

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

BURLINGTON HOUSING AUTHORITY 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: Burlington Housing Authority

PHA Number: VT001

PHA Fiscal Year Beginning: 07/2001

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 to promote, provide and preserve affordable housing in ways that encourage resident self-sufficiency and support healthy neighborhoods.

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 at least 100 affordable housing units
 - Other (list below)
 - Support the priorities of the City of Burlington Consolidated Plan, Annual Action Plan and Mayor's Housing Agenda
 - Support the housing development initiatives of nonprofit housing providers

- PHA Goal: Improve the quality of assisted housing
Objectives:
 - Improve public housing management: (PHAS score) – Remain a High Performer
 - Improve voucher management: (SEMAP score) Above 90

- 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 by implementing BHA's 10
Year Capital Improvement Plan
 - 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 through the Rental
Opportunity Center
 - Increase voucher payment standards
 - Implement voucher homeownership program:
 - Implement public housing or other homeownership programs through the
conversion of scattered site public housing and the development of new
homeownership units on unutilized land at Franklin Square
 - Implement public housing site-based waiting lists:
 - Convert public housing to vouchers:
 - Other: (list below)
Implement an expanded projected-based voucher program for up to 20%
of the total Section 8 allocation

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

- PHA Goal: Provide an improved living environment
- Objectives:
- Implement measures to deconcentrate poverty by bringing higher income
public housing households into lower income developments:
 - Implement measures to promote income mixing in public housing by
assuring access for lower income families into higher income
developments:
 - Implement public housing security improvements:
 - Designate developments or buildings for particular resident groups
(elderly, persons with disabilities)
 - Other: (list below)
Encourage resident organizations in all developments and provide
ongoing support to established resident organizations
Maintain a consistent mix of elderly and disabled residents in our
elderly/disabled housing developments
Improve screening of applicants consistent with fair housing laws

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 through partnerships with the Vermont Department of Prevention, Assistance, Transition and Health Access and the Vermont Department of Employment and Training
- Provide or attract supportive services to increase independence for the elderly or families with disabilities through partnerships with Fletcher Allen Health Center and other service providers
- Other: (list below)
Increase the number of public housing residents participating in the Family Self-Sufficiency Program

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: Identify, acquire and move to new office space in order to provide staff with better working conditions and to better service clients.

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 (PHAS Score of 92.6 – November 2000)**
 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.

Not 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:

- Resident Member on Board of Commissioners - A
- Resident Advisory Board Membership - B
- Deconcentration of Poverty and Income Mixing - C
- Resident Satisfaction Survey Follow-up Action Plan - D
- Capital Fund Program and Evaluation Reports as of December 31, 2000 -E
- FY 2001 Capital Fund Program Annual Statement – F
- Capital Fund Program Five Year Action Plan - G
- Section 8 Homeownership Program Capacity Statement - H
- Project-based Voucher Statement - I
- Five-Year Plan Progress Statement - J

Optional Attachments:

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

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
X	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
X	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans
X	Fair Housing Documentation: Records reflecting that the PHA has examined its programs	5 Year and Annual Plans

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

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
X	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
X	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
X	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act	Annual Plan: Conversion of Public Housing
X	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
X	Policies governing any Section 8 Homeownership program <input checked="" 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
X	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
X	The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	Annual Plan: Annual Audit
	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
X	Project-Based Voucher Implementation Plan	Section 8
X	10 Year Capital Needs Plan	Capital Needs

1. Statement of Housing Needs

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

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

Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Overall	Afford-ability	Supply	Quality	Access-ibility	Size	Loca-tion
Income <= 30% of AMI	3766	5	5	4	2	3	3
Income >30% but <=50% of AMI	2819	4	5	3	2	3	3
Income >50% but <80% of AMI	3376	4	5	3	2	3	3
Elderly	2271	2	1	2	3	1	2
Families with Disabilities	3500	5	5	4	3	3	3
Race/Ethnicity							
Race/Ethnicity							
Race/Ethnicity							
Race/Ethnicity							

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 (City of Burlington)
Indicate year: 2000
- U.S. Census data: the Comprehensive Housing Affordability Strategy (“CHAS”) dataset
- American Housing Survey data
Indicate year:
- Other housing market study
Indicate year:
- Other sources: (list and indicate year of information)
State of Vermont Housing Needs Assessment – April 1999
Housing In Northwestern Vermont – August 15, 2000

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

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

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<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/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	189		64
Extremely low income <=30% AMI	136	72%	
Very low income (>30% but <=50% AMI)	39	21%	
Low income (>50% but <80% AMI)	14	7%	
Families with children	90	48%	
Elderly families	20	11%	
Families with Disabilities	88	47%	
Black	13	7%	
Asian	13	7%	
Indian/Alaskan	1	<1%	
Race/ethnicity			
Characteristics by Bedroom Size (Public Housing Only)			
1BR	82	43%	
2 BR	63	34%	
3 BR	29	15%	
4 BR	5	3%	
5 BR	4	2%	
5+ BR			

