

**Annual PHA Plan  
PHA Fiscal Year 2001**

[24 CFR Part 903.7]

**i. Annual Plan Type:**

The Vermont State Housing Authority is submitting a Streamlined Plan as a Section 8 Only agency.

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

[24 CFR Part 903.7 9 (r)]

**Not required as of 10/21/99 issuance of the Final Rule for Housing Agency Plans.**

### **iii. Annual Plan Table of Contents**

[24 CFR Part 903.7 9 (r)]

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#### **Attachments**

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

#### **Required Attachments:**

- Admissions Policy for Deconcentration
- FY 2000 Capital Fund Program Annual Statement
- Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)

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#### **Optional Attachments:**

**5 Year Plan – Page 2**

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

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)  
 Attachment A: Section 8 Homeownership Capacity Statement  
 Attachment B: Statement of Progress in meeting 5-Year Plan Mission and Goals  
 Attachment C: Resident Membership of PHA Governing Board  
 Attachment D: Membership of Resident Advisory Board  
 Attachment E: PHA Management Organizational Chart

**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.

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
X	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
X	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans
X	Fair Housing Documentation: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions' initiatives to affirmatively further fair housing that require the PHA's involvement.	5 Year and Annual Plans
X	Consolidated Plan for the jurisdiction/s in which the PHA is located (which includes the Analysis of Impediments to Fair Housing Choice (AI) and any additional backup data to support statement of housing needs in the jurisdiction	Annual Plan: Housing Needs
N/A	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources;
N/A	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
N/A	Public Housing Deconcentration and Income Mixing Documentation:	Annual Plan: Eligibility, Selection, and

	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	Admissions Policies
N/A	Public housing rent determination policies, including the methodology for setting public housing flat rents	Annual Plan: Rent Determination
N/A	Schedule of flat rents offered at each public housing development	Annual Plan: Rent Determination
X	Section 8 rent determination (payment standard) policies	Annual Plan: Rent Determination
N/A	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
N/A	Public housing grievance procedures	Annual Plan: Grievance Procedures
X	Section 8 informal review and hearing procedures	Annual Plan: Grievance Procedures
N/A	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
N/A	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
N/A	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
N/A	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
N/A	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
N/A	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
N/A	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
N/A	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
X	Policies governing any Section 8 Homeownership program  check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
X	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
X	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
N/A	Most recent self-sufficiency (ED/SS, TOP or ROSS or	Annual Plan: Community HUD 50075

	other resident services grant) grant program reports	Service & Self-Sufficiency
N/A	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
N/A	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
None	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)

# 1. Statement of Housing Needs

[24 CFR Part 903.7 9 (a)]

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

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

CHAS Table 1C - All Households

Name of Jurisdiction: <b>Vermont</b>		Source of Data <b>CHAS Data Book</b>				Data Current as of: <b>1990</b>			
Household by Type, Income, & Housing Problem	Renters					Owners			Total Households
	Elderly 1 & 2 member households	Small Related (2 to 4)	Large Related (5 or more)	All Other Households	Total Renters	Elderly	All Other Owners	Total Owners	
	(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(I)
1. Very Low Income (0 to 50% MFI)	8,117	6,752	1,393	7,191	23,453	12,641	9,083	21,724	45,177
2. <b>0 to 30% MFI</b>	4,852	3,398	611	3,665	12,526	5,429	3,622	9,051	21,577
3. % with any housing problems	58%	88%	78%	83%	74%	85%	79%	84%	78%
4. % Cost Burden > 30%	57%	87%	73%	81%	73%	83%	-1%	82%	77%
5. % Cost Burden > 50%	32%	76%	58%	73%	57%	51%	5%	56%	57%
6. <b>31 to 50% MFI</b>	3,265	3,354	782	3,526	10,927	7,212	5,461	12,673	23,600
7. % with any housing problems	55%	78%	78%	82%	72%	51%	70%	59%	65%
8. % Cost Burden > 30%	54%	76%	69%	80%	70%	50%	7%	57%	63%
9. % Cost									

