

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

PHA Plans

5 Year Plan for Fiscal Years 2002 - 2006
Annual Plan for Fiscal Year 2002

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

**PHA Plan
Agency Identification**

PHA Name: Polk County Housing Authority

PHA Number: OR 008

PHA Fiscal Year Beginning: (mm/yyyy) 10/2001

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)

5-YEAR PLAN
PHA FISCAL YEARS 2002 - 2006
[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) Our mission is to provide our clients with well maintained, quality affordable housing in a cost effective manner and to encourage private sector development of affordable housing.

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:
 - Reduce public housing vacancies:
 - 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)
 - Improve voucher management: (SEMAP score)
 - 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) Collaborate with private industry and the local CDC for homeownership opportunities for low-income residents.

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: (tenant safety)
 - 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)

- PHA Goal: Improve communication between management and residents (RASS)
 - Continuation of periodic newsletters to tenants.
 - Continuation of PCHA survey.
 - Promote development of resident participation in tenant associations.
 - Provide option of staff presence at tenant meetings.

Annual PHA Plan
PHA Fiscal Year 2002
 [24 CFR Part 903.7]

i. Annual Plan Type:

Select which type of Annual Plan the PHA will submit.

Standard Plan

Streamlined Plan:

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

Troubled Agency Plan

ii. Executive Summary of the Annual PHA Plan

[24 CFR Part 903.7 9 (r)]

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

N/A – No longer required.

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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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 (or008a02)
- FY 2001 Capital Fund Program Annual Statement (or008b02)
- Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)
- Pet Policy (or008c02)
- Membership of the Resident Advisory Board (or008d02)
- Component 3, (6) Deconcentration and Income Mixing (or008e02)
- Brief Statement of Progress in Meeting the 5-Year Plan Mission and Goals (or008f02)

Optional Attachments:

- PHA Management Organizational Chart
- FY 2001 Capital Fund Program 5 Year Action Plan (or008b02)
- 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)
Definition of “Substantial Deviation” and “Significant Amendment or Modification” (or008g02)

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
✓	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans
✓	Fair Housing Documentation:	5 Year and Annual Plans

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
	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.	
✓	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
✓	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources;
✓	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
✓	Public Housing Deconcentration and Income Mixing Documentation: 1. PHA board certifications of compliance with deconcentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/99 <i>Quality Housing and Work Responsibility Act Initial Guidance; Notice</i> and any further HUD guidance) and 2. Documentation of the required deconcentration and income mixing analysis	Annual Plan: Eligibility, Selection, and Admissions Policies
✓	Public housing rent determination policies, including the methodology for setting public housing flat rents <input type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
✓	Schedule of flat rents offered at each public housing development <input type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
✓	Section 8 rent determination (payment standard) policies <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
✓	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	Annual Plan: Operations and Maintenance
✓	Public housing grievance procedures <input type="checkbox"/> check here if included in the public housing	Annual Plan: Grievance Procedures

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
	A & O Policy	
✓	Section 8 informal review and hearing procedures <input checked="" type="checkbox"/> 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
	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
✓	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	Annual Plan: Capital Needs
	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans or any other approved proposal for development of public housing	Annual Plan: Capital Needs
	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act	Annual Plan: Conversion of Public Housing
	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
	Policies governing any Section 8 Homeownership program <input type="checkbox"/> check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
✓	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
✓	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
	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
✓	The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	Annual Plan: Annual Audit
	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)

1. Statement of Housing Needs

[24 CFR Part 903.7 9 (a)]

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

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

Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Overall	Afford-ability	Supply	Quality	Access - ability	Size	Location
Income <= 30% of AMI	1513	4	4	4	4	n/a	n/a
Income >30% but <=50% of AMI	1792	4	4	4	4	n/a	n/a
Income >50% but <80% of AMI	2027	5	5	5	4	n/a	n/a
Elderly	585	4	4	4	5	n/a	n/a
Families with Disabilities	214	4	4	4	5	n/a	n/a
Race/Ethnicity	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Race/Ethnicity	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Race/Ethnicity	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Race/Ethnicity	n/a	n/a	n/a	n/a	n/a	n/a	n/a

What sources of information did the PHA use to conduct this analysis? (Check all that apply; all materials must be made available for public inspection.)

- Consolidated Plan of the Jurisdiction/s
Indicate year: 2001
- U.S. Census data: the Comprehensive Housing Affordability Strategy ("CHAS") dataset
- American Housing Survey data
Indicate year:
- Other housing market study: The Market Study of Unmet Need for Affordable Housing in Dallas, Falls City, Independence, Monmouth, and Polk County prepared for Polk Community Development Corporation by Sylvia C. McFarland, MAI; Indicate year: 2000
- Other sources: (list and indicate year of information)

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

State the housing needs of the families on the PHA's waiting list/s. **Complete one table for each type of PHA-wide waiting list administered by the PHA.** PHAs may provide separate tables for site-based or sub-jurisdictional public housing waiting lists at their option.

Housing Needs of Families on the Low Rent Waiting List May 22, 2001			
Waiting list type: (select one)			
<input type="checkbox"/> Section 8 tenant-based assistance			
<input checked="" type="checkbox"/> Public Housing			
<input type="checkbox"/> Combined Section 8 and Public Housing			
<input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional)			
If used, identify which development/sub jurisdiction:			
	# of Families	% of Total Families	Annual Turnover
Waiting list total	34		34
Extremely low income <=30% AMI	20	59%	
Very low income (>30% but <=50% AMI)	12	35%	
Low income (>50% but <80% AMI)	2	6%	
Families with children	2	6%	
Elderly families	21	62%	
Families with Disabilities	9	26%	
Families with single Head of Household + one other adult	0	0%	
Non-Disabled/Non-Elderly Singles	2	6%	
Race: White Non-Hispanic	32	94%	
Race: White Hispanic	1	3%	
Race: Black	0	0%	
Race: Asian/Pacific Islander	0	0%	
Race: American Indian/Alaska Native	1	3%	
Characteristics by Bedroom Size (Public Housing Only)			
1BR	30	88%	
1 BR (Non-Disabled/Non-Elderly Singles)	2	6%	
2 BR	1	3%	
3 BR	0	0%	
4 BR	1	3%	
5 BR	0	0%	
5+ BR	0	0%	
Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			
If yes:			
How long has it been closed (# of months)?			
Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed?			
<input type="checkbox"/> No <input type="checkbox"/> Yes			
Housing Needs of Families on the Section 8 Waiting List May 31, 2001			

