

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

PHA Plans

5 Year Plan for Fiscal Years 2000 - 2004

Annual Plan for Fiscal Year 2001

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

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

**PHA Plan
Agency Identification**

PHA Name: Community Development Authority Of The City Of Madison,
Housing Operations Unit

PHA Number: WI003

PHA Fiscal Year Beginning: 01/2001

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)

FIVE YEAR PLAN EXECUTIVE SUMMARY

The Community Development Authority (CDA) has prepared its five-year Agency Plan in compliance with Section 511 of the Quality Housing and Work Responsibility Act of 1998 and the ensuing HUD requirements. This plan serves the fiscal years 2000 through 2004.

Established in 1979 by the Common Council of the City of Madison via Section 3.69 Madison General Ordinance, CDA is governed by seven Board members and five Housing Subcommittee members, including two resident representative members.

CDA Housing Operations administers 881 public housing units for low-income families, people over the age of 50 years of age, and/or individuals with disabilities at 40 locations in the City of Madison. In addition, CDA administers the Section 8 Rental Assistance Program providing assistance to approximately 1000 low-income households in the City of Madison.

We have a mission to guide the activities of the Community Development Authority-Housing Operations of the City of Madison, Wisconsin.

The five-year Agency Plan embraces CDA's mission and long-range goals. Through the five-year plan, CDA will focus on its outlined goals and objectives, while continually revisiting these goals and objectives in collaboration with all of the stakeholders involved.

CDA welcomes another public hearing to discuss this plan. The agency made the first proposed plan available to the public 45 days prior to the hearing held on October 12, 2000 and 73 days prior to the second hearing held on November 9, 2000.

CDA is also required to prepare annual plans. The agency is also submitting its FY2001 annual plan, providing detailed information regarding the agency and its operations.

Additionally, the CDA is required to establish a Resident Advisory Board. Such a board has been established and represents the residents and program participants assisted by CDA.

YEAR PLAN
PHA FISCAL YEARS 2000 - 2004

[24 CFR Part 903.5]

A. Mission

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:

The mission of the Department of Planning and Development is to actively promote a diverse, safe, dynamic community and enhance the living, working, and recreational choices for all Madison citizens by planning for the City of Madison's future, investing in Madison's neighborhoods and communities, and assuring the future by safeguarding the present.

As part of the Community Development Authority (CDA) and the Department of Planning and Development, the Housing Operations Unit seeks to support this mission by providing and maintaining safe, quality, affordable housing in a cost-effective manner. By partnering with others, we offer rental assistance and other related services to our community in a non-discriminatory manner to achieve our vision.

B. Goals

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

- PHA Goal: Expand the supply of assisted housing
- PHA Goal: Improve the quality of assisted housing
- PHA Goal: Increase assisted housing choices

See "HUD Strategic Goals incorporated into PHA Goals and Objectives" beginning on page 3.

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

- PHA Goal: Provide an improved living environment

See "HUD Strategic Goals incorporated into PHA Goals and Objectives" beginning on page 3.

HUD Strategic Goal: Promote self-sufficiency and asset development of families and individuals

- PHA Goal: Promote self-sufficiency and asset development of assisted households

See “HUD Strategic Goals incorporated into PHA Goals and Objectives” below.

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

- PHA Goal: Ensure equal opportunity and affirmatively further fair housing Objectives:

See “HUD Strategic Goals incorporated into PHA Goals and Objectives” below.

HUD Strategic Goals incorporated into PHA Goals and Objectives:

Goal One: Expand the range and quality of housing choices available to participants in the CDA Housing’s tenant-based assistance (Section 8) and Public Housing programs.

Objectives:

1. CDA shall hire a full-time housing counselor by December 31, 2001 pending funding. To achieve this objective CDA shall apply for grant monies for the Housing Counseling Assistance program.
2. CDA shall utilize the services of the part-time housing counselor to help twenty-five (25) Public Housing applicants annually to address any of the following applicable issues:
 - Assisting clientele in writing specific goals to build good references and build self-esteem.
 - Establish a credit history.
 - Correct bad credit records.
 - Learn money management principles and techniques.
 - Learn skills and value in budgeting and personal finance.
 - Encourage clientele to feel pride and a sense of accomplishment in positive progress of meeting objectives.
 - Expand clientele objectives to include planning and preparation for homeownership.
 - Assist clientele in developing good communication skills to resolve issues with landlords and neighbors.
 - Refer clientele to community resources as necessary.
 - Encourage applicant participation in community activities and planning inexpensive recreation.
 - Provide guidance in achieving a safe and secure Public Housing applicant environment.
3. The part-time housing counselor shall contact and utilize relevant resources available in the community to assist Public Housing applicants in obtaining and retaining approved housing.

First Call for Help will be used as a primary resource by the part-time housing counselor with the value of continuity in direct access to clientele.

4. CDA will seek to expand its stock of scattered site low-rent public housing, contingent on the availability of adequate resources.
5. CDA will continue to meet or exceed the guidelines for the percentage of its housing stock required to meet the perceived need for accessible housing, contingent on actual market demand and the availability of necessary resources.
6. CDA will actively seek funding from City, State, federal, and private sources to increase the Marketing Outreach Coordinator to a full-time position.
7. CDA will continue to actively market under-represented areas of the City to Section 8 clients and expand outreach to housing providers.
 - Distribute up-to-date materials on the Section 8 Program to landlords throughout the City of Madison.
 - Identify under-represented census tracts and owners of buildings within those census tracts and implement target marketing strategies.
 - Establish a relationship with the Dane County Rental Housing Advisory Committee recently approved by the Dane County Board and expected to be in existence by 2001.
8. CDA will continue to actively take advantage of future Section 8 opt-outs which is the process whereby project-based subsidies are converted to tenant-based subsidies administered by Housing Authorities.
9. CDA will continue to seek opportunities to expand tenant-based assistance programs to census tracts where Section 8 is under-represented by increasing the payment standards for those neighborhoods.
10. CDA will continue to increase communication, coordination, and cooperation with landlords and community support agencies.
11. CDA will actively seek funding from city, state, federal & private sources to increase available technical resources for landlords.
12. CDA will actively seek additional funding through grant proposals.
13. CDA will continue to market the program to increase new landlord participation by twenty owners by 12/31/01.

Goal Two: Manage the CDA Housing Operation's existing public housing in an efficient and effective manner.

