

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

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Small PHA Plan Update  
Annual Plan for Fiscal Year: 2002

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

## PHA Plan Agency Identification

**PHAName:** Charles City Housing and Redevelopment Authority

**PHANumber:** IA002

**PHAFiscalYearBeginning:(mm/yyyy)** 07/2002

### PHA Plan Contact Information:

Name: Debra Buller man

Phone: 641/228 -6661

TDD:

Email(if available): cchra@willowtree.com

### 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

### 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
- Main administrative office of the local, county or 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)

### PHA Programs Administered:

- Public Housing and Section 8       Section 8 Only       Public Housing Only

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

**i. Table of Contents**

Provide a table of contents for the Plan, including attachments, and a list of supporting documents available for public inspection. For 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. If the attachment is provided as a **SEPARATE** file submission from the PHA Plans file, provide the filename in parentheses in the space to the right of the title.

<b>Contents</b>	<b><u>Page#</u></b>
<b>Annual Plan</b>	
i. Executive Summary (optional)	2
ii. Annual Plan Information	
iii. Table of Contents	1
1. Description of Policy and Program Changes for the Upcoming Fiscal Year	2
2. Capital Improvement Needs	3
3. Demolition and Disposition	3
4. Homeownership: Voucher Homeownership Program	4
5. Crime and Safety: PHDEP Plan	4
6. Other Information:	5
A. Resident Advisory Board Consultation Process	5
B. Statement of Consistency with Consolidated Plan	5
C. Criteria for Substantial Deviations and Significant Amendments	6
<b>Attachments</b>	
<input checked="" type="checkbox"/> Attachment A: Supporting Documents Available for Review	1
<input checked="" type="checkbox"/> Attachment B: Capital Fund Program Annual Statement	5
<input checked="" type="checkbox"/> Attachment C: Capital Fund Program 5 Year Action Plan	9
<input type="checkbox"/> Attachment__: Capital Fund Program Replacement Housing Factor Annual Statement	
<input type="checkbox"/> Attachment__: Public Housing Drug Elimination Program (PHDEP) Plan	
<input checked="" type="checkbox"/> Attachment D: Resident Membership on PHA Board or Governing Body	20
<input checked="" type="checkbox"/> Attachment E: Membership of Resident Advisory Board or Boards	21
<input checked="" type="checkbox"/> Attachment F: Comments of Resident Advisory Board or Boards & Explanation of PHA Response (must be attached if not included in PHA Plan text)	22
<input type="checkbox"/> Other (List below, providing each attachment name)	

**ii. Executive Summary**

[24CFR Part 903.79(r)]

At PHA option, provide a brief overview of the information in the Annual Plan

## **1. Summary of Policy or Program Changes for the Upcoming Year**

In this section, briefly describe changes in policies or programs discussed in last year's PHA Plan that are not covered in other sections of this Update.

Following six meetings with the Resident Advisory Board, several changes were made to the Administrative Plan and the Admission and Continued Occupancy Policy. Minutes of all meetings are available for review with the entire Agency Plan. Although several changes involved clarification of wording, there were a number of policy changes. Following is a list of the policy changes:

Stated that all changes of income and family composition must be reported to the agency within 10 working days of the change.

Policy regarding children placed in foster care has been revised to state the family will receive the dependent deduction for the placed child up to 12 months. After that length of time, the child will be removed from the lease until returned into the home.

Denial of rental assistance to lifetime sex offender registration was amended to remove the lifetime requirement. It was felt that any sex offenders should be denied for life from the programs.

Clarified a statement regarding denial of assistance due to abusive or violent behavior to ward CCHRA staff be changed to include any Housing Authority staff.

Revised denial of assistance penalties to be: program violations will result in one year suspension and violent criminal or drug related activity will result in three years suspension for eligibility.

Statement was added to clarify that outbuildings (garage, shed, fences) are to be considered when conducting inspections.

Restricting Section 8 participants from moving within the initial 12 months of a new lease unless there is proof of family emergency, change of employment or medical reasons for the move.

Included denial of participation for a landlord if they have been involved in any drug or criminal activity. Preponderance of evidence is that standard used for participants and landlords.

Included a statement that participants must only report an increase in income when they are receiving an URP at zero income. They must meet with staff to review their situation every 90 days.

**SECTION 8 VOUCHER PROGRAM**. This agency has tried several measures in an attempt to fully utilize our Section 8 Program. In spite of four efforts of outreach, advertising, brochures, etc., we have not been able to achieve that goal. It has become necessary for us to review our local needs and determine how many units we can reasonably utilize. After presenting the supporting documents to the City Council of the City of Charles City and the Housing Board of Commissioners, everyone was in agreement to return 15 vouchers. This action was approved by Resolution. The reduced number will still provide a sufficient number of units available to assist low-income families in our community. We are pleased that NIHRA has agreed to accept the 15 units as part of their allocation and that these units will remain in the area.

**2. Capital Improvement Needs**

[24CFR Part 903.79(g)]

Exemptions: Section 8 only PHAs are not required to complete this component.

A.  Yes  No: Is the PHA eligible to participate in the CFP in the fiscal year covered by this PHA Plan?

B. What is the amount of the PHA's estimated or actual (if known) Capital Fund Program grant for the upcoming year? \$ \_\_\_\_\_

C.  Yes  No Does the PHA plan to participate in the Capital Fund Program in the upcoming year? If yes, complete the rest of Component 7. If no, skip to next component.

D. Capital Fund Program Grant Submissions

**(1) Capital Fund Program 5 - Year Action Plan**

The Capital Fund Program 5 - Year Action Plan is provided as Attachment C

**(2) Capital Fund Program Annual Statement**

The Capital Fund Program Annual Statement is provided as Attachment B

**3.D Demolition and Disposition**

[24CFR Part 903.79(h)]

Applicability: 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 next component; if "yes", complete one activity description for each development.)

2. Activity Description

<b>Demolition/Disposition Activity Description (Not including Activities Associated with HOPE VI or Conversion Activities)</b>
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. Relocation resources (select all that apply) <input type="checkbox"/> Section 8 for units <input type="checkbox"/> Public housing for units <input type="checkbox"/> Preference for admission to other public housing or section 8 <input type="checkbox"/> Other housing for units (describe below)
8. Timeline for activity: a. Actual or projected start date of activity: b. Actual or projected start date of relocation activities: c. Projected end date of activity:

**4. Voucher Homeownership Program**

[24CFR Part 903.79(k)]

A.  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 next component; if "yes", describe each program using the table below (copy and complete questions for each program identified.)

