouchers:
- ☐ Other: (list below)

*The Authority has yet to submit a homeownership program for HUD's consideration but is at this time considering such a program.

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

☒ PHA Goal: Provide an improved living environment

Objectives:

- ☒ Implement measures to deconcentrate poverty by bringing higher income public housing households into lower income developments:
- ☐ Implement measures to promote income mixing in public housing by assuring access for lower income families into higher income developments:
- ☐ Implement public housing security improvements:

- ☐ Designate developments or buildings for particular resident groups (elderly, persons with disabilities)
- ☐ Other: (list below)

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:

- ☒ Increase the number and percentage of employed persons in assisted families:
- ☐ Provide or attract supportive services to improve assistance recipients' employability:
- ☐ Provide or attract supportive services to increase independence for the elderly or families with disabilities.
- ☐ Other: (list below)

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

☒ PHA Goal: Ensure equal opportunity and affirmatively further fair housing

Objectives:

- ☒ Undertake affirmative measures to ensure access to assisted housing regardless of race, color, religion national origin, sex, familial status, and disability:
- ☒ 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:
- ☒ Undertake affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required:
- ☐ Other: (list below)

Other PHA Goals and Objectives: (list below)

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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**

Streamlined Plan:

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

☐ **Troubled Agency Plan**

Attachments

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

Required Attachments:

☒ Admissions Policy for Deconcentration (PHA is comprised of only two projects effectively intermingled on same site)
☒ FY 2000 Capital Fund Program Annual Statement
☐ Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)

Optional Attachments:

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

Resident Advisory Board Members

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iii. Annual Plan Table of Contents

[24 CFR Part 903.7 9 (r)]

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

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Supporting Documents Available for Review

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

List of Supporting Documents Available for Review		
Applicable & On Display	**Supporting Document**	**Applicable Plan Component**
	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
	Fair Housing Documentation: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions' initiatives to affirmatively further fair housing that require the PHA's involvement.	5 Year and Annual Plans
X	Consolidated Plan for the jurisdiction/s in which the PHA is located (which includes the Analysis of Impediments to Fair Housing Choice (AI))) and any additional backup data to support statement of housing needs in the jurisdiction	Annual Plan: Housing Needs
X	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources;
X	Public Housing Admissions and (Continued) Occupancy Policy (A&O), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies
	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public Housing Deconcentration and Income Mixing Documentation: 1. PHA board certifications of compliance with deconcentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/99 *Quality Housing and Work Responsibility Act Initial Guidance; Notice* and any further HUD guidance) and 2. Documentation of the required deconcentration and income mixing analysis	Annual Plan: Eligibility, Selection, and Admissions Policies
	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
	Schedule of flat rents offered at each public housing development ☐ check here if included in the public housing	Annual Plan: Rent Determination

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List of Supporting Documents Available for Review		
Applicable & On Display	**Supporting Document**	**Applicable Plan Component**
	A & O Policy	
	Section 8 rent determination (payment standard) policies ☐ check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
X	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	Annual Plan: Operations and Maintenance
X	Public housing grievance procedures ☐ check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
	Section 8 informal review and hearing procedures ☐ check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
X	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
X	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	Annual Plan: Capital Needs
	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans or any other approved proposal for development of public housing	Annual Plan: Capital Needs
	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act	Annual Plan: Conversion of Public Housing
X	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
	Policies governing any Section 8 Homeownership program ☐ check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
X	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
X	The most recent Public Housing Drug Elimination Program (PHEDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)	Annual Plan: Safety and Crime Prevention

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List of Supporting Documents Available for Review		
Applicable & On Display	**Supporting Document**	**Applicable Plan Component**
X	The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U. S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	Annual Plan: Annual Audit
	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)

1. Statement of Housing Needs

[24 CFR Part 903.7 9 (a)]

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

Based upon the information contained in the Consolidated Plan/s applicable to the jurisdiction, and/or other data available to the PHA, provide a statement ofthe 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	54,890	4	3	3	3	3	3
Income >30% but <=50% of AMI	55,646	4	3	3	3	3	3
Income >50% but <80% of AMI	59,999	4	3	3	3	3	3
Elderly	81,460	4	3	3	3	3	3
Families with Disabilities	13,000	4	3	3	4	3	3
White	327,643	4	3	3	3	3	3
African American	47,231	4	3	3	3	3	3
Other	5,236	4	3	3	3	3	3
Race/Ethnicity		1	1	4	1	1	4

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:
☒ U.S. Census data: the Comprehensive Housing Affordability Strategy ("CHAS") dataset
☐ American Housing Survey data
Indicate year:
☐ Other housing market study
Indicate year:
☒ Other sources: (list and indicate year of information) Current PHA waiting lists

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 Waiting List			
Waiting list type: (select one) ☐ Section 8 tenant-based assistance ☒ Public Housing ☐ Combined Section 8 and Public Housing ☐ Public Housing Site-Based or sub-jurisdictional waiting list (optional) If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	7886		
Extremely low income <=30% AMI	7412	93%	
Very low income (>30% but <=50% AMI)	406	5%	
Low income (>50% but <80% AMI)	35	2%	
Families with children	4963	59%	
Elderly families	3	0	

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Housing Needs of Families on the Waiting List			
Families with Disabilities	1410	18%	
White	607	8%	
African-American	7246	92%	
Asian/Pacific Isl.	6	0%	
Other/Unknown	27	0%	
Characteristics by Bedroom Size (Public Housing Only)			
0&1 BR	4371		
2 BR	2817		
3 BR	1018		
4 BR	213		
5 BR	133		
5+ BR	1		

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

If yes:

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

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

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

C. Strategy for Addressing Needs

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

(1) Strategies

Need: Shortage of affordable housing for all eligible populations

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

Select all that apply

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

☒ Reduce turnover time for vacated public housing units

☐ Reduce time to renovate public housing units

☐ Seek replacement of public housing units lost to the inventory through mixed finance development

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

Strategy 2: Increase the number of affordable housing units by:
Select all that apply

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

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

Strategy 1: Target available assistance to families at or below 30 % of AMI
Select all that apply

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

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

Strategy 1: Target available assistance tofamilies at or below 50% of AMI
Select all that apply

☐ Employ admissions preferences aimed at families whoare working
☐ Adopt rent policies to support and encourage work
☐ Other: (list below)

Need: Specific Family Types: The Elderly

Strategy 1: Target available assistance to the elderly:
Select all that apply

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

Need: Specific Family Types: Families with Disabilities

Strategy 1: Target available assistance to Families with Disabilities:
Select all that apply

☐ Seek designation of public housing for families with disabilities
☐ Carry out the modifications needed in public housing based on the section 504 Needs Assessment for Public Housing
☐ Apply for special-purpose vouchers targeted to families with disabilities, should they become available
☐ Affirmatively market to local non-profit agencies that assist families with disabilities
☐ Other: (list below)

Need: Specific Family Types: Races or ethnicities with disproportionate housing needs

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

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

Strategy 2: Conduct activities to affirmatively further fairhousing
Select all that apply

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

☐ Market the section 8 program to owners outside of areas of poverty /minority concentrations
☐ Other: (list below)

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

(2) Reasons for Selecting Strategies

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

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

2. Statement of Financial Resources

[24 CFR Part 903.7 9 (b)]

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

Financial Resources: Planned Sources and Uses		
Sources	**Planned $**	**Planned Uses**
1. **Federal Grants (FY 2000 grants)**		
a) Public Housing Operating Fund	$67,000	
b) Public Housing Capital Fund	$166,339	
c) HOPE VI Revitalization		
d) HOPE VI Demolition		

Financial Resources: Planned Sources and Uses		
Sources	**Planned $**	**Planned Uses**
e) Annual Contributions for Section 8 Tenant-Based Assistance		
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)	$25,000	
g) Resident Opportunity and Self-Sufficiency Grants		
h) Community Development Block Grant		
i) HOME		
Other Federal Grants (list below)		
2. Prior Year Federal Grants (unobligated funds only) (list below)		
3. Public Housing Dwelling Rental Income	$157,000	Administration
4. Other income (list below)		
Interest	$4,000	Adminstration
4. Non-federal sources (list below)		
Total resources	$419,339	

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3. PHA Policies Governing Eligibility, Selection, and Admissions

[24 CFR Part 903.7 9 (c)]

A. Public Housing

Exemptions: PHAs that do not administer public housing are not required to complete subcomponent 3A.

(1) Eligibility

a. When does the PHA verify eligibility for admission to public housing? (select all that apply)

☐ When families are within a certain number of being offered a unit: (state number)
☒ When families are within a certain time of being offered a unit: (2 weeks)
☐ Other: (describe)

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
☐ Housekeeping
☒ Other (describe): Credit

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

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

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

(2)Waiting List Organization

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

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

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

☒ PHA main administrative office
☐ PHA development site management office

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☐ Other (list below)

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

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

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

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

4. Where can interested persons obtain more information about and sign up to be on the site-based waiting lists (select all that apply)?
☐ PHA main administrative office
☐ All PHA development management offices
☐ Management offices at developments with site-based waiting lists
☐ At the development to which they would like to apply
☐ Other (list below)

(3) Assignment

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

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

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

(4) Admissions Preferences

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

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b. Transfer policies:
In what circumstances will transfers take precedence over new admissions? (list below)

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

c. Preferences

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

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

Former Federal preferences:

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

Other preferences: (select below)

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

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

1 Date and Time

Former Federal preferences:

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

Other preferences (select all that apply)

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

4. Relationship of preferences to income targeting requirements:

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

(5) Occupancy

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

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

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

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

(6) Deconcentration and Income Mixing

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

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

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

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

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

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

☐ Other (list policies and developments targeted below)

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

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

☐ Additional affirmative marketing

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

f. Based on the results of the required analysis, in which developments will the PHA make special efforts to attract or retain higher-income families? (select all that apply)
☒ Not applicable: results of analysis did not indicate a need for such efforts
☐ List (any applicable) developments below:

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

B. Section 8

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

(1) Eligibility

a. What is the extent of screening conducted by the PHA? (select all that apply)
☐ Criminal or drug-related activity only to the extent required by law or regulation
☐ Criminal and drug-related activity, more extensively than required by law or regulation
☐ More general screening than criminal and drug-related activity (list factors below)
☐ Other (list below)

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

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

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

e. Indicate what kinds of information you share with prospective landlords? (select all that apply)

☐ Criminal or drug-related activity
☐ Other (describe below) Prior Rental History

(2) Waiting List Organization

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

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

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

☐ PHA main administrative office
☐ Other (list below)

(3) Search Time

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

If yes, state circumstances below: Due to tight market HASLC routinely extends search time to maximum allowed by law.