Objectives:

1. CDA shall be recognized by HUD as a high performer by December 31, 2001.
2. CDA shall make our public housing units more marketable to the community, which will be demonstrated by an annual average occupancy level of 97% by December 31, 2001.
3. CDA will maintain property, buildings, grounds, systems, and units to maintain our "A" performance on both emergency and routine service requests.
4. CDA will continue to promote a motivating work environment with a capable and efficient team of employees to operate as a customer-friendly and fiscally prudent leader in the affordable housing industry by utilizing the Framework for Excellence Inventory by March 2001.

Goal Three: Provide a safe, secure, and healthy environment for the residents of CDA's Public Housing developments.

Objectives:

1. CDA will continue working toward the following goals and objectives to ensure a safe and secure environment:
 - CDA will continue a thorough screening of public housing applicants to ensure desirable and acceptable residents are approved to public housing sites.
 - Develop strategies and tactics, in coordination with the Madison Police Department, to combat crime in and around CDA development.
 - Encourage a community-policing program in and around CDA developments with the City of Madison Police Department.
 - Participate in regular meetings with security guard personnel, neighborhood police officers, and other appropriate law enforcement personnel.
 - Continue, as feasible, to use Capital Fund monies to provide security services in non-targeted Public Housing Drug Elimination Program (PHDEP) neighborhoods. The 2001 Capital Fund Program will provide approximately \$35,000.00 to pay for security services in non-targeted PHDEP neighborhoods. Currently those neighborhoods are the Triangle and Romnes.
2. CDA will continue to apply for Public Housing Drug Elimination Program (PHDEP) funds. The goal of CDA's PHDEP is to reduce and/or eliminate drug-related and violent crime in and around its PHDEP targeted public housing developments by 5% - 10%. Activities used to meet this goal may include:
 - Contracting for security services.
 - Establishing a Memorandum of Understanding with the local law enforcement agencies for services over and above current baseline services.
 - Contracting for drug prevention and/or intervention programs with community service agencies.
 - Participating in meetings including CDA staff, security service providers, neighborhood police officers and other appropriate law enforcement personnel.
3. CDA will continue to monitor and audit the effectiveness of all currently funded PHDEP activities. Activities used to meet this goal may include:
 - Requiring all agencies and companies of PHDEP funded programs and services to submit monthly reports on activities and successes.
 - Auditing all agencies and companies of PHDEP funded programs and services on either a quarterly or semi-annual basis.
 - Reporting on the activities and successes of the PHDEP funded programs and services to the CDA Subcommittee and Board on a monthly basis.
 -
4. CDA will continue to apply for the New Approach Anti-Drug Program (NAAD) funds. The goal of the CDA's NAAD program is to reduce and/or eliminate drug-related and violent criminal behavior through the formation of local partnerships where ideas and resources from government, owners and managers of assisted housing, residents, service providers, law enforcement officials and other community groups work collaboratively on

innovative, neighborhood anti-crime strategies. Funds are used to augment security and assist in the investigation and prosecution of drug-related and violent criminal activity in and around a Section 8 project-based development. The NAAD targeted development includes two CDA Public Housing developments and two CDA Section 8 project-based developments. Activities used to meet this goal may include:

- Contracting for security services.
 - Establishing a Memorandum of Understanding with local law enforcement agencies for services over and above current baseline services.
 - Establishing a Memorandum of Understanding with the District Attorney's Office for services over and above current baseline services.
 - Capital Improvements to enhance security.
 - Continued interaction and strengthening of community partnerships.
5. CDA will continue to work with the Triangle Improvement Project Steering Committee, made up of CDA staff, Triangle security personnel, a Triangle neighborhood police officer, and numerous community service staff working in this development, to assist the site staff in remedying the problems of the Triangle development.
 6. CDA will continue to apply for Drug Elimination Technical Assistance Program (DETAP) funds on an annual basis. The goal of CDA's DETAP awards is to utilize a consultant to assess drug and drug-related and violent criminal activity in and around a targeted neighborhood and suggest an appropriate strategy. Based on DETAP funding, 100% of the following activities will occur:
 - One needs assessment will be performed in the DETAP targeted Public Housing development by the consultant in cooperation with CDA staff, residents, and community organization representatives.
 - The selected consultant will meet with CDA staff, residents, and community representatives at least one time prior to the needs assessment.
 - The selected consultant will meet with CDA staff, residents, and community representatives at least one time after the needs assessment to report on the consultant's suggested strategies to address problems.
 - CDA staff will work with residents and community representatives to implement at least one activity suggested in the consultant's strategy if agreed upon by all parties involved in the activity.
 - CDA will evaluate annual PHDEP program activities that are assessed by the technical assistance consultant through DETAP.
 7. CDA will continue to seek resources in order to offer referral/case management to residents with disabilities, the elderly, and families by creating a formal collaboration with community service providers.
 8. CDA will continue coordinating with the City of Madison's Fire Department in order to strengthen communication between CDA staff and its residents through a continual exchange of information by holding one educational in-service for CDA staff.
 9. CDA will meet with Building Inspection staff at a minimum of twice a year to strengthen the relationship between the two agencies and facilitate CDA in meeting the Building

Inspection's required standards. In addition, CDA may assign a Code Enforcement Officer for specific CDA property and to respective Neighborhood Resource Teams.

10. CDA will improve and implement a schedule to monitor pest control contractors for effective elimination of infestation.
11. CDA will improve and implement a system to follow up on inspection findings for housekeeping, safety, and infestation issues.

Goal Four: Achieve the proposed balanced budget in Low Rent Public Housing and Section 8 Voucher Programs.

Objectives:

1. CDA's Low Rent Public Housing (LRPH) will maintain a proposed balanced budget for the FY 2001.
2. CDA will increase the efficiency of its processes by reducing the applicant screening time to 20 days and maintaining its performance level to 20 days, contingent on staffing and other variables.
3. CDA has a goal to reduce turnaround time to 30 days or less by December 31, 2001.
4. CDA's tenant-based Section 8 Assistance will maintain the proposed balanced budget for the FY 2001.
5. CDA will achieve full program utilization in the tenant-based Section 8 Assistance by December 31, 2001.
6. The CDA will allocate existing staff to perform work efficiently and effectively.

Goal Five: The CDA will seek to strengthen the already existing avenues for resident input and satisfaction.

