

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

PHA Plans

Annual Plan for Fiscal Year 2002

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

**PHA Plan
Agency Identification**

PHA Name: Area XV Multi-County Housing

PHA Number: IA124

PHA Fiscal Year Beginning: (mm/yyyy) 01-2002

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

Display Locations For PHA Plans and Supporting Documents

The PHA Plans (including attachments) are available for public inspection at:

Main administrative office of the PHA

PHA Plan Supporting Documents are available for inspection at:

Main business office of the PHA

Annual PHA Plan
PHA Fiscal Year 2000
[24 CFR Part 903.7]

i. Annual Plan Type:

Standard Plan

ii. Executive Summary of the Annual PHA Plan

iii. Annual Plan Table of Contents

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Supporting Documents Available for Review

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
X	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
X	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans
X	Fair Housing Documentation: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions' initiatives to affirmatively further fair housing that require the PHA's involvement.	5 Year and Annual Plans
X	Consolidated Plan for the jurisdiction/s in which the PHA is located (which includes the Analysis of Impediments to Fair Housing Choice (AI)) and any additional backup data to support statement of housing needs in the jurisdiction	Annual Plan: Housing Needs
X	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources;
X	Public Housing Admissions and (Continued) Occupancy Policy (A&O), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public housing rent determination policies, including the methodology for setting public housing flat rents <input type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X	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
X	Section 8 rent determination (payment standard) policies <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
X	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	Annual Plan: Operations and Maintenance
X	Public housing grievance procedures	Annual Plan: Grievance

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
	X check here if included in the public housing A & O Policy	Procedures
X	Section 8 informal review and hearing procedures X 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

1. Statement of Housing Needs

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

Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Overall	Afford-ability	Supply	Quality	Access-ibility	Size	Loca-tion
Income <= 30% of AMI	67,104	5	4	4	5	4	1
Income >30% but <=50% of AMI	54,459	4	3	3	3	3	1
Income >50% but <80% of AMI	70,331	2	2	2	2	2	1
Elderly	57,586	5	5	5	1	1	1
Families with Disabilities	N/A						
Race/Ethnicity	N/A						
Race/Ethnicity	N/A						
Race/Ethnicity	N/A						
Race/Ethnicity	N/A						

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

Consolidated Plan of the Jurisdictions
Indicate year: 2000 State of Iowa

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)			
<input type="checkbox"/> Section 8 tenant-based assistance			
<input type="checkbox"/> Public Housing			
<input checked="" type="checkbox"/> Combined Section 8 and Public Housing			
<input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional)			
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	382		27
Extremely low income <=30% AMI	299	78	
Very low income (>30% but <=50% AMI)	11	.03	
Low income (>50% but <80% AMI)	72	.19	
Families with children	191		
Elderly families	90		
Families with Disabilities	7		
Race/ethnicity	2 Asian 1 Black		
Race/ethnicity	N/A		
Race/ethnicity	N/A		
Race/ethnicity	N/A		
Characteristics by Bedroom Size (Public Housing Only)			
1BR	83		
2 BR	72		
3 BR	29		
4 BR	7		
5 BR			
5+ BR			
Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			

C. Strategy for Addressing Needs

(1) Strategies

Need: Shortage of affordable housing for all eligible populations

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

- Employ effective maintenance and management policies to minimize the number of public housing units off-line
- Reduce turnover time for vacated public housing units
- Maintain or increase section 8 lease-up rates by establishing payment standards that will enable families to rent throughout the jurisdiction
- Undertake measures to ensure access to affordable housing among families assisted by the PHA, regardless of unit size required
- Maintain or increase section 8 lease-up rates by marketing the program to owners, particularly those outside of areas of minority and poverty concentration
- Maintain or increase section 8 lease-up rates by effectively screening Section 8 applicants to increase owner acceptance of program

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

- Apply for additional section 8 units should they become available

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

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

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

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

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

- Employ admissions preferences aimed at families who are working

Need: Specific Family Types: The Elderly

Strategy 1: Target available assistance to the elderly:

