

CDA Plans

5 Year Plan for Fiscal Years 2000 - 2004

Annual Plan for Fiscal Year 2001

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

**CDA Plan
Agency Identification**

**CDA Name: Baraboo Community Development Authority
CDA Number: WI090**

CDA Fiscal Year Beginning: 01/01/01

Public Access to Information

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

- X Main administrative office of the CDA – 227 First Ave, Baraboo, WI
- X CDA development management offices – 920 10th St., Baraboo, WI.

Display Locations For CDA Plans and Supporting Documents

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

- X Main administrative office of the CDA – 227 First Ave, Baraboo, WI.
- X CDA development management offices – 920 10th St., Baraboo, WI.
 - CDA 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
 - CDA website
 - Other (list below)

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

- X Main business office of the CDA
- X CDA development management offices
 - Other (list below)

5-YEAR PLAN

CDA FISCAL YEARS 2000 - 2004

[24 CFR Part 903.5]

A. Mission

The Mission of the Community Development Authority of the City of Baraboo is to eliminate blight, clear slums, renew parts of the City and develop the community by effectively carrying out existing programs and projects, and by initiating new community development programs and projects consistent with the general plan of the City.

B. Goals

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

- X CDA Goal: Expand the supply of assisted housing
Objectives:
 - Work with developers to build more affordable housing when needed
- X CDA Goal: Improve the quality of assisted housing
Objectives:
 - x Improve public housing management: (PHAS score)
Improve voucher management: (SEMAP score) N/A
 - x Increase customer satisfaction:
Concentrate on efforts to improve specific management functions:
 - 1. Decrease unit turnaround time
 - 2. Collect accounts receivable from prior tenants
 - x Renovate or modernize public housing units: through use of the 1999, 2000 and 2001 Capital Improvement funds
Demolish or dispose of obsolete public housing:
Provide replacement public housing:
Provide replacement vouchers:
Other: (list below)

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

- X CDA Goal: Provide an improved living environment
Objectives:
 - X Implement measures to deconcentrate poverty by bringing higher income public housing households into lower income developments:
 - X Implement measures to promote income mixing in public housing by assuring access for lower income families into higher income developments:
Implement public housing security improvements:
Designate developments or buildings for particular resident groups (elderly, persons with disabilities)
 - X Other: (list below)
Provide Community Development Block Grant funds for LMI households to allow homeowners to make necessary repairs to their property. These loans are interest free and are not repaid until the resident sells the property. The City currently administers over \$1.5M of loans in this program.

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

- X CDA Goal: Promote self-sufficiency and asset development of assisted households
- Objectives:
- X Increase the number and percentage of employed persons in assisted families:
Provide or attract supportive services to improve assistance recipients' employability:
Provide or attract supportive services to increase independence for the elderly or families with disabilities.
 - X Other: (list below)
The CDA also administers the City's Economic Development loan program and has loans to approximately 20 businesses. The City received several other State CDBG grants and jobs were made available to LMI households.

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

- X CDA Goal: Ensure equal opportunity and affirmatively further fair housing
- Objectives:
- X Undertake affirmative measures to ensure access to assisted housing regardless of race, color, religion national origin, sex, familial status, and disability:
 - X Undertake affirmative measures to provide a suitable living environment for families living in assisted housing, regardless of race, color, religion national origin, sex, familial status, and disability:
 - X Undertake affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required:
 - X Other: (list below)
Mail copies of the City's Fair Housing Ordinance to realtors and bankers.

Other CDA Goals and Objectives: (list below)

To support efforts of other local organizations to develop affordable housing for all residents of the City of Baraboo. The CDA is investigating the possibility of purchasing a 31 unit assisted living facility. The CDA will only purchase the facility if it is possible to lower the cost to the residents.