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Burden > 50%	20%	30%	25%	33%	28%	11%	9%	20%	24%
<b>10. Other Low-Income (51 to 80% MFI)</b>	1,891	5,580	1,025	5,948	14,444	8,303	15,253	23,556	38,000
11. % with any housing problems	44%	37%	53%	47%	43%	17%	47%	35%	38%
12. % Cost Burden > 30%	44%	35%	31%	45%	40%	16%	16%	32%	35%
13. % Cost Burden > 50%	3%	2%	2%	6%	4%	2%	6%	8%	6%
<b>14. Moderate Income (81 to 95% MFI)</b>	547	2,606	361	2,611	6,125	3,052	10,579	13,631	19,756
15. % with any housing problems	15%	12%	31%	13%	14%	11%	35%	24%	21%
16. % Cost Burden > 30%	14%	9%	8%	12%	11%	10%	12%	22%	19%
17. % Cost Burden > 50%	0%	0%	0%	0%	0%	1%	2%	3%	2%
18. Total Households**	11,497	23,904	3,800	23,695	62,896	35,716	112,021	147,737	210,633
19. % with any housing problems	49%	35%	53%	40%	40%	30%	5%	24%	29%

\*\* Includes all income groups -- including those above 95% MFI

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

Consolidated Plan of the Jurisdiction/s

Indicate year: 1995

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)

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

Waiting list type: (select one) <b>Section 8 tenant-based assistance</b> Public Housing Combined Section 8 and Public Housing Public Housing Site-Based or sub-jurisdictional waiting list (optional) If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	1413		637
Extremely low income <=30% AMI	947	67%	
Very low income (>30% but <=50% AMI)	410	29%	
Low income (>50% but <80% AMI)	14	1%	
Families with children	452	32%	
Singles			
Elderly families	198	14%	
Families with Disabilities	666	47%	
Race/ethnicity-Cau	1399	99%	
Race/ethnicity-Afro-	N/A	0	
Race/ethnicity-Hispanic	N/A	0	
Race/ethnicity-Asia	N/A	0	
Race/ethnicity-Ame Indian	N/A	0	
Race/ethnicity-Othe	N/A	0	
Is the waiting list closed (select one)? YES No If yes: How long has it been closed (# of months)? N/A Does the PHA expect to reopen the list in the PHA Plan year? N/A Does the PHA permit specific categories of families onto the waiting list, even if generally closed? N/A			

### 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)

**Expand Project-Based Voucher program**

**Expand Section 8 Homeownership program to all areas of the State**

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

Select all that apply

**Apply for additional section 8 units should they become available**

Leverage affordable housing resources in the community through the

~~creation of mixed-finance housing~~

~~Pursue housing resources other than public housing or Section 8~~

tenant-based assistance.  
Other: (list below)

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

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

Select all that apply

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

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

**Strategy 1: Target available assistance 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) Provide admissions preference aimed at families who are currently participating in a reach-up or JOBS related training program and have a qualifying housing need – for up to 50 program participants.

**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

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Seek designation of public housing for families with disabilities  
Carry out the modifications needed in public housing based on the

section 7  
OMB Approval No: 2577-0226

Expires: 03/31/2002

504 Needs Assessment for Public Housing

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

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

Other: (list below)

**Need: Specific Family Types: Races or ethnicity 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)**

***Continue through the Section 8 Program to promote and educate landlords and participants of their rights and obligations under the Fair Housing Act.***