Apply for special-purpose vouchers targeted to the elderly, should they become available

Need: Specific Family Types: Families with Disabilities

Strategy 1: Target available assistance to Families with Disabilities:

Carry out the modifications needed in public housing based on the section 504 Needs Assessment for Public Housing
Apply for special-purpose vouchers targeted to families with disabilities, should they become available

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

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

Strategy 2: Conduct activities to affirmatively further fair housing

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

(2) Reasons for Selecting Strategies

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

Funding constraints
Staffing constraints

2. Statement of Financial Resources

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
1. Federal Grants (FY 2002 grants)		
a) Public Housing Operating Fund	221,000 (2001)	
b) Public Housing Capital Fund	173,914 (2001)	
c) HOPE VI Revitalization	N/A	
d) HOPE VI Demolition	N/A	
e) Annual Contributions for Section 8 Tenant-Based Assistance	1,172,000(est)	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)	N/A	
g) Resident Opportunity and Self-Sufficiency Grants	N/A	
h) Community Development Block Grant	N/A	
i) HOME	N/A	
Other Federal Grants (list below)	N/A	
2. Prior Year Federal Grants (unobligated funds only) (list below)		
2001 CAPITAL FUNDS	67,890	67,890
3. Public Housing Dwelling Rental Income	57,000 (2001)	57,000
4. Other income (list below)		
Interest Income	2,000	2,000
4. Non-federal sources (list below)		
Total resources	1,696,804	

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses

3. PHA Policies Governing Eligibility, Selection, and Admissions

A. Public Housing

(1) Eligibility

a. When does the PHA verify eligibility for admission to public housing?

When families are within a certain number of being offered a unit:

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

Criminal or Drug-related activity

Rental history

Housekeeping

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

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

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

(2)Waiting List Organization

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

Other (describe) Community and bedroom size

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

PHA main administrative office

Other (list below) SIEDA Neighborhood Center in each County

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

1. How many site-based waiting lists will the PHA operate in the coming year? 15

2. Yes X No: Are any or all of the PHA's site-based waiting lists new for the upcoming year
3. X Yes No: May families be on more than one list simultaneously
If yes, how many lists? 15
4. Where can interested persons obtain more information about and sign up to be on the site-based waiting lists (select all that apply)?
 PHA main administrative office
 SIEDA Neighborhood Center in each County
 This PHA has entered into an Agreement to Cooperate with a CAP agency to provide information to applicants at their neighborhood centers throughout our jurisdiction.

(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)
Three or More
- b. X Yes No: Is this policy consistent across all waiting list types?

(4) Admissions Preferences

- a. Income targeting:
 Yes X No: Does the PHA plan to exceed the federal targeting requirements by targeting more than 40% of all new admissions to public housing to families at or below 30% of median area income?
- b. Transfer policies:
 In what circumstances will transfers take precedence over new admissions? (list below)
 Emergencies
 Underhoused
 Other: (list below) Employment Opportunities
- c. Preferences
1. X Yes No: Has the PHA established preferences for admission to public housing (other than date and time of application)? (If "no" is selected, skip to subsection **(5) Occupancy**)
2. Which of the following admission preferences does the PHA plan to employ in the coming year? (select all that apply from either former Federal preferences or other preferences)

Former Federal preferences:
 Victims of domestic violence

Other preferences: (select below)

X Those enrolled currently in educational, training, or upward mobility programs

3. If the PHA will employ admissions preferences, please prioritize by placing a “1” in the space that represents your first priority, a “2” in the box representing your second priority, and so on

1 Victims of domestic violence

Other preferences (select all that apply)

1 Those enrolled currently in educational, training, or upward mobility programs

4. Relationship of preferences to income targeting requirements:

(5) Occupancy

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

The PHA-resident lease

The PHA’s Admissions and (Continued) Occupancy policy

PHA briefing seminars or written materials

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

Any time family composition changes

(6) Deconcentration and Income Mixing

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

b. Yes X No: Did the PHA adopt any changes to its **admissions policies** based on the results of the required analysis of the need to promote deconcentration of poverty or to assure income mixing?