**B. Capacity of the PHA to Administer a Section 8 Homeownership Program**

The PHA has demonstrated its capacity to administer the program by (select all that apply):

- Establishing a minimum homeowner down payment requirement of at least 3 percent and requiring that at least 1 percent of the down payment comes from the family's resources
- Requiring that financing for purchase of a home under its section 8 homeownership will be provided, insured or guaranteed by the state or Federal government; comply with secondary mortgage market underwriting requirements; or comply with generally accepted private sector underwriting standards
- Demonstrating that it has or will acquire other relevant experience (list PHA experience, or any other organization to be involved and its experience, below):

**5. Safety and Crime Prevention: PHDEP Plan**

[24CFR Part 903.7(m)]

Exemptions Section 8 Only PHAs may skip to the next component PHA eligible for PHDEP funds must provide a PHDEP Plan meeting specified requirements prior to receipt of PHDEP funds.

A.  Yes  No: Is the PHA eligible to participate in the PHDEP in the fiscal year covered by this PHA Plan?

B. What is the amount of the PHA's estimated or actual (if known) PHDEP grant for the upcoming year? \$ \_\_\_\_\_

C.  Yes  No Does the PHA plan to participate in the PHDEP in the upcoming year? If yes, answer question D. If no, skip to next component.

D.  Yes  No: The PHDEP Plan is attached at Attachment \_\_\_\_\_

**6. Other Information**

[24CFR Part 903.79(r)]

**A. Resident Advisory Board (RAB) Recommendations and PHA Response**

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 attached at Attachment F

3. In what manner did the PHA address those comments? (select all that apply)

- The PHA changed portions of the PHA Plan in response to comments. A list of these changes is included
  - Yes  No: below
  - Yes  No: at the end of the RAB Comments in Attachment \_\_\_\_\_.
- Considered comments, but determined that no changes to the PHA Plan were necessary. An explanation of the PHA's consideration is included at the end of the RAB Comments in Attachment \_\_\_\_\_.
- Other: Made changes to the Administrative Plan and Admissions and Continued Occupancy Policy as noted in Attachment F.

**B. Statement of Consistency with the Consolidated Plan**

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

1. Consolidated Plan jurisdiction: (provide name here)

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 specific initiatives contained in the Consolidated Plan. (list such initiatives below)
- Other: (list below)

3. PHA Requests for support from the Consolidated Plan Agency

- Yes  No: Does the PHA request financial or other support from the State or local government agency in order to meet the needs of its public housing residents or inventory? If yes, please list the 5 most important requests below:

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

**C. Criteria for Substantial Deviation and Significant Amendments**

**1. Amendment and Deviation Definitions**

24 CFR Part 903.7(r)

PHAs are required to define and adopt their own standards of substantial deviation from the 5-year Plan and Significant Amendment to the Annual Plan. The definition of significant amendment is important because it defines when the PHA will subject a change to the policies or activities described in the Annual Plan to full public hearing and HUD review before implementation.

**A. Substantial Deviation from the 5-year Plan:** A substantial change is any fundamental alteration of the agency's Mission or Goals and Objectives as determined by the Board of Commissioners. Any such change will be subject to review and approval requirements of the original Agency Plan as per HUD regulations.

**B. Significant Amendment or Modification to the Annual Plan:** A significant amendment or modification to the plan is any fundamental alteration of the agency's Mission or Goals and Objectives as determined by the Board of Commissioners. Any such change will be subject to review and approval requirements of the original Agency Plan as per HUD regulations.

## Attachment A

### Supporting Documents Available for Review

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

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Related Plan Component</b>
<b>✗</b>	PHAPI an Certification of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
NA	State/Local Government Certification of Consistency with the Consolidated Plan (not required for this update)	5 Year and Annual Plans
<b>✗</b>	Fair Housing Documentation Supporting Fair Housing Certifications: 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. <b>(Agency has adopted a Fair Housing Policy)</b>	5 Year and Annual Plans
NA	Housing Needs Statement of the Consolidated Plan for the jurisdiction/s in which the PHA is located and any additional backup data to support statement of housing needs in the jurisdiction	Annual Plan: Housing Needs
<b>✗</b>	Most recent board -approved operating budget for the public housing program	Annual Plan: Financial Resources
<b>✗</b>	Public Housing Admissions and (Continued) Occupancy Policy (A&O/ACOP), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies
NA	Any policy governing occupancy of Police Officers in Public Housing <input type="checkbox"/> check here if included in the public housing A&O Policy	Annual Plan: Eligibility, Selection, and Admissions Policies
<b>✗</b>	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
<b>✗</b>	Public housing rent determination policies, including the method for setting public housing flat rents <input checked="" type="checkbox"/> check here if included in the public housing A&O Policy	Annual Plan: Rent Determination
<b>✗</b>	Schedule of flat rents offered at each public housing development <input checked="" type="checkbox"/> check here if included in the public housing A&O Policy	Annual Plan: Rent Determination

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Related Plan Component</b>
✗	Section 8 rent determination (payment standard) policies <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
✗	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	Annual Plan: Operations and Maintenance
✗	Results of latest binding Public Housing Assessment System (PHAS) Assessment	Annual Plan: Management and Operations
NA	Follow-up Plan to Results of the PHAS Resident Satisfaction Survey (if necessary)	Annual Plan: Operations and Maintenance and Community Service & Self-Sufficiency
✗	Results of latest Section 8 Management Assessment System (SEMAP)	Annual Plan: Management and Operations
NA	Any required policies governing any Section 8 special housing types <input type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Operations and Maintenance
✗	Public housing grievance procedures <input checked="" 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 checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
✗	The HUD -approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for any active grant year	Annual Plan: Capital Needs
NA	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grants	Annual Plan: Capital Needs
NA	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
NA	Self-evaluation, Needs Assessment and Transition Plan required by regulations implementing §504 of the Rehabilitation Act and the Americans with Disabilities Act. See, PIH99 -52(HA).	Annual Plan: Capital Needs
NA	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
NA	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
NA	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, Section 22 of the US Housing Act of 1937, or Section 33 of the US Housing Act of 1937	Annual Plan: Conversion of Public Housing