Housing Needs of Families on the Waiting List	
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 Waiting List			
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	938		189
Extremely low income <=30% AMI	674	72%	
Very low income (>30% but <=50% AMI)	217	23%	
Low income (>50% but <80% AMI)	47	5%	
Families with children	569	61%	
Elderly families	111	12%	
Families with Disabilities	407	43%	
Black	31	3%	
Asian	31	3%	
Indian/Alaskan	5	.5%	
Race/ethnicity			
Characteristics by Bedroom Size (Public Housing Only)			
1BR			
2 BR			

Housing Needs of Families on the Waiting List			
3 BR			
4 BR			
5 BR			
5+ BR			
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			

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)

Completing lease-up of rental subsidies received in FFY2000.

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)
Make up to 20% of available Section 8 subsidies project-based in support of new housing development or recently constructed or renovated existing 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)
Provide intensive housing search assistance for extremely low income households with Section 8 subsidies through the Rental Opportunity Center

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)
Provide intensive housing search assistance for extremely low income households with Section 8 subsidies through the Rental Opportunity Center

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
- Influence of the housing market on PHA programs
- Community priorities regarding housing assistance
- Results of consultation with local or state government
- Results of consultation with residents and the Resident Advisory Board
- Results of consultation with advocacy groups
- Other: (list below)

2. Statement of Financial Resources

[24 CFR Part 903.7 9 (b)]

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

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
1. Federal Grants (FY 2001 grants)		
a) Public Housing Operating Fund	\$ 558,696	
b) Public Housing Capital Fund	\$ 538,259	
c) HOPE VI Revitalization		
d) HOPE VI Demolition		
e) Annual Contributions for Section 8 Tenant-Based Assistance	\$ 8,177,995	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)		
g) Resident Opportunity and Self-Sufficiency Grants	\$ 18,084	
h) Community Development Block Grant		

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
i) HOME		
Other Federal Grants (list below)		
2. Prior Year Federal Grants (unobligated funds only) (list below)		
3. Public Housing Dwelling Rental Income	\$ 972,000	Public Housing Operations
4. Other income (list below)		
4. Non-federal sources (list below)		
Interest on Investments	\$ 73,000	Public Housing Operations
Laundry & Cable	\$ 22,000	Public Housing Operations
Maintenance Billings	\$ 4,000	Public Housing Operations
Total resources	\$ 10,364,034	

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: (5-10)

Other: (describe)

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

- Criminal or Drug-related activity
- Rental history
- Housekeeping
- Other (describe)
 - Credit and Utility History
 - Personal or Professional References

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)
 - Chittenden County Rental Opportunity Center

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?
- 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)
Approved Reasonable Accommodation Requests

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)

For up to ten percent of applicants admitted in each fiscal year, BHA elects to extend consideration for a Local Preference to applicants whose individual circumstances are determined by the Executive Director to be an emergency housing situation not resulting from the family’s actions or inaction including, but not limited to (a) displacement by state or local government, (b) displacement due to extensive structural damage as a result of a disaster, (c) harassment against a family in a protected class and (d) for purposes of witness protection.

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

- 1 Local Preferences (10% of Admissions Only)
- 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
- Households that contribute to meeting income goals (broad range of incomes)
- Households that contribute to meeting income requirements (targeting)
- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes
- Other preference(s) (list below)

4. Relationship of preferences to income targeting requirements:

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

(5) Occupancy

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

- The PHA-resident lease
- The PHA's Admissions and (Continued) Occupancy policy
- PHA briefing seminars or written materials
- Other source (list)
Resident Handbooks specific to each public housing development

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

See also Attachment C.

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)
- Names and addresses of previous two landlords (if known)
- Information on any repayment agreements with BHA or previous landlord

(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)

Chittenden County Rental Opportunity Center

(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: Extenuating circumstances; proof of reasonable effort; accessibility needs

(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)

Section 8 program participants residing in units with assistance through a Section 8 project-based Housing Choice Certificate or Voucher who need to move and are in full compliance with family responsibilities and the tenant lease shall be given the next available Housing Choice Voucher on the regular waiting list or on any targeted waiting list for which the household is eligible.

For up to ten percent of applicants admitted in each fiscal year, BHA elects to extend consideration for a Local Preference to (1) applicants whose individual circumstances are determined by the Executive Director to be an emergency housing situation not resulting from the family’s actions or inaction, including, but not limited to: (a) displacement by state or local government (b) displacement due to extensive structural damage as a result of a disaster (c) harassment against a family in a protected class (d) for purposes of witness protection; (2) applicants and residents of public housing who have been determined to be eligible for the Section 8 Homeownership Option and have been determined to be ‘mortgage ready’ by the NeighborWorks Homeownership Center of Vermont.