(4) Admissions Preferences

a. Income targeting

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

b. Preferences

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

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

Former Federal preferences

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

Other preferences (select all that apply)

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

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

Date and Time

Former Federal preferences

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

Other preferences (select all that apply)

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

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

4. Among applicants on the waiting list with equal preference status, how are applicants selected? (select one)
☐ Date and time of application
☐ Drawing (lottery) or other random choice technique

5. If the PHA plans to employ preferences for "residents who live and/or work in the jurisdiction" (select one)
☐ This preference has previously been reviewed and approved by HUD
☐ The PHA requests approval for this preference through this PHA Plan

6. Relationship of preferences to income targeting requirements: (select one)
☐ The PHA applies preferences within income tiers
☐ Not applicable: the pool of applicant families ensures that the PHA will meet income targeting requirements

(5) Special Purpose Section 8 Assistance Programs

a. In which documents or other reference materials are the policies governing eligibility, selection, and admissions to any special-purpose section 8 program administered by the PHA contained? (select all that apply)
☐ The Section 8 Administrative Plan
☐ Briefing sessions and written materials
☐ Other (list below)

b. How does the PHA announce the availability of any special-purpose section 8 programs to the public?
☐ Through published notices
☐ Other (list below)

4. PHA Rent Determination Policies

[24 CFR Part 903.7 9 (d)]

A. Public Housing

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

(1) Income Based Rent Policies

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

a. Use of discretionary policies: (select one)

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

---or---

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

b. Minimum Rent

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

☐ $0
☒ $1-$25
☐ $26-$50

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

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?

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2. If yes to above, list the amounts or percentages charged and the circumstances under which these will be used below:

d. Which of the discretionary (optional) deductions and/or exclusions policies does the PHA plan to employ (select all that apply)

☐ For the earned income of a previously unemployed household member
☐ For increases in earned income
☐ Fixed amount (other than general rent-setting policy)
If yes, state amount/s and circumstances below:

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

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

e. Ceiling rents

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

☒ Yes for all developments
☐ Yes but only for some developments
☐ No

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

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

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

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

f. Rent re-determinations:

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

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

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

(2) Flat Rents

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

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

B. Section 8 Tenant-Based Assistance

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

(1) Payment Standards

Describe the voucher payment standards and policies.

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

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

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

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

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

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

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

☐ Annually
☐ Other (list below)

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

☐ Success rates of assisted families
☐ Rent burdens of assisted families

☐ Other (list below)

(2) Minimum Rent

a. What amount best reflects the PHA's minimum rent? (select one)
☐ $0
☐ $1-$25
☐ $26-$50

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

5. Operations and Management

[24 CFR Part 903.7 9 (e)]

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

A. PHA Management Structure

Describe the PHA's management structure and organization.
(select one)
☒ An organization chart showing the PHA's management structure and organization is attached.
☒ A brief description of the management structure and organization of the PHA follows: Horizontal

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	83	20
Section 8 Vouchers	0	
Section 8 Certificates	0	
Section 8 Mod Rehab	0	
Special Purpose Section 8 Certificates/Vouchers		

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(list individually)		
Public Housing Drug Elimination Program (PHDEP)	83	N/A
Other Federal Programs(list individually)		

C. Management and Maintenance Policies

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

(1) Public Housing Maintenance and Management:(list below)
ACOP

(2) Section 8 Management: (list below)

6. PHA Grievance Procedures

[24 CFR Part 903.7 9 (f)]

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

A. Public Housing

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

If yes, list additions to federal requirements below:

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

☒ PHA main administrative office

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☒ PHA development management offices
☐ Other (list below)

B. Section 8 Tenant-Based Assistance

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

If yes, list additions to federal requirements below:

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

☐ PHA main administrative office
☐ Other (list below)

7. Capital Improvement Needs

[24 CFR Part 903.7 9 (g)]

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

A. Capital Fund Activities

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

(1) Capital Fund Program Annual Statement

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

Select one:

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

-or-

☒ The Capital Fund Program Annual Statement is provided below: Provided at the end of the plan

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(2) Optional 5-Year Action Plan

Agencies are encouraged to include a 5-Year Action Plan covering capital work items. This statement can be completed by using the 5 Year Action Plan table provided in the table library at the end of the PHA Plan template **OR** by completing and attaching a properly updated HUD-52834.

a. ☒ Yes ☐ No: Is the PHA providing an optional 5-Year Action Plan for the Capital Fund? (if no, skip to sub-component 7B)

b. If yes to question a, select one:

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

-or-

☒ The Capital Fund Program 5-Year Action Plan is provided below: provided at the end of the plan

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

Applicability of sub-component 7B: All PHAs administering public housing. Identify any approved HOPE VI and/or public housing development or replacement activities not described in the Capital Fund Program Annual Statement.

☐ Yes ☒ No: a) Has the PHA received a HOPE VI revitalization grant? (if no, skip to question c; if yes, provide responses to question b for each grant, copying and completing as many times as necessary)

b) Status of HOPE VI revitalization grant (complete one set of questions for each grant)

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

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

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

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

8. Demolition and Disposition

[24 CFR Part 903.7 9 (h)]

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

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

2. Activity Description

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

Demolition/Disposition Activity Description
1a. Development name: 1b. Development (project) number:
2. Activity type: Demolition ☐ Disposition ☐
3. Application status (select one) Approved ☐ Submitted, pending approval ☐ Planned application ☐
4. Date application approved, submitted, or planned for submission:

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5. Number of units affected: 6. Coverage of action (select one) ☐ Part of the development ☐ Total development
7. Timeline for activity: a. Actual or projected start date of activity: b. Projected end date of activity:

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

[24 CFR Part 903.7 9 (i)]

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

1. ☐ Yes ☒ No: Has the PHA designated or applied for approval to designate or does the PHA plan to apply to designate any public housing for occupancy only by the elderly families or only by families with disabilities, or by elderly families and families with disabilities or will apply for designation for occupancy by only elderly families or only families with disabilities, or by elderly families and families with disabilities as provided by section 7 of the U.S. Housing Act of 1937 (42 U.S.C. 1437e) in the upcoming fiscal year? (If "No", skip to component 10. If "yes", complete one activity description for each development, unless the PHA is eligible to complete a streamlined submission; PHAs completing streamlined submissions may skip to component 10.)

2. Activity Description

☐ Yes ☐ No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? If "yes", skip to component 10. If "No", complete the Activity Description table below.

Designation of Public Housing Activity Description
1a. Development name: 1b. Development (project) number:
2. Designation type: Occupancy by only the elderly ☐ Occupancy by families with disabilities ☐ Occupancy by only elderly families and families with disabilities ☐
3. Application status (select one)

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Approved; included in the PHA's Designation Plan ☐ Submitted, pending approval ☐ Planned application ☐
4. Date this designation approved, submitted, or planned for submission: (DD/MM/YY)
5. If approved, will this designation constitute a (select one) ☐ New Designation Plan ☐ Revision of a previously-approved Designation Plan?
6. Number of units affected: 7. Coverage of action (select one) ☐ Part of the development ☐ Total development

10. Conversion of Public Housing to Tenant-Based Assistance

[24 CFR Part 903.7 9 (j)]

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

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

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

2. Activity Description

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

Conversion of Public Housing Activity Description
1a. Development name: 1b. Development (project) number:
2. What is the status of the required assessment? ☐ Assessment underway ☐ Assessment results submitted to HUD ☐ Assessment results approved by HUD (if marked, proceed to next question)

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☐ Other (explain below)
3. ☐ Yes ☐ No: Is a Conversion Plan required? (If yes, go to block 4; if no, go to block 5.)
4. Status of Conversion Plan (select the statement that best describes the current status) ☐ Conversion Plan in development ☐ Conversion Plan submitted to HUD on: (DD/MM/YYYY) ☐ Conversion Plan approved by HUD on: (DD/MM/YYYY) ☐ Activities pursuant to HUD-approved Conversion Plan underway
5. Description of how requirements of Section 202 are being satisfied by means other than conversion (select one) ☐ Units addressed in a pending or approved demolition application (date submitted or approved: ☐ Units addressed in a pending or approved HOPE VI demolition application (date submitted or approved:) ☐ Units addressed in a pending or approved HOPE VI Revitalization Plan (date submitted or approved:) ☐ Requirements no longer applicable: vacancy rates are less than 10 percent ☐ Requirements no longer applicable: site now has less than 300 units ☐ Other: (describe below)

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

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

11. Homeownership Programs Administered by the PHA

[24 CFR Part 903.7 9 (k)]

A. Public Housing

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

1. ☐ Yes ☒ No: Does the PHA administer any homeownership programs administered by the PHA under an approved section 5(h) homeownership program (42 U.S.C. 1437c(h)), or an approved HOPE I program (42 U.S.C. 1437aaa) or has the PHA applied or

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

2. Activity Description

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

Public Housing Homeownership Activity Description (Complete one for each development affected)
1a. Development name: 1b. Development (project) number:
2. Federal Program authority: ☐ HOPE I ☐ 5(h) ☐ Turnkey III ☐ 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 ☐ Submitted, pending approval ☐ Planned application
4. Date Homeownership Plan/Program approved, submitted,or planned for submission: (DD/MM/YYYY)
5. Number of units affected: 6. Coverage of action: (select one) ☐ 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 ? (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

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PHA is eligible to complete a streamlined submission due to high performer status. **High performing PHAs** may skip to component 12.)

2. Program Description:

a. Size of Program

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

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

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

b. PHA-established eligibility criteria

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

12. PHA Community Service and Self-sufficiency Programs

[24 CFR Part 903.7 9 (l)]

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

A. PHA Coordination with the Welfare (TANF) Agency

1. Cooperative agreements:

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

If yes, what was the date that agreement was signed? 2/1/99

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

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

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☒ Coordinate the provision of specific social and self-sufficiency services and programs to eligible families
☒ Jointly administer programs
☒ Partner to administer a HUD Welfare-to-Work voucher program
☐ Joint administration of other demonstration program
☐ Other (describe)

B. Services and programs offered to residents and participants

(1) General

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

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

b. Economic and Social self-sufficiency programs

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

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Services and Programs				
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)
Summer Camp	75	Apply	Srpingwood/Urb. Leag.	PH/Sec. 8/Comm.
Arts Enrichment Program	200	Apply	All Sites	Public Housing
Youthbuild	40	Apply/Income	Various Sites	PH/Sec. 8/Comm.
Family & Neighborhood/Sports	350	apply	Various Sites	PH/Sec. 8/comm.
HASLC/UMSL mentoring	30	Apply	Various Sites	PH/Sec. 8/Comm

(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: DD/MM/YY)
Public Housing	0	0
Section 8	NA	NA

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

C. Welfare Benefit Reductions

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

☐ Adopting appropriate changes to the PHA's public housing rent determination policies and train staff to carry out those policies
☒ Informing residents of new policy on admission and reexamination
☐ Actively notifying residents of new policy at times in addition to admission and reexamination.
☐ Establishing or pursuing a cooperative agreement with all appropriate TANF agencies regarding the exchange of information and coordination of services

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☐ Establishing a protocol for exchange of information with all appropriate TANF agencies
☐ Other: (list below)

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

13. PHA Safety and Crime Prevention Measures

[24 CFR Part 903.7 9 (m)]

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

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

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

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

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

☐ Safety and security survey of residents
☒ Analysis of crime statistics over time for crimes committed "in and around" public housing authority
☐ Analysis of cost trends over time for repair of vandalism and removal of graffiti
☐ Resident reports
☐ PHA employee reports
☒ Police reports
☒ Demonstrable, quantifiable success with previous or ongoing anticrime/anti drug programs
☐ Other (describe below)

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

B. Crime and Drug Prevention activities the PHA has undertaken or plans to undertake in the next PHA fiscal year

1. List the crime prevention activities the PHA has undertaken or plans to undertake: (select all that apply)

☒ Contracting with outside and/or resident organizations for the provision of crime- and/or drug-prevention activities
☒ Crime Prevention Through Environmental Design
☒ Activities targeted to at-risk youth, adults, or seniors
☐ Volunteer Resident Patrol/Block Watchers Program
☐ Other (describe below)

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

C. Coordination between PHA and the police

1. Describe the coordination between the PHA and the appropriate police precincts for carrying out crime prevention measures and activities: (select all that apply)

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

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

D. Additional information as required by PHDEP/PHDEP Plan

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

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

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14. RESERVED FOR PET POLICY

[24 CFR Part 903.7 9 (n)]

Section One: Application

1.0 Tenants and/or applicants wanting to have a pet must apply for this privilege with Management and receive written permission from Management before having, taking delivery of a pet, or permitting a pet to reside in tenant's unit.