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Related Plan Component</b>
NA	Approved or submitted public housing home ownership programs/plans	Annual Plan: Homeownership
NA	Policies governing any Section 8 Homeownership program (section _____ of the Section 8 Administrative Plan)	Annual Plan: Homeownership
NA	Cooperation agreement between the PHA and the TANF agency and between the PHA and local employment and training service agencies	Annual Plan: Community Service & Self-Sufficiency
NA	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
✘	Section 3 documentation required by 24 CFR Part 135, Subpart E	Annual Plan: Community Service & Self-Sufficiency
NA	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
NA	The most recent Public Housing Drug Elimination Program (PHDEP) semi-annual performance report	Annual Plan: Safety and Crime Prevention
NA	PHDEP-related documentation: <ul style="list-style-type: none"> <li>· Baseline law enforcement services for public housing development assisted under the PHDEP plan;</li> <li>· Consortium agreement/s between the PHAs participating in the consortium and a copy of the payment agreement between the consortium and HUD (applicable only to PHAs participating in a consortium as specified under 24 CFR 761.15);</li> <li>· Partnership agreements (indicating specific leveraged support) with agencies/organizations providing funding, services or other in-kind resources for PHDEP-funded activities;</li> <li>· Coordination with other law enforcement efforts;</li> <li>· Written agreement(s) with local law enforcement agencies (receiving any PHDEP funds); and</li> <li>· All crime statistics and other relevant data (including Part I and specified Part II crimes) that establish need for the public housing sites assisted under the PHDEP plan.</li> </ul>	Annual Plan: Safety and Crime Prevention
✘	Policy on Ownership of Pets in Public Housing Family Developments (as required by regulation at 24 CFR Part 960, Subpart G) <input checked="" type="checkbox"/> check here if included in the public housing A&O Policy	Pet Policy
✘	The results of 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 responses to any findings	Annual Plan: Annual Audit
NA	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
NA	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)

<b>Annual Statement/Performance and Evaluation Report ATTACHMENT B</b> <b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary</b>					
<b>PHAName:</b> Charles City Housing and Redevelopment Authority		<b>Grant Type and Number</b> Capital Fund Program : IA05 -P00250101 Capital Fund Program Replacement Housing Factor Grant No:		<b>Federal FY of Grant:</b> 2001	
<input type="checkbox"/> Original Annual Statement		<input type="checkbox"/> Reserve for Disasters/Emerg encies		<input type="checkbox"/> Revised Annual Statement (revision no: )	
<input type="checkbox"/> Performance and Evaluation Report for Period Ending:		<input type="checkbox"/> Final Performance and Evaluation Report			
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total Non -CFP Funds				
2	1406 Operations	\$11,200	\$10,800		
3	1408 Management Improvements				
4	1410 Administration	\$5,000	\$15,000		
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	\$3,000	\$692		
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures	\$98,131	\$94,104		
11	1465.1 Dwelling Equipment — Nonexpendable	\$89,000	\$86,044		
12	1470 Non Dwelling Structures				
13	1475 Non Dwelling Equipment	\$-0-	\$6,000		
14	1485 Demolition	\$10,600	\$4,291		
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)	\$216,931	\$216,931		
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				

Annual Statement/Performance and Evaluation Report <b>ATTACHMENT B</b>				
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary				
PHAName: Charles City Housing and Redevelopment Authority		Grant Type and Number Capital Fund Program : IA05 -P00250101 Capital Fund Program Replacement Housing Factor Grant No:		
		Federal FY of Grant: 2001		
<input type="checkbox"/> Original Annual Statement		<input type="checkbox"/> Reserve for Disasters/Emerg encies <input type="checkbox"/> Revised Annual Statement (revision no: )		
<input type="checkbox"/> Performance and Evaluation Report for Period Ending:		<input type="checkbox"/> Final Performance and Evaluation Report		
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost
24	Amount of line 20 Related to Energy Conservation Measures	\$40,000	\$69,533	

Annual Statement/Performance and Evaluation Report <b>ATTACHMENT B</b>								
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)								
Part II: Supporting Pages								
PHAName: Charles City Housing and Redevelopment Authority		Grant Type and Number Capital Fund Program #: IA05 -P00250101 Capital Fund Program Replacement Housing Factor #:						
		Federal FY of Grant: 2002						
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work
				Original	Revised	Funds Obligated	Funds Expended	
Agency Wide	Administration	1410		5,000	15,000	10,000	5,000	Initiated
	Contracted maintenance	1410		10,800	10,800	10,800	2,305	Initiated
	Architectural services	1410		3,000	692		692	Completed
	Lawn edger	1450		631	350		350	Completed
	Phone systems	1475		5,300	1,093		1,093	Completed
	Fireproof filing cabinets	1475		5,300	3,198		3,198	Completed
IA-001	Hwy 218 beautification project	1450		11,100	11,100		11,100	Completed
	Riverbank improvements	1450		4,500	23,000	23,000		Initiated

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

PHAName: Charles City Housing and Redevelopment Authority		Grant Type and Number Capital Fund Program #: IA05 -P00250101 Capital Fund Program Replacement Housing Factor #:			Federal FY of Grant: 2002			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work
				Original	Revised	Funds Obligated	Funds Expended	
	Parking lot, sidewalk and lights	1450		0	30,000			Bidprep.
	Replace kitchen water faucets	1460		10,000	7,366		7,366	Completed
	Purchase and install ceiling fans	1460		0	16,344	16,344		Initiated
IA-002	Install electrical outlets outside	1450		0	2,254			Bidprep.
	Property improvements	1450		1,400	1,400		631	Initiated
	Replace thermostats	1460		0	1,711		1,711	Completed
	Purchase and install ceiling fans	1460		0	10,623	10,623		Initiated
	Window replacements	1460		0	28,000			Bidprep.
	Insulate HDCP units	1460		0	1,000			
	Repair roof on Comm. Room bldg	1470		0	6,000			Bidprep.
IA-005	Playground equipment	1450		30,500	25,000	25,000		Initiated
	Purchase/install signs for identification	1450		0	1,000	1,000		Initiated
	Repairs to exterior of buildings	1460		19,000	19,000			Bidprep.
	Replace linoleum & tiles	1460		0	2,000			Bidprep.



### Capital Fund Program 5 - Year Action Plan

### ATTACHMENT C

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.