The CDA Board adopted a 10 Year Capital Improvement plan during 1999. The following improvements were included for the first five year portion:

- | | |
|---|--------------------------|
| 2000 - Paint 2 duplexes | 2002 – Paint 2 duplexes |
| Paint 10 apartments | Paint 10 apartments |
| Perform a physical needs assessment | Replace carpet as needed |
| Replace the drapes and shades in 40 units | Replace computers |
| Replace copy machine | |
| Resurface driveway | |
| Replace lock sets | |
| Upgrade to intercom system | |
| Replace drapes in duplexes | |
- 2003 – Paint 2 duplexes

2001 - Paint 2 duplexes
Paint 10 apartments
Replace carpet as needed
Upgrade fire alarm system
Add storage space outside
Add playground equipment
Purchase computer for residents
Landscaping

Paint 10 apartments
Replace carpet as needed
2004 – Paint 2 duplexes
Paint 10 apartments
Replace carpet as needed

Annual CDA Plan
CDA Fiscal Year 2001
[24 CFR Part 903.7]

i. Annual Plan Type:

Standard Plan

Streamlined Plan:

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

Troubled Agency Plan

ii. Executive Summary of the Annual CDA Plan

[[24 CFR Part 903.7 9 (r)]

The Baraboo CDA has prepared this Agency plan in compliance with Section 511 of the Quality Housing and work Responsibility Act of 1998 and the ensuing HUD requirements.

The Mission of the Community Development Authority of the City of Baraboo is to eliminate blight, clear slums, renew parts of the City and develop the community by effectively and efficiently carrying out existing programs and projects, and by initiating new community development programs and projects consistent with the general plan of the City.

Our annual plan is based on the premise that if we accomplish our goals and objectives we will be working towards the achievement of our mission.

The plans, statements, budget summary, policies, etc. set forth in the Annual Plan all lead towards the accomplishment of our goals and objectives. Taken as a whole, they outline a comprehensive approach towards our goals and objectives and are consistent with the Consolidated Plan. Here are a few of the highlights of our Annual Plan:

- We have adopted one preference – targeting income limits at below 30% of County Median Income
- We have adopted an aggressive screening process for public Housing applicants
- We have adopted a deconcentration policy
- Applicants will be selected from the waiting list by preference and in order of the date and time they applied

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.

Table of Contents

Annual Plan

- i. Executive Summary
- ii. Table of Contents
 1. Housing Needs
 2. Financial Resources
 3. Policies on Eligibility, Selection and Admissions
 4. Rent Determination Policies
 5. Operations and Management Policies
 6. Grievance Procedures
 7. Capital Improvement Needs
 8. Demolition and Disposition
 9. Designation of Housing
 10. Conversions of Public Housing
 11. Homeownership
 12. Community Service Programs
 13. Crime and Safety
 14. Pets
 15. Civil Rights Certifications (included with CDA Plan Certifications)
 16. Audit
 17. Asset Management
 18. Other Information

Attachments

Required Attachments:

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

Optional Attachments:

- CDA Management Organizational Chart
- FY 2001 Capital Fund Program 5 Year Action Plan
- Public Housing Drug Elimination Program (PHDEP) Plan
- X Comments of Resident Advisory Board or Boards (must be attached if not included in CDA Plan text)
- Other (List below, providing each attachment name)

Supporting Documents Available for Review

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Component Plan
X	CDA Plan Certifications of Compliance with the CDA Plans and Related Regulations	5 Year and Annual Plans

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Component Plan
X	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans
X	Fair Housing Documentation: Records reflecting that the CDA 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 CDA's involvement.	5 Year and Annual Plans
X	Consolidated Plan for the jurisdiction/s in which the CDA is located (which includes the Analysis of Impediments to Fair Housing Choice (AI)) and any additional backup data to support statement of housing needs in the jurisdiction	Annual Plan: Housing Needs
X	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources;
X	Public Housing Admissions and (Continued) Occupancy Policy (A&O), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies
N/A	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public Housing Deconcentration and Income Mixing Documentation: 1. CDA board certifications of compliance with deconcentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/99 <i>Quality Housing and Work Responsibility Act Initial Guidance; Notice</i> and any further HUD guidance) and 2. Documentation of the required deconcentration and income mixing analysis	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public housing rent determination policies, including the methodology for setting public housing flat rents X check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X	Schedule of flat rents offered at each public housing development X 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
X	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	Annual Plan: Operations and Maintenance
X	Public housing grievance procedures X check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
N/A	Section 8 informal review and hearing procedures <input type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
X	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
X	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
X	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at CDA option)	Annual Plan: Capital Needs
N/A	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans or any other approved proposal for development of public housing	Annual Plan: Capital Needs
N/A	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
N/A	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
N/A	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act	Annual Plan: Conversion of Public Housing
N/A	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
N/A	Policies governing any Section 8 Homeownership program check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
	Any cooperative agreement between the CDA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
	The most recent Public Housing Drug Elimination Program (PHEDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)	Annual Plan: Safety and Crime Prevention
X	The most recent fiscal year audit of the CDA 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 CDA's response to any findings	Annual Plan: Annual Audit
	Troubled CDAs: MOA/Recovery Plan	Troubled CDAs
	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 CDA