Waiting list type: (select one)			
<input checked="" type="checkbox"/>	Section 8 tenant-based assistance		
<input type="checkbox"/>	Public Housing		
<input type="checkbox"/>	Combined Section 8 and Public Housing		
<input type="checkbox"/>	Public Housing Site-Based or sub-jurisdictional waiting list (optional)		
If used, identify which development/subjurisdiction:			
	# of Families	% of Total Families	Annual Turnover
Waiting list total	124		124
Extremely low income <=30% AMI	99	80%	
Very low income (>30% but <=50% AMI)	24	20%	
Low income (>50% but <80% AMI)	0	0%	
Families with children	91	73%	
Elderly families	4	3%	
Families with Disabilities	13	10%	
Race: White Non-Hispanic	109	88%	
Race: White Hispanic	11	9%	
Race: Black Non-Hispanic	1	1%	
Race: Asian/Pacific Island Non Hispanic	0	0%	
Race: American Indian/Alaska Native Non-Hispanic	3	2%	
Characteristics by Bedroom Size (Public Housing Only)			
1BR			
2 BR			
3 BR			
4 BR			
5 BR			
5+ BR			

Is the waiting list closed (select one)? 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
- 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) Collaborating with private industry and the local non-profit CDC for additional affordable housing.

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) PHA requested a HUD waiver to decrease the 75% target for new Section 8 admissions at or below 30% of AMI. Waiver granted 4/01.

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

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

Select all that apply

- Employ admissions preferences aimed at families who are working
- 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 fair housing

Select all that apply

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

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

(2) Reasons for Selecting Strategies

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

- Funding constraints
- Staffing constraints
- Limited availability of sites for assisted housing
- Extent to which particular housing needs are met by other organizations in the community
- Evidence of housing needs as demonstrated in the Consolidated Plan and other information available to the PHA (Waiting List)
- 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

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
1. Federal Grants (FY 2001 grants)		
a) Public Housing Operating Fund	\$453,700	Public Hsg. Operations
b) Public Housing Capital Fund	\$712,253	Capital Improvements
c) HOPE VI Revitalization	--	
d) HOPE VI Demolition	--	
e) Annual Contributions for Section 8 Tenant-Based Assistance	\$3,909,338	Housing Assistance Payments
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)	--	
g) Resident Opportunity and Self-Sufficiency Grants	25,920	Service Coordination for Elderly & Disabled
h) Community Development Block Grant	--	
i) HOME	--	
Other Federal Grants (list below)	--	
2. Prior Year Federal Grants (unobligated funds only) (list below)		
Comprehensive Grant 2000	\$75,000	Public Housing – Capital Improvements
3. Public Housing Dwelling Rental Income		
	\$974,200	Public Housing Operations
4. Other income (list below)		
Public Housing – Interest & Misc.	\$70,600	Public Housing Operations
Section 8 – Admin. Fees & Misc.	\$448,214	Section 8 Supportive Services
4. Non-federal sources (list below)		
Total resources	\$6,669,225	

3. PHA Policies Governing Eligibility, Selection, and Admissions

[24 CFR Part 903.7 9 (c)]

A. Public Housing

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

(1) Eligibility

- a. When does the PHA verify eligibility for admission to public housing? (select all that apply)
- When families are within a certain number of being offered a unit: (state number)
 - When families are within a certain time of being offered a unit: (state time)
When anticipated vacancy move out notice is received by staff.
 - 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)
- c. Yes No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?
- d. Yes No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?
- e. Yes No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)

(2)Waiting List Organization

- a. Which methods does the PHA plan to use to organize its public housing waiting list (select all that apply)
- Community-wide list
 - Sub-jurisdictional lists
 - Site-based waiting lists
 - Other (describe)
- b. Where may interested persons apply for admission to public housing?
- PHA main administrative office
 - PHA development site management office
 - Other (list below)
- c. If the PHA plans to operate one or more site-based waiting lists in the coming year, answer each of the following questions; if not, skip to subsection **(3) Assignment**
1. How many site-based waiting lists will the PHA operate in the coming year?

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

(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? (*No significant waiting list and will not delay admission of families above 30% of median area income if no families below 30% of median area income are on the list; currently meeting 40%.*)
- 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) Reward MF tenant to move to SF unit. Further foster FSS.

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)

Elderly, disabled, or displaced persons have preference over single persons.

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.

2 Date and Time

Former Federal preferences:

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

Other preferences (select all that apply)

- Working families and those unable to work because of age or disability
 Veterans and veterans' families
 Residents who live and/or work in the jurisdiction
 Those enrolled currently in educational, training, or upward mobility programs
1 Households that contribute to meeting income goals (broad range of incomes)
1 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)
Elderly, disabled, or displaced persons have preference over single persons.

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 (Resident Handbook)
 Other source (list) Periodic newsletters

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 (*Deconcentration and Income Mixing disregarded by Notice PIH 99-51. See Attachments 1 (or008a01) & 5 (or008e01) for required attachments to the template as substitution as provided in Notice PIH 2001-4.*)

- a. Yes No: Did the PHA's analysis of its family (general occupancy) developments to determine concentrations of poverty indicate the need for measures to promote deconcentration of poverty or income mixing?
- b. Yes No: Did the PHA adopt any changes to its **admissions policies** based on the results of the required analysis of the need to promote deconcentration of poverty or to assure income mixing?
- c. If the answer to b was yes, what changes were adopted? (select all that apply)
- Adoption of site based waiting lists
If selected, list targeted developments below:
- Employing waiting list "skipping" to achieve deconcentration of poverty or income mixing goals at targeted developments
If selected, list targeted developments below:
- Employing new admission preferences at targeted developments
If selected, list targeted developments below:
- Other (list policies and developments targeted below)
- d. Yes No: Did the PHA adopt any changes to **other** policies based on the results of the required analysis of the need for deconcentration of poverty and income mixing?
- e. If the answer to d was yes, how would you describe these changes? (select all that apply)
- Additional affirmative marketing
- Actions to improve the marketability of certain developments
- Adoption or adjustment of ceiling rents for certain developments
- Adoption of rent incentives to encourage deconcentration of poverty and income-mixing
- Other (list below)
- f. Based on the results of the required analysis, in which developments will the PHA make special efforts to attract or retain higher-income families? (select all that apply)
- Not applicable: results of analysis did not indicate a need for such efforts
- List (any applicable) developments below:
- g. Based on the results of the required analysis, in which developments will the PHA make special efforts to assure access for lower-income families? (select all that apply)

- 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) Former landlords as required by HUD regulations – Damage claim list 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)
Site offices, Adult & Family Services, other PHAs

(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:

Will give up to an additional 60-day extension to increase housing opportunities for all applicants. Additional extensions are limited to approved reasonable accommodation requests for households with a member who is a person with a disability.