CFP5 - Year Action Plan		
<input type="checkbox"/> Original statement <input type="checkbox"/> Revised statement		
Development Number	Development Name (or indicate PHA wide)	
IA-001	Cedar Terrace South	
Description of Needed Physical Improvements or Management Improvements	Estimated Cost	Planned Start Date (HA Fiscal Year)
Replace flooring in 10 units	12,000	2003
Build tornado shelter	35,000	2003
Insert slider to cover cupboards (accessibility)	4,000	2003
Replace kitchen cabinets and countertop	52,000	2003
Purchase/install lighted address plates	9,850	2003
Replace antenna system	5,700	2003
New light fixtures	1,200	2003
Expand parking lot/sidewalk/lighting	20,000	2003
Replace riding lawn mower/snowblower	12,000	2004
Replace coin-op washer and dryers	8,000	2004
Replace stoves	22,000	2005
Replace refrigerators	40,000	2005
Expand community room for resident activities and furnishings	45,000	2005
<b>Total estimated cost over next 5 years</b>	<b>266,750</b>	

<b>CFP5 -Year Action Plan</b>		
<input type="checkbox"/> Original statement <input type="checkbox"/> Revised statement		
Development Number	Development Name (or indicate PHA wide)	
IA-002	Cedar Terrace North	
Description of Needed Physical Improvements	sor Management	Estimated Cost
		Planned Start Date (HA Fiscal Year)
Replace flooring in 10 units		12,000
Build tornado shelter		20,000
Purchase/install lighted address plates		6,400
Replace antenna system		5,700
Replace living room/kitchen/bedroom closet doors		35,000
New light fixtures		1,000
Replace riding lawn mower/snowblower		12,000
Replace coin -op washer and dryers		8,000
Replace heating elements/registers		35,000
Replace stoves		14,300
Replace refrigerators		26,000
Expand community room for resident activities and furnishings		30,000
<b>Total estimated cost over next 5 years</b>		<b>205,400</b>

<b>CFP5 -Year Action Plan</b>		
<input type="checkbox"/> Original statement <input type="checkbox"/> Revised statement		
Development Number	Development Name (or indicate PHA wide)	
IA-005	Morningside	
Description of Needed Physical Improvements or Management Improvements	Estimated Cost	Planned Start Date (HA Fiscal Year)
Replace kitchen cabinets and countertops	20,000	2003
Replace antenna system	5,700	2003
Replace interior doors, bifolds, etc.	11,000	2003
Carpet replacement	25,000	2003
Replace kitchen cabinets/countertops	10,000	2003
Repair parking lot	30,000	2004
<b>Totalestimatedcostovernext5years</b>	<b>101,700</b>	

CFP5 -Year Action Plan		
<input type="checkbox"/> Original statement <input type="checkbox"/> Revised statement		
Development Number	Development Name (or indicate PHA wide)	
	PHA Wide	
Description of Needed Physical Improvements or Management Improvements	Estimated Cost	Planned Start Date (HA Fiscal Year)
Administration	15,000	2003
Contracted maintenance	12,000	2003
Administration	15,000	2004
Contracted maintenance	12,000	2004
Relocate office	200,000	2004
Administration	15,000	2005
Contracted maintenance	12,000	2005
Administration	15,000	2005
Contracted maintenance	12,000	2005
<b>Total estimated cost over next 5 years</b>	<b>308,000</b>	

## PHA Public Housing Drug Elimination Program Plan

**Note: THIS PHDEP Plan template (HUD 50075 -PHDEP Plan) is to be completed in accordance with instructions located in applicable PIH Notices.**

**Section 1: General Information/History**

**A. Amount of PHDEP Grant \$** \_\_\_\_\_

**B. Eligibility type (Indicate with an "x")**                      N1 \_\_\_\_\_ N2 \_\_\_\_\_                      R \_\_\_\_\_

**C. F Y in which funding is requested** \_\_\_\_\_

**D. Executive Summary of Annual PHDEP Plan**

In the space below, provide a brief overview of the PHDEP Plan, including highlights of major initiatives or activities undertaken. It may include a description of the expected outcomes. The summary must not be more than five (5) sentences long.

**E. Target Areas**

Complete the following table by indicating each PHDEP Target Area (development or site where activities will be conducted), the total number of units in each PHDEP Target Area, and the total number of individuals expected to participate in PHDEP sponsored activities in each Target Area. Unit count information should be consistent with that available in PIC.

PHDEP Target Areas (Name of development(s) or site)	Total # of Units within the PHDEP Target Area(s)	Total Population to be Served within the PHDEP Target Area(s)

**F. Duration of Program**

Indicate the duration (number of months funds will be required) of the PHDEP Program proposed under this Plan (place an "x" to indicate the length of program by # of months). For "Other", identify the # of months.

12Months \_\_\_ 18Months \_\_\_ 24Months \_\_\_

**G. PHDEP Program History**

Indicate each FY that funding has been received under the PHDEP Program (place an "x" by each applicable Year) and provide amount of funding received. If previously funded programs haven't been closed out at the time of this submission, indicate the fund balance and anticipated completion date. The Fund Balance should reflect the balance as of Date of Submission of the PHDEP Plan. The Grant Term End Dates should include any HUD -approved extensions or waivers. For grant extensions received, place "GE" in column or "W" for waivers.

Fiscal Year of Funding	PHDEP Funding Received	Grant#	Fund Balance as of Date of this Submission	Grant Extensions or Waivers	Grant Start Date	Grant Term End Date

FY1995						
FY1996						
FY1997						
FY1998						
FY1999						

**Section 2: PHDEP Plan Goals and Budget**

**A. PHDEP Plan Summary**

In the space below, summarize the PHDEP strategy to address the needs of the target population/target area(s). Your summary should briefly identify: the broad goals and objectives, the role of plan partners, and your system or process for monitoring and evaluating PHDEP-funded activities. This summary should not exceed 5-10 sentences.

**B. PHDEP Budget Summary**

Enter the total amount of PHDEP funding allocated to each line item.

<b>FFY _____ PHDEP Budget Summary</b>	
<b>Original statement</b>	
<b>Revised statement dated:</b>	
<b>Budget Line Item</b>	<b>Total Funding</b>
9110 - Reimbursement of Law Enforcement	
9115 - Special Initiative	
9116 - Gun Buyback TAMatch	
9120 - Security Personnel	
9130 - Employment of Investigators	
9140 - Voluntary Tenant Patrol	
9150 - Physical Improvements	
9160 - Drug Prevention	
9170 - Drug Intervention	
9180 - Drug Treatment	
9190 - Other Program Costs	

**TOTAL PHDEP FUNDING**

**C. PHDEP Plan Goals and Activities**

In the tables below, provide information on the PHDEP strategy summarized above by budget line item. Each goal and objective should be numbered sequentially for each budget line item (where applicable). Use as many rows as necessary to list proposed activities (additional rows may be inserted in the tables). PHAs are not required to provide information in shaded boxes. Information provided must be concise — not to exceed two sentences in any column. Tables for line items in which the PHA has no planned goals or activities may be deleted.