c. If the answer to b was yes, what changes were adopted? (select all that apply)

d. Yes No: Did the PHA adopt any changes to **other** policies based on the results of the required analysis of the need for deconcentration of poverty and income mixing?

e. If the answer to d was yes, how would you describe these changes? (select all that apply)

f. Based on the results of the required analysis, in which developments will the PHA make special efforts to attract or retain higher-income families? (select all that apply)

g. Based on the results of the required analysis, in which developments will the PHA make special efforts to assure access for lower-income families? (select all that apply)

B. Section 8

(1) Eligibility

a. What is the extent of screening conducted by the PHA? (select all that apply)
Criminal or drug-related activity only to the extent required by law or regulation

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

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

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

e. Indicate what kinds of information you share with prospective landlords? (select all that apply)

Criminal or drug-related activity

Past Rental History

(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

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

PHA main administrative office

Other (list below) SIEDA Neighborhood Center in each County

(3) Search Time

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

If yes, state circumstances below:

Inability to find a unit that meets HQS or extremely low fair market value

(4) Admissions Preferences

- a. Income targeting

Yes X No: Does the PHA plan to exceed the federal targeting requirements by targeting more than 75% of all new admissions to the section 8 program to families at or below 30% of median area income?

- b. Preferences

1. X Yes No: Has the PHA established preferences for admission to section 8 tenant-based assistance

2. Which of the following admission preferences does the PHA plan to employ in the coming year? (select all that apply from either former Federal preferences or other preferences)

Former Federal preferences

Victims of domestic violence

Other preferences (select all that apply)

Those enrolled currently in educational, training, or upward mobility programs

3. If the PHA will employ admissions preferences, please prioritize by placing a “1” in the space that represents your first priority, a “2” in the box representing your second priority, and so on.

Date and Time

Former Federal preferences

1 Victims of domestic violence

Other preferences (select all that apply)

1 Working families and those unable to work because of age or disability

1 Elderly Project Based Opt Outs

4. Among applicants on the waiting list with equal preference status, how are applicants selected? (select one)
Date and time of application
5. If the PHA plans to employ preferences for “residents who live and/or work in the jurisdiction” (select one)
6. Relationship of preferences to income targeting requirements: (select one)
Not applicable: the pool of applicant families ensures that the PHA will meet income targeting requirements

(5) Special Purpose Section 8 Assistance Programs

- a. In which documents or other reference materials are the policies governing eligibility, selection, and admissions to any special-purpose section 8 program administered by the PHA contained?
- b. How does the PHA announce the availability of any special-purpose section 8 programs to the public?

4. PHA Rent Determination Policies

A. Public Housing

(1) Income Based Rent Policies

- a. Use of discretionary policies:

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

- b. Minimum Rent

1. What amount best reflects the PHA’s minimum rent? \$26-\$50

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

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

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

1. Yes X No: Does the PHA plan to charge rents at a fixed amount or percentage less than 30% of adjusted income?
2. If yes to above, list the amounts or percentages charged and the circumstances under which these will be used below:
 - d. Which of the discretionary (optional) deductions and/or exclusions policies does the PHA plan to employ
 - e. Ceiling rents
 1. Do you have ceiling rents? (rents set at a level lower than 30% of adjusted income)
Yes for all developments
 2. For which kinds of developments are ceiling rents in place?
For all developments
 3. Select the space or spaces that best describe how you arrive at ceiling rents
Fair market rents (FMR)
 - f. Rent re-determinations:
 1. Between income reexaminations, how often must tenants report changes in income or family composition to the PHA such that the changes result in an adjustment to rent?
Any time the family experiences an income increase
- g. Yes X No: Does the PHA plan to implement individual savings accounts for residents (ISAs) as an alternative to the required 12 month disallowance of earned income and phasing in of rent increases in the next year?