(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)
 - (1) Current Public Housing or Moderate Rehabilitation Program residents who need to move to address medical or physical housing needs of the family.
 - (2) Applicants selected for “special needs” projects based upon commitments made and approved by the Housing Authority Board. Participants are selected based upon the criteria for eligibility for the specific project. (See Sec. 8 Administrative Plan)
 - (3) Elderly, disabled, or displaced persons will have preference over single persons.
 - (4) Families referred by Services for Children and Families for special purpose Family Unification Vouchers.

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.

2 Date and Time

Former Federal preferences

- 1 Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- 1 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)
- 1 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)
 - (1) Current Public Housing or Moderate Rehabilitation Program residents who need to move to address medical or physical housing needs of the family.

- (2) Applicants selected for “special needs” projects based upon commitments made and approved by the Housing Authority Board. Participants are selected based upon the criteria for eligibility for the specific project (See Sec. 8 Administrative Plan)
 - (3) Elderly, disabled, or displaced persons will have preference over single persons.
 - (4) Families referred by Services for Children and Families for special purpose Family Unification Vouchers.
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) Services to Children and Families – Direct contact with SCF staff and referrals.

4. PHA Rent Determination Policies

[24 CFR Part 903.7 9 (d)]

A. Public Housing

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

(1) Income Based Rent Policies

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

a. Use of discretionary policies: (select one)

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

---or---

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

b. Minimum Rent

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

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

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

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

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

1. Yes No: Does the PHA plan to charge rents at a fixed amount or percentage less than 30% of adjusted income?

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

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

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

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) Ceiling rents at 100% of FMRs were adopted as Flat Rents. Market-based flat rents will be developed within the next year based upon the Section 8 rent reasonableness study of comparable housing.

B. Section 8 Tenant-Based Assistance

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

(1) Payment Standards

Describe the voucher payment standards and policies.

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

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

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

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

- c. If the payment standard is higher than FMR, why has the PHA chosen this level?
(select all that apply)
- FMRs are not adequate to ensure success among assisted families in the PHA's segment of the FMR area
 - Reflects market or submarket
 - To increase housing options for families
 - Other (list below)
- d. How often are payment standards reevaluated for adequacy? (select one)
- Annually
 - Other (list below)
- e. What factors will the PHA consider in its assessment of the adequacy of its payment standard? (select all that apply)
- Success rates of assisted families
 - Rent burdens of assisted families
 - Other (list below) Financial feasibility.

(2) Minimum Rent

- a. What amount best reflects the PHA's minimum rent? (select one)
- \$0
 - \$1-\$25
 - \$26-\$50
- b. Yes No: Has the PHA adopted any discretionary minimum rent hardship exemption policies? (if yes, list below)

5. Operations and Management

[24 CFR Part 903.7 9 (e)]

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

A. PHA Management Structure

Describe the PHA's management structure and organization.

(select one)

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

B. HUD Programs Under PHA Management

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

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

C. Management and Maintenance Policies

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

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

6. PHA Grievance Procedures

[24 CFR Part 903.7 9 (f)]

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

A. Public Housing

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

If yes, list additions to federal requirements below:

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

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

B. Section 8 Tenant-Based Assistance

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

If yes, list additions to federal requirements below:

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

- PHA main administrative office
 Other (list below)

7. Capital Improvement Needs

[24 CFR Part 903.7 9 (g)]

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

A. Capital Fund Activities

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

(1) Capital Fund Program Annual Statement

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

Select one:

The Capital Fund Program Annual Statement is provided as an attachment to the PHA Plan at Attachment 2 (or008b01)

-or-

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

(2) Optional 5-Year Action Plan

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

- a. Yes 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 7 (or008b01)
- or-
- The Capital Fund Program 5-Year Action Plan is provided below: (if selected, copy the CFP optional 5 Year Action Plan from the Table Library and insert here)

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

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

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

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

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

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

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

8. Demolition and Disposition

[24 CFR Part 903.7 9 (h)]

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

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

2. Activity Description

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

Demolition/Disposition Activity Description
1a. Development name: 1b. Development (project) number:
2. Activity type: Demolition <input type="checkbox"/> Disposition <input type="checkbox"/>
3. Application status (select one) Approved <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/>
4. Date application approved, submitted, or planned for submission: <u>(DD/MM/YY)</u>
5. Number of units affected: 6. Coverage of action (select one) <input type="checkbox"/> Part of the development <input type="checkbox"/> Total development
7. Timeline for activity: a. Actual or projected start date of activity: b. Projected end date of activity:

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

[24 CFR Part 903.7 9 (i)]

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

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

2. Activity Description

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

Designation of Public Housing Activity Description
1a. Development name: 1b. Development (project) number:
2. Designation type: Occupancy by only the elderly <input type="checkbox"/> Occupancy by families with disabilities <input type="checkbox"/> Occupancy by only elderly families and families with disabilities <input type="checkbox"/>
3. Application status (select one) Approved; included in the PHA’s Designation Plan <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/>
4. Date this designation approved, submitted, or planned for submission: (DD/MM/YY)
5. If approved, will this designation constitute a (select one) <input type="checkbox"/> New Designation Plan <input type="checkbox"/> Revision of a previously approved Designation Plan?
6. Number of units affected: 7. Coverage of action (select one) <input type="checkbox"/> Part of the development <input type="checkbox"/> Total development

10. Conversion of Public Housing to Tenant-Based Assistance

[24 CFR Part 903.7 9 (j)]

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

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

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

2. Activity Description

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

Conversion of Public Housing Activity Description
1a. Development name: 1b. Development (project) number:
2. What is the status of the required assessment? <input type="checkbox"/> Assessment underway <input type="checkbox"/> Assessment results submitted to HUD <input type="checkbox"/> Assessment results approved by HUD (if marked, proceed to next question) <input type="checkbox"/> Other (explain below)
3. <input type="checkbox"/> Yes <input type="checkbox"/> No: Is a Conversion Plan required? (If yes, go to block 4; if no, go to block 5.)
4. Status of Conversion Plan (select the statement that best describes the current status) <input type="checkbox"/> Conversion Plan in development <input type="checkbox"/> Conversion Plan submitted to HUD on: (DD/MM/YYYY) <input type="checkbox"/> Conversion Plan approved by HUD on: (DD/MM/YYYY) <input type="checkbox"/> Activities pursuant to HUD-approved Conversion Plan underway
5. Description of how requirements of Section 202 are being satisfied by means other than conversion (select one)

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

B. Section 8 Tenant Based Assistance

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

2. Program Description:

a. Size of Program

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

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

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

b. PHA-established eligibility criteria

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

If yes, list criteria below:

12. PHA Community Service and Self-sufficiency Programs

[24 CFR Part 903.7 9 (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. Other coordination efforts between the PHA and TANF agency (select all that apply)

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

B. Services and programs offered to residents and participants

(1) General

a. Self-Sufficiency Policies

Program	Required Number of Participants (start of FY 2000 Estimate)	Actual Number of Participants (As of: DD/MM/YY)
Public Housing		
Section 8		

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

C. Welfare Benefit Reductions

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

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

13. PHA Safety and Crime Prevention Measures

[24 CFR Part 903.7 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 use 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: ____)

14. RESERVED FOR PET POLICY

[24 CFR Part 903.7 9 (n)]

See Attachment 3 (or008c01)

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: N/A 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:

The Resident Advisory Board met on June 29, 2001 to review the Plan. Most comments were questions asking for clarification or explanations about specific items contained in the Plan. One member requested that the Attachment 4, identifying the Resident Advisory Board members be revised to not list any location identifiers. The member was concerned about the document getting posted on HUD's Website on the Internet and fear of identification due to prior domestic violence situations.