Objectives:

1. CDA will continue to engage resident input into management through its current channel where 2 resident representatives act as members of the Housing Subcommittee, as well as through the creation of a resident representative member of the CDA Board of Commissioners.
2. The CDA Housing Subcommittee will periodically hold some of its meetings at CDA sites to better enable the Subcommittee to hear resident input and concerns.
3. The Capital Fund Program will solicit resident input:
 - Before applying for the 2001 Capital Fund Program.
 - When there is a revision to the existing grant(s).
 - Prior to the submission of the Annual Performance and Evaluation Report.
4. CDA will continue to maintain the current practices of having a formalized complaint procedure for all public housing residents, a "Resident Representative comments" period as part of every Housing Subcommittee agenda, and the Grievance Procedure.
5. CDA will continue, as feasible, to provide office space as needed to the resident associations.
6. The 2001 Capital Fund Program will provide approximately \$1,000.00 to qualified Resident Associations for trainings.
7. CDA is committed to support qualified resident associations if funds are available in FY 2000, and to budget for such financial support in FY 2001.
8. CDA is committed to utilizing the assistance of the Resident Advisory Board in the development of ongoing Annual Plans.

Goal Six: The CDA will ensure equal opportunity in assisted housing for all applicants, residents, and participants.

Objectives:

1. CDA will ensure access to its assisted housing regardless of race, color, religion, national origin, sex, familial status, disability, or sexual orientation.
2. CDA will provide a suitable living environment for families living in assisted housing, regardless of race, color, religion, national origin, sex, familial status, disability, or sexual orientation.

**Annual PHA Plan
PHA Fiscal Year 2001**

[24 CFR Part 903.7]

i. Annual Plan Type:

Select which type of Annual Plan the PHA will submit.

Standard Plan

Streamlined Plan:

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

Troubled Agency Plan

ii. Executive Summary of the Annual PHA Plan

[24 CFR Part 903.7 9 (r)]

It is our pleasure to present to you for your consideration the Housing Authority for the City of Madison FY 2001 Annual Plan which provides information regarding the agency and its operations.

The key highlights of this plan are the following:

1. Maintain a balanced budget for FY 2001 for Low Rent Public Housing and the tenant-based Section 8 Rental Assistance Programs.
2. Reduce the turnaround time as defined by HUD to 30 days or less by December 31, 2001.
3. Establish and sustain an average occupancy rate of 97% for Low Rent Public Housing.
4. Actively seek funding to expand the Housing Counselor and Marketing Outreach positions.
5. Actively take advantage of additional tenant-based assistance vouchers through project-based opt-outs.
6. Continue to seek resources in order to offer referral/case management to families, residents with disabilities, and the elderly.
7. Continue to utilize the assistance of the Resident Advisory Board in the development of on-going Annual Plans.

8. Continue to ensure equal opportunity in assisted housing programs for all applicants, residents, and participants.

Our Five-Year Plan (2000-2004) listed six goals.

The six goals are:

1. Expand the range and quality of housing choices available to participants in the CDA Housing's tenant-based assistance program (Section 8) and Public Housing programs.
2. Manage the CDA Housing Operation's existing public housing in an efficient and effective manner.
3. Provide a safe, secure, and healthy environment for the residents of CDA's Public Housing developments; including reducing drug-related and violent criminal behavior by 5-10% in PHDEP targeted public housing developments.
4. Maintain the proposed balanced budgets in Low Rent Public Housing and the Section 8 Voucher Programs.
5. The CDA will seek to strengthen the already existing avenue for resident input and satisfaction.
6. The CDA will ensure equal opportunity in assisted housing for all applicants, residents, and participants.

The FY2001 Budget and Annual Plan is in keeping with these goals.

We look forward to working with you in the coming year in implementing the FY2001 Annual Plan.

Mark A. Olinger, Executive Director
Community Development Authority

Deborah Garrett Thomas
Housing Operations Director

iii. Annual Plan Table of Contents

[24 CFR Part 903.7 9 (r)]

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

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Attachments

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

Required Attachments:

- Admissions Policy for Deconcentration
- FY 2001 Capital Fund Program Annual Statement
- Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)

Optional Attachments:

- PHA Management Organizational Chart
- FY 2001 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)
Policy for Admission of Community Service and/or Economic Self-Sufficiency

Supporting Documents Available for Review

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

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans
	Fair Housing Documentation: 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
√	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

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
√	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources;
√	Public Housing Admissions and (Continued) Occupancy Policy (A&O), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies
√	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
√	Public Housing Deconcentration and Income Mixing Documentation: 1. PHA board certifications of compliance with deconcentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/99 <i>Quality Housing and Work Responsibility Act Initial Guidance; Notice</i> and any further HUD guidance) and 2. Documentation of the required deconcentration and income mixing analysis	Annual Plan: Eligibility, Selection, and Admissions Policies
√	Public housing rent determination policies, including the methodology for setting public housing flat rents <input type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
N/A	Schedule of flat rents offered at each public housing development <input type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
	Section 8 rent determination (payment standard) policies <input type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	Annual Plan: Operations and Maintenance
	Public housing grievance procedures <input type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
	Section 8 informal review and hearing procedures <input 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
N/A	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
√	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
√	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
√	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
N/A	Policies governing any Section 8 Homeownership program <input type="checkbox"/> check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
N/A	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
N/A	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
√	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
√	The most recent Public Housing Drug Elimination Program (PHEDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)	Annual Plan: Safety and Crime Prevention
√	The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	Annual Plan: Annual Audit
N/A	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
N/A	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)

1. Statement of Housing Needs

[24 CFR Part 903.7 9 (a)]

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

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

Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Overall	Afford-ability	Supply	Quality	Access-ibility	Size	Loca-tion
Income <= 30% of AMI							
Income >30% but <=50% of AMI			See	Below			
Income >50% but <80% of AMI							
Elderly							
Families with Disabilities							
Race/Ethnicity							
Race/Ethnicity							
Race/Ethnicity							
Race/Ethnicity							

HUD Table 1B Special Needs of the Non-Homeless			
Sub-Populations	Priority Need	Estimated Priority Units	Estimated Dollars to Address
Elderly	Medium	250	\$10,150,000
Frail Elderly	High	50	\$2,000,000
Severe Mental Illness	Medium	60	\$2,500,000
Developmentally Disabled	Medium	50	\$2,000,000
Physically Disabled	High	60	\$2,500,000
Persons with Alcohol/Other Drug Addictions	High	500	\$20,000,000
Persons w/HIV/AIDS	High	185	\$7,500,000
Other			
Total	--	1,155	\$46,650,000