(2) Flat Rents

1. In setting the market-based flat rents, what sources of information did the PHA use to establish comparability?

Fair Market Rents

B. Section 8 Tenant-Based Assistance

(1) Payment Standards

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

Above 100% but at or below 110% of FMR

- b. If the payment standard is lower than FMR, why has the PHA selected this standard?
c. If the payment standard is higher than FMR, why has the PHA chosen this level?

FMRs are not adequate to ensure success among assisted families in the PHA's segment of the FMR area

Reflects market or submarket

To increase housing options for families

- d. How often are payment standards reevaluated for adequacy?

Annually

- e. What factors will the PHA consider in its assessment of the adequacy of its payment standard?

Success rates of assisted families

Rent burdens of assisted families

(2) Minimum Rent

- a. What amount best reflects the PHA's minimum rent?

\$26-\$50

- b. Yes No: Has the PHA adopted any discretionary minimum rent hardship exemption policies?

5. Operations and Management

A. PHA Management Structure

Area XV Multi-County Housing Agency is a public housing authority authorized and operating pursuant to Section 403A of the Iowa Code (municipal housing law). The PHA is a multi-county PHA with jurisdiction in numerous counties in Southeast and South central Iowa. The governing document is titled (Joint Exercise of Powers Agreement For The Purpose of Creating a Multi-County Housing Agency To Foster Housing Development In Participating Counties and Cities), also known as a 28E Agreement pursuant to Section 28E of the Iowa Code.

Area XV currently has six commissioners, each of which represents a county who has executed the 28 E Agreement. The Board of Commissioners reviews and approves all policies.

The internal operating structure is as follows:

The Board of Commissioners is responsible for the hiring of the Executive Director who reports directly to the board and is responsible for implementation of all policies and procedures adopted by the Board. In addition the Resident Advisory Board, would make recommendations, in writing directly to the Board prior to the final approval of the annual plan.

The Executive Director is the Chief Executive Officer and is responsible for the hiring of all other staff members.

Area XV is divided into three primary operating areas. The Section 8 program, the public housing program and the public housing maintenance dept.

Each program has a director who is responsible for complying with their respective administrative plans i.e.; Section 8 Administrative Plan and the Admissions and Continued Occupancy Plan. Each program has one housing specialist. The maintenance department is made up of a maintenance supervisor and one maintenance worker. The maintenance supervisor is also responsible for assisting the executive director in the implementation of all capital fund grants. In addition the maintenance supervisor will, as necessary, conduct Section 8 HQS inspections. All department heads report directly to the Executive Director.

Area XV also has a deputy director who also serves as the public housing director. He/she acts as the recording secretary at all board of commissioner meetings and has the authority to act on behalf of the executive director in his/her absence.

B. HUD Programs Under PHA Management

Program Name	Units or Families Served at Year Beginning	Expected Turnover
Public Housing	86	40%
Section 8 Vouchers	334	25%
Section 8 Certificates	0	
Section 8 Mod Rehab	N/A	N/A
Special Purpose Section 8 Certificates/Vouchers (list individually)	N/A	N/A
Public Housing Drug Elimination Program (PHDEP)	N/A	N/A
Other Federal Programs(list individually)	N/A	N/A

C. Management and Maintenance Policies

- (1) Public Housing Maintenance and Management: (list below)
 - Admissions Policy/Maintenance Policy/Pest Control Policy
- (2) Section 8 Management: (list below)
 - Administrative Plan

6. PHA Grievance Procedures

A. Public Housing

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

2. Which PHA office should residents or applicants to public housing contact to initiate the PHA grievance process?
PHA main administrative office

B. Section 8 Tenant-Based Assistance

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

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

7. Capital Improvement Needs

A. Capital Fund Activities

(1) Capital Fund Program Annual Statement

Select one:

The Capital Fund Program Annual Statement is provided below

(2) Optional 5-Year Action Plan

a. X Yes No: Is the PHA providing an optional 5-Year Action Plan for the Capital Fund?

b. If yes to question a, select one:

The Capital Fund Program 5-Year Action Plan is provided as an attachment to the PHA Plan at Attachment STATE OF IOWA

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

Yes X No: a) Has the PHA received a HOPE VI revitalization grant?

b) Status of HOPE VI revitalization grant

Yes X No: c) Does the PHA plan to apply for a HOPE VI Revitalization grant in the Plan year?