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:

Attachment 4 has been revised to remove any specific location identifiers.

Other: (list below)

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

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

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

3. Description of Resident Election Process

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

- Candidates were nominated by resident and assisted family organizations
 Candidates could be nominated by any adult recipient of PHA assistance
 Self-nomination: Candidates registered with the PHA and requested a place on ballot
 Other: (describe)

b. Eligible candidates: (select one)

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

c. Eligible voters: (select all that apply)

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

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: (provide name here)
 State of Oregon
 City of Salem
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)

D. Other Information Required by HUD

Attachments

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

1. Admissions Policy for Deconcentration (or008a01)
2. FY 2001 Capital Fund Program Annual Statement (or008b01)
3. Pet Policy (or008c01)
4. Membership of the Resident Advisory Board (or008d01)
5. Component 3, (6) Deconcentration and Income Mixing (or008e01)
6. Brief Statement of Progress in Meeting the 5-Year Plan Mission and Goals (or008f01)
7. FY 2001 Capital Fund Program 5 Year Action Plan (or008b01)
8. Definition of “Substantial Deviation” and “Significant Amendment or Modification” [903.7(r)] (or008g01)

Table Library

Attachment 1 (or008a02)
Admissions Policy for Deconcentration
Polk County Housing Authority
FY2002 Annual Plan

PUBLIC HOUSING LEASING AND OCCUPANCY POLICY

SECTION V. TENANT SELECTION/PRIORITIZATION OF APPLICANTS

A. Applicants for the Authority-owned (Public) housing program shall be positioned on the appropriate bedroom-sized waiting list and consequently offered a unit vacancy in the order of the date and time of the Housing Authority's receipt of their application unless the Authority must use "Deconcentration Efforts" (item B); or "Income Targeting" (item C) in accordance with the Quality Housing and Work Responsibility Act of 1998; or chooses to use "Local Preferences" (Item D); or to accommodate a disabled person in need of an accessible dwelling (item F).

B. "Deconcentration Efforts"

Annually in accordance with 24 CFR Part 903, Subpart A, the Authority will take the following steps in order to meet the statutory requirement to deconcentrate poverty and provide for income mixing in covered public housing developments:

1. The Authority will determine the average income of all families residing in all covered developments in accordance with the HUD Notice PIH 2001-4 for appropriate bedroom size adjustment.
2. The Authority will determine the average income of all families residing in each covered development in accordance with the HUD Notice PIH 2001-4 for appropriate bedroom size adjustment to determine the covered development average income.
3. The Authority will determine whether each of the covered developments falls above, within, or below the Established Income Range of 85% to 115% of the PHA-wide average income for covered developments.
4. If any covered development has an average income outside the Established Income Range, the Authority may explain or justify the income profile for the development as being consistent with and furthering two sets of goals: the goals of deconcentration of poverty and income mixing as specified by the statute; and the local goals and strategies contained in the Authority's Annual Plan. See 24 CFR 903.2 (c).
5. Where the income profile for a covered development falls outside the Established Income Range and is not explained or justified in the Authority's Annual Plan submission, the Authority may skip over families with higher or lower incomes if needed to meet deconcentration requirements.

C. "Income Targeting"

In accordance with the Quality Housing and Work Responsibility Act of 1998, 40% of all new admissions must have incomes that do not exceed 30% of the area median income as published by HUD. Polk County Housing Authority will monitor the new admissions monthly and will prioritize families with incomes under 30% of the area median at any time that 60% of new admissions are families with income exceeding 30% of the area median. Once the new admissions are in compliance, processing will return to the normal procedures.

D. "Local Preferences"

The Authority may assist applicants without regard to their position on the waiting list after consideration of meeting the requirements noted in B. and C. above:

1. To provide housing assistance for not less than 9 clients of Polk County Mental Health as an aggregate total to be assisted at all times; or
2. To provide preference for the admission of elderly, disabled and displaced persons before other single persons.

E. A "Near-elderly family", as defined in 24 CFR Part 5, shall be given preference over a single person for admission into the Public Housing Program.

F. When an accessible unit, specifically designed for a "Person with disabilities" becomes available, the unit shall be offered:

1. First, to a current tenant, who has a family member that is a "Person with disabilities" requiring the accessibility features, living in a non-accessible unit;
2. Second, to an eligible applicant, who has a family member that is a "Person with disabilities" requiring the accessibility features, living in a non-accessible unit;
3. Third, to an eligible applicant, who has a family member whose medical prognosis indicates the need for the accessible features in the not too distant future;
4. Fourth, to an eligible applicant not in need of the accessibility features. If this situation arises, the applicant must agree to move to a non-accessible unit when available, should a tenant or applicant, who has a family member that is a "Person with disabilities" requiring the accessibility features be identified and become eligible for admission to the program. Such requirement shall be incorporated into the lease by amendment.

G. Transfers within the Authority-owned (Public) housing program shall take preference over placement off the waiting list, except for Single Persons accepted as tenants into a particular project when there are "Elderly, Disabled or Displaced families" remaining on the waiting list. Those "Single Person" tenants will not be granted a transfer to another project ahead of the remaining "Elderly, Disabled or Displaced families" on the waiting list.

- H. Transfer of a tenant from one dwelling unit owned by the Authority to another shall be granted in accordance with the following priorities:
1. Tenants having no family member that is a "Person with disabilities" requiring accessibility features, residing in accessible units shall be transferred to non-accessible units when tenants or applicants are identified who are in need of the accessible unit. The accessible dwelling shall go first to current tenants who are in need of the accessible unit and second to applicants in need of such dwellings.
 2. Tenants residing in units planned for remodel through the Comprehensive Grant Program who must move within the next four months.
 3. Medical Transfers. Those instances where a tenant must be transferred because of the need for special medical equipment, heart ailment preventing the climbing of stairs, etc.
 4. Tenants in over or under-housed conditions. The Authority shall authorize such transfers based on the date of eligibility for a transfer within each priority and staff evaluation of the behavior of the tenant (i.e., rent paying pattern, housekeeping, social behavior).
 5. Tenants identified in order to reward and promote positive behaviors, such as good housekeeping, good rent payment history and/or appropriate supervision of children, and to further tenant families' progress in attaining "Self-Sufficiency."
- I. All transfers within the Authority-owned (Public) Housing program will be subject to rent payments for both, the unit moving out of and the unit moving into, for so long as the tenant has possession of the unit or continues to have the keys. This means that the tenant will be paying rent on two units for so long as the tenant has possession of both units or has keys for both units. The tenant's rent obligation will end on the unit moving out of, once the tenant has turned the keys into the Authority's office.