1.1 The application shall be in such form as prescribed by Management and will include:

(a) name, address and phone of applicant
(b) name, address and phone of responsible party if applicant is unable to care for pet
(c) address of project apartment in which pet will be housed (if known)
(d) type of pet(s), including breed where appropriate
(e) age(s) of pet(s)
(f) weights) of pet(s)
(g) date pet was spayed or neutered (dogs and cats only)
(h) name(s) of pet(s), if applicable
(i) name, address and phone number of supplier

1.2 Appended to the application will be a statement attesting to the general good health of the pet and detailing any known disease or other problems or adverse conditions. The statement shall be signed by a licensed veterinarian or, if the pet has been acquired within the last thirty (30) days, by a licensed pet dealer or breeder, the Humane Society or pound.

1.3 To dog and cat applications, the tenant shall also append a copy of a local government license and veterinarian's certificate that all required inoculations have been obtained within the last year and certification of spaying or neutering (dogs and cats only).

1.4 Tenants having pets are required to update applications annually. Permission for pets are valid for one year.

1.5 Tenants will be required to pay a one time application fee of $100 for cats and dogs and $50 for all other pets

Section Two: Varieties of Pets

2.1 Only common domesticated household pets are eligible for consideration. These are defined as dogs, cats, fish, birds, rodents and turtles.

(a) Dogs must be of the *Canis Familiaris* type, and have an average grown weight not exceeding forty (40) pounds.
(b) Cats must be of the *Felis Domesticus* type.
(c) Fish, birds, rodents and turtles must have an average grown weight not exceeding one (1) pound.

2.2 All varieties of mice and rats are prohibited.

2.3 All non-domestic animals, defined pursuant to the St. Louis County Non-Domestic Animal Code, are prohibited.

Section Three: Number of Pets; Designated Units

3.1 Only one (1) four-legged, warm-blooded pet will be allowed per designated apartment. Multiple minor pets - fish, birds or turtles - may be allowed in the sole discretion of Management.

3.2 Within each elderly project, Management shall designate certain apartments and/or buildings in which pets may be kept. No application shall be approved for a unit which is not so designated.

3.3 Should the number of households wanting to keep pets exceed the number of available units designated for pets, Management shall establish and maintain a waiting list for such units and refill such units with applicants for pets as the units become available.

Section Four: Deposits

4.1 No application shall be approved by the Authority until a deposit against pet damages has been received:

$100.00 - dog or cat
$ 50.00 - all other pets

This deposit is separate from, and in addition to, the regular security deposit for public housing tenants.

4.2 In its sole discretion, the Authority may accept in lieu of a deposit against pet damages, or may require in addition to said deposit, tenant-purchased Renter's Insurance, including a minimum coverage of $100,000 for general comprehensive public liability.

Section Five: Care of Pets; Indemnification

5.1 No application shall be approved unless the Authority, in its sole discretion, is assured that the applicant is physically, mentally and emotionally able to care for the pet properly. A doctor's certificate may be required by the Authority.

5.2 No application shall be approved until the applicant executes an indemnification and hold harmless agreement in such form as prescribed by the Authority.

5.3 Tenants are required to properly care for pets with respect to food, water, air, light, thermal environment, exercise, health care and sanitation appropriate to the species.

5.4 Fish, birds, rodents or turtles must always be kept indoors, caged or enclosed in a Management approved container not exceeding six (6) cubic feet.

5.5 When taken outside, dogs and cats must be held, kept in a Management approved container or restrained on a leash.

5.6 Except when entering or leaving the project grounds, dogs and cats, when outdoors, will be confined to the designated pet walking area.

5.7 Tenants having dogs or cats are required to control their pets, allowing their dogs or cats to urinate or defecate outdoors only.

(a) in the designated outdoor pet walking area,
(b) in the immediate vicinity of the owner's back door, or
(c) along a public roadway or in other public domains, not in violation of any law or ordinance.

5.8 Pet owners are required to control noise and odor caused by pets.

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5.9 Dog and cat owners are individually responsible for keeping the vicinity adjacent to their back door free of animal feces at all times.

5.10 All dog and cat owners are jointly and individually responsible for keeping the designated outdoor pet walking area free of animal feces at all times.

5.11 Cat owners are required to remove feces from litter boxes daily and change litter at least once a week.

5.12 Dog and cat owners are required to obtain required local government licenses and inoculations for their pets annually and provide verification of same to Management each year.

5.13 Pet owner shall not leave pets unattended in apartments for more than 24 hours.

5.14 Dead pets will be disposed of properly and not in violation of any law or ordinance. No pet may be disposed of in the toilet, by burial in the project or by placing the pet in a trash container within the project.

Section Six: Violations

6.1 Any tenant in violation of these policies or whose pet creates a nuisance to Management or to any other tenant, whether or not such nuisance is covered by a specific policy, all within the sole judgment and discretion of Management, will be given one (1) warning by Management stating the problem and the period of time in which the problem must be remedied or a hearing requested. If the problem is not corrected within the stated period, or if the problem should reoccur after expiration of the period, Management, in its sole discretion, may:

(a) declare the tenant in violation of his or her lease; and/or
(b) initiate procedures to remove the pet.

These remedies are cumulative and not inclusive.

6.2 Non-compliance with any part 5.7 through 5.11 inclusive, of these policies, may result in the immediate suspension or termination of all tenants' rights to have dogs or cats as pets.

6.3 Management's failure to enforce or to timely enforce any policy or policies shall not be construed as waiver of Management's rights to enforce it or them or to seek any remedy or remedies available under these policies or under law at any time.

6.4 Management has the exclusive right to interpret these policies and to modify them from time to time with or without notice.

6.5 These policies are hereby incorporated into the lease of each tenant that has a pet.

Section Seven: Support Animals for Handicapped Tenants

7.1 Management will allow a handicapped tenant in any project to keep a support animal upon notification and compliance the guidelines contained in this policy.

7.2 Management may require a statement from a doctor setting forth the nature of a tenant's handicap and/or the need for a support animal.

7.3 Management may - consistent with public safety and the rights of other tenants- waive any provision in these policies to reasonably accommodate a tenant's desire to keep a support animal.

15. Civil Rights Certifications

[24 CFR Part 903.7 9 (o)]

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

16. Fiscal Audit

[24 CFR Part 903.7 9 (p)]

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

17. PHA Asset Management

[24 CFR Part 903.7 9 (q)]

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

1. ☐ Yes ☒ No: Is the PHA engaging in any activities that will contribute to the long-term asset management of its public housing stock , including how the Agency will plan for long-term operating, capital investment, rehabilitation, modernization, disposition, and other needs that have **not** been addressed elsewhere in this PHA Plan?

2. What types of asset management activities will the PHA undertake? (select all that apply)

☐ Not applicable
☐ Private management
☐ Development-based accounting
☐ Comprehensive stock assessment
☐ Other: (list below)

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

18. Other Information

[24 CFR Part 903.7 9 (r)]

A. Resident Advisory Board Recommendations

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

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

☐ Attached at Attachment (File name)

☒ Provided below: : Residents commended the process, made several technical suggestions, suggested more frequent/thorough home inspections, asked that pet policy be closely monitored to avoid creating additional nuissance and asked hat routine work orders be handled as promptly as possible.

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

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

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

☒ Other: (list below) corrected/clarified information with regard to maintenance, passed comments on to property managers and construction manager

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

The Pagedale Housing Authority is exempted from this requirement. At the time the plan was prepared no client had expressed a verifiable interest in serving on the board.

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

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

3. Description of Resident Election Process

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

☐ Candidates were nominated by resident and assisted family organizations

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☐ 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: St. Louis County

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

☒ The PHA has based its statement of needs of families in the jurisdiction on the needs expressed in the Consolidated Plan/s.
☒ The PHA has participated in any consultation process organized and offered by the Consolidated Plan agency in the development of the Consolidated Plan.
☒ The PHA has consulted with the Consolidated Plan agency during the development of this PHA Plan.
☒ Activities to be undertaken by the PHA in the coming year are consistent with the initiatives contained in the Consolidated Plan. (list below)

☐ Other: (list below)

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

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

Summary of Policy and Program Changes

The Authority added a Pet Policy.

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Attachments

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

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PHA Plan
Table Library

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

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

Capital Fund Grant Number : FFY of Grant Approval: 2000
☐ Original Annual Statement

Line No.	Summary by Development Account	Total Estimated Cost
1	Total Non-CGP Funds	$0
2	1406 Operations	$91,339
3	1408 Management Improvements	$0
4	1410 Administration	$
5	1411 Audit	$0
6	1415 Liquidated Damages	$0
7	1430 Fees and Costs	
8	1440 Site Acquisition	$0
9	1450 Site Improvement	$75,000
10	1460 Dwelling Structures	
11	1465.1 Dwelling Equipment-Nonexpendable	$0
12	1470 Nondwelling Structures	$0
13	1475 Nondwelling Equipment	$0
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	
19	1502 Contingency	$0
20	**Amount of Annual Grant (Sum of lines 2-19)**	$166,339
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	
24	Amount of line 20 Related to Energy Conservation Measures	

Table Library

Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Total Estimated Cost
MO218-01 & 02	Operations	1406	$91,339
	6500 sq. ft. Concrete & Flatwork	1450	$40,000
	Repair/Replace 2600 ft. Fencing	1450	$15,600
	650 sq. ft. tie wall	1450	$16,400
	85 cu. yd. Soil (spread & delivered)	1450	$3000

Table Library

Annual Statement
Capital Fund Program (CFP) Part III: Implementation Schedule

Development Number/Name HA-Wide Activities	All Funds Obligated (Quarter Ending Date)	All Funds Expended (Quarter Ending Date)
LHA Wide	3/31/03	3/31/04

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

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

Optional 5-Year Action Plan Tables			
Development Number	**Development Name (or indicate PHA wide)**	**Number Vacant Units**	**% Vacancies in Development**
MO218	**LHA Wide**	**2**	**2%**

Description of Needed Physical Improvements or Management Improvements	**Estimated Cost**	**Planned Start Date (HA Fiscal Year)**
None Planned	**0**	**2002**
Replace Flooring	**$64,000**	**2003**
Interior Doors	**$83,000**	**2004**
None Planned	**0**	**2005**
Total estimated cost over next 5 years		

Table Library

Optional Public Housing Asset Management Table

See Technical Guidance for instructions on the use of this table, including information to be provided.