<b>9110 – Reimbursement of Law Enforcement</b>						<b>Total PHDEP Funding: \$</b>	
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount/ Source)	Performance Indicators
1.							
2.							
3.							

<b>9115 - Special Initiative</b>						<b>Total PHDEP Funding: \$</b>	
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount/ Source)	Performance Indicators
1.							
2.							
3.							

<b>9116 -GunBuybackTAMatch</b>					<b>TotalPHDEPFunding:\$</b>		
Goal(s)							
Objectives							
ProposedActivities	#of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	OtherFunding (Amount/Source)	PerformanceI ndicators
1.							
2.							
3.							

<b>9120 -SecurityPersonnel</b>					<b>TotalPHDEPFunding:\$</b>		
Goal(s)							
Objectives							
ProposedActivities	#of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	OtherFunding (Amount/Sourc e)	PerformanceIndicators
1.							
2.							
3.							

<b>9130 –EmploymentofInvestigators</b>					<b>TotalPHDEPFunding:\$</b>		
Goal(s)							
Objectives							
ProposedActivities	#of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	OtherFunding (Amount/Source)	PerformanceIndicators
1.							
2.							
3.							

<b>9140 – Voluntary Tenant Patrol</b>					<b>Total PHDEP Funding: \$</b>		
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	Other Funding (Amount/Source)	Performance Indicators
1.							
2.							
3.							

<b>9150 - Physical Improvements</b>					<b>Total PHDEP Funding: \$</b>		
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	Other Funding (Amount/Source)	Performance Indicators
1.							
2.							
3.							

<b>9160 -Drug Prevention</b>					<b>Total PHDEP Funding:\$</b>		
Goal(s)							
Objectives							
Proposed Activities	#of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	Other Funding (Amount/Source)	Performance Indicators
1.							
2.							
3.							

<b>9170 -Drug Intervention</b>					<b>Total PHDEP Funding:\$</b>		
Goal(s)							
Objectives							
Proposed Activities	#of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	Other Funding (Amount/Source)	Performance Indicators
1.							
2.							
3.							

<b>9180 -Drug Treatment</b>					<b>Total PHDEP Funding:\$</b>		
Goal(s)							
Objectives							
Proposed Activities	#of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	Other Funding (Amount/Source)	Performance Indicators
1.							

2.							
3.							

<b>9190 -OtherProgramCosts</b>					<b>TotalPHDEPFunds:\$</b>		
Goal(s)							
Objectives							
ProposedActivities	#of Person s Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	OtherFunding (Amount/Source)	PerformanceIndicators
1.							
2.							
3.							

**Required Attachment D: Resident Member on the PHA Governing Board**

1.  Yes  No: Does the PHA governing board include at least one member who is directly assisted by the PHA this year? (if no, skip to #2)

A. Name of resident member(s) on the governing board: Darlene Ploeger

B. How was the resident board member selected: (select one)?

- Elected
- Appointed

C. The term of appointment is (include the date term expires): two year terms  
02/01/2003

2. A. If the PHA governing board does not have at least one member who is directly assisted by the PHA, why not?

- the PHA is located in a State that requires the members of a governing board to be salaried and serve on a full time basis
- the PHA has less than 300 public housing units, has provided reasonable notice to the resident advisory board of the opportunity to serve on the governing board, and has not been notified by any resident of their interest to participate in the Board.
- Other (explain):

B. Date of next term expiration of a governing board member:

C. Name and title of appointing official(s) for governing board (indicate appointing official for the next position):

**Required Attachment E: Membership of the Resident Advisory Board or Boards**

List members of the Resident Advisory Board or Boards: (If the list would be unreasonably long, list organizations represented or otherwise provide a description sufficient to identify how members are chosen.)

- Deb Bullerman
- Jack Frye
- Jody Jacobson
- Linda Nauman
- Joan Nelson
- Heidi Nielsen
- Judith O'Brien
- Darlene Ploeger
- Shirley Platte
- Diane Stewart
- Malinda Welton

# Required Attachment F: Comments of Resident Advisory Board or Boards and Explanation of PHA Response

## ADVISORY BOARD MEETING SUMMARY OF AGENCY PLAN MEETING FEBRUARY 5, 2002 1:00 – 3:00 P.M.

PRESENT: Darlene Ploeger and Jack Frye, HRAB Board Members; Judith O'Brien, Resident of NCT; Malinda Welton, CHSP Case Manager; Linda Nauman, Case Manager; Deb Bullerman, Shirley Platte, Joan Nelson, and Heidi Nielsen, HR Staff.

The Board was given a brief overview on the purpose of the Advisory Board.

A portion of the Section 8 Agency Plan was reviewed and updated with the following items being discussed:

**Comment:** Concerns were raised about adhering to the 60-day notice for Landlord to raise rent to include utility payments when participants allowed the utilities to be disconnected for non-payment.

**Decision:** Landlord may not transfer utilities to their name and raise the rent to include those utilities without a 60-day notice to increase rent.

**Comment:** If a family does not have a Social Security card, what other forms of documentation would be acceptable to verify Social Security number?

**Decision:** Documents from DHS, driver's license, checking account, etc.

**Comment:** Under "Obligations of the Participant" (2.3) should there be a time limit to report all changes to family income or composition.

**Decision:** Add "All changes must be reported to the CCHRA within 10 working days of the family becoming aware of the change."

**Comment:** Under "Obligations of the Participant" (2.3) the family must allow for inspection of the unit at reasonable times, what is considered reasonable?

**Decision:** Statement revised to include (generally normal business hours).

**Comment:** The Plan (2.3F) states that the family must promptly give the CCHRA a copy of any owner eviction it receives. Define promptly in this instance.

**Decision:** Replace promptly with "within 5 working days".

**Comment:** A question was raised in regard to excessive charges by a Landlord for tenant damages.

**Decision:** This is not under the control of the Housing Authority.

**Comment:** In regard to "Use and Occupancy of the Unit" (2.3G), time frames should be defined regarding the change of family composition.

**Decision:** All changes in family composition must be reported within 10 working days, and any live-in aides must be reported to the Housing Authority and provide a medical statement for the need of a live-in aide.

**Comment:** The Plan (2.3G) states that "The family must not sublease or let the unit." It should be changed to "sublease or sublet".