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

- 1 Local Preferences (10% of Admissions only)
- 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 your jurisdiction
- Those enrolled currently in educational, training, or upward mobility programs
- Households that contribute to meeting income goals (broad range of incomes)
- Households that contribute to meeting income requirements (targeting)
- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes
- Other preference(s) (list below)

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

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

5. If the PHA plans to employ preferences for “residents who live and/or work in the jurisdiction” (select one)

- This preference has previously been reviewed and approved by HUD
- The PHA requests approval for this preference through this PHA Plan

6. Relationship of preferences to income targeting requirements: (select one)

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

(5) Special Purpose Section 8 Assistance Programs

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

- The Section 8 Administrative Plan
- Briefing sessions and written materials
- Other (list below)

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

- Through published notices
- Other (list below)
Through regular communication to advocacy and social service organizations.

4. PHA Rent Determination Policies

[24 CFR Part 903.7 9 (d)]

A. Public Housing

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

(1) Income Based Rent Policies

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

a. Use of discretionary policies: (select one)

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

---or---

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

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

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

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)
At least annually but more often if volatile market conditions require.

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

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

(2) Minimum Rent

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

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

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

5. Operations and Management

[24 CFR Part 903.7 9 (e)]

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

BHA is a high performing PHA and does not need to complete this section.

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.

BHA is a high performing PHA and does not need to complete this section.

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 F

-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?

It is attached as Attachment G.

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

-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: Franklin Square Apartments
1b. Development (project) number: VT36P001003
2. Activity type: Demolition <input type="checkbox"/> Disposition <input checked="" type="checkbox"/>
3. Application status (select one) Approved <input checked="" type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/>
4. Date application approved, submitted, or planned for submission: <u>(11/6/2000)</u>
5. Number of units affected: 0
6. Coverage of action (select one)

<input checked="" type="checkbox"/> Part of the development – Disposition of unutilized land & construction of affordable homeownership units <input type="checkbox"/> Total development
7. Timeline for activity: a. Actual or projected start date of activity: Six months after HUD approval b. Projected end date of activity: Two years after HUD approval

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.)

A copy of the HUD approved Designated Housing Allocation Plan is available as a Supporting Document.

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) <input type="checkbox"/> Units addressed in a pending or approved demolition application (date submitted or approved: <input type="checkbox"/> Units addressed in a pending or approved HOPE VI demolition application (date submitted or approved:) <input type="checkbox"/> Units addressed in a pending or approved HOPE VI Revitalization Plan (date submitted or approved:) <input type="checkbox"/> Requirements no longer applicable: vacancy rates are less than 10 percent <input type="checkbox"/> Requirements no longer applicable: site now has less than 300 units <input type="checkbox"/> Other: (describe below)

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

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

11. Homeownership Programs Administered by the PHA

[24 CFR Part 903.7 9 (k)]

A. Public Housing

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

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

streamlined submission due to **small PHA** or **high performing PHA** status. PHAs completing streamlined submissions may skip to component 11B.)

2. Activity Description

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

Public Housing Homeownership Activity Description (Complete one for each development affected)
1a. Development name: South End Scattered Site Units
1b. Development (project) number: VT36P001006
2. Federal Program authority: <input type="checkbox"/> HOPE I <input checked="" 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 checked="" type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application
4. Date Homeownership Plan/Program approved, submitted, or planned for submission: (12/13/2000)
5. Number of units affected: 3
6. Coverage of action: (select one) <input type="checkbox"/> Part of the development <input checked="" 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.

BHA is a high performing PHA and does not need to complete this section. Our community service plan and FSS Action plan are available as supporting documents. We are working toward a cooperation agreement with the District office of the Vermont Department of Prevention, Assistance, Transition and Health Access (PATH), the local TANF agency.

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? DD/MM/YY

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

- Client referrals
- Information sharing regarding mutual clients (for rent determinations and otherwise)
- Coordinate the provision of specific social and self-sufficiency services and programs to eligible families
- Jointly administer programs

- Partner to administer a HUD Welfare-to-Work voucher program
- Joint administration of other demonstration program
- Other (describe)

B. Services and programs offered to residents and participants

(1) General

a. Self-Sufficiency Policies

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

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

b. Economic and Social self-sufficiency programs

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

Services and Programs				
Program Name & Description (including location, if appropriate)	Estimated Size	Allocation Method (waiting list/random selection/specific criteria/other)	Access (development office / PHA main office / other provider name)	Eligibility (public housing or section 8 participants or both)

(2) Family Self Sufficiency program/s

a. Participation Description

Family Self Sufficiency (FSS) Participation		
Program	Required Number of Participants (start of FY 2000 Estimate)	Actual Number of Participants (As of: DD/MM/YY)
Public Housing		
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.