Public Housing Asset Management							
opment fication	Activity Description						
Number and Type of units	Capital Fund Program Parts II and III *Component 7a*	Development Activities *Component 7b*	Demolition / disposition *Component 8*	Designated housing *Component 9*	Conversion *Component 10*	Home-ownership *Component 11a*	

Section I - Introduction

This document is intended to provide information concerning the scope, policies and procedures of the Authority's owned housing programs. It is a general overview and is not intended to be a compilation of all material facts concerning these programs.

While every attempt has been made to be accurate, no warranty of accuracy is made. Any errors that are found will be corrected in future editions.

Managing the owned housing programs is a large, complex undertaking. The scope, policies and procedures of these programs may change at any time without prior - or contemporaneous - publication in this or any other document.

Section II - Description of Owned Housing

A. Programs

The Housing Authority of St. Louis County (HASLC) owns and rents dwelling units to low and moderate income households in St. Louis County. HASLC also manages units for the housing authorities of four municipalities:

Kinloch	204 units
Pagedale	83 units
Hillsdale	22 units
Olivette	14 units
Wellston	205 units.

All homes and apartments were developed with the assistance of the US. Department of Housing and Urban Development (HUD) under several programs.

Public housing - This term refers to rental units for low and moderate income households which are owned and managed by local housing authorities and are directly financed by HUD. The Authority and the municipal housing authorities own public housing units developed under three different programs.

Acquisition - Under this program, local housing authorities acquire existing units and rehabilitate them if necessary.

Conventional - Under this program, local housing authorities build new units.

Turnkey - Under this program, local housing authorities contract with a developer to build new units or rehabilitate existing units and purchase the development after construction is complete.

Section 8 - These rental assistance programs were created by the eighth section of Title II of the 1937 Housing Act, as amended in 1974. Under this program, housing authorities or private owners contract with HUD to rent to low and moderate income households for a fixed period of time. HUD or its agents pay owners the difference between the rent tenants pay (thirty percent of their adjusted gross income) and a fair market rent for the units. The Authority assists low and moderate income tenants in its owned or managed housing through two Section Eight programs.

Existing - HASLC approves a lease for a unit for not less than one year. No long term commitment exists on the part of the tenant or the Authority. The lease may be renewed if both parties are willing. Usually no significant rehabilitation of the unit is required before initial occupancy. The rental assistance is vested in the tenant, not the unit. If the tenant wants to move, and has satisfied all obligations under the lease, the assistance follows the tenant to a new unit. Rent may not exceed a certain limit and must be approved by the Authority.

Substantial rehabilitation - HASLC pledges its unit to house low and moderate income tenants for 20 years. Tenants may come and go but the rental assistance is vested in the unit. The cost of initial eligible rehabilitation work must exceed 25% of the value of the cost of the unit to qualify for this program.

B. Projects and clusters

All owned or managed housing is managed in five management clusters. A listing by cluster and project follows.

		0 BR	1 BR	2 BR	3 BR	4 BR	5 BR	Totals
Springwood	Cluster							
MO4-09	Villa Lago		60					60
MO4-11	Tiffany/Tyrell		16	24	20			60
MO4-14	Springwood		40	56				96
	Totals		116	80	20			216
Meacham	Cluster							
MO4-06	Meacham Apts		8	8	20	16		52
MO4-12	Meacham Homes			11	38	11	2	62
MO4-62	Valley Park		2	40				42
MO4-63	HASLC Homes			1	1			2
	Totals		10	60	59	27	2	158
Arbor	Cluster							
MO4-05	Fee Fee	36	24					60
MO4-08	Arbor Hill		15	35	20			70
MO4-16	Highview Homes			22	36	4		62
	Totals	36	39	57	56	4		192
Scattered Site	Cluster							
MO4-10	Elmwood Homes			1	6			7
MO4-11	Brownbert				1			1
MO4-13	Elmwood Rehab			12				12
MO4-17	Scattered Site Homes				6			6
MO4-19	HASLC Homes 19				10			10
MO4-21	Pagedale Homes			16	51			67
MO4-22	Pagedale Rehab			13	3			16
MO4-31	Hillsdale Homes			14	6	2		22
MO4-32	Olivette Homes			4	10			14
	Totals			60	93	2		155
Kinloch	Cluster							
MO5-01	Belue-Hadnot		16	44	30	10		100
MO5-02	Chas. Folwell	2	14	12	14	6	2	50
MO5-03	Dunbar Gardens		53	1				54
	Totals	2	83	57	44	16	2	204

Section III - Waiting List

A. Opening and closing the waiting list

The waiting list will be reviewed regularly (normally every six months) with respect to household type, bedrooms required and preference category and compared to the anticipated need for households in the next six month period. If the number of preference households in a given category appears inadequate to meet anticipated needs, and if we reasonably expect that there are preference-eligible households who would apply if the waiting list were open for new registrations, the waiting list will be opened for that category. In all other cases, the Authority may - within its sole discretion - close the waiting list or keep it closed.

B. Registrations

Interested households may pick up applications at the Authority during regular business hours and at various other sites throughout St. Louis County. Applications that are completed in the office or are mailed in are checked for completeness and then entered into the Authority's computer system. A receipt is returned to the applicant.

Registrations are entered into the main computer system in the date/time order in which they were received. Except for waiting list preferences (discussed below) the date and time of registration determines the order in which households are considered for occupancy.

There are two basic eligibility tests: income and type of household. To be eligible, total household income must be less than 80% of the area median income for that size household. There are generally four types of eligible households: a family, an elderly person or household, a disabled person or household and single persons. Although any single person may register, all elderly, disabled or displaced single persons will have a preference over other single persons. For purposes of this section, a single, pregnant female is considered a family, not a single person.

No person who claims to be the head of a household may register unless he or she has attained 18 years of age.

C. Waiting list preferences

Households will be considered in the date/time sequence in which they applied except that an absolute priority will be given to households who meet any of the following local preference categories:

a. Approved referrals of displaced households from a designated public improvement, development or re-development program,

b. Approved referrals of households experiencing extreme hardship due to sudden loss of shelter--with no alternatives and/or resourses for shelter--because of fire, flood, government condemnation or other good cause, but only when the pricipal reason for the loss of shelter was not caused by a household member,

c. Approved referrals from a designated witness protection program, and

d. Households needed to foster an economic mix and broad range of incomes in each public housing development pursuant to Board Resolution No. 647.

C. Maintenance/updating of waiting list

The waiting list is maintained on a daily basis. New registrations are added to the list in a timely manner. All changes - addresses, family size, bedroom requirements, or preferences - are made on a daily basis. Registrants may make changes on their original registration by coming into the office and completing a Preliminary Registration Information Update Form. When the form is completed the new information is then entered in the computerized waiting list.

Section IV - Admissions

A. Preference screening

Applicants are sent a letter to contact the appropriate site office for an appointment. If an applicant has claimed a waiting list preference, the criteria for documenting a preference is explained to reduce the chances an interview will be scheduled for someone who is not prima facie eligible. Households who are apparently eligible are scheduled an appointment for an interview with the Site Housing Manager. They are told each document they must bring with them. These include verifications of preference eligibility, income, assets, family size, disability, etc.

If the applicant has claimed a waiting list preference but the Housing Manager believes the household is not eligible for a preference, the applicant may request to have the preference claim removed from their application and remain on the waiting list as a non-preference applicant. Households who disagree with the Authority's initial decision regarding their eligibility for a preference are given the opportunity to request a meeting to discuss why they think they are eligible, and to present additional evidence. These meetings are conducted by a Hearing Officer.

B. Applicant interviews

A member of the Rental and Occupancy staff will conduct a personal interview with each applicant seeking low income housing. It is the interviewer's responsibility to verify independently each material fact that would affect an applicant's eligibility, rent and size of unit.

The interviewer reviews the documents the applicant provides and accepts those that are appropriate. The interviewer informs the applicant of any documents that must be submitted later, and a deadline of 10 working days is established for the submission of those documents. The applicant is requested to sign an Authorization for Release of Information form, which enables the Authority to third-party verify pertinent information, including employers, banks, Division of Family Services, Division of Employment Security, Social Security Administration, police check, current or previous landlords, child care providers, credit bureaus, etc.

Verified information is analyzed and a decision to accept or reject the applicant is made by the Chief Housing Specialist for Rental and Occupancy with respect to established tenant selection criteria.

C. Applicants must be program eligible

1. The applicant must quality as an eligible type of household.

2. The applicant's total family income shall not exceed the established income limits that are in effect at the time of application. Limits are subject to HUD revisions and will be adjusted and posted as necessary. Except with prior HUD approval only very low income families may be admitted to any unit with an Annual Contribution Contract with Date Of Full Availability (DOFA) dated on or after October 1, 1981.

D. Processing applications for admissions

1. A written application signed by the head of the family or a responsible member of the family will be accepted from each family seeking admission to low rent housing owned or managed by the Authority.

2. All information relative to previous housing, gross family income, assets and preference rating will be verified and all verified findings will be documented and recorded. Such verification may include a home visit.

3. Verified information will be analyzed and a determination will be made with respect to the following:

a. eligibility of applicant with respect to back moneys owed to the Authority,
b. eligibility of applicant as a family,
c. eligibility of applicant with respect to income limits for admission,
d. eligibility of applicant with respect to standards for admissions,
e size of unit required for the family, and
f. preference category to which the family belongs.

4. Gross family income will be computed in accordance with definitions and procedures as set forth in this instrument.

5. As a part of the application record, the Authority will certify to the actions taken and a determination made in writing to the applicant. If the applicant was denied, the Authority will provide an opportunity for an informal hearing.

E. Standards for admission

Families may be denied admission if such admission would prove detrimental to the project or its residents. However, before such determination is made, consideration shall be given to favorable changes in the family's pattern of behavior, a lapse of years since an offense and to other extenuation of circumstances which offer reasonable assurance that the family meets the Authority's admission standards. An authorized representative of the Authority shall review pertinent information relative to the following.

Stable rental history

The most recent 6 months (as reported by landlord or non-landlords with whom an applicant may have been residing) are reviewed. The critical factors are an applicant's willingness and ability to pay rent in a timely fashion (in cases where an applicant is required to pay rent), the substantial absence of tenant caused damages, and the substantial absence of other possible tenant problems such as peace disturbances, annoying other tenants, allowing persons not on the lease to occupy the unit, and having pets where pets are not allowed.

Acceptable credit history

Credit problems with respect to medical/dental/hospital bills and student loans will not be considered, unless they are extensive and recurrent. Other credit problems will likewise not be considered if the most recent substantive action by a creditor is more than two years old. Credit problems more recent than two years old will be considered only if they collectively total more than $500.00. These policies will be applied, separately. Consideration will be given to factors indicating reasonable probability of favorable future financial practices. If, however, the complete credit history demonstrates a current credit risk to the Authority, the application may also be rejected.

