

U.S.DepartmentofHousingandUrbanDevelopment
OfficeofPublicandIndianHousing

DavisCountyHousing Authority

5YearPlanforFiscalYears2004 -2007
AnnualPlanforFiscalYear2003

NOTE: THIS PHA PLAN TEMPLATE (HUD50075) IS TO BE COMPLETED IN ACCORDANCE WITH INSTRUCTIONS LOCATED IN APPLICABLE PIH NOTICES

PHA Plan Agency Identification

PHAName: DavisCountyHousingAuthority

PHANumber: UT009

PHAFiscalYearBeginning:(mm/yyyy) 10/2002

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
- PHA development management offices
- PHA local offices

Display Locations For PHA Plans and Supporting Documents

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

- Main administrative office of the PHA
- PHA development management offices
- PHA local offices
- Main administrative office of the local government
- Main administrative office of the County government
- Main administrative office of the State government
- Public library
- PHA website
- Other (list below)

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

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

5-YEAR PLAN
PHAF ISCAL YEARS 2003 -2007
[24CFRPart903.5]

A.Mission

State the PHA's mission for serving the needs of low-income, very low income, and extremely low-income families in the PHA's jurisdiction. (select one of the choices below)

The mission of the PHA is the same as that of the Department of Housing and Urban Development: To promote adequate and affordable housing, economic opportunity and a suitable living environment free from discrimination.

The PHA's mission is: (state mission here)

The Davis County Housing Authority provides primarily rental assistance and to a lesser degree rehabilitation of housing stock of all types. It owns and manages a variety of rental units throughout the County. The four-fold mission set forth for the organization is:

- **To monitor the needs of the low-income populations.**
- **To provide safe, decent, sanitary, and affordable housing to its residents.**
- **To maintain a superior level of public service to the community.**
- **To be a catalyst towards resident independence (self-sufficiency).**

B.Goals

The goals and objectives listed below are derived from HUD's strategic Goals and Objectives and those emphasized in recent legislation. PHAs may select any of these goals and objectives as their own, or identify other goals and/or objectives. Whether selecting the HUD-suggested objectives or their own, **PHAS ARE STRONGLY EN COURAGED TO IDENTIFY QUANTIFIABLE MEASURES OF SUCCESS IN REACHING THEIR OBJECTIVES OVER THE COURSE OF THE 5 YEARS**. (Quantifiable measures would include target such as: numbers of families served or PHA scores achieved.) PHAs should identify these measures in the space to the right of or below the stated objectives.

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

PHA Goal: Expand the supply of assisted housing

Objectives:

Apply for additional rental vouchers:

Reduce public housing vacancies:

Leverage private or other public funds to create additional housing opportunities:

Acquire or build units or developments -10-15 units by 9/30/2004

Other (list below)

Apply for its first tax-credit allocation by 9/30/2003:

PHA Goal: Improve the quality of assisted housing

Objectives:

- 100%**
- X Improve **ormaintain** publichousingmanagement:(PHASscore): **90-**
 - X Improvevouchermanagement:(SEMAPscore) **90 -100%**
 - X Increasecustomersatisfaction:
 - X Concentrateoneeffortstoimprovespecificmanagementfunctions:
(list;e.g.,publichousingfinance;voucherunitinspections)
 - X Modernizepublichousingunits:
 - Demolishordisposeofobsoletepublichousing:
 - Providereplacementpublichousing:
 - Providereplace mentvouchers:
 - X Other:(listbelow)
- Achieveandmaintainattractivegroundsappealforitspublichousing developmentsbyimprovingitslandscapingand repairing/upgradingorreplacingsprinklersystems:**

- X PHAGoal:Increaseassistedhousingchoices
 - Objectives:
 - Providevoucher mobilitycounseling:
 - X Conductoutreacheffortsto **currentand** potentialvoucherlandlords
 - Increasevoucherpa ymentstandards
 - Implementvoucherhomeownershipprogram:
 - Implementpublichousingorotherhomeownershipprograms:
 - Implementpublichousing site -basedwaitinglists:
 - Convertpublic housingtovouchers:
 - X Other:(listbelow)
- Regularreviewofvoucherpaymentstandardandadjustwhen applicable:**