**(or008b02) Attachments 2 and 7 to Polk County Housing Authority's Agency Plan
Component 7
Capital Fund Program Annual Statement
Parts I, II, and II and Capital Fund Program Five-Year Action Plan
CAPITAL FUND PROGRAM TABLES START HERE**

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary					
PHA Name: POLK COUNTY HOUSING AUTHORITY		Grant Type and Number Capital Fund Program Grant No: OR16P00850101 Replacement Housing Factor Grant No:		Federal FY of Grant: 2001	
<input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:) <input type="checkbox"/> Performance and Evaluation Report for Period Ending: <input type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds	0			
2	1406 Operations	0			
3	1408 Management Improvements Soft Costs	111204			
	Management Improvements Hard Costs	10000			
4	1410 Administration	71225			
5	1411 Audit	0			
6	1415 Liquidated Damages	0			
7	1430 Fees and Costs	20000			
8	1440 Site Acquisition	0			
9	1450 Site Improvement	80000			
10	1460 Dwelling Structures	248124			
11	1465.1 Dwelling Equipment—Nonexpendable	0			
12	1470 Nondwelling Structures	160200			
13	1475 Nondwelling Equipment	11000			
14	1485 Demolition	0			
15	1490 Replacement Reserve	0			

**Annual Statement/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary**

PHA Name: POLK COUNTY HOUSING AUTHORITY	Grant Type and Number Capital Fund Program Grant No: OR16P00850101 Replacement Housing Factor Grant No:	Federal FY of Grant: 2001
--	--	-------------------------------------

Original Annual Statement Reserve for Disasters/ Emergencies Revised Annual Statement (revision no:)
 Performance and Evaluation Report for Period Ending: Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost	Total Actual Cost
16	1492 Moving to Work Demonstration	0	
17	1495.1 Relocation Costs	500	
18	1499 Development Activities	0	
19	1502 Contingency	0	
	Amount of Annual Grant: (sum of lines.....)	712253	
	Amount of line XX Related to LBP Activities	0	
	Amount of line XX Related to Section 504 compliance	125509	
	Amount of line XX Related to Security –Soft Costs	0	
	Amount of Line XX related to Security-- Hard Costs	0	
	Amount of line XX Related to Energy Conservation Measures	0	
	Collateralization Expenses or Debt Service	0	

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

PHA Name: Polk County Housing Authority		Grant Type and Number Capital Fund Program Grant No: OR16P00850101 Replacement Housing Factor Grant No:				Federal FY of Grant: 2001			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories		Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
HA-Wide	1) Training		1408		5000.00				
Mgmt.	2) Service Coordinator		1408		12743.00				
Improvements	3) Resident Initiatives Coordinator		1408		48292.00				
	4) Salary Comparability Study		1408		5000.00				
HA-Wide	5) Computer System Hardware/Software		1408		5000.00				
HA-Wide	Salary and Benefits for PCHA Staff		1410		66225.00				
Admin	Administrative and Sundry Items		1410		5000.00				
	Architect/Engineer Fees and Costs		1430		20000.00				
	Hazardous Mat. Abatement		1460		1000.00				
	Maint. Equip.		1475		3000.00				
	Comm. Sys Equip.		1475		8000.00				
	Relocation		1495.1		500.00				

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

PHA Name: Polk County Housing Authority		Grant Type and Number Capital Fund Program Grant No: OR16P00850101 Replacement Housing Factor Grant No:				Federal FY of Grant: 2001			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories		Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
OR 8-1	Exterior Improvements		1460	3 BLDGs	30000.00				
Pioneer Village									
	Bus Stop Roofs		1470	4 EA	1500.00				
OR 8-3	Exterior Improvements		1460	12 Units	10000.00				
Pioneer Village									
	Bus Stop Roofs		1470	4 EA	1500.00				

Annual Statement/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)
Part III: Implementation Schedule

PHA Name: Polk County Housing Authority		Grant Type and Number Capital Fund Program No: OR16P00850101 Replacement Housing Factor No:					Federal FY of Grant: 2001	
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates	
	Original	Revised	Actual	Original	Revised	Actual		
HA-Wide	Mar 2003			Sep 2003				
OR 8-1/3 Pioneer Village	Mar 2003			Sep 2003				
OR 8-5 LaCreole Manor	Mar 2003			Sep 2003				
OR 8-6 Kingwood West	Mar 2003			Sep 2003				
OR 8-7 Scattered Sites	Mar 2003			Sep 2003				

Capital Fund Program Five-Year Action Plan

Part I: Summary

PHA Name Polk County Housing Authority		<input checked="" type="checkbox"/> Original 5-Year Plan <input type="checkbox"/> Revision No:			
Development Number/Name/HA-Wide	Year 1 2001	Work Statement for Year 2 FFY Grant: PHA FY: 2002	Work Statement for Year 3 FFY Grant: PHA FY: 2003	Work Statement for Year 4 FFY Grant: PHA FY: 2004	Work Statement for Year 5 FFY Grant: PHA FY: 2005
Management Impr.	Annual Statement	67023	86574	70163	71792
Operating Budget		125149	128000	92208	75255
Administration		73006	74831	76702	78619
Other		16000	14500	16000	16000
Non-Dwelling		10995	87000	3000	3000
HA-Wide		6000	36000	6000	6000
OR8-1 Pioneer Village		30000	30000	30000	112000
OR8-3 Pioneer Village		30000	30000	50000	112000
OR8-1 Arbor Court		0	80000	0	70000
OR8-5 Lacreole Manor		0	0	0	120000
OR8-6 Kingwood West		354080	80000	359000	40000
OR8-7 Scattered Sites		0	37000	0	0
Total CFP Funds (Est.)		712253	683905	703073	704666
Total Replacement Housing Factor Funds					