Acceptable criminal history

A police check is provided to the Authority at no cost by the applicant by the St. Louis County Police Department and reviewed. These documents only provide information on activities in the County and City of St. Louis. Only convictions and guilty pleas are considered, not arrests. If criminal history is present, the Authority considers how many convictions or guilty pleas there are, how recent they are, how serious they are, and any indications of rehabilitation. A judgment is made about the probable safety of Authority property and the safety and tranquillity of our other tenants.

Notwithstanding any other provision herein, no household will be admitted who (1) has a recent history of criminal activity involving crimes to persons or property and/or other criminal acts that affect the health, safety, or right to peaceful enjoyment of the premises by other residents; (2) was evicted from assisted

housing within three years of the projected date of admission because of drug-related criminal activity; (3) the Authority determines is illegally using a controlled substance; or (4) the Authority has reasonable cause to believe illegally uses a controlled substance or abuses alcohol in a way that may interfere with the health, safety, or right to peaceful enjoyment of the premises by other residents.

F. Rejected Applications

Applicants may be denied admission to a project if such admission would prove detrimental to the project or its residents by record or any of the following in addition to the above criteria.

1. An applicant who engages in intentional falsification of an application by giving false information regarding family income or size, or utilization of an alias will be automatically rejected.

2. Any former tenant who has vacated a public housing unit and still owes rental (or other) balances to the Authority will not be considered eligible for re-admission until the balance(s) is/are paid in full. At that time, the applicant shall follow the same procedures as a new applicant.

3. Incomplete applications are automatically rejected.

A letter is sent to the applicant stating the specific reason or reasons why the Authority has rejected the household for tenancy in public housing. If an applicant feels he/she has been treated unfairly, they have ten days to request a hearing to discuss why they feel they should be allowed to live in public housing, and to present additional evidence. As with preferences, hearings about rejections are conducted by a Hearing Officer and his or her decisions are final.

G. Accepted applications

A five digit sequential number is assigned to each accepted application in preparation for entry into a computer program designed to match acceptable applicants to vacant and available dwelling units. The first two digits of this number show the calendar year, i.e., "92." The last three digits begin at "001" each new year and are incremented by one as each applicant is accepted.

H. Vacant and available units

Rental and Occupancy staff assigns a five digit sequential number to each vacant unit. The first two digits show the calendar year. The last three begin with "001" each new year and are incremented by one as each vacancy occurs.

I. Matching households with units

Rental and Occupancy staff enter information on approved applicants and approved dwelling units into a computer program. The information entered includes the five digit sequential numbers assigned to each. The program attempts to match each applicant to an appropriate dwelling unit.

The computer begins by considering the applicant having the lowest five digit sequential number, then considers the applicant with the next lowest number, and so on until all applicants who haven't been matched with a unit have been considered.

J. Appropriate unit

An appropriate unit is defined by four criteria: the type of unit (family/elderly), the number of bedrooms, whether the unit is equipped for disabled tenants, and whether the unit is restricted to very low income households.

Unit size will be determined by the bedroom occupancy standards as follows. To make economic use of limited resources, a household will be allowed the smallest number of bedrooms consistent with decent, safe and sanitary housing, and consistent with local housing codes. The number of bedrooms allowed will not require more than two persons to occupy the same bedroom and will not require persons of the opposite sex to share a bedroom except for husband and wife.

The following standards will determine the number of bedrooms required to accommodate a family of a given size, except that such standards may be waived when a vacancy problem exists, and it is necessary to achieve or maintain full occupancy:

Number of bedrooms	Number of persons	
	Minimum	Maximum
0	1	1
1	1	2
2	2	4
3	3	6
4	4	8
5	6	10

1) A single parent and a child of the same sex, under the age of 5 years, will be offered a one bedroom unit.

2) A child under the age of 5 will not be allowed a separate bedroom unless this would result in more than two persons having to occupy the same bedroom or the child's having to occupy a bedroom with a member of the opposite sex. The allowable number of bedrooms will be reviewed and changed - if necessary - at annual recertification.

3) A household with 2 children of opposite sex, both under 5 years of age, will be offered a two bedroom unit.

4) A household with two children of the same sex, regardless of age, will be offered a two bedroom unit.

5) The Authority will offer a two bedroom unit to an elderly couple only under the following conditions:

a) one household member must have proof of needed hospital equipment such as oxygen or other medical hook-up equipment, and

b) verification of said medical equipment will need signed confirmation from the physician on a form furnished by the Authority.

6) Live-In Attendants: The Authority will allow a bedroom for a live-in attendant only if the acting physician verifies, on the Authority's form, that the live-in attendant is needed in order for the tenant to be able to function on a day to day basis to sustain life.

7) The Authority, in its sole discretion, may allow a bedroom and a deduction for a full time college student attending school within 250 miles of the assisted household's dwelling unit.

8) If a household does not have at least 51% custody of a child, the Authority, in its sole discretion, will generally not allow a bedroom and a deduction.

9) Foster children are considered in determining unit size.

10) A person of a different generation will not be required to share a bedroom with her children or grandchildren.

11) A family member who is away in the military and absent most of the time will not be provided a bedroom.

12) Children under five years of age may occupy a bedroom with a parent of the same sex

K. Applicants and units that remain unmatched

These remain on file in the computer matching program and await additional match opportunities to become available.

L. Applicants that are matched

The computer program generates a letter that makes an offer of a specific dwelling unit. The letter also states specific deadlines that must be met if they wish to live in public housing. Applicants are given two weeks from the date of the letter to sign their lease, pay their security deposit and first month's rent.

M. Applicants that reject a unit or fail to comply with the terms of the offer

Their relationship with public housing is ended. If they wish to be considered for another unit, they must re-register and start the process again from the bottom of the waiting list.

N. Applicants that accept a unit

A Rental and Occupancy staff person reads the lease and executes the lease with the tenant. They also discuss the tenant's rights and responsibilities. Finance receives the tenant's security deposit and first

month's rent. Maintenance gives the tenant keys to the unit, removes boards from windows and doors if required, does any last minute maintenance items, and provides a stove and refrigerator for the unit.

O. Units that are rejected twice

These are removed from the computerized match program. Rental and Occupancy personnel assigns the next highest five digit number to the unit and returns it for re-entry into the program.

P. Leasing

Once an applicant has accepted a unit, a lease shall be signed by the head and spouse, (if any) and the Authority. At the time of the lease signing (Occupancy Conference), for conventional Public Housing units, a household is required to pay a Security Deposit equal to the total tenant payment (TTP) or $100.00, whichever is greater, and the first month's rent or pro-rated rent dependent upon the time of admission during the 30 day calendar month. For BMIR 221(d)(3) units and substantial rehab units, the household is required to pay a security deposit equal to the total tenant payment, and the first month's rent or pro-rated rent.

Section V - Ongoing Activities

A. Management Responsibilities

Management performs the following functions in support of the tenant's assigned dwelling unit.

Initial Inspection

A management representative, along with the tenant, conduct an initial acceptance inspection of the assigned dwelling unit. Any discrepancies identified at the time of the inspection are noted on the inspection report. The tenant has 15 calendar days after the initial inspection to report any additional discrepancies not found during the acceptance inspection. Additionally, if required, the management representative initiates required forms for any repairs identified during the inspection.

Maintenance and Repairs

Management has primary responsibility for the maintenance of public housing. This maintenance is performed by an in-house maintenance force and/or contract. When maintenance or repairs are required the tenant calls the Site Office. The Clerical and Occupancy Assistant (COA) immediately assigns a job order number. There are three categories of service: emergency, urgent and routine. The category determines when the service will be accomplished:

emergency - repair or abate within 24 hours,
urgent - repair within 5 calendar days,
routine - repair within 30 calendar days.

Routine and urgent service calls are usually handled during the normal work week. Emergency service calls receive immediate attention.

Emergency classification is determined at the Site Office (during regular work hours) or by an answering service (after regular work hours). It is based on the following criteria: a structural or mechanical problem that could cause loss of life or property, serious damage affecting health, safety or security, or utility failure (electricity, gas, heat, water, sewage or air conditioning).

Urgent service calls are work requirements that should be repaired in 5 days, but do not qualify as an emergency. Some examples are: faucet dripping, commode runs, or dishwasher inoperative.

Routine service calls are wear and tear items to be repaired normally within a 30-day period.

Refuse Collection and Disposal

Trash containers are conveniently located throughout the community. Tenants place trash in plastic bags or other secure containers and take them to the specified pick-up areas.

Insect Control

When necessary, dwelling units are treated for insects before occupancy. Tenants are expected to take follow-up action or measures to prevent and control pests and insects during their tenure. Upon request the site office will furnish insecticides for the normal interior insect and rodent control measures which are a part of good housekeeping.

Snow Removal

Management will remove snow from streets, walks and parking areas for multi-family dwellings.

B. Tenant Responsibilities

The tenant is encouraged to adopt an attitude of "homeownership" and should not request management to perform work normally expected of prudent homeowners.

Vacations

Tenant is to notify the mailman, newsboy and all other routine delivery people when he or she plans to be away from home for an extended period. Another good policy is to notify the police of any absence. Ensure that personal and Authority-owned property and equipment are protected from possible damage and destruction. Even though the tenant is absent he or she remains responsible for lawn care and snow removal in single family dwellings. When on vacation in winter, the tenant is encouraged to set thermostat to 60 degrees Fahrenheit (energy consuming level) to provide for protection from freezing temperatures inside the house. When on vacation in summer, air conditioners are to be turned off. Tenants are to take actions considered appropriate to conserve energy and protect the home.

Liability for Damages

Tenant is held liable and accountable for loss or damage to public housing, equipment or furnishings caused by abuse or negligence.

Insurance

Occupants may consider buying renter's insurance for protection in case of a major loss.

Energy Conservation

Tenant is responsible for using utilities wisely and eliminating waste. Money saved through utility conservation may be used for replacement of appliances, providing landscaping, etc.

Environment

Waste, engine oils, engine coolants, car grease and other similar contaminating products should not be poured into plumbing drainage systems (inside or outside) or on the ground. Burning of leaves or refuse is not allowed. Accumulated leaves should be placed in proper yard waste containers and placed at curbside at scheduled trash pickup times.

Care of Interior

Occupants should keep quarters clean at all times to prevent sickness, disease and insect infestation. In addition, housekeeping practices can affect neighbors. Failure to practice good housekeeping rules and to consider the effect of impertinent actions and practices in and around the dwelling unit can result in damages to public housing property, for which the tenant can be held liable.

Section VI - Annual and Interim Reviews

A. Annual Reviews

The eligibility of all families is to be re-examined at least once every twelve months.

1. Residents shall be re-examined each year on or about the anniversary date of their lease.

2. Interim re-examinations. When it is not possible to determine family income with any reasonable degree of accuracy at the time of admission or regular re-examination, due consideration should be given to recipients past income and an interim re-examination scheduled. Such interim re-examination will be conducted at any time there is an increase or decrease in income or if the resident is considered at fault for not supplying the correct information.