Family Size	Overall	Affordability	>30%	>50%
PRIORITY HOUSING NEEDS		% OF MEDIAN		
Renter	Small related	Income<=30% of AMI	168	70
Renter	Small related	Income<=50% of AMI	155	43
		Income>50%but<80	88	3
Renter	Large related	Income<=30% of AMI	41	37
Renter	Large related	Income<50% of AMI	67	2
		Income>50%but <80	17	3
Renter	Elderly	Income<30% of AMI	168	70
Renter	Elderly	Income<50% of AMI	155	43
		Income>50%but <80	88	3

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

- X Consolidated Plan of the Jurisdiction/s
Indicate year: 1995-2000
- X U.S. Census data: the Comprehensive Housing Affordability Strategy (“CHAS”) dataset
American Housing Survey data
Indicate year:
Other housing market study
Indicate year:
- X Other sources: (list and indicate year of information)
Information from Sauk county Housing Authority and CDA survey

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

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
	Section 8 tenant-based assistance		
X	Public Housing		
	Combined Section 8 and Public Housing		
	Public Housing Site-Based or sub-jurisdictional waiting list (optional)		
	If used, identify which development/subjurisdiction:		
	# of families	% of total families	Annual Turnover
Waiting list total	7		
Extremely low income <=30% AMI	2	29%	

Housing Needs of Families on the Waiting List			
Very low income (>30% but <=50% AMI)	3	42%	
Low income (>50% but <80% AMI)	2	29%	
Families with children	2	29%	
Elderly families	5	71%	
Families with Disabilities	0		
Race/ethnicity	ALL WHITE	100%	
Race/ethnicity			
Race/ethnicity			
Race/ethnicity			
Characteristics by Bedroom Size (Public Housing Only)			
1BR	5	71	
2 BR	1	14	
3 BR	0		
4 BR	1	14	
5 BR			
5+ BR			
Is the waiting list closed (select one)? X No If yes: How long has it been closed (# of months)? Does the CDA expect to reopen the list in the CDA Plan year? No Yes Does the CDA permit specific categories of families onto the waiting list, even if generally closed? No Yes			

C. Strategy for Addressing Needs

The CDA continues to upgrade our Public Housing and Section 8 new construction units on an ongoing bases. The CDA has been involved in the development of Park Ridge Apartments in prior years by applying for and receiving HOME funds for the construction of the 48 unit complex. The development is split between market rent units, and HOME and Tax credit units, providing an excellent mix of income. We will continue to support this development and work with other developers to build in the future if and when new units are needed. The CDA has come to realize that private-public developing is the only means by which to build more units in the future as needs arise.

(1) Strategies

Need: Shortage of affordable housing for all eligible populations

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

- X Employ effective maintenance and management policies to minimize the number of public housing units off-line
- X Reduce turnover time for vacated public housing units
- X 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 CDA, 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:

- Apply for additional section 8 units should they become available
- X Leverage affordable housing resources in the community through the creation of mixed - finance
- X Pursue housing resources other than public housing or Section 8 tenant-based assistance.
- X Other: (list below)
- Continue to make CDBG funds available for home repairs as well as home purchases

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

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

- X 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
- X Employ admissions preferences aimed at families with economic hardships
- X 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

- X Employ admissions preferences aimed at families who are working
- X 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:

- Seek designation of public housing for the elderly

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

- X The CDA only has 50 units of Public Housing and 10 of them are family units.