**Decision:** Changed from let to sublet.

**Comment:** It was suggested that under "Absence from the Unit" (2.3H) that "promptly be changed to within 10 working days. The paragraph that pertains to the maximum 180-day time limit the family could be absent was discussed. If it was felt that the following paragraph addressed acceptable allowances. Therefore, the paragraph regarding the 180 days was removed.

**Decision:** All verbal agreements and changes were made.

**Comment:** There was a concern raised about how long a parent can claim a child as a dependent and use the deduction while that child has been removed from the home and placed in foster care (3.2A).

**Decision:** It was suggested that a 12 month time limit be used, but final decision is pending due to follow up with HUD.

**Comment:** There was some discussion to add to the plan under "Fraud and Other Program Violations" (2.3 J) that family members may not commit fraud or knowingly allow it to happen by any assisted family.

**Decision:** After discussion, it was not resolved and will be left unchanged.

**Comment:** The Plan (3.2F) states that any individual who is registered as a lifetime sex offender be banned for life. Due to interpretation of the statement, it was recommended that "a lifetime" be removed from the statement.

**Decision:** Everyone agreed to remove the "a lifetime" clause.

**Comment:** This section on "Managing the Waiting List" (4.0), the third paragraph needs to be changed to correctly state when applicant's eligibility will be verified.

**Decision:** It was agreed to change the wording from "later" to "when they reach the top of the waiting list."

**Comment:** This section on "Managing the Waiting List" (4.0), the eighth paragraph should be clarified to state that the family will be offered the opportunity of an informal review "if they are entitled to one."

**Decision:** The change was made.

**Comment:** In the final paragraph in the section of "Managing the Waiting List" (4.0), the wordings should be changed to remove the reference to verification of all preferences.

**Decision:** The sentence was revised to read; "The CCHRA Housing Authority will verify eligibility criteria and suitability selection factors in order to determine the family's final eligibility for admission into the Section 8 Program."

**Comment:** Wordings should be changed to more accurately reflect the waiting list process in section 4.4. The first paragraph "When a family appears to be within two months of being offered assistance, the family will be notified." should be changed to "When assistance is available, the family will be notified..." "If they are eligible for an informal review" should be added to the end of the last sentence in the first paragraph.

**Decision:** All agreed the changes should be made.

**Comment:** Expand the section 4.5 pertaining to missed appointments to add that applicants will also be removed if they fail to respond to correspondence.

**Decision:** Change was made.

**Comment:** For additional clarification, the statement "Failure to make or keep appointments" under "Grounds for Denial" (4.8) should be added.

**Decision:** Everyone agreed and change was made.

**Comment:** It was suggested to revise the statement in Section 4.8 pertaining to abusive or violent behavior toward any CCHRA Housing Authority Staff or resident to include all Housing Authority Staff, not just CCHRA Staff. And add that offenders will be denied for one year from date of incident.

**Decision:** After discussion, change was agreed on.

**Comment:** Change the next sentence in Section 4.8 to read "Have a family member who has been terminated from the Section 8 or Public Housing programs during the last three years."

From "... terminated under the Certificate or Voucher Program..." because there is not a Certificate Program any longer.

**Decision:** Change was approved.

ADVISORY BOARD MEETING  
SUMMARY OF AGENCY PLAN MEETING  
FEBRUARY 12, 2002 1:00 – 3:00 P.M.

PRESENT: Todd Smith, CCPD; Judith O'Brien and Diane Stewart, NCT Residents; Malinda Welton, CHSP Case Manager; Linda Naumann, Case Manager; Deb Bullerman, Heidi Nielsen, Joan Nelson, and Shirley Platte, HRA Staff.

The Board was given a summary of the need for fine tuning the criminal background checks done on all applicants. Todd Smith, from the police department, explained the different charges and the severity of each. The current policies for background checks and grounds for denial were discussed. Several options were suggested, however, it was the general consensus that the current policy seem to be best for the program and people served. These options will be reviewed and the new policies adopted at the next meeting on February 19.

A policy used by another agency was discussed regarding denial of assistance for conviction of charges vs. preponderance of evidence. Although the current policy is preponderance of evidence, everyone was in agreement that the wording from the other agency was better. As a result, we will incorporate it into our Administrative Plan.

ADVISORY BOARD MEETING  
SUMMARY OF AGENCY PLAN MEETING  
FEBRUARY 19, 2002 1:00 – 3:00 P.M.

PRESENT: Judith O'Brien and Diane Stewart, NCT Residents; Malinda Welton, CHSP Case Manager; Linda Naumann, Case Manager; Deb Bullerman, Heidi Nielsen, Joan Nelson, and Shirley Platte, HRA Staff.

A portion of the Section 8 Agency Plan was reviewed and updated with the following items being discussed:

**Comment:** It was decided at an earlier meeting to eliminate the paragraph under (2.3) Obligations of the Participant, (Section H) Absence From the Unit that refer to the 180-day time limit to be absent from the unit. This is a HUD mandate and must be left in.

**Decision:** Leave in Admin Plan.

**Comment:** Discussed changing the length of time a participant or applicant would remain ineligible due to program violations such as income or occupancy and criminal activity as defined in admissions policy.

**Decision:** It was agreed that all program violations should result in a one-year suspension of eligibility and criminal activity should be three years.

**Comment:** Should the three-year suspension be waived for persons who have successfully completed an inpatient rehabilitation program?

**Decision:** It was agreed that as long as the rehab program was an inpatient program the three-year suspensions should be waived upon showing proof of successful completion.

**Comment:** Selecting families From Waiting List (5.2) Under Preferences, the Admin Plan currently states that displaced people and Public Housing tenants that are required to move will be selected based on these preferences.

**Decision:** After discussion, it was agreed that these preferences be left as stated in the Admin Plan.

**Comment:** Under Subsidy Standard (6.1) in the third paragraph change the phrase "temporary foster care" to read "foster care to more than 180 days."

**Decision:** Change was made.

**Comment:** Also under Subsidy Standard, the Admin Plan should include those children in foster care for

more than one -year should not be counted as a family member to determine bedroom size.

**Decision:** The committee agreed the one -year time limit should be included.

**Comment:** With regard to bedroom sizes under the Subsidy Standard, the reference to live -in aides under guideline (E) change "live -in aides will get a separate bedroom" to " live-in aides are entitled to a separate bedroom."

**Decision:** Change was made.

**Comment:** In the last sentence of the last paragraph of 6.0 remove "family" from the sentence.

**Decision:** All agreed to remove "family" from the sentence.

**Comment:** Under 6.3 Issuance of Voucher; Request for Approval of Tenancy, the reference to Certificates in the first paragraph and Chapter 22 should be removed.