BHA is a high performing PHA and does not need to complete this section. The BHA Resident Satisfaction Survey Follow-up Safety Plan is contained in Attachment 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. PET POLICY

[24 CFR Part 903.7 9 (n)]

BHA is a high performing PHA and does not need to complete this section. The Pet Policy is contained the Public Housing Admission and Continued Occupancy Policy statement, which is a supporting document.

15. Civil Rights Certifications

[24 CFR Part 903.7 9 (o)]

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

16. Fiscal Audit

[24 CFR Part 903.7 9 (p)]

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

17. PHA Asset Management

[24 CFR Part 903.7 9 (q)]

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

BHA is a high performing PHA and does not need to complete this section.

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 comments were incorporated into the plan and related administrative policy changes. The RAB supported the final plan document.
3. In what manner did the PHA address those comments? (select all that apply)
 Considered comments, but determined that no changes to the PHA Plan were necessary.
 The PHA changed portions of the PHA Plan in response to comments
 List changes below:
 Other: (list below)
 The Resident Advisory Board comments were incorporated into the plan and related administrative policy changes. The RAB supported the final plan document.

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: City of Burlington

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)
The City of Burlington Consolidated Plan is currently being updated and a final statement of initiatives is not available at this time.
- Other: (list below)

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

- Highlights the need for the creation of new affordable housing units accessible to Section 8 subsidy recipients
- Supports the conversion of BHA South End scattered site units to homeownership
- Support the preservation of all other public housing units in the community
- Supports the implementation and expansions of BHA's Section 8 Homeownership Option Program
- Encourages BHA to fully utilize its ability to project-base Section 8 Vouchers in support of new affordable housing development and greater housing opportunities for program participants.
- Supports BHA's Ten Year Capital Improvements strategy
- Supports BHA's partnerships with COTS and other affordable housing providers; in particular, the Chittenden County Rental Opportunity Center
- Supports BHA's Family Self-Sufficiency Program

D. Other Information Required by HUD

Use this section to provide any additional information requested by HUD.
No other information is required by HUD.

Attachments

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

ATTACHMENT A - Resident Member on Board of Commissioners

Resident Board Member: Carol Clark
Program: Section 8 Participant
Appointment: By Mayor
Term: Five years, ending 1/17/2003

ATTACHMENT B - Resident Advisory Board Membership (2000 – 2001)

Esther McGrath
Amy Pawluk
Frank Jameson
Charlotte Gratton
Felo Kanene
Kelly Morin
Gene Shapinas
Alan Dalton
Sheila Gorski
Jennifer Davis
Joanne Benis

ATTACHMENT C – Deconcentration of Poverty and Income Mixing

The requirements of the rule to Deconcentrate Poverty and Promote Integration in Public Housing do not take affect for the Burlington Housing Authority until the plan year beginning July 1, 2002. BHA will be reviewing its demographics in family public housing during the plan year beginning July 1, 2001 in order to determine any policy or procedural changes necessary to comply with the Deconcentration Rule in FY2003.

ATTACHMENT D – Resident Satisfaction Survey Follow-up Action Plan

As part of the PHAS: FY 01 evaluation, Housing and Urban Development conducted a Resident Satisfaction Survey which was distributed randomly to Public Housing residents during the spring of 2000. The survey did not ask residents to identify which housing development they resided in. Based on survey results reported by HUD, BHA's score on the safety section was 63.8%, below the 75% minimum threshold. As a result, BHA is required to address the safety issues identified in the survey and to articulate our response in our FY 02 Annual Plan.

In anticipation of the HUD survey tool, BHA conducted its own resident survey in October, 1999. Our intent was to identify resident concerns by development and use this survey as a more precise planning tool. We used a draft edition of the HUD satisfaction survey. Unfortunately, the "Safety Section" published in the HUD draft survey did not resemble the final product used by HUD in the spring. Therefore, we are unable to identify concerns by development. We believe this is a flaw in HUD's survey methodology. For the purpose of identifying solutions, we are going to assume that the response rates followed a similar pattern and that the majority of respondents represent 230 St. Paul Street, about 25% represent 10 N. Champlain and a smaller percentage came from the Riverside Ave family development.

The principal issues identified in the survey conducted by HUD were:

- 1) a feeling of overall lack of safety - only 74% of residents indicated they felt safe in their homes and 67% felt safe in their buildings
- 2) lack of community crime prevention program information – only 25% of residents expressed any knowledge of such programs
- 3) 34.4% of residents felt that a "lack of police response" impacted on crime

Also identified by the survey, though not used for the REAC score computation, were three other issues that probably speak to the overall safety issue. Only 63.4% of residents indicated they felt safe in their parking areas; 32.3% felt that broken locks contributed to crime in their developments; and only 36% indicated that they felt management took action against lease violations

Safety issues relating to broken locks are probably a direct reflection of the issues BHA has had at 230 St. Paul Street and 10 North Champlain with the new automatic door installations. At first, the doors were frequently malfunctioning. The doors are now working properly.