Yes X No: d) Will the PHA be engaging in any mixed-finance development activities for public housing in the Plan year?

Yes X No: e) Will the PHA be conducting any other public housing development or replacement activities not discussed in the Capital Fund Program Annual Statement?

8. Demolition and Disposition

1. Yes X 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

2. Activity Description

Yes No: Has the PHA provided the activities description information in the **optional** Public Housing Asset Management Table

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 PHA designated or applied for approval to designate or does the PHA plan to apply to designate any public housing for occupancy only by the elderly families or only by families with disabilities, or by elderly families and families with disabilities or will apply for designation for occupancy by only elderly families or only families with disabilities, or by elderly families and families with disabilities as provided by section 7 of the U.S. Housing Act of 1937 (42 U.S.C. 1437e) in the upcoming fiscal year

2. Activity Description

10. Conversion of Public Housing to Tenant-Based Assistance

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 PHA’s developments or portions of developments been identified by HUD or the PHA as covered under section 202 of the HUD FY 1996 HUD Appropriations Act

2. Activity Description

Yes No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table?

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

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

11. Homeownership Programs Administered by the PHA

A. Public Housing

1. Yes X No: Does the PHA administer any homeownership programs administered by the PHA under an approved section 5(h) homeownership program (42 U.S.C. 1437c(h)), or an approved HOPE I program (42 U.S.C. 1437aaa) or has the PHA applied or plan to apply to administer any homeownership programs under

section 5(h), the HOPE I program, or section 32 of the U.S. Housing Act of 1937 (42 U.S.C. 1437z-4).

2. Activity Description

B. Section 8 Tenant Based Assistance

1. Yes X 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

2. Program Description:

12. PHA Community Service and Self-sufficiency Programs

A. PHA Coordination with the Welfare (TANF) Agency

1. Cooperative agreements:

Yes X No: Has the PHA has entered into a cooperative agreement with the TANF Agency, to share information and/or target supportive services?

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

2. Other coordination efforts between the PHA and TANF agency

B. Services and programs offered to residents and participants

C. Welfare Benefit Reductions

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

13. PHA Safety and Crime Prevention Measures

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
2. What information or data did the PHA used to determine the need for PHA actions to improve safety of residents.
3. Which developments are most affected?

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

1. List the crime prevention activities the PHA has undertaken or plans to undertake:
2. Which developments are most affected?

C. Coordination between PHA and the police

1. Describe the coordination between the PHA and the appropriate police precincts for carrying out crime prevention measures and activities:
2. Which developments are most affected?

D. Additional information as required by PHDEP/PHDEP Plan

14. RESERVED FOR PET POLICY

14.0 PET POLICY

14.1 EXCLUSIONS

This policy does not apply to animals that are used to assist persons with disabilities. Assistive animals are allowed in all public housing facilities with no restrictions other than those imposed on all tenants to maintain their units and associated facilities in a decent, safe, and sanitary manner and to refrain from disturbing their neighbors.

14.2 PETS IN Public Housing

The Area XV MCHA allows for pet ownership in its developments with the written pre-approval of Area XV. Residents are responsible for any damage caused by their pets, including the cost of fumigating or cleaning their units. In exchange for this right, resident assumes full responsibility and liability for the pet and agrees to hold the Area XV MCHA harmless from any claims caused by an action or inaction of the pet.

14.3 Approval

Residents must have the prior written approval of Area XV MCHA before moving a pet into their unit. Residents must request approval on the Authorization for Pet Ownership Form that must be fully completed before the Housing Authority will approve the request. Residents must give the Housing Authority a picture of the pet so it can be identified if it is running loose.