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

Activities for Year 1	Activities for Year : 2 FFY Grant: 2002 PHA FY: 2003			Activities for Year: 3 FFY Grant: 2003 PHA FY: 2004		
	HA-Wide			HA-Wide		
See	Extraordinary Maintenance		5000	Extraordinary Maintenance		5000
	Hazardous Material Abate		1000	Hazardous Material Abate		1000
Annual	Office Equip/Furnishings		4000	Energy Conservation		30000
	Maintenance Equipment		3000	Maintenance Equipment		3000
Statement	Administration		73006	Maintenance Vehicle		20000
	Fees and Costs		14000	Riding Lawn Mower		9000
	Relocation		2000	Administration		74831
				Fees and Costs		14000
				Relocation		500

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

Activities for Year 1	Activities for Year : 4 FFY Grant: 2004 PHA FY: 2005			Activities for Year: 5 FFY Grant: 2005 PHA FY: 2006		
	HA-Wide			HA-Wide		
See	Extraordinary Maintenance		5000	Administration		78619
	Hazardous Material Abate		1000	Fees and Costs		14000
Annual	Maintenance Equipment		3000	Relocation		2000
	Administration		76702			
Statement	Fees and Costs		14000			
	Relocation		2000			

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

Activities for Year 1	Activities for Year : 2 FFY Grant: 2002 PHA FY: 2003			Activities for Year: 3 FFY Grant: 2003 PHA FY: 2004		
	Management Improvements			Management Improvements		
See	Training		5000	Training		5000
	Resident Initiatives Coordinator		48636	Resident Initiatives Coordinator		49852
Annual	Service Coordinator		13387	Service Coordinator		13722
Statement				Energy Conservation Audit		18000

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

	Activities for Year : 4 FFY Grant: 2004 PHA FY: 2005			Activities for Year: 5 FFY Grant: 2005 PHA FY: 2006		
	Management Improvements			Management Improvements		
	Training		5000	Training		5000
	Resident Initiatives Coordinator		51098	Resident Initiatives Coordinator		52376
	Service Coordinator		14065	Service Coordinator		14417

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

Activities for Year 1	Activities for Year : 2 FFY Grant: 2002 PHA FY: 2003			Activities for Year: 3 FFY Grant: 2003 PHA FY: 2004		
	OR8-1 Pioneer Village			OR8-1 Pioneer Village		
See	Building Exterior Improvements		30000	Building Exterior Improvements		30000
	Maintenance Shop Roof		3995			
Annual						
Statement	OR8-3 Pioneer Village			OR8-3 Pioneer Village		
	Building Exterior Improvements		30000	Building Exterior Improvements		30000

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

	Activities for Year : 4 FFY Grant: 2004 PHA FY: 2005			Activities for Year: 5 FFY Grant: 2005 PHA FY: 2006		
	OR8-1 Pioneer Village			OR8-1 Pioneer Village		
	Building Exterior Improvements		30000	Building Exterior Improvements		30000
	Site Grounds		20000	Two Accessible Units		62000
				Site Grounds		20000
	OR8-3 Pioneer Village			OR8-3 Pioneer Village		
	Building Exterior Improvements		30000	Building Exterior Improvements		30000
	Site Grounds		20000	Two Accessible Units		62000
				Site Grounds		20000

Capital Fund Program Five-Year Action Plan

Part II: Supporting Pages—Work Activities

Activities for Year 1	Activities for Year : 2 FFY Grant: 2002 PHA FY: 2003			Activities for Year: 3 FFY Grant: 2003 PHA FY: 2004		
	OR8-2 Arbor Court			OR8-2 Arbor Court		
See	None		0	Sidewalk/Pavements		80000
Annual						
Statement						

Capital Fund Program Five-Year Action Plan

Part II: Supporting Pages—Work Activities

	Activities for Year : 4 FFY Grant: 2004 PHA FY: 2005			Activities for Year: 5 FFY Grant: 2005 PHA FY: 2006		
	OR8-2 Arbor Court			OR8-2 Arbor Court		
	None		0	Exterior Improvements		70000

Capital Fund Program Five-Year Action Plan

Part II: Supporting Pages—Work Activities

Activities for Year 1	Activities for Year : 2 FFY Grant: 2002 PHA FY: 2003			Activities for Year: 3 FFY Grant: 2003 PHA FY: 2004		
	OR8-5 LaCreole Manor			OR8-5 LaCreole Manor		
See	None		0	Computer Room Addition		45000
Annual						
Statement						

Capital Fund Program Five-Year Action Plan

Part II: Supporting Pages—Work Activities

	Activities for Year : 4 FFY Grant: 2004 PHA FY: 2005			Activities for Year: 5 FFY Grant: 2005 PHA FY: 2006		
	OR8-5 LaCreole Manor			OR8-5 LaCreole Manor		
	None		0	Accessible Units		120000

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

Activities for Year 1	Activities for Year : 2 FFY Grant: 2002 PHA FY: 2003			Activities for Year: 3 FFY Grant: 2003 PHA FY: 2004		
	OR8-6 Kingwood West			OR8-6 Kingwood West		
See	Cabinet Upgrade		20000	Cabinet Upgrade		20000
	New Flooring		14080	New Flooring		40000
Annual	Accessible Units		300000	Exterior Improvements		20000
	Exterior Improvements		20000	Non-Unit Exterior Improvements		10000
Statement						

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

	Activities for Year : 4 FFY Grant: 2004 PHA FY: 2005			Activities for Year: 5 FFY Grant: 2005 PHA FY: 2006		
	OR8-6 Kingwood West			OR8-6 Kingwood West		
	Cabinet Upgrade		10000	Site Upgrades		20000
	New Flooring		20000	New Flooring		10000
	Accessible Units		309000	Exterior Improvements		10000
	Exterior Improvements		20000			

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

Activities for Year 1	Activities for Year : 2 FFY Grant: 2002 PHA FY: 2003			Activities for Year: 3 FFY Grant: 2003 PHA FY: 2004		
	OR8-7 Scattered Sites			OR8-7 Scattered Sites		
See	None		0	Septic System Replacement		6000
				Pavement Improvements		5000
Annual				Heating System Replacement		3000
Statement						

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

	Activities for Year : 4 FFY Grant: 2004 PHA FY: 2005			Activities for Year: 5 FFY Grant: 2005 PHA FY: 2006		
	OR8-7 Scattered Sites			OR8-7 Scattered Sites		
	None		0	None		0

(or008c02) Attachment 3 – Agency Plan

Polk County Housing Authority

PET POLICY

APPLICABILITY

This Pet Policy applies only to the **public housing** that is owned and managed by Polk County Housing Authority (PCHA). It does not apply to other properties owned or managed by PCHA. The purpose of this Pet Policy is to allow individual **public housing tenants** to benefit from the pleasure of common household pet ownership, while at the same time ensuring that pet ownership does not interfere with the rights of all tenants to enjoy clean, quiet, and safe surroundings. An exception to this pet policy will be granted if the tenant can certify in writing that the tenant is disabled, the animal has been trained to assist persons with that specific disability, and the animal actually assists the disabled individual.