HUD Table 2A Priority Housing Needs for City of Madison					
Priority Housing Needs (Households)			Priority Need Level	Estimated Units	Estimated Dollars to Address
Renter	Small Related	0-30%	High	2,000	\$4,000,000
		31-50%	High	1,600	\$3,000,000
		51-80%	High	2,500	\$3,000,000

HUD Table 2A Priority Housing Needs for City of Madison					
Priority Housing Needs (Households)			Priority Need Level	Estimated Units	Estimated Dollars to Address
	Large Related	0-30%	High	400	\$1,250,000
		31-50%	High	250	\$750,000
		51-80%	High	300	\$750,000
Renter	Elderly	0-30%	High	1,100	\$3,000,000
		31-50%	High	1,000	\$3,000,000
		51-80%	High	1,000	\$2,250,000
	All Other	0-30%	High	6,700	\$10,200,000
		31-50%	High	4,400	\$5,000,000
		51-80%	Medium	2,000	\$4,000,000

HUD Table 2B Priority Community Development Needs for the City of Madison			
Non-Housing Community Development Capital Activities	Priority Need Level	Estimated Units Needed	Estimated Dollars Needed to Address Needs
Community/Neighborhood Centers	High	2	\$3,600,000
Senior Centers	--		\$0
Youth Centers	--		\$0
Child Care Facilities	--		\$0
Community Gardens Sites and Development	--		\$0
Park/Recreation Facilities	--		N/A
Health Facilities	--		N/A
Physical Accessibility Improvements	--		Designed into base requirements for all projects
Energy Efficiency Improvements	--		Designed into base requirements for all projects
Lead Paint Hazard Reduction	--		Designed into base requirements for all projects
Historic Preservation Activities	--		Designed into base requirements for all projects

HUD Table 2B Needs for Public Service Activities			
Public Service Activities	Priority Need Level	Estimated Units	Estimated Dollars Needed to Address
Public Services (General)	High	52,000	\$1,750,000
Community/Neighborhood Centers Operating Costs	High	2	\$3,600,000
Community Gardens Operating Costs	--		\$0
Low Cost/No Cost Food Programs	--		\$0

HUD Table 2B Needs for Public Service Activities			
Public Service Activities	Priority Need Level	Estimated Units	Estimated Dollars Needed to Address
Handicapped Services	--		County
Senior Services	--		City OCS
Youth Services	--		City OCS
Transportation Services	--		City DOT
Substance Abuse Services	--		County
Employment Training	--		County
Substance Abuse Services	High		County
Employment Training	Low		County
Crime Awareness	Low		City Police
Fair Housing Activities	High		City EOC
Tenant/Landlord Relations	High		City BI
Child Care Services	Medium		City OCS, County HSD
Outreach Services	Medium		City EOC

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: 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)

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
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Housing Needs of Families on the Waiting List

Waiting list type: (select one)

- Section 8 tenant-based assistance
 Public Housing
 Combined Section 8 and Public Housing
 Public Housing Site-Based or sub-jurisdictional waiting list (optional)

If used, identify which development/subjurisdiction:

	# of families		% of total families	Annual Turnover
	PH	S8		
Waiting list total	46	686		
Extremely low income <=30% AMI	41	618		
Very low income (>30% but <=50% AMI)	5	66		
Low income (>50% but <80% AMI)	0	3		
Families with children	46	386		
Elderly families	0	42		
Families with Disabilities	PH	258		
Race/ethnicity W	3	312		
Race/ethnicity B	37	310		
Race/ethnicity Asian	5	18		
Race/ethnicity H	1	25		
Characteristics by Bedroom Size (Public Housing Only)				
1BR		0		
2 BR		0		
3 BR		28		
4 BR		18		
5 BR		0		
5+ BR		0		

Housing Needs of Families on the Waiting List

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

If yes:

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

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

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

C. Strategy for Addressing Needs

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

(1) Strategies

Need: Shortage of affordable housing for all eligible populations

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

Select all that apply

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

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

Select all that apply

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

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

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

Select all that apply

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

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

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

Select all that apply

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

Need: Specific Family Types: The Elderly

Strategy 1: Target available assistance to the elderly:

Select all that apply

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

Need: Specific Family Types: Families with Disabilities

Strategy 1: Target available assistance to Families with Disabilities:

Select all that apply

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

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

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

Select if applicable

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

Strategy 2: Conduct activities to affirmatively further fair housing

Select all that apply

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

(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 903.79 (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	700,000	
b) Public Housing Capital Fund	1,390,123	
c) HOPE VI Revitalization		
d) HOPE VI Demolition		
e) Annual Contributions for Section 8 Tenant-Based Assistance	5,094,218	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)	188,751	
g) Resident Opportunity and Self-Sufficiency Grants		
h) Community Development Block Grant		
i) HOME		
Other Federal Grants (list below)		

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
2. Prior Year Federal Grants (unobligated funds only) (list below)		
New Approach Anti-Drug Program	250,000	
3. Public Housing Dwelling Rental Income	2,042,328	
4. Other income (list below)		
Washer/Dryer, Maintenance Charge	113,000	
4. Non-federal sources (list below)		
City of Madison	15,000	Criminal Background
City of Madison	16,200	Landlord Outreach
Total resources	9,809,620	

3. PHA Policies Governing Eligibility, Selection, and Admissions

[24 CFR Part 903.79 (c)]

A. Public Housing

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

(1) Eligibility

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

- When families are within a certain number of being offered a unit: (state number)
- When families are within a certain time of being offered a unit: (state time)
- Other:
When an accepted letter of interest is completed for a Public Housing Site.

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:
Professional references and credit report information

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

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

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

(2)Waiting List Organization

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

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

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

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

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

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

None

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
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)

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)

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

2. Residents who live and/or work in jurisdiction.

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 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)

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

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

(6) Deconcentration and Income Mixing

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

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)

(2) Waiting List Organization

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

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

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

- PHA main administrative office
- Other (list below)

(3) Search Time

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

If yes, state circumstances below:

When clients document their 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 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)

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. Residents who live and/or work in jurisdiction.
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)

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? Will be presented to the Board via Resolution by January 1, 2001.