**Decision:** It was agreed that because there are no Certificates any longer, they will be removed.

**Comment:** These cond paragraph under 6.3 Issuance of Voucher add "estimated" to subsidy calculation.

**Decision:** Estimated was to added to read, "... estimated subsidy calculation..."

**Comment:** The third paragraph under 6.3, the phrase "from the landlord" should be added to the first sentence after proposed lease.

**Decision:** Change was made.

**Comment:** Under 6.7 Ineligible and Eligible Housing, Assisted Living Facilities need to be added.

**Decision:** (F) Assisted Living Facilities were added to the approved housing types list.

**Comment:** Questioned whether children away from the home in foster care receive the \$480 deduction from annual income.

**Decision:** It was agreed that once the child has been absent from the home for the one -year time limit, the family is not to use that child as a dependent deduction.

**Comment:** The Earned Income Disallowance guidelines need to be added to annual income deductions for the elderly and disabled family under Section D of 9.4.

**Decision:** Guidelines were added.

ADVISORY BOARD MEETING  
SUMMARY OF AGENCY PLAN MEETING  
FEBRUARY 26, 2002 1:00 - 3:00 P.M.

PRESENT: Diane Stewart, NCT Resident; Malinda Welton, CHSP Case Manager; Deb Bullerman, Heidi Nielsen, Joan Nelson, and Shirley Platte, HRA Staff.

A portion of the Section 8 Agency Plan was reviewed and updated with the following items being discussed:

**Comment:** In reference to Section 11, Rent and Housing Assistance Payment, the first paragraph (11.1) applies to changing Section 8 Certificates over to Vouchers. Since the change over is completed, this should be removed from the Admin Plan.

**Decision:** Removed.

**Comment:** The second paragraph of Section 11.4, Maximum Subsidy, refers to the Certificate Program. This should also be removed from the Admin Plan

**Decision:** Removed.

**Comment:** The committee discussed the Lead Based Paint requirements with regard to deteriorated painted surfaces, Section 12.3, I, 2f, iii. Housing Quality Standards.

**Decision:** After discussion it was agreed that the statement was unclear as to the extent of which exterior

surfaces fall under this (house, garage, shed etc.). Staff will try to get clarification on this matter.

**Comment:** Section 12.5, Time Frames and Correction of HQS Fail Items. Heading on (A) should be changed to Initial Inspections.

**Decision:** After discussion, it was agreed and changes made.

**Comment:** Section 12.5, Time Frames and Correction of HQS Fail Items. Heading on (B) should be changed to "Correcting HQS Fail Items". It was also suggested that the statement "On initial inspections for new lease up, no contractor leases will be executed until the unit passes inspection" be added. The last sentence that refers to less serious failures should be removed.

**Decision:** Changes were made.

**Comment:** Section 12.5, Time Frames and Correction of HQS Fail Items. (C.1) should be changed to read "Emergency repair items referred to in 12.6 must be abated within 24 hours".

**Decision:** The committee agreed the statements should be clarified.

**Comment:** A suggestion was made to eliminate Chapter 13 regarding the Certificate program, since it no longer applies to the Section 8 program.

**Decision:** Change was made.

**Comment:** Under 14.2, Interim Reexaminations, second sentence third paragraph, define the time limit to report changes of family composition to 10 working days.

**Decision:** All agreed and change was made.

**Comment:** Section 14.2.1, Special Reexaminations, change time frame for special reexams from every 60 to every 90 days.

**Decision:** Change was made.

**Comment:** It was suggested that a new action be added to section 15.0 to provide the Housing Authority the right to terminate assistance if the participant moves from the unit without notice to the Landlord or the Housing Authority.

**Decision:** The committee agreed and was added.

**Comment:** Under 16.2(A) it was felt that this needed to be clarified.

**Decision:** After discussion, the decision was made to better define informal reviews and added two paragraphs from the HUD Voucher Handbook.

**Comment:** 16.2(E) Add to the end of the last paragraph statement requiring the Housing Authority to keep all denial and termination of assistance documents related to immigration status for a minimum of five years.

**Decision:** Everyone agreed and sentence was added.

**Comment:** Add to 16.3(A)(1)(a). (ie calculation of total tenant payment) to help clarify the statement.

**Decision:** Change was made.

**Comment:** Delete (d and f) under 16.3(A)(1) and change (e) to read "A determination to terminate assistance."

**Decision:** All suggested changes were made.

ADVISORY BOARD MEETING  
SUMMARY OF AGENCY PLAN MEETING  
MARCH 5, 2002 1:00 – 3:00 P.M.

PRESENT: Diane Stewart, Judith O'Brien, and Jody Jacobson, NCT Residents; Darlene Ploeger, SCT

Resident; Malinda Welton, CHSP Case Manager; Linda Naumann, Case Manager; Deb Bullerman, Heidi Nielsen, Joan Nelson, and Shirley Platte, HRA Staff.

A few final items in the Section 8 Agency Plan were reviewed and updated. The rest of the meeting was spent on the Public Housing Admissions and Continued Occupancy Policy (ACOP), with the following items being discussed:

**Comment:** In reference to Section 7.1, When a Family May Move, of the Section 8 Admin Plan, it was suggested that we add an additional restriction to allow moved during the initial lease term only if the participant can provide proof of family emergency, change of employment, or a medical necessity.

**Decision:** It was decided, after discussion, to add this restriction to the Admin Plan and allow the Housing Authority to issue a new voucher.

**Comment:** It was decided at a previous meeting to add the information for the Earned Income Deduction to 9.4, Deductions from Annual Income. As a clarification to eligibility for the program, further research has shown that the

EID applies to Section 8 participants only if they are disabled.

**Decision:** Clarification noted.

**Comment:** With regard to Termination of Lease, Section 17, it was suggested that we terminate the HAP contract with the landlord if they have engaged in drug-related criminal activity or any violent criminal activity.

**Decision:** After discussion the committee agreed, but also wanted to add that the family should receive a 90-day notice of termination of assistance at that unit, so they have ample time to relocate.

**Comment:** Section 2.3, Obligations of the Participant (A)(2) should be expanded to include the statement that participants must only report an increase in income when they are receiving an URPI at zero income. In all other instances the increase in income only needs to be reported at annual re-exam.

**Decision:** After discussion, it was agreed and changes made.

**Comment:** With regard to the Lead Based Paint requirements and which surfaces must be inspected for deteriorated paint, it was reported that the HUD requirements include all outbuildings.