The PCHA will not deny applications for or the continued occupancy of housing covered under this Pet Policy because an applicant or tenant owns a pet, providing that the conditions of the Pet Policy are met.

Prior to a tenant keeping a pet in a unit, the pet must be registered with PCHA and the lease must be amended to allow a specific pet and to set out the requirements of this Pet Policy. Permission to keep pets on PCHA property is granted solely by, and at the discretion of the PCHA. It is subject to strict adherence to this Pet Policy.

TYPES OF PETS ALLOWED

For the purpose of this Policy, there are two (2) categories of pets with a maximum per type of pet, as indicated:

CATEGORY I

Hamsters (2 same sex)
Birds (2 small and caged)
Fish

CATEGORY II

Dog (1)
Cat (1)

There shall be a limit of one (1) type of pet per household, unless an exception has been granted in writing by PCHA. **All other types of animals are expressly prohibited.** “Dangerous breeds” of pets will not be allowed. “Dangerous breeds” includes but is not limited to any breed that is described as territorial or aggressive or has a known history of such behavior. Tenants keeping a pet must comply with the following rules:

CATEGORY I - PET REQUIREMENTS

- A. No fee or deposit will be required for a Category I pet.
- B. Fish must be kept in an aquarium which holds no more than fifteen (15) gallons of water.
- C. Other birds/animals in this category must be kept in a portable cage which can be easily moved by the tenant.
- D. Any aquarium or cage must be kept clean and free of odor.
- E. For the purpose of this policy, fish or animals that can be reasonably kept in an aquarium or a single cage

constitutes "one pet."

CATEGORY II - PET REQUIREMENTS

A. The tenant shall pay PCHA a **refundable pet deposit** prior to moving into the unit upon initial occupancy. If a tenant wishes to become a pet owner after initial occupancy, he/she shall immediately place on deposit the applicable sum as indicated below. Tenants may make the required pet deposit on an installment basis with prior approval of the Housing Operations Manager or his/her designee. Sums necessary to repair any damage will be deducted from the deposit. If the sum of the damage exceeds the amount held by the Housing Authority as a deposit, the tenant shall be billed for the excess damage. The Category II pet deposit schedule is:

Site / Location	Regular Deposit Per Pet	Discounted Deposit For a Declawed Cat
La Creole Manor (hi-rise)	\$150	N/A
All Other Sites	\$100	\$50

- B. All pets in this category must weigh **no more than twenty-five (25) pounds** in their full-grown state and tenant shall provide written documentation of this fact.
- C. Tenants shall provide **written proof** of the following (only if applicable) prior to bringing the pet onto the premises:
1. Current license tag from the County or City;
 2. Inoculation against rabies;
 3. Inoculation against distemper;
 4. Inoculation against parvo virus;
 5. Pet has been **neutered/spayed**;
 6. Name and phone number of person to contact in case of emergencies;
 7. Written description of pet;
 8. Color photo of pet.
- D. The pets shall remain inside the tenant's unit, unless on a leash or in a portable carry cage, and are not to be allowed in the common area, except for leaving or entering the tenant's unit or for exercising. All **pets being exercised** on the common area grounds must be **contained by a leash, no longer than six (6) feet**, controlled by a responsible individual. No animal may be leashed or tied to any stationary object outside the tenant's apartment or the individual tenant yard areas which would allow the pet to roam outside of the tenant's individual yard.
- E. Cats must be trained to use a litter box which must be plastic and kept in the tenant's unit.
- F. Litter must be disposed of often enough to keep the unit free of odor, but not less than once (1) per week. The litter must be sealed in a plastic trash bag and placed in Authority trash containers, and at no time washed down any drains or flushed down any toilets.
- G. Pets may be exercised only in areas designated by PCHA. Hallways, social halls, laundry room facilities and offices are not to be used as exercise areas for pets. The tenant is responsible for the removal of all animal waste. It is to be placed in a sealed plastic bag and disposed of in Authority trash containers.
- H. Tenants must furnish a certificate from the veterinarian at least annually that the pet is in good health, free

from fleas, ticks, or other vermin, and has had all necessary shots and/or vaccinations. Tenants are responsible for keeping all areas where pets are housed clean, safe and free of parasites.

- I. PCHA will levy an animal waste removal fee of \$5.00 per incident, for all pet owners who allow their pets to defecate on PCHA-owned property, without properly taking care of the waste themselves.
- J. Any insect infestations in the tenant's unit and/or other adjacent units will be the final responsibility of the pet owner.
- K. Pets shall not be allowed to interfere with the peaceful enjoyment of other residents or neighbors by barking, biting, scratching, or other such activities.
- L. Tenants shall comply with all Municipal or County codes regarding pet ownership.
- M. Tenants may not alter patio or yard areas to accommodate the pet without first receiving prior written authorization from PCHA.

GENERAL REQUIREMENTS- BOTH CATEGORY I & CATEGORY II PETS

1. Pets are not to be left unattended for more than twenty-four (24) hours. Tenants will be required to designate who will care for the pet in his/her absence. The designee will also be required to sign a statement that he/she will be responsible for the pet and will abide by the rules of this Policy. If pets are left unattended for more than twenty-four (24) hours and the tenant's designee is unavailable, PCHA management may enter the dwelling unit, remove the pet and transfer it to the proper authorities, subject to the provisions of Oregon State law and any pertinent local ordinances. PCHA accepts no responsibility for the animal under such circumstances and any cost for the animal care facility shall be the responsibility of the tenant.
2. Tenant must allow PCHA to inspect the unit for the purpose of determining compliance with the pet policy.
3. The tenant shall be liable for any damage or injury whatsoever caused by a pet and shall pay PCHA or the designated agents immediately for any costs incurred as a result of damage or injury caused.
4. The tenant accepts full responsibility and indemnifies the landlord for any claims by or injuries to third parties or their property caused by or as a result of actions by their pet(s).
5. After the tenant no longer owns a pet or vacates the unit and there has been an inspection to assess any pet damage, the Authority will refund the pet deposit or bill the tenant for costs to repair pet-caused damage.

STRAYS AND PET SITTING

1. There shall be no feeding of strays; the feeding of or caring for strays shall be considered keeping a pet without permission, and will not be allowed, except as designees of PCHA tenants caring for pets covered by this Policy.
2. Tenants shall not take care of pets for other persons, except as designees of PCHA tenants caring for pets covered by this Policy.

REFUSAL OF PET APPLICATION - REGISTRATION

PCHA may refuse to register a pet for the following:

1. If the pet is not one of the listed animals in Category I or Category II.
2. If the tenant fails to provide the complete documentation that the pet meets the requirements of this pet policy.
3. If PCHA determines that the tenant will not be able to keep the pet in compliance with the pet policy and other rental

agreement obligations. The pet's temperament and behavior may be considered as a factor in determining the tenant's ability to comply with the pet policy and other rental agreement obligations.