Follow-up Plan re: Public Housing Safety Concerns

Completion Date	Activity
Fall '00	Install camera security system on 1 st Floor at 230 St. Paul Street (per tenant request).
September '00	Invite residents at Riverside Ave development to community meeting to discuss safety concerns
November '00	Distribute newsletter to family developments soliciting interest in forming neighborhood watch program.
March - May '01	Invite police to community meetings at each public housing site to include specific information on community policing options and written safety materials. Set up a schedule for these meetings to occur at each development twice per year.
January '01	Send out "safety" memo to elderly/disabled residents. Strongly recommend (and provide information/advocacy as needed) that all tenants have telephones and are tied to front entry door systems in the elderly disabled buildings. This would be a mechanism that would cut down on "tailgating problems".
January '01	Install camera security system in lobby at 10 N. Champlain, per tenant request.
Winter '01	Conduct door-to-door survey at Riverside Ave development. Include specific questions concerning safety concerns.
April '01	Analyze Riverside Ave survey results and formulate follow-up plan.
June '01	Include updated safety materials in BHA handbooks and continue to address concerns over time through written publications such as development newsletters and reminder Memos. Add language to renter's insurance section that speaks to covered losses with regard to automobile contents. Be specific that BHA is not responsible for loss, vandalism or theft from the parking lot or individual units.

Quarterly	Access police intervention information for each site. Gather information on number of calls and type and disposition of the complaints. Focus particular attention on issues relating to the parking areas. Assess feasibility of regular patrols.
Ongoing	Continue regular BHA staff / police meetings to address concerns as they arise.
Ongoing	Promptly address any safety concerns identified by tenants at regularly scheduled BHA/tenant meetings.
Ongoing	Reinforce through written materials BHA's lease expectations. Clearly define in organizational materials and individual letters to tenants, any acts that constitute a lease violation and BHA's enforcement policy.

ATTACHMENT E - CFP Planning and Evaluation Reports as of 12/31/2000

Annual Statement/Performance and Evaluation Report					
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary					
PHA Name: Burlington Housing Authority		Grant Type and Number: Capital Fund Program Grant No: VT36P00150100		Federal FY of Grant: 2000	
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:)					
<input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 12/31/2000 <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				
2	1406 Operations				
3	1408 Management Improvements				
4	1410 Administration	\$ 52,751.00	\$ 52,751.00	\$ 52,751.00	\$ 26,375.51
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	\$ 16,500.00	\$ 16,500.00	\$ 10,600.00	\$ 1,980.00
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures	\$416,262.00	\$423,262.00	\$ 24,890.00	\$ 889.78
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Nondwelling Structures	\$ 42,000.00	\$ 35,000.00	\$ 30,000.00	\$ 20,320.00
13	1475 Nondwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1501 Collaterization or Debt Service				
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2 – 20)	\$527,513.00	\$527,513.00	\$118,241.00	\$ 49,565.29
22	Amount of line 21 Related to LBP Activities	-0-	-0-	-0-	-0-
23	Amount of line 21 Related to Section 504 compliance	-0-	-0-	-0-	-0-
24	Amount of line 21 Related to Security – Soft Costs	-0-	-0-	-0-	-0-
25	Amount of Line 21 Related to Security – Hard Costs	-0-	-0-	-0-	-0-
26	Amount of line 21 Related to Energy Conservation Measures	-0-	-0-	-0-	-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: Burlington Housing Authority		Grant Type and Number : Capital Fund Program Grant No: VT36P00150100				Federal FY of Grant: 2000		
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
				Original	Revised	Funds Obligated	Funds Expended	
HA-Wide Admin.	Administrative Salaries	1410		\$ 52,751.00	\$ 52,751.00	\$ 52,751.00	\$ 26,375.51	
HA-Wide Fees & Costs	A/E Fees	1430		\$ 16,500.00	\$ 16,500.00	\$ 10,600.00	\$ 1980.00	
VT 1-3 Franklin Square	Building Exterior: Window & Siding Repair	1460	Total B.E.:	\$ 87,262.00	\$ 87,262.00	\$ -0-	\$ -0-	
				\$ 87,262.00	\$ 87,262.00	\$ -0-	\$ -0-	
	Site-Wide Facilities: Storage Buildings	1470	Total SWF's:	\$ 42,000.00	\$ 35,000.00	\$ 30,000.00	\$20,320.00	
				\$42,000.00	\$35,000.00	\$30,000.00	\$20,320.00	
VT 1-4 St. Paul Street	Mechanical & Electrical Sprinkler System	1460	Total M & E:	\$100,000.00	\$100,000.00	\$ -0-	\$ -0-	
				\$100,000.00	\$100,000.00	\$ -0-	\$ -0-	
	Dwelling Units: Hallway Improvements	1460	Total DU's:	\$ 17,000.00	\$ 24,000.00	\$ 24,000.00	\$ -0-	
				\$ 17,000.00	\$24,000.00	\$ 24,000.00	\$ -0-	