**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.

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
<b>1. Federal Grants (FY 2001 grants)</b>		
a) Public Housing Operating Fund	N/A	
b) Public Housing Capital Fund	N/A	
c) HOPE VI Revitalization	N/A	
d) HOPE VI Demolition	N/A	
<b>e) Annual Contributions for Section 8 Tenant-Based Assistance</b>	<b>\$14,145,516</b>	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)	N/A	
g) Resident Opportunity and Self-Sufficiency Grants	N/A	
h) Community Development Block Grant	N/A	
i) HOME	N/A	
Other Federal Grants (list below)		
<b>Mckinney (S+C/SHP/HOPWA)</b>	<b>\$341,675</b>	Tenant-based Rental Assistance; SHP Operations
<b>2. Prior Year Federal Grants (unobligated funds only)</b>	N/A	
<b>3. Public Housing Dwelling Rental Income</b>	N/A	
<b>3. Other income (list below)</b>		Housing Assistance Payments (NC/SR/202 programs)
<b>4. Other Section programs</b>	<b>\$17,517,383</b>	
<b>5. Non-federal sources (list below)</b>	N/A	
<b>Management/Development</b>	<b>\$797,287</b>	Administrative costs

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Total resources	\$32,801,861.00	

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

[24 CFR Part 903.7 9 (c)]

**A. Public Housing**

**The Vermont State Housing Authority does not administer a Federal Public Housing Program. This section of the Housing Agency Plan does not pertain to the VSHA.**

**B. Section 8**

*The Vermont State Housing Authority is presently revising its Section 8 Administrative Plan. The following responses reflect both the current plan and anticipated changes to its plan.*

**(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 – Section 8 Assistance Program only.**

Criminal and drug-related activity, more extensively than required by law or regulation – Public Housing

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?

**Only when applicant discloses criminal activity on application**

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

**Only when applicant discloses criminal activity on application**

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)

***Any known documented information related to a prior tenancy***

**(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)

**Application can be obtained from VSHA's website at [www.vsha.org](http://www.vsha.org)**

**At any 1 of 15 Application Sessions sites around the State**

**(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:

1. ***Documented medical reasons or circumstances.***
2. ***Evidence of substantial search***

**(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 admission)

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)

**A. Moderate Rehabilitation/Project-Based Section 8 family who is currently residing in a unit which is overcrowded or underoccupied;**

**B. Families who are displaced due to fire, flood, natural disaster or condemnation by local, State or Federal agency;**

**Families who have a terminally ill family member (head, spouse or child) and need to move closer to a medical facility;**

**Family has a child under the age of six in the household who has tested positive for lead paint poisoning and are occupying a rental unit that contains lead-based paint – child must have an EBL of 20 ug/dl or higher.**

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"

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more than once, etc.

## 1 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 outreach to specific non-profit groups that assist persons with disabilities.***

#### **4. PHA Rent Determination Policies**

[24 CFR Part 903.7 9 (d)]

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

**The Vermont State Housing Authority does not administer a Federal Public Housing Program. This section of the Housing Agency Plan does not pertain to the VSHA.**

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

###### **(1) Payment Standards**

- 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, where necessary**

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)~~

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Expires: 03/31/2002

**Annually**

Other (list below)

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

**Success rates of assisted families**

**Rent burdens of assisted families**

Other (list below)

**(2) Minimum Rent**

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

**\$0**

\$1-\$25

\$26-\$50

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

## **5. Operations and Management**

[24 CFR Part 903.7 9 (e)]

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

### **A. PHA Management Structure**

(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.)

<b>Program Name</b>	<b>Units or Families Served at Year Beginning</b>	<b>Expected Turnover</b>
Public Housing	N/A	N/A
Section 8 Vouchers	2924	600
Section 8 Certificates	Combined with vouchers	Combined with vouchers
Section 8 Mod Rehab	N/A	N/A
Special Purpose Section 8 Certificates/Vouchers (list individually)	N/A	N/A
Public Housing Drug Elimination Program (PHDEP)	N/A	N/A
Other Federal Programs(list individually)	N/A	N/A

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### **C. Management and Maintenance Policies**

5 Year Plan Page 21

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)

Not Applicable to the VSHA

(2) Section 8 Management: (list below)

Section 8 Administrative Plan

## **PHA Grievance Procedures**

[24 CFR Part 903.7 9 (f)]

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

### **A. Public Housing**

**The Vermont State Housing Authority does not administer a Federal Public Housing Program. This section of the Housing Agency Plan does not pertain to the VSHA.**

### **A. 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:

Applicants are provided right to informal hearing – rather than an informal review.