REVOKING PET REGISTRATION AUTHORIZATION

PCHA may revoke the tenant's registration authorization at any time due to any of the following reasons:

1. PCHA determines that the pet is not properly cared for or is being kept in violation of state law, or local ordinances with respect to humane treatment or health.
2. PCHA determines that the pet presents a threat to the safety and security of other tenants, PCHA employees, contractors and others on the premises.
3. PCHA determines that the pet disturbs other tenants for by making excessive noise or becomes destructive.
4. Tenant fails to comply with any of the requirements of this Pet Policy. PCHA may require the tenant to remove the pet from the tenant's home or to vacate the dwelling unit.

GRIEVANCE PROCEDURE

PCHA management and tenant agree to utilize PCHA's approved grievance procedure to resolve any dispute between tenant and management regarding a pet.

NONCOMPLIANCE

Failure by the tenant to adhere to the terms of this Policy or any pet whose conduct or condition is duly determined by the Housing Authority to constitute a nuisance or a threat to the health and safety of the other occupants or of other persons in the community shall result in the tenant being responsible for permanently removing the pet from the Housing Authority's premises.

ACKNOWLEDGMENT

I (we) hereby acknowledge by my (our) signature(s) appearing below that I (we) have received, read, and understand this Policy and will comply with the terms herein set forth.

(Tenant Signature) (Date)

(Tenant Signature) (Date)

**(or008d02) Attachment 4 to the
Polk County Housing Authority
Agency Plan**

Resident Advisory Board – March 2001

Public Housing Representatives

James Dougherty - PCHA Resident Commissioner
Nina Brown
Maida Bryant
Geraldyn Johnson
Patricia Mangis
Walter Dahm
Carolyn Cameron
Mary Encinas

Section 8 Representatives

Nettie Shuller
Cindy Sarff
Lisa Dirienzo

Resident Membership of the PHA Governing Board

PCHA Resident Commissioner, James Dougherty, was appointed to the Housing Authority Board by the Polk County Commissioners in September 2000. His term expires September 2003.

(or008e02) Attachment 5
Deconcentration of Poverty and Income Mixing
Polk County Housing Authority
FY2002 Annual Plan

Component 3, (6) Deconcentration and Income Mixing

- a. Yes No: Does the PHA have any general occupancy (family) public housing developments covered by the deconcentration rule? If no, this section is complete. If yes, continue to the next question.
- b. Yes No: Do any of these covered developments have average incomes above or below 85% to 115% of the average incomes of all such developments? If no, this section is complete.

If yes, list these developments as follows:

Development Name	Number of Units	Explanation (if any) [see Step 4 at §903.2(c)(1)(iv)]	Deconcentration policy (if no explanation) [see Step 5 at §903.2(c)(1)(v)]
Arbor Court (all units) (Adj. Avg: \$11,707)	20 units total (19units occupied)	NA: The Adjusted Average Income is within the acceptable range of 85% - 115%. Arbor Court falls at 108.50%.	*****
La Creole Manor (all units) (Adj. Avg: \$9,872)	80 units total (77units occupied, 1 unit out of service)	NA: The Adjusted Average Income is within the acceptable range of 85% - 115%. La Creole Manor falls at 91.49%.	*****
Scattered Sites (all units) (Adj. Avg: NA)	18 units total (all occupied)	NA: 9 of the 18 units are located in one site, which is less than the 12 unit threshold for small developments, as provided by HUD-Portland. As well, the 9 remaining units are scattered site single-familv	*****

		houses and are not applicable to the Deconcentration Rule according to §903.2(c)(1)(iv)(C).	
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- [1] PHA-wide Adjusted Average Income (overall for 114 occupied units in the three developments): \$10,790;
- [2] 85% of Adjusted Average Income/Household: \$9,172;
- [3] 115% of Adjusted Average Income/Household: \$12,409;
- [4] Calculation of the Adjusted Average Incomes were conducted using the Unit Size Adjustment method as per HUD Notice PIH 2001-04 (HA), dated 1/19/2001.

**(or008f02) Attachment 6 to the
Polk County Housing Authority
Agency Plan**

Brief Statement of Progress in Meeting the 5-Year Plan Mission and Goals

The Housing Authority made a “Substantial Deviation” in the Mission Statement due to a recent vision change provided by the Polk County Commissioners on May 22, 2001.

Under the HUD Strategic Goals, Section B., the Housing Authority goals were also revised to conform to the recent vision change provided by the Polk County Commissioners. Polk County Housing Authority will no longer have a goal of acquiring or building units or developments but will encourage non-profits and private industry in growth efforts for affordable housing.

Polk County Housing Authority did meet the objectives of improving the public housing management (PHAS official scores based upon the MASS Scores for FY 1999 at 99% and FY 2000 at 100%) and the voucher management (SEMAP scores not yet issued by HUD). The Housing Authority also made progress in improving the customer satisfaction and increased the opportunities for the voucher participants through increasing the Payment Standard to 100% of FMR and approving higher standards for persons with a disability due to reasonable accommodation requests. This has also improved the leasing schedule over the past year.

**(or008g02) Attachment 8 to
Polk County Housing Authority
Agency Plan
Substantial Deviation / Significant Amendment or Modification**

Polk County Housing Authority defines the basic criteria that will be used to determine whether a revision to the Agency Plan is a “substantial deviation” or a “significant amendment or modification” to be as follows:

1. 5-Year Plan

Any change to the Mission or any of the HUD Strategic Goal items **will be** considered a “substantial deviation” or a “significant amendment or modification” and will require additional public review. Change to the Other PHA Goals and Objectives **will not be** considered a “substantial deviation” or a “significant amendment or modification”.

2. Annual PHA Plan

- A.** Revisions that would make changes to the following general categories **will be** considered a “substantial deviation” or a “significant amendment or modification” and will require additional public review:

Changes to admissions preferences or waiting list organization for either Public Housing or Section 8;
Changes to rent determination policies for either Public Housing or Section 8;
Additions of any non-emergency work items (items not included in the current Annual Statement or 5-Year Action Plan) or change in use of replacement reserve funds under the Capital Fund;
Addition of a PHDEP Plan; and
Any change with regard to demolition or disposition, designation, home ownership programs or conversion activities.

- B.** Revisions that **will not be** considered a “substantial deviation” or a “significant amendment or modification” are:

Changes to any of the items in A. above that is being adopted to reflect changes in HUD regulatory requirements;
Changes to any category not included in A. above; and
Revisions to any attachments to the Agency Plan that would not be a change to any item included in A. above.