14.4 Types and Number of Pets

Area XV MCHA will allow only common household pets. This means only domesticated animals such as a dog, cat, bird, rodent (including a rabbit), fish in aquariums or a turtle will be allowed in units. Common household pets do not include reptiles (except turtles). If this definition conflicts with a state or local law or regulation, the state or local law or regulation shall govern.

All dogs and cats must be spayed or neutered before they become six months old. A licensed veterinarian must verify this fact.

Cats must be de-clawed before they become six months old. A licensed veterinarian must verify this fact.

Only one pet per unit will be allowed according to this schedule.

Unit Size	Pets
Zero Bedroom	ONE
One Bedroom	ONE
Two Bedrooms	ONE
Three Bedrooms	ONE
Four or More Bedrooms	ONE

Any animal deemed to be potentially harmful to the health or safety of others, including attack or fight trained dogs, will not be allowed.

No animal may exceed 18 inches in height and thirty-five pounds in weight projected to full adult size.

14.5 Inoculations

In order to be registered, pets must be appropriately inoculated against rabies, distemper and other conditions prescribed by state and/or local ordinances. They must comply with all other state and local public health, animal control, and anti-cruelty laws including any licensing requirements. A certification signed by a licensed veterinarian or state or local official shall be annually filed with Area XV MCHA to attest to the inoculations.

14.6 Pet Deposit

Upon approval of a pet by Area XV MCHA, the resident shall be required to pay a monthly fee of \$15.00; due with each month's rent payment. A refundable pet deposit of **\$200** will be required. The \$15.00 monthly fee is for general costs to the Housing Authority associated with the presence of pets. The refundable deposit is to cover costs attributed to damage caused by specific pets.

14.7 Financial Obligation of Residents

Any resident who owns or keeps a pet in their dwelling unit will be required to pay for any damages caused by the pet. Also, any pet-related insect infestation in the pet owner's unit will be the financial responsibility of the pet owner and the Area XV MCHA reserves the right to exterminate and charge the resident.

14.8 Nuisance or Threat to Health or Safety

The pet and its living quarters must be maintained in a manner to prevent odors and any other unsanitary conditions in the owner's unit and surrounding areas.

Repeated substantiated complaints by neighbors or Area XV MCHA personnel regarding pets disturbing the peace of neighbors through noise, odor, animal waste, or other nuisance may result in the owner having to remove the pet or move him/herself.

Pets who make noise continuously and/or incessantly for a period of 10 minutes or intermittently for one half hour or more to the disturbance of any person at any time of day or night shall be considered a nuisance.

14.9 Designation of Pet areas

Pets must be kept in the owner's apartment or on a leash at all times when outside the unit (no outdoor cages may be constructed). Pets will be allowed only in designated areas on the grounds of the property if Area XV MCHA designates a pet area for the particular site. Pet owners must clean up after their pets and are responsible for disposing of pet waste.

To accommodate residents who have medically certified allergic or phobic reactions to dogs, cats, or other pets, those pets may be barred from certain units in our development.

14.10 MISCELLANEOUS RULES

Pets may not be left unattended in a dwelling unit for over eight hours. If the pet is left unattended and no arrangements have been made for its care, Area XV MCHA will have the right to enter the premises and take the uncared for pet to be boarded at a local animal care facility at the total expense of the resident.

Pet bedding shall not be washed in any common laundry facilities.

Residents must take appropriate actions to protect their pets from fleas and ticks.

All dogs must wear a tag bearing the resident's name and phone number and the date of the latest rabies inoculation.

Pets cannot be kept, bred or used for any commercial purpose.

Residents owning cats shall maintain waterproof litter boxes for cat waste. Refuse from litter boxes shall not accumulate or become unsightly or unsanitary. Litter shall be disposed of in an appropriate manner.

A pet owner shall physically control or confine his/her pet during the times when Area XV employees, agents of Area XV or others must enter the pet owner's apartment to conduct business, provide services, enforce lease terms, etc.