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)
When the income decreases.

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

(2) Flat Rents

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

- The section 8 rent reasonableness study of comparable housing
- Survey of rents listed in local newspaper

- Survey of similar unassisted units in the neighborhood
- Other (list/describe below)

B. Section 8 Tenant-Based Assistance

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

(1) Payment Standards

Describe the voucher payment standards and policies.

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

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

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

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

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

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

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

- Annually
- Other (list below)

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

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

(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)

1. Adopting Resolution 2387 and is going in front of the CDA Board September 2000. approval.

5. Operations and Management

[24 CFR Part 903.7 9 (e)]

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

A. PHA Management Structure

Describe the PHA's management structure and organization.

(select one)

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

B. HUD Programs Under PHA Management

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

Program Name	Units or Families Served at Year Beginning	Expected Turnover
Public Housing	768	11.75%
Section 8 Vouchers	542	30%
Section 8 Certificates	464	25%
Section 8 Mod Rehab	23	5%
Special Purpose Section 8 Certificates/Vouchers (list individually)		
Public Housing Drug Elimination Program (PHDEP)	204 of 213	11.75%
Other Federal Programs(list individually)		
Public Housing	732/755	150
Section 8 New Construction	111/114	15

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)
1. Admissions Policy.
 2. Administration Plan.
 3. Pest Policy (See Below.)

All CDA units are treated for pest eradication semi-annually or quarterly depending on unit type and unit conditions. The management staff and pest control technician determine treatment intervals.

In addition, individual treatments are performed upon request by the following:

- Management Direction
- Maintenance or Other CDA Staff Observation
- Tenant Request
- Service Provider Request

All CDA common areas are treated on a monthly basis.

Pest Control Technician completes a service report on a weekly basis.
Housekeeping is rated by the technician on a standardized scale.

Any unit with a failing Sanitation Rating is considered problematic and will receive the necessary follow-up.

The dwelling lease requires that residents promptly report any need for extermination services, and cooperate for necessary treatment. Failure of a tenant to prepare for a treatment is a lease violation and can result in a charge based on the current CDA Maintenance Schedule. Failure to allow entry can also result in a charge.

The products used to treat units are changed every six months for maximum effectiveness.

Material Safety Data Sheets (MSDS) are available at each site. Any tenant concerned with the products used can obtain the MSDS and consult their physician. Alternative methods will be used if the physician indicates the current treatment will be harmful to the tenant.

(2) Section 8 Management: (list below)

1. Admissions Policy

6. PHA Grievance Procedures

[24 CFR Part 903.7 9 (f)]

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

A. Public Housing

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

If yes, list additions to federal requirements below:

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

PHA main administrative office

- PHA development management offices
 Other (list below)

B. Section 8 Tenant-Based Assistance

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

If yes, list additions to federal requirements below:

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

7. Capital Improvement Needs

[24 CFR Part 903.7.9 (g)]

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

A. Capital Fund Activities

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

(1) Capital Fund Program Annual Statement

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

Select one:

- The Capital Fund Program Annual Statement is provided as an attachment to the PHA Plan at Attachment (state name)
FY 2001 Capital Fund Program (Tab 6).

-or-

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

(2) Optional 5-Year Action Plan

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

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

b. If yes to question a, select one:

- The Capital Fund Program 5-Year Action Plan is provided as an attachment to the PHA Plan at Attachment (state name)
FY2001 Capital Fund Program Five Year Action Plan (Tab 9).

-or-

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

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

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

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

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

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

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

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

8. Demolition and Disposition

[24 CFR Part 903.7 9 (h)]

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

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

2. Activity Description

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

Demolition/Disposition Activity Description	
1a. Development name:	
1b. Development (project) number:	
2. Activity type: Demolition <input type="checkbox"/>	
Disposition <input type="checkbox"/>	
3. Application status (select one)	
Approved <input type="checkbox"/>	
Submitted, pending approval <input type="checkbox"/>	
Planned application <input type="checkbox"/>	

4. Date application approved, submitted, or planned for submission: <u>(DD/MM/YY)</u>
5. Number of units affected:
6. Coverage of action (select one) <input type="checkbox"/> Part of the development <input type="checkbox"/> Total development
7. Timeline for activity: a. Actual or projected start date of activity: b. Projected end date of activity:

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

[24 CFR Part 903.7 9 (i)]

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

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

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

Designation of Public Housing Activity Description	
1a. Development name:	WI 3-5 Tenney
1b. Development (project) number:	WI 3-4 Romnes

2. Designation type: Occupancy by only the elderly <input checked="" 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 checked="" type="checkbox"/>
4. Date this designation approved, submitted, or planned for submission: <u>08/11/95</u>
5. If approved, will this designation constitute a (select one) <input type="checkbox"/> New Designation Plan <input checked="" type="checkbox"/> Revision of a previously-approved Designation Plan?
6. Number of units affected: 208 7. Coverage of action (select one) <input checked="" type="checkbox"/> Part of the development 40 Tenney <input checked="" type="checkbox"/> Total development 168 Romnes

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

B. Section 8 Tenant Based Assistance

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

2. Program Description:

a. Size of Program

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

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

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

b. PHA-established eligibility criteria

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

12. PHA Community Service and Self-sufficiency Programs

[24 CFR Part 903.7 9 (l)]

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

A. PHA Coordination with the Welfare (TANF) Agency

1. Cooperative agreements:

- Yes No: Has the PHA 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)
Housing Counseling	25	Waiting List	PHA Main Office	PHA
PHDEP Positive Options Program	150	All Youth	East Dev Office	PHA
PHDEP SMART Moves Program	15 Youth 1 Adult	All Youth & Adult	West Dev Office	PHA
PHDEP Project Bootstrap	26	All Youth	East & West Dev Office	PHA
PHDEP Youth Business Mentoring Program	15	All Youth	East & West Dev Offices	PHA
PHDEP Security Services	650	All	East & West Dev Offices	PHA
Computer Training	25	All Truax	East Dev Office	PHA
Food Fair	180	All Romnes	West Dev Office	PHA
Nutrition Site Program	563	Romnes & Triangle	West & Triangle Dev Offices	PHA
CDA Resident Employment	4	All	All Sites	PHA
GAP Case Management	75	All Elderly/Disabled	All Sites	PHA
Meriter Triangle Nurse	250	Elderly/Disabled	Triangle Dev Office	PHA
Triangle Community Ministry	96	All Triangle	Triangle Dev Office	PHA

CDA Agency Plan: Community Service and Self-Sufficiency

The Quality Housing and Work Responsibility Act of 1998 requires that housing authorities set forth in their Annual Plan a description of their Community Service and Self-Sufficiency programs. This portion of the Plan is divided into three (3) sections:

- Our current resident programming;
- How we intend to comply with income changes for welfare recipients; and
- Compliance with the community service requirements.