Need: Specific Family Types: Families with Disabilities

Strategy 1: Target available assistance to Families with Disabilities:

- X Seek designation of public housing for families with disabilities
- x 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
- X 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 CDA resources among families of races and ethnicities with disproportionate needs:

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

Baraboo is a community of 10,000 and does not have a concentration of any particular ethnic group. We currently house 2 families of diverse ethnic background in our 10 family units. We will continue to make our housing available to everyone.

Strategy 2: Conduct activities to affirmatively further fair housing

- 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
- X Other: (list below)
We continue to make realtors and bankers aware of the City's Fair Housing Ordinance

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

(2) Reasons for Selecting Strategies

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

- X Funding constraints
- x Staffing constraints
- x Limited availability of sites for assisted housing
- x 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 CDA
- X Influence of the housing market on CDA 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
- X Other: (list below)
 The City of Baraboo has a large number of subsidized units within it's city limits as well as in surrounding communities which makes it difficult for the CDA to keep their units full. Additional affordable housing for the elderly would create more of a problem with vacancies.

2. Statement of Financial Resources

[24 CFR Part 903.7 9 (b)]

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
1. Federal Grants (FY 2001 grants)		
a) Public Housing Operating Fund	60000.	
b) Public Housing Capital Fund	78000	
c) HOPE VI Revitalization		
d) HOPE VI Demolition		
e) Annual Contributions for Section 8 Tenant-Based Assistance		
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)		
g) Resident Opportunity and Self-Sufficiency Grants		
h) Community Development Block Grant		
i) HOME		
Other Federal Grants (list below)		
2. Prior Year Federal Grants (unobligated funds only) (list below)		
2000 Capital Improvement fund	78000.00	Air conditioners Garbage disposals Ceiling fans Sidewalk replacement Paint 10 units Computer for residents Phone in elevator
3. Public Housing Dwelling Rental Income		
	94000.00	Operations
4. Other income (list below)		

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
Laundry	2400.00	Operations
Interest	4000.00	Operations
Other	500.00	Operations
4. Non-federal sources (list below)		
Total resources	316900.00	

3. CDA Policies Governing Eligibility, Selection, and Admissions

[24 CFR Part 903.7 9 (c)]

A. Public Housing

(1) Eligibility

- a. When does the CDA 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)
 - X Other: (describe)
 - When the family first applies.
- b. Which non-income (screening) factors does the CDA use to establish eligibility for admission to public housing (select all that apply)?
- X Criminal or Drug-related activity
 - X Rental history
 - X Housekeeping
 - Other (describe)
- c. X NO: Does the CDA request criminal records from local law enforcement agencies for screening purposes?
- d. X Yes : Does the CDA request criminal records from State law enforcement agencies for screening purposes?
- e. X No: Does the CDA 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 CDA plan to use to organize its public housing waiting list (select all that apply)
- Community-wide list
 - Sub-jurisdictional lists
 - X Site-based waiting lists
 - Other (describe)
- b. Where may interested persons apply for admission to public housing?

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

c. If the CDA 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 CDA operate in the coming year? 2
2. Yes X No: Are any or all of the CDA'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. X Yes No: May families be on more than one list simultaneously
If yes, how many lists? 2
4. Where can interested persons obtain more information about and sign up to be on the site-based waiting lists (select all that apply)?
 - X CDA main administrative office
 - X All CDA development management offices
 - X Management offices at developments with site-based waiting lists
 - X 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
 - X Two
 - Three or more
- b. X 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 CDA:

(4) Admissions Preferences

- a. Income targeting:
X Yes No: Does the CDA 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)
 - X Emergencies
 - X Overhoused
 - X Underhoused
 - X Medical justification
 - Administrative reasons determined by the CDA (e.g., to permit modernization work)
 - X Resident choice: (state circumstances below)

Other: (list below)

c. Preferences

1. X Yes No: Has the CDA 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 CDA 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
- X Households that contribute to meeting income goals (broad range of incomes)
- X 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 CDA will employ admissions preferences, please prioritize by placing a “1” in the space that represents your first priority, a “2” in the box representing your second priority, and so on. If you give equal weight to one or more of these choices (either through an absolute hierarchy or through a point system), place the same number next to each. That means you can use “1” more than once, “2” more than once, etc.