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

Part III: Implementation Schedule

PHA Name: Burlington Housing Authority		Grant Type and Number Capital Fund Program No: VT36P00150100					Federal FY of Grant: 2000
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	
VT 1-3 Franklin Square	03/31/01			09/30/01			
VT 1-4 230 St. Paul St.	03/31/01			09/30/01			
VT 1-7 Hillside Terrace	06/20/01			12/31/01			

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

PHA Name: Burlington Housing Authority		Grant Type and Number Capital Fund Program Grant No: VT36P00170799		Federal FY of Grant: 1999	
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:) <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 12/31/2000 <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				
2	1406 Operations	\$0	\$0	\$0	\$0
3	1408 Management Improvements	\$0	\$0	\$0	\$0
4	1410 Administration	\$36,640.00	\$36,640.00	\$36,640.00	\$36,640.00
5	1411 Audit	\$0	\$0	\$0	\$0
6	1415 Liquidated Damages	\$0	\$0	\$0	\$0
7	1430 Fees and Costs	\$7,766.00	\$22,066.00	\$22,066.00	\$7,953.86
8	1440 Site Acquisition	\$0	\$0	\$0	\$0
9	1450 Site Improvement	\$21,000.00	\$21,000.00	\$21,000.00	\$2,000.00
10	1460 Dwelling Structures	\$180,500.00	\$286,700.00	\$178,890.98	\$89,472.12
11	1465.1 Dwelling Equipment—Nonexpendable	\$0	\$0	\$0	\$0
12	1470 Nondwelling Structures	\$16,000.00	\$0	\$0	\$0
13	1475 Nondwelling Equipment	\$94,500.00	\$0	\$0	\$0
14	1485 Demolition	\$0	\$0	\$0	\$0
15	1490 Replacement Reserve	\$0	\$0	\$0	\$0
16	1492 Moving to Work Demonstration	\$0	\$0	\$0	\$0
17	1495.1 Relocation Costs	\$0	\$0	\$0	\$0
18	1499 Development Activities	\$0	\$0	\$0	\$0
19	1501 Collateralization or Debt Service	\$0	\$0	\$0	\$0
20	1502 Contingency	\$0	\$0	\$0	\$0
21	Amount of Annual Grant: (sum of lines 2 – 20)	\$356,406.00	\$366,406.00	\$258,596.98	\$136,065.98
22	Amount of line 21 Related to LBP Activities	\$0	\$0	\$0	\$0
23	Amount of line 21 Related to Section 504 compliance	\$0	\$0	\$0	\$0
24	Amount of line 21 Related to Security – Soft Costs	\$0	\$0	\$0	\$0
25	Amount of Line 21 Related to Security – Hard Costs	\$0	\$0	\$0	\$0
26	Amount of line 21 Related to Energy Conservation Measures	\$0	\$0	\$0	\$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: Burlington Housing Authority		Grant Type and Number Capital Fund Program Grant No: VT36P00170799			Federal FY of Grant: 1999			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Stat us of Wor k
				Original	Revised	Funds Obligated	Funds Expended	
HA-Wide	Administrative Salaries	1410		\$52,751.00	\$52,751.00	\$52,751.00	\$26,375.51	
Administrative								
HA-Wide	A/E Fees	1430		\$16,500.00	\$16,500.00	\$10,600.00	\$1,980.00	
Fees & Costs								
VT1-3	Building Exterior:							
Franklin Square	Window and Siding Repair	1460		\$87,262.00	\$87,262.00	\$0.00	\$0.00	
				-----	-----	-----	-----	
			Total B.E.:	\$87,262.00	\$87,262.00	\$0.00	\$0.00	
	Site-Wide Facilities:							
	Storage Buildings	1470		\$42,000.00	\$35,000.00	\$30,000.00	\$20,320.00	
				-----	-----	-----	-----	
			Total SWFs:	\$42,000.00	\$35,000.00	\$30,000.0	\$20,320.00	
VT1-4	Mechanical and Electrical:							
230 Saint Paul St	Sprinkler System	1460		\$100,000.00	\$100,000.00	\$0.00	\$0.00	
				-----	-----	-----	-----	
			Total M&E:	\$100,000.00	\$100,000.00	\$0.00	\$0.00	
VT 1-4	Dwelling Units:							
230 Saint Paul St	Hallway Improvements	1460		\$17,000.00	\$24,000.00	\$24,000.0	\$0.00	
				-----	-----	-----	-----	