First, let us describe our current resident programming. We are engaged in the following resident programs:

- The East Madison Community Center's Positive Options Program (POP) provides educational/social/recreational activities as an alternative to drug use and crime to over 75 CDA youth a year in the Truax/Wright, Webb/Rethke, and Baird/Fisher developments through funds from PHDEP monies.
- The Boys and Girls Club of Dane County provides educational/social/recreational activities to 15 CDA youth living in the Baird/Fisher Development over the grant term of one year as an alternative to drug use and related crime through funds from PHDEP monies.

- Project Bootstrap provides AODA prevention/intervention/employment skills to 26 CDA youth over the grant term of one year as an alternative to drug use and related crime through funds from PHDEP monies.
- Common Wealth Development's Youth Business Mentoring Program conducts pre-employment training for 15 CDA youth, places 15 CDA youth in jobs, and arranges for 15 youth to participate in at least 10 field trips to job and educational settings. CDA youth served live in the Truax/Wright, Webb/Rethke and Baird/Fisher developments through funds from PHDEP monies.
- Security service personnel continue to patrol the Truax/Wright, Webb/Rethke and Baird/Fisher developments, submit security reports, and collaborate with the City of Madison Police Department and CDA staff through funds from PHDEP monies.
- The 2001 Capital Fund will provide for a continuation of security service personnel to patrol, submit reports and work with residents, the City of Madison Police Departments and CDA staff at the Romnes Apartments and in the Triangle area.
- Through the Food Fair Program, the Community Action Coalition Program (CAC) offers residents an opportunity to stretch their food dollar by providing high quality, nutritious food at a lower cost. In 1999 over 180 units of food were provided to residents of Romnes Apartments.
- The South Madison Coalition for the Elderly manages U.S. Department of Agriculture nutrition sites at CDA's West Site (Romnes Apartments) and Triangle Site (Brittingham Apartments). In 1999, there were 21, 591 meals served to 563 residents and neighbors of Brittingham and Romnes.
- The CDA has a resident employment program. Currently, 3 CDA residents are employed] as maintenance workers and one as an office clerk for a maximum of 2-3 years.
- The GAP Case Management Program, funded under an EDSS grant (WI39EDS0030197), provides short-term mental health counseling services to residents of the Brittingham, Gay Braxton, Romnes and Tenney Park developments. Services include linking residents with programs designed to provide ongoing case management services, assisting residents in obtaining financial benefits, providing in-house support groups, providing educational and skill-building programs and assisting residents in obtaining various services necessary to maintaining a successful tenancy in public housing. GAP Case Management serves 75 clients per year in the aforementioned housing developments.
- The Meriter Triangle Nurse program provides a variety of health related services to the residents of CDA's Triangle site. A registered nurse, whose salary is provided by Meriter Home Health Services, holds clinic hours in space provided by the CDA several times per week. Services include health counseling, medication management, foot care, blood pressure screening, linkage between

residents and their health care providers, a low-impact exercise program and participation in a multi-disciplinary site staff team. This program served over 250 residents in 1999 with over 2,000 clinic visits.

- The Triangle Community Ministry (TCM), a non-denominational program supported financially by an ecumenical base of churches, provides a variety of services to residents of the CDA's Triangle Site. A parish nurse – with a background in psychiatric nursing – provides mental and physical health counseling, linkage to a wide variety of community services to assist residents to maintain independent living, and arranges for educational, informational and supportive programs as requested by residents through an interest survey. TCM runs a shuttle service every other week to a large supermarket for residents who have difficulty in negotiating the public transit system. Staff and volunteers also bring groceries from a local food pantry for residents who are not able to get to the pantry themselves. A variety of social programs are provided throughout the year by TCM as well. Services were provided to 96 residents in 1999, which included the Parish Nurse Program.

(2) Family Self Sufficiency program/s

a. Participation Description

Family Self Sufficiency (FSS) Participation		
Program	Required Number of Participants (start of FY 2001 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)

In compliance with the Quality Housing and Work Responsibility Act of 1998, CDA's Section 8 program has implemented a hardship policy and CDA's Public Housing Program will implement a hardship policy.

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

13. PHA Safety and Crime Prevention Measures

[24 CFR Part 903.7 9 (m)]

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

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

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

- High incidence of violent and/or drug-related crime in some or all of the PHA's developments
- High incidence of violent and/or drug-related crime in the areas surrounding or adjacent to the PHA's developments
- Residents fearful for their safety and/or the safety of their children
- Observed lower-level crime, vandalism and/or graffiti
- People on waiting list unwilling to move into one or more developments due to perceived and/or actual levels of violent and/or drug-related crime
- Other (describe below)
 1. There are higher levels of unexcused absenteeism for students of all grades living in the same or all of the CDA's developments as a percentage or ratio of the rate outside of its developments.
 2. There are higher levels of school dropout rates for youth living in the same or all of the CDA's developments as a percentage or ratio of the rate outside of its developments.
 3. There are higher levels of emergency room admissions in the same or all of the CDA's developments as a percentage or ratio of the rate outside of its developments.

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

- Safety and security survey of residents
- Analysis of crime statistics over time for crimes committed “in and around” public housing authority
- Analysis of cost trends over time for repair of vandalism and removal of graffiti
- Resident reports
- PHA employee reports
- Police reports
- Demonstrable, quantifiable success with previous or ongoing anticrime/anti drug programs
- Other (describe below)
 1. Analysis of school dropout rate and level of absenteeism, provided by the Madison Metropolitan School District, for youth that can be related to drug-related crime as a percentage or ratio of the rate outside the CDA developments.
 2. Analysis of emergency room admissions data provided by the City of Madison Fire Department/Emergency Medical Service for drug use or that result from drug-related crime.
 3. Drug Elimination Technical Assistant Grants.
 4. The numbers of lease terminations or evictions for drug-related crime at the PHA’s developments.
 5. The City of Madison’s Consolidated Plan identifies the level of the problem and the urgency in meeting this need.