1 Date and Time

Former Federal preferences:

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

Other preferences (select all that apply)

- Working families and those unable to work because of age or disability
- Veterans and veterans’ families
- Residents who live and/or work in the jurisdiction
- Those enrolled currently in educational, training, or upward mobility programs

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

4. Relationship of preferences to income targeting requirements:

The CDA applies preferences within income tiers

Not applicable: the pool of applicant families ensures that the CDA 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)

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

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

At an annual reexamination and lease renewal

- X Any time family composition changes
- At family request for revision
- Other (list)

(6) Deconcentration and Income Mixing

a. Yes x No: Did the CDA'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. x Yes No: Did the CDA 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:
- X 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. X Yes No: Did the CDA 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
- X Adoption or adjustment of ceiling rents for certain developments
- X 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 CDA 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:
 - Corson Square family duplex units.

g. Based on the results of the required analysis, in which developments will the CDA 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
- x List (any applicable) developments below:
 - Corson Square duplexes

B. Section 8 CDA IS EXEMPT

(1) Eligibility

a. What is the extent of screening conducted by the CDA? (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 CDA request criminal records from local law enforcement agencies for screening purposes?

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

d. Yes No: Does the CDA 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)

CDA main administrative office

Other (list below)

(3) Search Time

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

If yes, state circumstances below:

(4) Admissions Preferences

a. Income targeting

Yes No: Does the CDA 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 CDA 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 CDA 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 CDA will employ admissions preferences, please prioritize by placing a "1" in the space that represents your first priority, a "2" in the box representing your second priority, and so on. If you give

equal weight to one or more of these choices (either through an absolute hierarchy or through a point system), place the same number next to each. That means you can use “1” more than once, “2” more than once, etc.

Date and Time

Former Federal preferences

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

Other preferences (select all that apply)

- Working families and those unable to work because of age or disability
- Veterans and veterans’ families
- Residents who live and/or work in your jurisdiction
- Those enrolled currently in educational, training, or upward mobility programs
- Households that contribute to meeting income goals (broad range of incomes)
- Households that contribute to meeting income requirements (targeting)
- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes
- 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 techniques

5. If the CDA 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 CDA requests approval for this preference through this CDA Plan

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

- The CDA applies preferences within income tiers
- Not applicable: the pool of applicant families ensures that the CDA 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 CDA contained? (select all that apply)

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

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

- Through published notices
- Other (list below)

4. CDA Rent Determination Policies

[24 CFR Part 903.7 9 (d)]

A. Public Housing

(1) Income Based Rent Policies

Describe the CDA'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 CDA 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---

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

b. Minimum Rent

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

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

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

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

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

1. Yes X No: Does the CDA 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 CDA 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)
We have set flat rents, which are basically the same as ceiling rents

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 CDA such that the changes result in an adjustment to rent? (select all that apply)

- Never
- At family option
- Any time the family experiences an income increase

- Any time a family experiences an income increase above a threshold amount or percentage: _____ (if selected, specify threshold)_____
- Other (list below)

- g. Yes No: Does the CDA plan to implement individual savings accounts for residents (ISAs) as an alternative to the required 12 month disallowance of earned income and CDAsing 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 CDA 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)
- Section 8 FMR's were also used to determine the flat rent.

B. Section 8 Tenant-Based Assistance

(1) Payment Standards

Describe the voucher payment standards and policies.

a. What is the CDA'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 CDA selected this standard? (select all that apply)

- FMRs are adequate to ensure success among assisted families in the CDA's segment of the FMR area
- The CDA 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 CDA chosen this level? (select all that apply)

- FMRs are not adequate to ensure success among assisted families in the CDA'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 CDA 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 CDA's minimum rent? (select one)

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

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

5. Operations and Management CDA IS EXEMPT

[24 CFR Part 903.7 9 (e)]

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

A. CDA Management Structure

Describe the CDA's management structure and organization.