If a pet causes harm to any person, the pet's owner shall be required to permanently remove the pet from Area XV's property within 24 hours of written notice from Area XV. The pet owner may also be subject to termination of his/her dwelling lease.

A pet owner who violated any other conditions of this policy may be required to remove his/her pet from the development within 10 days of written notice from Area XV MCHA. The pet owner may also be subject to termination of his/her dwelling lease.

Area XV MCHA's grievance procedures shall be applicable to all individual grievances or disputes arising out of violations or alleged violations of this policy.

14.11 Visiting Pets

Pets that meet the size and type criteria outlined above may visit the projects/buildings where pets are allowed for up to 24 hours without Area XV MCHA's approval. Tenants who have visiting pets must abide by the conditions of this policy regarding health, sanitation, nuisances, and peaceful enjoyment of others. If visiting pets violate this policy or cause the tenant to violate the lease, the tenant will be required to remove the visiting pet.

14.12 REMOVAL OF PETS

Area XV MCHA, or an appropriate community authority, shall require the removal of any pet from a project if the pet's conduct or condition is determined to be a nuisance or threat to the health or safety of other occupants of the project or of other persons in the community where the project is located.

In the event of illness or death of pet owner, or in the case of an emergency which would prevent the pet owner from properly caring for the pet, Area XV MCHA has permission to call the emergency caregiver designated by the resident or the local Pet Law Enforcement Agency to take the pet and care for it until family or friends would claim the pet and assume responsibility for it. Any expenses incurred will be the responsibility of the pet owner.

15. Civil Rights Certifications

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

16. Fiscal Audit

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

17. PHA Asset Management

1. Yes X No: Is the PHA engaging in any activities that will contribute to the long-term asset management of its public housing stock , including how the Agency will plan for long-term operating, capital investment, rehabilitation, modernization, disposition, and other needs that have **not** been addressed elsewhere in this PHA Plan?
2. What types of asset management activities will the PHA undertake?
Not applicable
3. Yes X No: Has the PHA included descriptions of asset management activities in the **optional** Public Housing Asset Management Table?

18. Other Information

A. Resident Advisory Board Recommendations

1. Yes X No: Did the PHA receive any comments on the PHA Plan from the Resident Advisory Board/s?
2. If yes, the comments are: (if comments were received, the PHA **MUST** select one)
3. In what manner did the PHA address those comments?

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

1. Yes No: Does the PHA meet the exemption criteria provided section 2(b)(2) of the U.S. Housing Act of 1937?
2. Yes X No: Was the resident who serves on the PHA Board elected by the residents?
3. Description of Resident Election Process

Nomination of candidates for place on the ballot:

Annually each Public Housing resident is advised, in writing, of an opening on the Board. No one has accepted. PHA covers 11 counties.

RESIDENT ADVISORY BOARD BY-LAWS

PURPOSE AND STRUCTURE

The resident Advisory Board, hereafter referred to as RAB, is established for the purpose of assisting and making recommendations to the PHA in the development of a PHA Plan. The RAB shall consist of representatives from the Public Housing and Section 8 Voucher program, that meet the eligibility requirements and are being assisted by Area XV Multi-County Housing Agency. These representatives shall participate in the planning and development of the PHA plan through a RAB Planning Committee. The RAB shall consist of six members, two from the Public Housing Program and four from the Section 8 program.

ELIGIBILITY

All adult (18 years of age and older) household members listed on the lease of an active and participating Public Housing and Section 8 Program family shall be eligible to serve on the RAB.

Each year a letter will be sent, to every Public Housing and Section Program participating household, explaining the purpose to the RAB and the requirements that must be met to serve on the RAB with the names and addresses of current board members.

METHOD OF SELECTION

Area XV MCHA shall, by mail, contact all Public Housing and Section 8 participating households advising them of initial openings on RAB. If they are interested in serving on the initial board they should execute an enclosed form and return it to the administrative office. If more requests are received than positions available, all requests shall be placed in a hat and participants names shall be drawn to fill the vacant openings.