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

Wright	(WI39-P003-001A)
Webb/Rethke	(WI39-P003-001B)
Baird/Fisher	(WI39-P003-001D)
Truax	(WI39-P003-008)
Gay Braxton	(WI39-P003-001C)
Brittingham	(WI39-P003-006)
Parkside	(WI39-P003-100)
Karabis	(WI39-P003-130)

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)

1. CDA will continue to apply for Public Housing Drug Elimination Program (PHDEP) funds. The goal of CDA's PHDEP is to reduce and/or eliminate drug-related and violent criminal behavior in and around its PHDEP targeted public Housing developments by 5% - 10%. Activities used to meet this goal may include:

- Contracting for security services
- Establishing a Memorandum of Understanding with the local law enforcement agencies for services over and above current baseline services.
- Contracting for drug prevention and/or intervention programs with community service agencies.
- Participating in meetings including CDA staff, security service providers, neighborhood police officers and other appropriate law enforcement personnel.

2. CDA will continue to monitor and audit the effectiveness of all currently funded PHDEP activities. Activities used to meet this goal may include:

- Requiring all agencies and companies of PHDEP funded programs and services to submit monthly reports on activities and successes.
- Auditing all agencies and companies of PHDEP funded programs and services on either a quarterly or semi-annual basis.
- Reporting on the activities and successes of the PHDEP funded programs and services to the CDA Subcommittee and Board on a monthly basis.

3. CDA will continue to apply for the New Approach Anti-Drug Program (NAAD) funds. The goal of the CDA's NAAD program is to reduce and/or eliminate drug-related and violent criminal behavior through the formation of local partnerships where ideas and resources from government, owners and managers of assisted housing, residents, service providers, law enforcement officials and other community groups working collaboratively on innovative, neighborhood anti-crime strategies. Funds are used to augment security and assist in the investigation and prosecution of drug-related criminal activity in and around a Section 8 project-based development. The NAAD targeted development includes two CDA-owned Public Housing developments and two CDA owned

Section 8 project-based developments. Activities used to meet this goal may include:

- Contracting for security services.
- Establishing a Memorandum of Understanding with local law enforcement agencies for services over and above current baseline services.
- Establishing a Memorandum of Understanding with the District Attorney's Office for services over and above current baseline services.
- Capital Improvements to enhance security.
- Continued interaction and strengthening of community partnerships.

4. CDA will continue to work with the Triangle Improvement Project Steering Committee, made up on CDA staff, Triangle security personnel, Triangle neighborhood police officer, and numerous community service staff working in this development, to assist the site staff in remedying the problems of the Triangle development.

5. Stringent applicant screening and resident eviction procedures.

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

Wright	(WI39-P003-001A)
Webb/Rethke	(WI39-P003-001B)
Baird/Fisher	(WI39-P003-001D)
Truax	(WI39-P003-008)
Gay Braxton	(WI39-P003-001C)
Brittingham	(WI39-P003-006)
Parkside	(WI39-P003-100)
Karabis	(WI39-P003-130)

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)
 1. Police provide initial contact sheets and police reports to conduct applicant screening

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

Wright	(WI39-P003-001A)
Webb/Rethke	(WI39-P003-001B)
Baird/Fisher	(WI39-P003-001D)
Truax	(WI39-P003-008)
Gay Braxton	(WI39-P003-001C)
Brittingham	(WI39-P003-006)
Parkside	(WI39-P003-100)
Karabis	(WI39-P003-130)

D. Additional information as required by PHDEP/PHDEP Plan

PHAs eligible for FY 2001 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 2001 in this PHA Plan?
- Yes No: This PHDEP Plan is an Attachment. (Attachment File: WI003C01)

14. RESERVED FOR PET POLICY

[24 CFR Part 903.7 9 (n)]

Community Development Authority - Family Housing Pet Policy

It shall be the policy of the Community Development Authority of the City of Madison that residents of single family Scattered Site public housing units shall be eligible to own and keep pets within their public housing unit subject to compliance with CDA's pet rules and procedures.

Residents must request written permission from the CDA prior to obtaining a pet. The written request must comply with CDA's pet policy. All pets must be registered with the CDA.

In addition, CDA will charge a refundable pet deposit of \$100.00 for a cat and \$200.00 for a dog (to be paid in full, or over a period of time not to exceed three (3) months) for each household with a pet. This fee is intended to cover additional costs attributable to the pet and not otherwise covered. Payment of a pet deposit will be used to defray the cost of potential damage done by the pet to the apartment or to common areas of the community. The pet deposit shall not preclude charges to a resident for repair of damages done on an ongoing basis by a pet. The resident is responsible for all damages caused by the pet and will reimburse the CDA for all costs it incurs in repairing such damages. The pet deposit will be placed in a security deposit account. CDA will refund the unused portion of the deposit, to the resident within twenty one (21) days after the resident is no longer responsible as required by their CDA dwelling lease.

1. A maximum number of one (1) pet is allowed.
2. Pets shall be defined as domesticated dogs, cats, birds and fish. Dogs' and cats' weight must not exceed 20 pounds (adult size). This weight limit shall NOT apply to approved assistance animals.
3. Pets shall wear a collar with the required current City Animal License, a valid rabies vaccination tag, and identification of the owner's name and address at all times when on CDA property outside the leased apartment.
4. A female pet more than six months old must be spayed and a male pet over eight months old must be neutered within ten (10) days of taking possession of the pet, unless a letter from a veterinarian documenting a medical reason why such is detrimental to the animal's health is provided to the CDA.
5. Resident shall immediately remove feces left by the pet on CDA property.
6. Resident shall provide a litter box for cat waste, which adequately controls offensive odors. The litter box shall be kept inside the dwelling unit at all times. Cat litter must be sealed in a heavy plastic bag and placed in the non-recycleable trash container provided by the CDA.
7. Resident shall take adequate precaution to prevent any pet odors within or around their apartment and maintain their apartment in a sanitary condition at all times.
8. Pets are to be fed inside the unit only. Feeding is not allowed on porches, sidewalks, patios or any other outside area. Residents are prohibited from feeding stray animals. Feeding stray animals constitutes having a pet without the permission of CDA.