(select one)

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

B. HUD Programs Under CDA Management

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

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

C. Management and Maintenance Policies

List the CDA's public housing management and maintenance policy documents, manuals and handbooks that contain the Agency's rules, standards, and policies that govern maintenance and management of public housing, including a description of any measures

necessary for the prevention or eradication of pest infestation (which includes cockroach infestation) and the policies governing Section 8 management.

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

6. CDA Grievance Procedures CDA IS EXEMPT

[24 CFR Part 903.7 9 (f)]

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

A. Public Housing

1. Yes No: Has the CDA 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 CDA office should residents or applicants to public housing contact to initiate the CDA grievance process? (select all that apply)

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

B. Section 8 Tenant-Based Assistance

1. Yes No: Has the CDA 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 CDA office should applicants or assisted families contact to initiate the informal review and informal hearing processes? (select all that apply)

- CDA main administrative office
- Other (list below)

7. Capital Improvement Needs

[24 CFR Part 903.7 9 (g)]

A. Capital Fund Activities

(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 CDA 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 CDA Plan template **OR**, at the CDA'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 CDA Plan at Attachment (state name)

-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 CDA Plan template **OR** by completing and attaching a properly updated HUD-52834.

a. Yes X No: Is the CDA 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 CDA Plan at Attachment (state name

-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)

2000 - Paint 2 duplexes

- Paint 10 apartments
- Perform a physical needs assessment
- Replace the drapes and shades in 40 units
- Replace copy machine
- Resurface driveway
- Replace lock sets
- Upgrade to intercom system
- Replace drapes in duplexes

2001 - Paint 2 duplexes

- Paint 10 apartments
- Replace postal meter
- Replace carpet as needed
- Upgrade fire alarm system
- Add storage space outside

2003 – Paint 2 duplexes

- Paint 10 apartments
- Replace carpet as needed

2004 – Paint 2 duplexes

- Paint 10 apartments
- Replace carpet as needed

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

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

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

Yes X No: e) Will the CDA 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)]

1. Yes X No: Does the CDA 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 CDA 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: (DD/MM/YY)
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

1. Yes X No: Has the CDA designated or applied for approval to designate or does the CDA 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 CDA is eligible to complete a streamlined submission; CDAs completing streamlined submissions may skip to component 10.)

2. Activity Description

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

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

10. Conversion of Public Housing to Tenant-Based Assistance CDA IS EXEMPT

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

1. Yes X No: Have any of the CDA’s developments or portions of developments been identified by HUD or the CDA 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. CDAs completing streamlined submissions may skip to component 11.)

2. Activity Description

Yes No: Has the CDA 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 CDA

[24 CFR Part 903.7 9 (k)]

A. Public Housing

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

1. Yes No: Does the CDA administer any homeownership programs administered by the CDA 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 CDA 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 CDA** or **high performing CDA** status. CDAs completing streamlined submissions may skip to component 11B.)

2. Activity Description

- Yes No: Has the CDA 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 CDA’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 CDA 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 CDA is eligible to complete a streamlined submission due to high performer status. **High performing CDAs** may skip to component 12.)

2. Program Description:

- a. Size of Program

Yes No: Will the CDA 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. CDA-established eligibility criteria

Yes No: Will the CDA'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. CDA Community Service and Self-sufficiency Programs CDA IS EXEMPT

[24 CFR Part 903.7 9 (l)]

A. CDA Coordination with the Welfare (TANF) Agency

1. Cooperative agreements:

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

If yes, what was the date that agreement was signed? DD/MM/YY

2. Other coordination efforts between the CDA 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 CDA 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 CDA
- Preference/eligibility for public housing homeownership option participation

- Actively notifying residents of new policy at times in addition to admission and reexamination.
- Establishing or pursuing a cooperative agreement with all appropriate TANF agencies regarding the exchange of information and coordination of services
- Establishing a protocol for exchange of information with all appropriate TANF agencies
- Other: (list below)

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

13. CDA Safety and Crime Prevention Measures CDA IS EXEMPT

[24 CFR Part 903.79 (m)]