- 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)]

**The Vermont State Housing Authority does not administer a Federal Public Housing Program. This section of the Housing Agency Plan does not pertain to the VSHA.**

## **8. Demolition and Disposition** \_

[24 CFR Part 903.7 9 (h)]

**The Vermont State Housing Authority does not administer a Federal Public Housing Program. This section of the Housing Agency Plan does not pertain to the VSHA.**

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

**The Vermont State Housing Authority does not administer a Federal Public Housing Program. This section of the Housing Agency Plan does not pertain to the VSHA.**

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

[24 CFR Part 903.7 9 (j)]

**The Vermont State Housing Authority does not administer a Federal Public Housing Program. This section of the Housing Agency Plan does not pertain to the VSHA.**

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

[24 CFR Part 903.7 9 (k)]

### **A. Public Housing**

**The Vermont State Housing Authority does not administer a Federal Public Housing Program. This section of the Housing Agency Plan does not pertain to the VSHA.**

### **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 to 50 participants

51 to 100 participants

**more than 100 participants**

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:

**Only those requirements that may be required by the Homeownership Center or the Vermont Development Credit Union.**

## **12. PHA Community Service and Self-sufficiency Programs**

[24 CFR Part 903.7 9 (l)]

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

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

#### 1. Cooperative agreements:

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

**Date of Agreement with Agency of Human Services and Vermont Housing Agencies (VSHA, DHCA, VHFA, VHCB): 10/31/97**

#### 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 (VSHA's W-t-W Demonstration Program)
- 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. )

<b>Services and Programs</b>				
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 or both)
<i>Welfare to Work Demonstration Program</i>	<i>50 program participant</i>	<i>Selected from waiting list with specific criteria</i>	<i>HA main office</i>	<i>Section 8</i>

a. Participation Description

<b>Family Self Sufficiency (FSS) Participation</b>		
Program	Required Number of Participants (start of FY 2001 Estimate)	Actual Number of Participants (As of:) 05/14/2001
Public Housing	N/A	N/A
Section 8	153	148

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**  
N/A for VSHA

**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)]

**The Vermont State Housing Authority does not administer a Federal Public Housing Program. This section of the Housing Agency Plan does not pertain to the VSHA.**

## **14. RESERVED FOR PET POLICY**

[24 CFR Part 903.7 9 (n)]

**The Vermont State Housing Authority does not administer a Federal Public Housing Program. This section of the Housing Agency Plan does not pertain to the VSHA.**

## **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)]

**The Vermont State Housing Authority does not administer a Federal Public Housing Program. This section of the Housing Agency Plan does not pertain to the VSHA.**

## **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:
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)

### **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)  
All program participants were asked if they would be interested in serving on the PHA board. Interested individuals were asked to send a letter of interest to the Governor, who appoints all commissioners to the VSHA Board.

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

**The PHA has based its statement of needs of families in the jurisdiction on the needs expressed in the Consolidated Plan/s. The PHA has participated in any consultation process organized and offered by the Consolidated Plan agency in the development of the Consolidated Plan.**

**The PHA has consulted with the Consolidated Plan agency during the development of this PHA Plan.**

Activities to be undertaken by the PHA in the coming year are consistent with the initiatives contained in the Consolidated Plan. (List below)

Other: (list below)

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

### **D. Other Information Required by HUD**

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

## **Attachments**

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

Vermont State Housing Authority

Attachment A

Section 8 Homeownership Capacity Statement

The Vermont State Housing Authority requires that financing for purchase of a home under its section 8 homeownership program will: be provided, insured or guaranteed by the state or Federal government; comply with secondary mortgage market underwriting requirements; or comply with generally accepted private sector underwriting standards.

## Vermont State Housing Authority

### Attachment B: Statement of Progress in meeting 5-Year Plan Mission and Goals

Following are the goals that were established in VSHA's 5-Year Plan for fiscal years 2000-2004. These goals were extracted from VSHA's Strategic Plan, dated September 1998 – following each goal is a brief progress statement.