3. Re-examination procedures.

a. At the time of re-examination, the head of household, spouse, and family members 18 years of age or older will be required to sign the re-examination and income verification forms and provide Social Security numbers.

b. Income data will be verified and documented in writing.

c. Verified information will be analyzed and a determination made with respect to the following:

i. eligibility of resident as a family or the residue of a family,
ii. size of unit required for the family, and
iii. rent which the family should pay. Family income will be computed in accordance with the definitions and procedures set forth in this document.

B. Eligibility for continued occupancy

Only those families who qualify as a family are eligible for continued occupancy, except that a person remaining in the residue of a family may be permitted to remain but only in an appropriately sized unit and only if the head of household is at least 18 years of age.

C. Action following re-examination

1. If there is any change in the household income during the current lease term, the lease will be amended.

2. If there is any change, decrease or increase, in the size of the family, the tenant will be moved to a unit of an appropriate size. If an appropriate unit is not available, the tenant will be placed on a transfer list and moved to such unit when it does become available.

D. Establishing rents between admission and scheduled re-examination

Interim rent system

1. Substantial changes in net family income. The rent shall be appropriately adjusted upon the occurrence of a substantial change in net family income. A substantial change is defined as any change that would result in a change in the rent being paid.

2. Changes in family composition. The rent shall be appropriately adjusted upon the occurrence of any of the following circumstances:

a. loss of Lessee through death, divorce, or other continuing circumstances, or the addition of a family member, foster child, or adopted child, or

b. loss or addition of principal income recipient through divorce, death, marriage or other continuing circumstances.

Tenants shall be required to report as they occur:

a. all substantial changes in net family income, and

b. all such changes in family composition.

Increases in rent will be effective the first day of the second month following that in which the change occurred, and decreases in rent will be effective the first day of the month following that in which the change is reported.

E. Misrepresentation

The tenant is to be notified in writing of any misrepresentations or lease violations revealed through the annual re-examination, rent reviews, or other occurrences, and of any corrective action required by the Authority.

F. Schedule of Rents

With exception of the 221(d)(3) BMIR program tenants and substantial rehab program tenants, all tenants shall be charged the greater of 30% of the family's monthly adjusted income, or 10% of the total monthly income. However, from time to time the Executive Director may establish maximum rents (ceiling rents) for each unit type in each public housing development. Notwithstanding any other provision of this document, the rent charged tenants in such units shall not exceed the established ceiling rent.

G. Charges in addition to rent

Charges in addition to rent are allowable for the following:

1. damages to the premises beyond normal wear and tear, failure to perform maintenance and housekeeping tasks in accordance with terms defined in the lease, and failure to maintain lawn areas, and

2. consumption of agency supplied utilities in excess of allowance or excess consumption resulting from use of major tenant supplied appliances.

Section VII - Transfers

The Authority will consider transfers in two situations:

a. tenants who have special needs such as verifiable medical needs, providing for a livein care attendant who is not a family member, emergency relocation, and

b. over- or under-utilization of a tenant's current dwelling unit.

For each project, transfers will be granted in the following order:

- Priority I, special needs
- Priority II, more than two persons per bedroom
- Priority III, unmarried persons of the opposite sex (except very young children) in a bedroom
- Priority IV, eligible for a larger or smaller unit but not a higher priority.

Within each priority, households will be ranked by the date they first became eligible for a transfer.

Each household shall be offered the first uncommitted unit of appropriate size within their project. If no such unit is available, they will be offered the first uncommitted unit of appropriate size within their cluster (see Section II B). If no such unit is available, they will be offered the first available,uncommitted unit of appropriate size within the Authority's total inventory of units.

Notwithstanding, the Executive Director may, based upon high vacancy rates, suspend all transfers related to over- or under-utilization of a tenant's current dwelling unit until such time as an acceptable occupancy rate is achieved.

Section VII - Evictions

Tenants will be asked to move if they fail to pay their rent and/or fail to abide by the terms or conditions of their occupancy. For tenants to be evicted for failure to pay rent, the appropriate information will be filed with the attorney by the Chief Housing Specialist for Rental and Occupancy prior to the end of the month when the rent is due. The attorney will then file a suit for rent and possession. If the Authority is awarded a Judgment against the tenant and the tenant fails to pay his account in full within 10 days from date of Judgment, the Authority may request Eviction of the tenant.

If the tenant is to be evicted for failure to abide by the terms of his/her lease the appropriate information will be forwarded to the Chief Housing Specialist for Rental and Occupancy by the Housing Manager of the apartment complex. The tenant will be informed the reason for termination of their lease and a 30-day written notice that they are to move from the unit. All termination notices are sent by Certified Mail, regular mail and a copy is hand delivered.

Notwithstanding any other provision herein, an eviction will be implemented for any tenant who (1) engages in any criminal activity that threatens the health, safety, or right to peaceful enjoyment of the premises by other residents; (2) engages in any drug-related criminal activity on or off the Authority's property; or (3) the Authority determines is illegally using a controlled substance, or is abusing alcohol or using a controlled substance in a way that may interfere with the health, safety, or right to peaceful enjoyment of the premises by other residents.

All tenants who are asked to vacate the premises will be given the opportunity for a hearing under the Authority grievance procedures. All notices to the tenants must be in writing and all requests for hearings by the tenants must be in writing to the Authority. A request for a hearing must be received within ten days of the date of the lease termination letter.

Following the hearing, the tenant will be notified of the results, and the appropriate action will be taken based upon the decision of hearing panel. If the tenant does not request a hearing in writing within ten days, they are no longer entitled to a hearing.

Section X - Grievances

A. Purpose and Scope

The purpose of this grievance procedure is to set forth the requirements, standards and criteria for a grievance procedure to be established and implemented by the Housing Authority of St. Louis County (hereinafter referred to as "HASLC") to assure that a HASLC tenant is afforded an opportunity for a hearing if the tenant disputes, within a reasonable time, any HASLC action or failure to act involving the tenant's lease with HASLC or HASLC's regulations, policies and procedures, the "Residential Information Handbook," which adversely affect the individual tenant's rights, duties, welfare or status. The grievance procedure shall be incorporated in the HASLC dwelling leases.

B. Applicability

1. a. HASLC's grievance procedure shall be applicable (except as provided in paragraph 1. b. of this Section) to all individual grievances as defined in Section C. of this grievance procedure between the tenant and HASLC.

b. i. The term "due process determination" means a determination by HUD that law of the jurisdiction requires that the tenant must be given the opportunity for a hearing in court which provides the basic elements of due process (as defined in Section C. 3.) before eviction from the dwelling unit. If HUD has issued a due process determination, HASLC may exclude from its administrative grievance procedure under this section any grievance concerning a termination of tenancy or eviction that involves:

- any criminal activity that threatens the health, safety, or right to peaceful enjoyment of the premises of other residents or employees of the Housing Authority, or

- any drug-related criminal activity.

ii. If HUD has issued a due process determination, HASLC may evict the occupants of the dwelling unit through the judicial eviction procedures which are the subject of the determination. In this case, HASLC is not required to provide the opportunity for a hearing under its administrative grievance procedure.

2. The HASLC tenant grievance procedure shall not be applicable to disputes between tenants not involving HASLC or to class grievances. The grievance procedure is not intended as a forum for initiating or negotiating policy changes between a group or groups of tenants and the Board of Commissioners of HASLC.

3. Each tenant shall be afforded an opportunity for a hearing on any grievance as defined in Section C. 1. hereof.

C. Definitions

The following definitions are applicable to this tenant grievance procedure:

1. "Grievance" shall mean any dispute which a tenant may have with respect to any action by HASLC or any failure to act in accordance with the individual tenant's lease or HASLC regulations which adversely affect the individual tenant's rights, duties, welfare or status.

2. "Complainant" shall mean any tenant whose grievance is presented to HASLC at its main office, 8865 Natural Bridge, St. Louis, Missouri 63121, in accordance with Sections D. and E. 1. below.

3. "Elements of due process" shall mean an eviction action or a termination of tenancy in a State or local court in which the following procedural safeguards are required:

a. Adequate notice to the tenant of the grounds for terminating the tenancy and for eviction;

b. Right of the tenant to be represented by counsel;

c. Opportunity for the tenant to refute the evidence presented by HASLC including the right to confront and cross-examine witnesses and to present any affirmative legal or equitable defense which the tenant may have;

d. A decision on the merits.

4. "Hearing Officer" shall mean a person selected in accordance with Section E. hereof, to hear grievances and render a decision with respect thereto.

5. "Tenant" shall mean the adult person (or persons) (other than a live-in aide):

a. Who resides in the unit, and who executed the lease with HASLC as lessee of the dwelling unit, or, if no such person now resides in the unit,

b. Who resides in the unit, and who is the remaining head of household of the tenant family residing in the dwelling unit.

6. "Resident organization" includes a resident management corporation.

D. Informal settlement of grievances

Any grievance shall be personally presented, either orally or in writing, to HASLC at its main office at 8865 Natural Bridge, St. Louis, Missouri 63121, so that the grievance may be discussed informally with the Chief Housing Specialist for Rental and Occupancy and settled without a hearing. A summary of such discussion shall be prepared within a reasonable time and one copy shall be given to the tenant and one retained in HASLC's file. The summary shall specify the names of the participants, dates of meeting, the nature of the proposed disposition of the complaint and the specific reasons therefor, and shall specify the procedures by which a hearing under Section E. may be obtained if the complainant is not satisfied.

E. Procedures to obtain a hearing

1. Request for hearing. The complainant shall submit a written request for a hearing to HASLC or to its main office within a reasonable time after receipt of the summary of discussion pursuant to Section D. above. The written request shall specify:

a. The reasons for the grievance; and

b. The action or relief sought.

2. Selection of hearing officer. a. A grievance hearing shall be conducted by an impartial person appointed by HASLC, who may be an officer or employee of HASLC, other than a person who made or approved HASLC's action under review or a subordinate of such person.

b. Subject to Section E. 2. a. hereof, HASLC may appoint any disinterested person to conduct a grievance hearing. A person shall be deemed "disinterested" if he or she is not related to any party to the grievance and did not make or approve HASLC's action under review. Such a person may be an officer or employee of HASLC as long as they otherwise satisfy the criteria set forth in this subsection.

c. HASLC shall consult the resident organizations before appointing each hearing officer or panel member. Any comments or recommendations submitted by the tenant organizations shall be considered by HASLC before the appointment.

3. Failure to request a hearing. If the complainant does not request a hearing in accordance with this paragraph, then HASLC's disposition of the grievance under Section D. shall become final: Provided, That failure to request a hearing shall not constitute a waiver by the complainant of his right thereafter to contest HASLC's action in disposing of the complaint in an appropriate judicial proceeding.

4. Hearing prerequisite. All grievances shall be personally presented either orally or in writing pursuant to the informal procedure prescribed in Section D. above as a condition precedent to a hearing under this section: Provided, That if the complainant shall show good cause why he failed to proceed in accordance with Section D. to the hearing officer, the provisions of this subsection may be waived by the hearing officer.