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

Part II: Supporting Pages

PHA Name: Burlington Housing Authority		Grant Type and Number Capital Fund Program Grant No: VT36P00170799			Federal FY of Grant: 1999			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Stat us of Wor k
				Original	Revised	Funds Obligated	Funds Expended	
			Total DUS:	\$17,000.00	\$24,000.00	\$24,000.00	\$0.00	
VT1-7	Dwelling Units:							
Hillside Terrace	Apartment Floor Replacement	1460		\$3,000.00	\$3,000.00	\$3,000.00	\$1,505.46	
				-----	-----	-----	-----	
			Total DUS:	\$3,000.00	\$3,000.00	\$3,000.00	\$1,505.46	

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

Part III: Implementation Schedule

PHA Name: Burlington Housing Authority		Grant Type and Number Capital Fund Program No: VT36P00170799					Federal FY of Grant: 1999
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	
VT 1-3 Franklin Square	3/31/01			9/30/01			
VT 1-4 230 Saint Paul St	3/31/01			9/30/01			
VT 1-7 Hillside Terrace	6/30/01			12/31/01			

ATTACHMENT F – FFY2001 Capital Fund Program Annual Statement

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

PHA Name: Burlington Housing Authority	Grant Type and Number Capital Fund Program Grant No: VT36P00150101	Federal FY of Grant: 2001
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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	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations				
3	1408 Management Improvements				
4	1410 Administration	\$ 53,825.00			
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	\$ 17,000.00			
8	1440 Site Acquisition				
9	1450 Site Improvement	\$ 72,000.00			
10	1460 Dwelling Structures	\$365,434.00			
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Nondwelling Structures	\$ 30,000.00			
13	1475 Nondwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1501 Collateralization or Debt Service				
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2 – 20)	\$538,295.00			
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 compliance				
24	Amount of line 21 Related to Security – Soft Costs				
25	Amount of Line 21 Related to Security – Hard Costs				
26	Amount of line 21 Related to Energy Conservation Measures	\$105,000.00			

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

Part II: Supporting Pages

PHA Name: Burlington Housing Authority		Grant Type and Number Capital Fund Program Grant No:VT36P00150101			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
				Original	Revised	Funds Obligated	Funds Expended	
HA-Wide	- Prorated Salaries	1410		\$ 53,825.00				
Admin.	Contract Administration							
HA-Wide	- Consulting Services,	1430		\$ 17,000.00				
Fees & Costs	Permits & Energy Audit							
VT 1-1	Building Interior:							
Riverside Avenue	- Community Building	1470	One	\$ 30,000.00				
	- Tub/Shower Surrounds	1460	24	\$ 15,000.00				
VT 1-3	Dwelling Units:							
Franklin Square	- Window & Siding II @ Rear	1460	60 Units	\$ 96,000.00				
	- Fire Alarms/Smoke Detectors	1460	60 Units	\$ 21,434.00				
VT 1-4	Dwelling Units:							
230 St. Paul St.	- Sprinkler System II	1460	153 Units	\$100,000.00				
	- Elevator Upgrade	1460	One	\$ 17,000.00				
	- Fire Alarm Upgrade	1460	One	\$ 10,000.00				
	- Closet Doors	1460	153 Units	\$106,000.00				
VT 1-7	Site:							
Hillside Terrace	- Site Improvements	1450	One	\$ 72,000.00				

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

Part III: Implementation Schedule

PHA Name: Burlington Housing Authority		Grant Type and Number Capital Fund Program No: VT36P00150101					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		
VT 1-1 Riverside Ave.	6/30/02			12/31/02				
VT 1-3 Franklin Square	6/30/02			12/31/02				
VT 1-4 230 St. Paul St.	3/31/02			9/30/02				
VT 1-7 Hillside Terrace	9/30/02			6/30/03				

ATTACHMENT G - Capital Fund Five-Year Action Plan

Capital Fund Program Five-Year Action Plan

Part I: Summary

PHA Name Burlington Housing Authority		XOriginal 5-Year Plan <input type="checkbox"/> Revision No:			
Development Number/Name/HA-Wide	Year 1	Work Statement for Year 2 FFY Grant: 02 PHA FY: 2003	Work Statement for Year 3 FFY Grant: 03 PHA FY: 2004	Work Statement for Year 4 FFY Grant: 04 PHA FY: 2005	Work Statement for Year 5 FFY Grant:05 PHA FY: 2006
	Annual Statement				
HA-Wide		\$ 53,835	\$ 53,825	\$ 53,825	\$ 53,825
VT1-1 Riverside Ave		\$ 15,000	\$ 40,000	-0-	\$ 10,000
<i>VT1-2 N. Champlain</i>		\$105,000	-0-	-0-	\$ 64,000
VT1-3 Franklin Sq.		\$129,434	\$109,434	-0-	-0-
VT1-4 230 St.Paul St		\$176,000	\$300,000	\$484,434	\$384,434
VT1-7 Hillside Ter.		\$ 59,000	\$ 35,000	-0-	\$ 26,000
CFP Funds Listed for 5-year planning		\$538,259	\$538,259	\$538,259	\$538,259
Replacement Housing Factor Funds					