9. Resident shall ensure that the animal does not make excessive noise, which disrupts the right to peaceful enjoyment for others.
10. No pet may be kept in violation of state humane or health laws, or local ordinances.
11. The pet shall be on a leash no longer than six feet (6') and of sufficient strength to control the action of the pet at all times while outside the leased apartment. The pet must be accompanied by a person that is able to control it.
12. Resident may not alter their apartment, patio, or any area to create an enclosure for a pet.
13. No dangerous or intimidating animal or pet will be allowed. Dangerous pets or animals include, but are not limited to: animals considered dangerous as determined by MGO 25.22(6). The animal must be removed within twenty-four (24) hours of notice, as requested by CDA, if the animal threatens, bites or attacks a person or another animal while on CDA property. The animal shall be maintained so as not to be a nuisance or a threat to the health or safety of neighbors, CDA employees, or the public, by reason of noise, unpleasant odors or other objectionable situations.
14. If pets are left unattended for twenty-four (24) hours or more, the CDA may enter without prior notification, to remove the pet and transfer it to the proper authorities subject to the provisions of Section 948.15 of Wisconsin state law or local ordinances. The CDA accepts no responsibility for the pet under such circumstances.
15. Residents must identify an alternate custodian for their pet in the event of resident illness or other absence from the apartment. The resident must provide the name, address and phone number of one or more persons who will care for the pet if you are unable to do so. It is the resident's responsibility to inform CDA annually, or in the event of a change.
16. The resident will be responsible for all expenses directly related to the presence of the pet on the premises, including the cost of repairs and replacement to CDA property, fumigation expenses, and the cost of animal care facilities, if needed. These charges are due and payable within thirty (30) days of written notification.
17. CDA may enter the owner's unit to inspect the premises when circumstances so warrant, to investigate a complaint that there is a violation, and/or to check on a nuisance or threat to health and safety of other residents. This action may also include placing the pet in a facility to provide care and shelter for a period not to exceed thirty (30) days. Cost of this professional care will be the responsibility of the pet owner.

18. If the pet is threatened by the incapacitation or death of the owner, or by extreme negligence, and the designated alternate is unwilling or unable to care for the pet, CDA may place the pet in proper facility for up to thirty (30) days. If there is no other solution at the end of thirty (30) days, the manager may donate the pet to a humane society. Cost of this professional care will be the responsibility of the pet owner.

19. Any litigation resulting from actions by pets shall be the sole responsibility of the pet owner. The pet owner agrees to indemnify and hold harmless the CDA from all claims, causes of action damages or expenses, including attorney's fees, resulting from the action or the activities of his or her pet.

NOTE: This policy is an agreement between the Head of Household and the CDA and needs to be signed only if a pet is in the household.

As Head of Household, I have read the pet policy as written above and understand these provisions. I agree to abide by these provisions fully and understand that permission will be revoked if I fail to do so. Failure to comply with any part of the above and/or to take corrective action after sufficient notice of any violation shall be cause for termination of my public housing lease. I have received a copy of this policy.

Name

Address

Date

Resident's Signature

15. Civil Rights Certifications

[24 CFR Part 903.7 9 (o)]

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

16. Fiscal Audit

[24 CFR Part 903.7 9 (p)]

1. Yes No: Is the PHA required to have an audit conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h))?
(If no, skip to component 17.)
2. Yes No: Was the most recent fiscal audit submitted to HUD?

3. Yes No: Were there any findings as the result of that audit?
4. Yes No: If there were any findings, do any remain unresolved?
If yes, how many unresolved findings remain? _____
5. Yes No: Have responses to any unresolved findings been submitted to HUD?
If not, when are they due (state below)?

17. PHA Asset Management

[24 CFR Part 903.7 9 (q)]

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

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

CDA's Capital Fund Program solicits input and suggestions from residents one a year regarding physical improvements for the upcoming grant year.

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 (See under Tab 11)

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)

See Resident Advisory Board comments and CDA responses under Tab 11.

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

Two residents serve on the Housing Operations Subcommittee

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: Madison, WI
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)

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

See CDA's 2001 Agency Plan certification of consistency with the City of Madison's Consolidated Plan under Tab 15.

D. Other Information Required by HUD

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

1. Compliance with HUD's Public Housing Assessment System (PHAS) requirement to comply with the Real Estate Assessment Center's (REAC's) Resident Assessment – Implementation Plan. Submission of the Completed Implementation Form via HUD's web based system to certify the following activities occurred on October 24, 2000:

Display of REAC “HUD needs to HEAR from you!” posters in the CDA Central Office and Site Office locations, including 215 Martin Luther King Jr. Blvd., Rm. 308 (Central Office location); 9 Straubel Ct., #404 (East Site Office location); 702 Braxton (Triangle Site Office location); and 540 W. Olin Ave., #200 (West Site Office location) by October 12, 2000.

Distribution of REAC “HUD needs to HEAR from you!” flyers to residents to notify them of the resident survey as well as the resident information session held at their site office. Distribution completed throughout Public Housing developments by October 17, 2000.

REAC Resident Information Session Presentations at three Resident Meetings were held at each of CDA’s Public Housing Site Locations, including the Romnes Community Room for the West Site Office, the East Madison Community Center for the East Site Office, and the Brittingham Community Room for the Triangle Site Office. In total, approximately 75 unduplicated Public Housing residents attended these meetings. The REAC Resident Information Session Presentations were part of larger meetings at the Romnes Community Room and the Brittingham Community Room.

10/18/00 West Site Location - Romnes Community Room, 7:00 pm
10/20/00 East Site Location - East Madison Community Center, 2:00 pm
10/24/00 Triangle Site Location - Brittingham Community Room, 7:00 pm

Attachments

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

PHA Plan Table Library

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

Annual Statement

Capital Fund Program (CFP) Part I: Summary

Capital Fund Grant Number FFY of Grant Approval: (MM/YYYY)

Original Annual Statement

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

Annual Statement

Capital Fund Program (CFP) Part II: Supporting Table

Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Total Estimated Cost

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

Development Number/Name HA-Wide Activities	All Funds Obligated (Quarter Ending Date)	All Funds Expended (Quarter Ending Date)

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

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

Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
Total estimated cost over next 5 years				

Optional Public Housing Asset Management Table

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

Public Housing Asset Management								
Development Identification		Activity Description						

Table Library