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

2. What information or data did the CDA used to determine the need for CDA 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
 - CDA employee reports
 - Police reports
 - Demonstrable, quantifiable success with previous or ongoing anticrime/anti drug programs
 - Other (describe below)

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

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

1. List the crime prevention activities the CDA has undertaken or plans to undertake: (select all that apply)
 - Contracting with outside and/or resident organizations for the provision of crime- and/or drug-prevention activities
 - Crime Prevention Through Environmental Design
 - Activities targeted to at-risk youth, adults, or seniors
 - Volunteer Resident Patrol/Block Watchers Program
 - Other (describe below)

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

C. Coordination between CDA and the police

1. Describe the coordination between the CDA 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 CDA management and residents
- Agreement between CDA and local law enforcement agency for provision of above-baseline law enforcement services
- Other activities (list below)

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

D. Additional information as required by PHDEP/PHDEP Plan

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

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

14. RESERVED FOR PET POLICY

[24 CFR Part 903.7 9 (n)]

CDA is currently working to update the policy and will forward as soon as completed. Families will be allowed to own pets and some restrictions will be placed by size and weight, but these restrictions will pertain to all 50 public housing units, not just the family duplexes.

15. Civil Rights Certifications

[24 CFR Part 903.7 9 (o)]

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

16. Fiscal Audit

[24 CFR Part 903.7 9 (p)]

- 1. X Yes No: Is the CDA 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. CDA Asset Management

[24 CFR Part 903.7 9 (q)]

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

1. Yes No: Is the CDA 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 CDA Plan?
2. What types of asset management activities will the CDA undertake? (select all that apply)
 - Not applicable
 - Private management
 - Development-based accounting
 - Comprehensive stock assessment
 - Other: (list below)
3. Yes No: Has the CDA 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 CDA receive any comments on the CDA Plan from the Resident Advisory Board/s?
2. If yes, the comments are: (if comments were received, the CDA **MUST** select one)
 - Attached at Attachment (File name)
 - Provided below:
3. In what manner did the CDA address those comments? (select all that apply)
 - Considered comments, but determined that no changes to the CDA Plan were necessary.
 - The CDA changed portions of the CDA Plan in response to comments
List changes below:
 - Other: (list below)

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

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

3. Description of Resident Election Process

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

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

b. Eligible candidates: (select one)

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

c. Eligible voters: (select all that apply)

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

The Mayor had the interested parties submit a brief written history and he interviewed them and chose the one he felt was most qualified. Because we are a CDA and do so many additional above and beyond a PHA, he felt it was best to handle it in that manner, as he appoints all of the other 7 members of the Board.

C. Statement of Consistency with the Consolidated Plan

For each applicable Consolidated Plan, make the following statement (copy questions as many times as necessary).

1. Consolidated Plan jurisdiction: State of Wisconsin

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

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

Other: (list below)

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

D. Other Information Required by HUD

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

Attachments

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

**CDA 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 WI090 FFY of Grant Approval: 01/01/2001

X 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	5000.00
5	1411 Audit	1200.00
6	1415 Liquidated Damages	
7	1430 Fees and Costs	2000.00
8	1440 Site Acquisition	
9	1450 Site Improvement	25000.00
10	1460 Dwelling Structures	10000.00
11	1465.1 Dwelling Equipment-Nonexpendable	
12	1470 Nondwelling Structures	5000.00
13	1475 Nondwelling Equipment	2000.00
14	1485 Demolition	
15	1490 Replacement Reserve	27800.00
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	0
22	Amount of line 20 Related to Section 504 Compliance	0
23	Amount of line 20 Related to Security	0
24	Amount of line 20 Related to Energy Conservation Measures	0

Table Library

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
CORSON SQUARE WI090 HA WIDE	Audit Playground equipment Additional outside storage space Administration Architect fees Replacement reserve Computer for residents use Replacement of carpet and painting Landscaping		1,200.00 10,000.00 5,000.00 3,000.00 2,000.00 29,800.00 2,000.00 10,000.00 15,000.00

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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)
CORSON SQUARE WI090 HA WIDE	12-31-2001	6-30-2002

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