5. Escrow deposit. Before a hearing is scheduled in any grievance involving the amount of rent which HASLC claims is due, the complainant shall pay to HASLC an amount equal to the amount of the rent due and payable as of the first of the month preceding the month in which the act or failure to act took place. The complainant shall thereafter deposit the same amount of the monthly rent in an escrow account monthly until the complaint is resolved by decision of the hearing officer. These requirements may be waived by HASLC in extenuating circumstances. Unless so waived, the failure to make such payments shall result in a termination of the grievance procedure: Provided, That failure to make payment shall not constitute a waiver of any right the complainant may have to contest HASLC's disposition of his grievance in any appropriate judicial proceeding.

6. Scheduling of hearings. Upon complainant's compliance with paragraphs 1., 4. and 5. of this Section, a hearing shall be scheduled by the hearing officer promptly for a time and place reasonably convenient to both the complainant and HASLC. Written notification specifying the time, place and the procedures governing the hearing shall be delivered to the complainant and the appropriate HASLC official.

F. Procedures governing the hearing

1. The hearing shall be held before a hearing officer pursuant to Section E. 2. hereof.

2. The complainant shall be afforded a fair hearing, which shall include:

a. The opportunity to examine before the hearing any HASLC documents, including records and regulations, that are directly relevant to the hearing. The tenant shall be allowed to copy any such document at the tenant's expense. If HASLC does not make the document available for examination upon request by the complainant, HASLC may not rely on such document at the grievance hearing.

b. The right to be represented by counsel or other person chosen as the tenant's representative, and to have such person make statements on the tenant's behalf;

c. The right to a private hearing unless the complainant requests a public hearing;

d. The right to present evidence and arguments in support of the tenant's complaint, to controvert evidence relied on by HASLC or project management, and to confront and cross-examine all witnesses upon whose testimony or information HASLC or project management relies; and

e. A decision based solely and exclusively upon the facts presented at the hearing.

3. The hearing officer may render a decision without proceeding with the hearing if the hearing officer determines that the issue has been previously decided in another proceeding.

4. If the complainant or HASLC fails to appear at a scheduled hearing, the hearing officer may make a determination to postpone the hearing for not to exceed five (5) business days or may make a determination that the party has waived his right to a hearing. Both the complainant and HASLC shall be notified of the determination by the hearing officer; Provided, That a determination that the complainant has waived his right to a hearing shall not constitute a waiver of any right the complainant may have to contest HASLC's disposition of the grievance in an appropriate judicial proceeding.

5. At the hearing, the complainant must first make a showing of an entitlement to the relief sought and thereafter HASLC must sustain the burden of justifying its action or failure to act against which the complaint is directed.

6. The hearing shall be conducted informally by the hearing officer and oral or documentary evidence pertinent to the facts and issues raised by the complaint may be received without regard to admissibility under the rules of evidence applicable to judicial proceedings. The hearing officer shall require HASLC, the complainant, counsel and other participants or spectators to conduct themselves in an orderly fashion. Failure to comply with the directions of the hearing officer to obtain order may result in exclusion from the proceedings or in a decision adverse to the interests of the disorderly party and granting or denial of the relief sought, as appropriate.

7. The complainant or HASLC may arrange, in advance and at the expense of the party making the arrangement, for a transcript of the hearing. Any interested party may purchase a copy of such transcript.

8. Accommodation of persons with disabilities. a. HASLC will provide reasonable accommodation for persons with disabilities to participate in the hearing. Reasonable accommodation may include qualified sign language interpreters, readers, accessible locations, or attendants. Any such accommodation must be requested by tenant or anyone else desiring to participate in the hearing at least ten (10) days prior to the date set for the hearing.

b. If the tenant is visually impaired, any notice to the tenant which is required under this section must be in an accessible format.

G. Decision of the hearing officer

1. The hearing officer shall prepare a written decision, together with the reasons therefor, within a reasonable time after the hearing. A copy of the decision shall be sent to the complainant and HASLC. HASLC shall retain a copy of the decision in the tenant's folder. A copy of such decision, with all names and identifying references deleted, shall also be maintained on file by HASLC and made available for inspection by a prospective complainant, his representative, or hearing officer.

2. The decision of the hearing officer shall be binding on HASLC which shall take all actions, or refrain from any actions, necessary to carry out the decision unless the Board of Commissioners of HASLC determines within a reasonable time, and promptly notifies the complainant of its determination, that:

a. The grievance does not concern HASLC action or failure to act in accordance with or involving the complainant's lease or HASLC regulations, which adversely affect the complainant's rights, duties, welfare or status;

b. The decision of the hearing officer is contrary to applicable Federal, State or local law, HUD regulations or requirements of the annual contributions contract between HUD and HASLC.

3. A decision by the hearing officer or Board of commissioners in favor of HASLC or which denies the relief requested by the complainant in whole or in part shall not constitute a waiver of, nor affect in any manner whatever, any rights the complainant may have to a trial *de novo* or judicial review in any judicial proceedings, which may thereafter be brought in the matter.

Section XI - Equal Opportunity and Outreach

The Authority complies with all Fair Housing and Equal Opportunity laws, regulations and Executive Orders both in the provision of housing and in employment. The Authority does not discriminate against any individual on the basis of race, color, religion, sex, national origin familial status or handicap. The Authority's Board Resolution No. 695, Resolution Amending the Affirmative Action Program, is included in the Addenda.

The Authority's public housing waiting list currently contains over 5,000 households but only 48 vacant public housing units. There is no need for outreach except to 0 and 1 bedroom elderly households. The Authority will continue its efforts to fill its elderly projects by using a slide show presentation and maintaining contact with various senior citizen organizations.

Section XII - Definitions

A. Adjusted income. Annual income less applicable deductions:

1. $400.00 for each elderly family.

2. $480.00 for each member of the household who is under 18, or who is 18 years of age or older, disabled, handicapped, or a full time student.

3. Medical expenses in excess of 3% of annual income for any elderly family.

4. Handicap assistance expenses in excess of 3% of annual income, not to exceed the employment income.

5. Child care expenses paid by the family when determined to be necessary to employment of head or spouse, not to exceed amount earned.

B. Allowance for utilities. "Allowance" an amount determined by the Authority as an exemption for the cost of utilities (except telephone).

C. Annual Contributions Contract ("ACC"). Written agreement between the Authority and HUD to provide annual contributions to the Authority for the cost of the bonds issued to finance the construction of public housing.

D. Annual income. The anticipated total annual income from all sources received by the household (even if temporarily absent) for the 12 month period following the date of determination of income.

1. Inclusions:

a. All net income derived from assets.

b. If assets exceed $5000.00, annual income shall include the greater of the actual income derived from all assets, or a percentage of the value of such assets based on the current passbook savings rate as determined by HUD.

c. The full amount, before payroll deductions of wages/salaries, including compensation for overtime, and other compensation for personal services (i.e. commissions, fee, tips).

d. Net income from operations of a business (not to include deductions for expenditures for business expansion or amortization of capital indebtedness).

e. Interest, dividends, and other net income of any kind from real or personal property (for this purpose, expenditures for amortization of capital indebtedness and an allowance for depreciation of capital assets shall not be deducted to determine the net income from real or personal property). Due consideration will be given the value of any assets disposed of for less than fair market value during the two years preceding the date of application for the program or re-examination for continued occupancy.

f. The full amount of payments received from Social Security, Veterans Administration, annuities, insurance policies, retirement fund, pensions, disability benefits and other similar types of payments including lump sum payments.

g. Payments in lieu of earnings such as unemployment, disability compensation, worker's compensation, and severance pay.

h. Welfare assistance payments.

i. Alimony, child support and regular or re-occurring contributions or gifts from persons not residing in the dwelling.

j. All regular pay, special pay, and allowances of a member of the armed forces residing in the unit (with the exception of hazardous duty pay).

k. Amount of educational scholarship not used for tuition, fees, books, equipment.

2. Exclusions:

a. Casual, sporadic or irregular gifts.

b. Lump-sum additions to family assets.

c. Education scholarships for use in meeting tuition, fees, books, equipment.

d. Hazardous duty military pay.

e. Income from employment of children under 18 years of age.

f. Payments received for care of foster children.

g. Amounts specifically excluded by any other Federal Statute from consideration as income for the purposes of determining eligfibility or benefits under a category of assistance programs that includes assistance under the 1937 Act such as:

i. payments to volunteers under the Domestic Volunteer Services Act of 1973,

ii. relocation payments made under Title II of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970,

iii. value of coupons under the Food Stamp Act of 1973,

iv. payments from Energy Assistance Programs,

v. payments from Job Training Partnership Act, and

vi. payments for census takers.

E. Annual income after allowances. Same as Adjusted income.

F. Assets. Includes but not limited to: savings and checking accounts, market value of stocks and bonds, equity in real property and other capital investments.

G. Child care expenses. Amounts paid to the household for the care of children 13 years of age or under during the period of which annual income is computed, where the care is necessary to enable a family member to be gainfully employed or to further his/her education. The amount shall reflect reasonable charges and shall not exceed the amount of income derived from all sources.

G. Contract rent. Rent charged the tenant for the use of the dwelling.

H. Dependent. A member of the family household (excluding foster children) other than the head or spouse who is under 18 years of age, or who is a disabled person or handicapped person, or is a full-time student.

I. Developmentally disabled person. A person whose disability is attributable to mental retardation, cerebral palsy, epilepsy, autism or other neurological condition that has continued, or can be expected to continue indefinitely, and constitutes a substantial handicap to that individual.

J. Displaced household. A person or family displaced by government action, or whose dwelling has been extensively damaged or destroyed as a result of a federally declared or recognized disaster, pursuant to Federal Disaster relief laws.

K. Elderly family. A family whose head or spouse or sole member is an elderly (at least 62 years of age), disabled (as defined in this section) or handicapped (as defined in this section) person. May include two or more elderly, disabled, or handicapped persons living together, or one or more such persons living with another person who is determined to be essential to his or her care and well being.

L. Eligibility income. Same as annual income used to determine program participation by comparing to established income limits and family size.

M. Eviction. Dispossession of a tenant household from a leased unit as a result of the termination of the lease for serious and/or repeated violations of any terms or conditions of the Authority's lease, or failure to fulfill tenant obligations set forth in HUD regulations, Federal, State, or local laws, or for other good cause.

N. Excess medical expenses. Medical expenses incurred by elderly households in excess of 3% of annual income (which are not reimbursable from any other source).

O. Family. Defined by the Authority as two or more persons living together related by blood, marriage or operation of law who occupy the same dwelling, a handicapped person who has a physical impairment which is expected to be continuous and indefinite, a single person 62 years of age or older, or a single pregnant woman.

P. Foster child care payment. Payment by state, local or private agencies to eligible households.

Q. Full time student. A person who is carrying a subject load which is considered full time for day students under the standards and practices of the educational institution attended (includes students 18 years of age or older).

R. Gross income. Total family/household income as previously defined in Annual income.

S. Gross rent. Refer to total tenant payment (TTP) as defined.

T. Handicapped assistance expense. Reasonable expenses that are anticipated to occur during the period for which annual income is anticipated for attendant care and auxiliary apparatus for a handicapped or disabled family member that are necessary to enable a household member to be employed, provided the expenses are not paid to a member of the household nor reimbursed by an outside source.