**Goal 1:** Over the next three to five years, it will be essential that the VSHA to obtain a level of diversification and organization structure, which will permit its nonSection 8 programs and activities to be self-sustaining.

**Progress in meeting goal:** This is an agency-wide goal that is evaluated on an ongoing basis to insure that our housing delivery system is economical, efficient and effective.

**Goal 2:** The VSHA will conduct an analysis of our administrative policies and make necessary changes in light of new federal policy affecting the Section 8 Program in order to meet the needs of our program participants.

**Progress in meeting goal:** This is an ongoing goal (or task). Specifically, VSHA modified its Section 8 Administrative Plan on two occasions this past fiscal year, in response to changes in federal policy. Changes to the Administrative Plan will occur as necessary – to meet the needs of our program participants and in response to changes in federal housing policy.

**Goal 3:** Develop Section 8 homeownership demonstration program and make available to Section 8 program participants.

**Progress in meeting goal:** VSHA received approval from HUD to offer a Section 8 homeownership demonstration program on May 1, 2000. Since then we have developed partnerships with the local Neighborworks centers throughout Vermont. On April 1, 2001, VSHA notified HUD of its intent to administer the homeownership program in accordance with the final rule, published September 12, 2000, and to offer the homeownership option to all program participants in its jurisdiction.

**Goal 4:** Increase voucher payment standards, where necessary, and encourage more Landlords in Vermont to participate in the Section 8 Program.

**Progress in meeting goal:** VSHA commissioned an RDD Rent Survey last April, in response to HUD's proposed FMR, and were instrumental in providing comments to HUD supporting higher FMR's in many areas throughout Vermont. Further, we have increased payment standards, up to 110% of FMR, where necessary to improve the success of families searching for housing. As a result, landlord participation in the Section 8 program is greater.

**Goal 5: Apply for additional rental vouchers.**

**Progress in meeting goal:** VSHA applied for and received 34 fair share vouchers during fiscal year 2000. Further, we have applied for 75 fair share vouchers this year. In addition, we will be applying for 75 Mainstream vouchers in July 2001.

**Goal 6: Seek opportunities to acquire and develop rental housing for low and moderate-income households throughout Vermont.**

**Progress in meeting goal:** VSHA has published a Request for Proposals for Section 8 Project-Based Vouchers. In accordance with our Allocation Plan, we will make available approximately 350 vouchers for project basing between now and the end of this fiscal year.

**Goal 7: Ensure Equal Opportunity in Housing**

**Progress in meeting goal:** VSHA strives to meet this goal on a daily basis through education of program participants, working with town governments and community based organizations to increase the supply of accessible housing so that individuals with physical limitations can remain in their community and be able to participate in the community in meaningful ways. Further VSHA continues to participate as a member of the Fair Housing Subcommittee.

Attachment C: Membership of PHA Governing Board

**VERMONT STATE HOUSING AUTHORITY**  
**One Prospect Street, Montpelier, Vermont 05602-3556**  
**802/828-3295 (voice) 800/798-3118 (TDD)**

**BOARD OF COMMISSIONERS**

Thomas P. Johnson

Patricia M. Kasprzak

Mary P. Miller (Vice Chair)

Jo Ann Troiano

Francis J. von Turkovich (Chair)

Allen Robinson

Caryn Feinberg

# **Vermont State Housing Authority**

## **Attachment D Membership of Resident Advisory Board**

### **Randomly Selected RAB Members**

Susan Giacobbe-Miles  
Marion Urie  
Roland Magoon  
Rocksan Henderson  
Albena M. Steevans  
Lauretta Shendan  
Mark Entner  
Robert Lewis Smith  
Marciel Palmer  
Catherine Clark  
Victoria Mesaru  
Florence Goodrich  
Bruce Bushee  
John Koch  
Susan Curtis  
George Hedlin  
Dawn-Marie Graham  
Jacquelyn Brooks  
Tina Lindberg  
Harland Allen

**Vermont State Housing Authority  
Organizational Chart**