**Decision:** Information noted.

The rest of the meeting was spent on reviewing ACOP.

**Comment:** Under Section 3.0 and the languages that should be covered, it was suggested that Russian be removed.

**Decision:** Since the Housing Authority no longer assists Russians speaking residents, it was removed.

**Comment:** Under 8.3, Suitability, (C), (3) Remove the sentence that refers to the cases where household member lived in the local jurisdiction for three years. (5) which refers to registered sex offenders remove "lifetime" and change last sentence to read, "No individual required to be registered with this program will be admitted to public housing."

**Decision:** Changes were made.

**Comment:** Under 8.4, Grounds for Denial, (J), and (K), in regard to the timeframe for denial due to eviction for violent criminal or drug related activity changed to read "within three years prior to the date of application".

**Decision:** All agreed and change was made.

**Comment:** Remove the phrase "the family will forfeit their application's date and time" from the second paragraph under 10.7, Rejection of Unit. Replace it with "the family will remain on the waiting list with a revised application date of offer."

**Decision:** Change was made.

ADVISORY BOARD MEETING  
SUMMARY OF AGENCY PLAN MEETING  
MARCH 14, 2002 1:00 – 3:00 P.M.

PRESENT: Diane Stewart, and Jody Jacobson, NCT Residents; Darlene Ploeger, SCT Resident; Malinda Welton, CHSP Case Manager; Linda Naumann, Case Manager; Deb Bullerman, Heidi Nielsen, Joan Nelson, and Shirley Platte, HRA Staff.

In the final Advisory Board Meeting, most of the time was spent going over the remaining part of the ACOP. A few minutes at the beginning of the meeting were spent on Landlord participation in Section 8.

**Comment:** The question was raised with regard to Landlord participating in the Section 8 program, whether they should be banned from the program for life for charges or arrests for meth.

**Decision:** It was decided, after discussion, that the Landlords be treated the same as the participants.

**Comment:** In the ACOP under Section 11.3, it was noted that a reference to the earned income deduction be added.

**Decision:** Everyone agreed and (F) Earned Income deduction was added to the Deductions From Annual Income.

**Comment:** Section 12.5, Timing of Verification states that verification information must be dated within 90-days of certification or reexamination. The standard used now is only 60 -days.

**Decision:** The committee agreed to reduce the time period to 60 -days.

**Comment:** The Section 13.3 pertaining to minimum rent is no longer used. It was suggested that we delete this section.

**Decision:** After discussion, it was agreed to leave it and instead insert, "if applicable" after the heading to retain for future use.

**Comment:** Section 13.5 about ceiling rent does not apply.

**Decision:** All agreed it should be removed.

**Comment:** Under Section 13.9, Paying Rent, the issue of continuing later rent payments was brought up.

**Decision:** After discussion the committee decided to add a limit to the number of times, to three, a resident will be allowed three unexcused later rent payments in the last twelve -month period.

**Comment:** Section 14.0, Occupancy and Community Service, this requirement has been suspended until further notice.

**Decision:** The committee agreed to leave this section in until a final determination has been made whether to require community service or not. It will be noted under the heading, (Suspended Until Further Notice).

**Comment:** Since the second paragraph under 15.1 General (Recertifications) is discussed elsewhere in the ACOP, it should be removed.

**Decision:** All agreed and change was made.

**Comment:** It was suggested that the wording be changed under Section 15.2, Missed Appointments, to add clarification.

**Decision:** Change was made.

**Comment:** Under Interim Reexams, 15.6, a time limit of 10 working days should be added to the requirement pertaining to reporting changes in income or allowable deductions. Also, the first sentence of the third paragraph just repeats what was already stated and should be eliminated. The reference to the 30 day reporting requirement needs to be changed to 10 working days.

**Decision:** All agreed the change should be made.

**Comment:** It was suggested to expand Section 15.7 to include families that receive URP's paid on their behalf and add that the family must be in contact with CCHA Staff within 10 working days after the request.

**Decision:** After discussion, the changes were made.

**Comment:** Section 16.4, Incentive Transfers should be removed.

**Decision:** Since this section deals with deconcentration and it is not a requirement for our HA, it was removed.

**Comment:** Under Section 16.5, Processing Transfers, it was recommended that (C) be removed and the reference to deconcentration in (D) also be removed.

**Decision:** These also deal with deconcentration and were eliminated.

**Comment:** Under 16.6, Cost of the Family's Move, removing the last sentence referring to determining responsibility on a case by case was discussed.

**Decision:** The sentence was removed.

**Comment:** A change was requested under 16.8, Transfer Requests. In that change the first sentence would be deleted and "A tenant may request a transfer in writing" should be put in its place.

**Decision:** The change was made.

**Comment:** The first paragraph under 17.0, Inspections should be removed because it restates what follows.

**Decision:** All agreed to remove paragraph.

**Comment:** Section 17.2, Annual Inspections, the phrase "at least" should be added before annually.

**Decision:** The phrase was added.

**Comment:** Under Section 17.9 Pre-Move-Out Inspections, a request was made to change the wording from "vacate charges" to "amounts owed to the CCHA" and "future" to "next".

**Decision:** All agreed that this change would help clarify the statement.

**Comment:** 18.12 Grandfather Clause of the pet policy needs to be updated to reflect the actual start date of the policy, and the phrase "due to the stress and potential health problems to older pets" should be removed.

**Decision:** The phrase was removed.

**Comment:** Remove the "Note" under 19.0, Repayment Agreements.

**Decision:** Removed.

**Comment:** It was questioned whether the first paragraph under 20.2, Termination By The Housing Authority, applies to current policies. A reference to the revised later rent payment policy should be added to (B).

**Decision:** Since the first paragraph pertains to the community service requirement and it has been suspended, the committee agreed to delete the first paragraph. The revised later rent policy was added to (B).

**Comment:** It was suggested that a time limit be added to Section 10.0 Security Deposits, for making payments on these security deposits.

**Decision:** After discussion, all agreed to limit the time to have security deposits paid in full to 120 days.

**Comment:** Section 20.5, Return of Security Deposit, should be clarified as to what expenses the security deposit is to cover.

**Decision:** The consensus was that the security deposit is not to be used for damages or unpaid/past due rent during tenancy, only after the family vacates the unit.

**Comment:** There was discussion on penalties for residents who vacate their units after short periods of time. Committee discussed this and agreed that residents who vacate the unit within the first six months of lease up shall forfeit their security deposit.

**Decision:** All agreed and statement was added to the policy.