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

Activities for Year : 4 FFY Grant: 04 PHA FY: 2005			Activities for Year: 5 FFY Grant: 05 PHA FY: 2006		
Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
<i>VT 1-1 Riverside Ave.</i>			<i>VT 1-1 Riverside Ave.</i>		
	----	-0-		- Heatmaker Units	\$ 10,000
<i>VT 1-2 No. Champlain</i>			<i>VT 1-2 No. Champlain</i>		
	----	-0-		- Elevator Improvement	\$ 50,000
				- Tub/Shower Valves	\$ 14,000
VT 1-3 Franklin Sq.			VT 1-3 Franklin Sq.		
	----	-0-		----	-0-
VT 1-4 230 St Paul St.			VT 1-4 230 St Paul St.		
	- Window & Siding	\$384,434		- Window and Siding	\$384,434
	- Heating System	\$100,000			
VT 1-7 Hillside Terrace			VT 1-7 Hillside Terrace		
	----	-0-		- Tub/Shower Units	\$ 26,000
Total CFP Estimated Cost		\$ 484,434			\$ 484,434

ATTACHMENT H – Section 8 Homeownership Program Capacity Statement

The Burlington Housing Authority currently operates a highly successful Section 8 Homeownership Option Program in partnership with the Burlington Community Land Trust NeighborWorks Homeownership Center and the Vermont Development Credit Union (VDCU), designed specifically to serve the financial needs of low income households. The program was authorized by HUD under the proposed Homeownership rule as a demonstration program on October 14, 1999.

As of March 2001, thirteen families have achieved homeownership.

ATTACHMENT I - Project-based Voucher Statement

The Burlington Housing Authority intends to utilize up to 20% of the funding available to it for tenant-based assistance under the Section 8 Certificate and Voucher program for project-based Vouchers. Based on current allocations, this will permit up to 278 new project-based vouchers.

The City of Burlington is facing a rental housing crisis, with a vacancy rate of less than one percent. An expanded project-based voucher program will encourage and support the development of additional housing units available to Section 8 eligible households.

This expanded project-based voucher program is being implemented in accordance with the rules for the Section 8 project-based certificate program (24 CFR Part 983), as amended and clarified by a HUD Notice published on January 16, 2001 entitled "Revisions to PHA Project-Based Assistance Program: Initial Guidance.

Notwithstanding the HUD Initial Guidance restriction regarding project-based vouchers in census tracts with a greater than 20% poverty rate, BHA intends to accept applications for newly or recently constructed or renovated apartments in all census tracts in all communities in which it operates. Certain developments in lower income census tracts contribute to community revitalization and are an integral part of the City of Burlington's housing agenda. Exceptions will be sought from HUD as needed.

The Project-Based Voucher Implementation Plan is incorporated into the Section 8 Administrative Policies for the Housing Choice Voucher Program, which is available as a supporting document.

ATTACHMENT J – Five- Year Plan Progress Statement

Expand the supply of assisted Housing

- BHA obtained an additional 209 vouchers
- BHA obtained a HOPWA grant rental assistance for 21 units
- BHA has acquired or is in the process of acquiring 40 additional affordable housing units

Improve the quality of assisted housing

- BHA achieved High Performer status with a PHAS score of 92.6
- The 10 year Capital Needs Plan is on target and substantial improvements to the common areas at 230 St. Paul Street, the largest development, are nearing completion

Increase assisted housing choices

- BHA is implementing a substantial landlord outreach effort with the Rental Opportunity Center
- BHA's payment standards are now above the FMR and consistent with market rents
- BHA's Section 8 homeownership program has helped 10 families to buy homes and is working with over 40 families hoping to buy homes
- BHA has an application pending to convert 3 scattered site PH units to homeownership
- BHA has HUD approval to develop 8 homeownership units on undeveloped PH land
- BHA is soliciting applications for project-based vouchers in order to increase housing choices for its program participants

Provide an improved living environment

- Resident organizations now exist in both elderly/disabled developments
- A Safety Follow-up Action Plan is being implemented

Promote self-sufficiency and asset development

- The number of families receiving TANF has decreased
- A Wellness program has been implemented at the two elderly/disabled developments

Ensure equal opportunity and affirmatively further fair housing

- BHA has completed a Section 504 and Fair Housing compliance review and is currently implementing recommendations for improvements