U. Handicapped person. A person having a physical or mental impairment which is expected to be of long continued and indefinite duration, substantially impedes the ability to live independently, and is of such a nature that such disability could be improved by more suitable housing conditions.

V. Head of the household. The household member who is responsible and accountable for the family.

W. Income for eligibility. The anticipated total annual household income for the 12 month period following the date of determination of income.

X. Involuntary displaced. Previously defined in Section III, C.

Y. Lease. A written agreement between the Authority and a tenant household for the rental of a housing unit.

Z. Lower income family. A family whose annual income is greater than 50% of the median income for the area but does not exceed 80% of the median income, as determined by HUD.

AA. Medical expenses. Those medical expenses that are anticipated during the period for which annual income is computed, and that are not covered by insurance. Shall include but are not limited to: medical insurance premiums, dental expense, payments on accumulated major medical bills, prescription medicines, eyeglasses, hearing aids and batteries.

BB. Minor. Revised definition under dependent.

CC. Monthly adjusted income. One twelfth (1/12) of the Annual adjusted income.

DD. Monthly income. One twelfth (1/12) of the gross annual income.

EE. Recertification. The process of securing documentation at least annually to verify that a tenant household meets eligibility requirements for continued occupancy.

FF. Remaining member of tenant family/household. Person remaining in rental unit who may or may not normally qualify for assistance.

GG. Security deposit. Amount deposited with the Authority atinitial occupancy of the rental unit.

HH. Serviceperson. A person who is presently serving in the armed forces.

II. Spouse. Husband or wife of the head of the household.

JJ. Substandard housing. Previously defined in Section III, C.

KK. Tenant rent. The amount payable monthly by the family/household as rent to the Authority. (Tenant rent equals total tenant payment less the utility allowance.)

LL. Total tenant payment (TTP). Equal to 30% of monthly adjusted income or $25, whichever is greater. (Exception: TTP shall not be less than 10% of the gross monthly income of the family.)

MM. Utility allowance. The cost of utilities (excluding telephone) that are the responsibility of the household occupying the rental unit as established by the Authority andHUD.

NN. Utility reimbursement. The amount by which the utility allowance for the unit, if applicable, exceeds the TTP for the household occupying the unit.

OO. Very low income family. A family whose income does not exceed 50% of the median income for the area, as determined by HUD.

PP. Veteran. A person who has served in the armed forces of the Unites States of America.

Public Housing Drug Elimination Program Plan

Note: THIS PHDEP Plan template (HUD 50075-PHDEP Plan) is to be completed in accordance with Instructions located in applicable PIH Notices.

Annual PHDEP Plan Table of Contents:

1. **General Information/History**
2. **PHDEP Plan Goals/Budget**
3. **Milestones**
4. **Certifications**

Section 1: General Information/History

A. Amount of PHDEP Grant $25,000.00

B. Eligibility type (Indicate with an "x") N1_____ N2_____ R X

C. FFY in which funding is requested 2000

D. Executive Summary of Annual PHDEP Plan

In the space below, provide a brief overview of the PHDEP Plan, including highlights of major initiatives or activities undertaken. It may include a description of the expected outcomes. The summary must not be more than five (5) sentences long

The goal of the PHDEP Plan is to ensure that our units are drug and crime free. The Regional Information System's Hit Notification System will be used to identify residents engaged in drug related crime to enforce the "One Strike Policy". We will provide youth activities and assist parents in responding to the requirements of Welfare Reform.

E. Target Areas

Complete the following table by indicating each PHDEP Target Area (development or site where activities will be conducted), the total number of units in each PHDEP Target Area, and the total number of individuals expected to participate in PHDEP sponsored activities in each Target Area.

PHDEP Target Areas (Name of development(s) or site)	Total # of Units within the PHDEP Target Area(s)	Total Population to be Served within the PHDEP Target Area(s)
Pagedale Housing Authority	113	277

F. Duration of Program

Indicate the duration (number of months funds will be required) of the PHDEP Program proposed under this Plan (place an "x" to indicate the length of program by # of months. For "Other", identify the # of months).

6 Months_____ 12 Months X____18 Months_____ 24 Months_____ Other _____

G. PHDEP Program History

Indicate each FY that funding has been received under the PHDEP Program (place an "x" by each applicable Year) and provide amount of funding received. If previously funded programs have not been closed out at the time of this submission, indicate the fund balance and anticipated completion date. For grant extensions received, place "GE" in column or "W" for waivers.

Fiscal Year of Funding	PHDEP Funding Received	Grant #	Fund Balance as of Date of this Submission	Grant Extensions or Waivers	Anticipated Completion Date
FY 1995 X	$250,000.00	MO36DEP0040195	0	0	closed
FY 1996 X	$250,000.00	MO36DEP0040196	0	0	closed
FY 1997 X	$324,000.00	MO36DEP0040197	0	0	closed
FY1998 X	$291,000.00	MO36DEP0040198	$24,673.04	GE	11/31/00
FY 1999 X	$157,369.00	MO36DEP0040199	$87,883.93	GE	3/31/01

(Previous funding for the Pagedale Housing Authority included joint application with the Housing Authority of St. Louis County)

Section 2: PHDEP Plan Goals and Budget

A. PHDEP Plan Summary

In the space below, summarize the PHDEP strategy to address the needs of the target population/target area(s). Your summary should briefly identify: the broad goals and objectives, the role of plan partners, and your system or process for monitoring and evaluating PHDEP-funded activities. This summary should not exceed 5-10 sentences.

The Pagedale Housing authority will share the expense for the proposed plan with the Housing Authority of St. Louis County. The goal is to ensure that our units are drug and crime free. The Regional Informational System/ Hit Notification will provide in a timely manner accurate information identifying residents engaged in drug related crime. We will reimburse St. Louis County Police Dept. for one officer who will help implement, monitor and follow-up on reports generated by the Hit Notification System. We will provide activities to assist parents in responding to the "work first" requirements of Welfare Reform. These needs will be addressed through Operation Excel sports and tutoring, summer camp programs, Arts Enrichment and other family and neighborhood support services.

B. PHDEP Budget Summary

Enter the total amount of PHDEP funding allocated to each line item.

FY 2000 PHDEP Budget Summary	
Budget Line Item	**Total Funding**
9110 - Reimbursement of Law Enforcement	$9,500.00
9120 - Security Personnel	0
9130 - Employment of Investigators	0
9140 - Voluntary Tenant Patrol	0
9150 - Physical Improvements	0
9160 - Drug Prevention	$13,500.00
9170 - Drug Intervention	0
9180 - Drug Treatment	0
9190 - Other Program Costs	$2,000.00
	0
TOTAL PHDEP FUNDING	$25,000.00

C. PHDEP Plan Goals and Activities

In the tables below, provide information on the PHDEP strategy summarized above by budget line item. Each goal and objective should be numbered sequentially for each budget line item (where applicable). Use as many rows as necessary to list proposed activities (additional rows may be inserted in the tables). PHAs are not required to provide information in shaded boxes. Information provided must be concise—not to exceed two sentences in any column. Tables for line items in which the PHA has no planned goals or activities may be deleted.

9110 - Reimbursement of Law Enforcement						**Total PHDEP Funding: $9,500.00**	
Goal(s)	The goal is to reduce overall drug-related crime in public housing developments by 2% a year for a total of a 10% reduction over a 5-year period.						
Objectives	Reducing drug-related crime in public housing developments is the first priority. This is a must if prevention and other activities are to succeed in public housing communities.						
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	Other Funding (Amount/ Source)	Performance Indicators
1.Hit Notification			1/1/01	12/31/01	$1000.00	0	5 evictions or 100% of goal
2.Reimbursement of Law Enforcement			3/15/01	3/14/02	$8500.00	0	2% crime reduction
3.							

9120 - Security Personnel						**Total PHDEP Funding: $0**	
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1.							
2.							
3.							

9130 - Employment of Investigators						**Total PHDEP Funding: $0**	
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1.							
2.							
3.							

9140 - Voluntary Tenant Patrol							Total PHDEP Funding: $0
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1.							
2.							
3.							

9150 - Physical Improvements							Total PHDEP Funding: $0
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1.							
2.							
3.							

9160 - Drug Prevention							Total PHDEP Funding: $13,500.00
Goal(s)	To provide activities that keep youth and adults busy, safe and assist parents in responding to the "first work" requirements of Welfare Reform						
Objectives	To promote and increase positive communication and break down barriers that keeps residents divided and/or interacting in negative ways with each other.						
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1.Summer Camp	25	277	6/01	8/01	$4000.00	0	80% participation, evaluation/written survey, report from sub-contracting agency
2.Arts Enrichment Program	25	277	1/1/01	12/31/01	$2500.00	0	85% participation, written evaluation/survey
3. Youth Programs	25	277	1/1/01	12/31/01	$4000.00	0	65% of 25 participants attending 65% or more sessions will show overall improvements as measured by parent and teachers.
4. Family and Neighborhood Support	1	277	1/1/01	12/31/01	$3000.00	0	Resident survey/evaluation and

Services							one scholarship

9170 - Drug Intervention					**Total PHDEP Funding: $0**		
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1.							
2.							
3.							

9180 - Drug Treatment					**Total PHDEP Funding: $0**		
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1.							
2.							
3.							

9190 - Other Program Costs					**Total PHDEP Funds: $2,000.00**		
Goal(s)	Effective financial and programmatic grants management						
Objectives	Encumbrance or expenditure of 100% of the allocated funds within the 12 month allowable grant						
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1.administration			1/1/01	12/1/01	$2000.00	0	HUD satisfaction with the program as evidenced by the HUD monitoring report.
2.							
3.							

Section 3: Expenditure/Obligation Milestones

Indicate by Budget Line Item and the Proposed Activity (based on the information contained in Section 2 PHDEP Plan Budget and Goals), the % of funds that will be expended (at least 25% of the total grant award) and obligated (at least 50% of the total grant award) within 12 months of grant execution.

Budget Line Item #	**25% Expenditure of Total Grant Funds By Activity #**	**Total PHDEP Funding Expended (sum of the activities)**	**50% Obligation of Total Grant Funds by Activity #**	**Total PHDEP Funding Obligated (sum of the activities)**
e.g Budget Line Item # 9120	*Activities 1, 3*		*Activity 2*	
9110	activity 1,2	0	activity 2	$9,500.00
9120		0		0
9130		0		0
9140		0		0
9150		0		0
9160	activity 2,3,	0	activity 1,3	$13,500.00
9170		0		0
9180		0		0
9190	activity 1	0	activity 1	$2,000.00
TOTAL		$		$25,000.00

Section 4: Certifications

A comprehensive certification of compliance with respect to the PHDEP Plan submission is included in the "PHA Certifications of Compliance with the PHA Plan and Related Regulations."

Resident Advisory Board

Deborah Harris

Fran Yashuk

Pat Hamilton

Joyce Porter

Maggie Buchanan

Lynn Williams

Gloria Williams

Claudette Kelly

Fareda Morris

Brenda Savage

Terri Tate

Michelle Wiley