TERMS OF SERVICE

RAB members will serve as long as long as they meet the eligibility criteria as provided in the Eligibility Section.

RAB PLANNING COMMITTEE

The RAB Planning Committee will be responsible for developing, reviewing, and approving the PHA Plan. The RAB Planning Committee members will be selected at the annual meeting of RAB. The RAB Planning Committee shall consist of the two members from the Public Housing program and two from the Section 8 Program. Membership on the Planning Committee shall be on a volunteer basis. The two members of the Public Housing program shall automatically serve on the Planning Committee. Membership from the Section 8 Program shall be on a volunteer basis. If more than two members volunteer their names shall be placed in hat and two shall be drawn to fill the positions.

MEETINGS

The RAB will meet on an annual basis for the purpose of conducting necessary business and to keep informed of issues and changes in the development of the PHA Plan. The RAB Planning Committee shall meet as many times as necessary to assist and make recommendations on the development, review, and approval of the PHA Plan.

RAB SUPPORT

Membership on the RAB shall not cost the members. Area XV MCHA shall provide each member with all necessary supplies to participate in the PHA Plan planning process . Members shall be reimbursed for mileage at the current rate allowed by IRS. Members shall be paid a \$15.00 stipend for each RAB meeting attended. Child care may be paid when necessary. If the meeting is held during a meal time, the meal shall be provided and paid for by Area XV MCHA. RAB Planning Committee members shall be given an opportunity to provide written reports or other items of interest to the other RAB members to keep them informed and get their input in the development of the PHA Plan.

RECALL PROCEDURE

Each member of the RAB shall be subject to removal from the Board by a vote of all the members of the RAB. A sixty percent affirmative vote is required of all members for removal.

C. Statement of Consistency with the Consolidated Plan

- 1. Consolidated Plan jurisdiction: (provide name here) STATE OF IOWA
- 2. The PHA has taken the following steps to ensure consistency of this PHA Plan with the Consolidated Plan for the jurisdiction:

The PHA has based its statement of needs of families in the jurisdiction on the needs expressed in the Consolidated Plan/s.

- 4. The Consolidated Plan of the jurisdiction supports the PHA Plan with the following actions and commitments: See attached

D. Other Information Required by HUD

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

Attachments

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

Annual Statement
Capital Fund Program (CFP) Part I: Summary

Capital Fund Grant Number FFY of Grant Approval: 2002
 IA05P12450102
 X Original Annual Statement

Line No.	Summary by Development Account	Total Estimated Cost
1	Total Non-CGP Funds	
2	1406 Operations	17,392
3	1408 Management Improvements	10,000
4	1410 Administration	
5	1411 Audit	
6	1415 Liquidated Damages	
7	1430 Fees and Costs	5,000
8	1440 Site Acquisition	
9	1450 Site Improvement	
10	1460 Dwelling Structures	141,522
11	1465.1 Dwelling Equipment-Nonexpendable	
12	1470 Nondwelling Structures	
13	1475 Nondwelling Equipment	
14	1485 Demolition	
15	1490 Replacement Reserve	
16	1492 Moving to Work Demonstration	
17	1495.1 Relocation Costs	
18	1498 Mod Used for Development	
19	1502 Contingency	
20	Amount of Annual Grant (Sum of lines 2-19)	173,914
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-

**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
IA05P123001	Operations	1406	17,392
001	Replace Fire Proof Cabinets	1408	10,000
001	Architect Services	1430	5,000
006	New Interior Doors	1460	56,000
003	New Interior Doors	1460	42,000
001	Flooring	1460	23,462

**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)
PHA Wide	06-30-02	06-30-02
Operations		
Management	09-30-02	09-30-02
Improvements		
Fees & Costs	09-30-02	12-31-02
001 New Doors	09-30-02	12-31-02
006 New Doors	09-30-02	12-31-02
003 New Doors	09-30-02	12-31-02
001 Flooring	12-31-02	03-31-03