HUDStrategicGoal:Improvecommunityqualityoflifeandeconomicvitality

- X PHAGoal:Provideanimprovedlivingenvironment
 - Objectives:
 - X Implementmeasurestodeconcentratepovertybybringinghigherincome publichousinghouseholdsintolowerincomedevelopments:
 - Implementmeasurestopromoteincomemixinginpublichousingby assuringaccessforlowerincomef amiliesintohigherincome developments:
 - X Implementpublichousingsecurityimprovements:
 - Designateddevelopmentsorbuildingsforparticularresidentgroups (elderly,personswithdisabilities)
 - X Other:(listbelow)
- Monitoreconomicmi xofpublichousingdevelopmentstoassure deconcentrationofpoverty:**

HUDStrategicGoal:Promoteself -sufficiencyandassetdevelopmentoffamiliesand individuals

- X PHA Goal: Promote self-sufficiency and asset development of assisted households
- Objectives:
- Increase the number and percentage of employed persons in assisted families:
 - Provide or attract supportive services to improve assistance recipients' employability:
 - X Provide **referral** services to increase independence for the elderly or families with disabilities.
 - X Other: (list below)
Maintain a high percentage of employed persons in assisted units as possible:

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

- X PHA Goal: Ensure equal opportunity and affirmatively further fair housing
- Objectives:
- Undertake affirmative measures to ensure access to assisted housing regardless of race, color, religion, national origin, sex, familial status, and disability:
 - Undertake affirmative measures to provide a suitable living environment for families living in assisted housing, regardless of race, color, religion, national origin, sex, familial status, and disability:
 - Undertake affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required:
 - X Other: (list below)
Operate the Davis County Housing Authority in full compliance with all Equal Opportunity laws and regulations and further fair housing:

Other PHA Goals and Objectives: (list below)

- X PHA Goal: **Manage the Davis County Housing Authority's existing public housing program in an efficient and effective manner thereby qualifying for the highest performance standard possible:**
- Objectives:
- X **Decrease or maintain number of days vacant to an average of 15 or less:**
 - X **Promote a motivating work environment with a capable and efficient team of employees to operate as a customer-friendly and fiscally prudent leader in the affordable housing industry:**
- X PHA Goal: **Manage the Davis County Housing Authority's tenant-based program in an efficient and effective manner thereby qualifying for the highest performance standard possible:**
- Objectives:
- X **Maintain a lease-up rate of 95% :**

- X **Maintain a rate of 5% or more units reinspected under HQS quality control:**
- X **Maintain a rate of 75% of tenant files reviewed under DCHA quality control:**

- X **PHA Goal:** Deliver timely and high quality maintenance service to the residents of the Davis County Housing Authority :
Objectives:
 - X **The Davis County Housing Authority shall maintain an average response time of 24 hours or less in responding to emergency work orders.**
 - X **The Davis County Housing Authority shall maintain an average response time of 10 days in responding to routine work orders.**

- X **PHA Goal:** Ensure full compliance with all applicable standards and regulations including government generally accepted accounting practices .
Objectives:
 - X **The Davis County Housing Authority shall operate so that income exceed expense every year.**
 - X **The Davis County Housing Authority shall fully update its internal chart of accounts to match HUD's new chart of accounts and our fee accountants.**

- X **PHA Goal:** Operate a fully successful owner occupied and rental rehab program using CDBG, HOME, State of Utah Olene Walker Housing Trust Fund and other monies .
Objectives:
 - X **Undertake an affirmative referral and outreach effort to effectively publicize DCHA rehab programs to homeowners and owners.**
 - X **Building the CDBG program in income to become self funding by 9/30/2003.**

- X **PHA Goal:** Operate a fully successful program for disabled families.
Objectives:
 - X **Maintain full occupancy of DCHA's Section 8 Voucher Mainstream Program.**
 - X **Assist as many HIV/AIDS families as possible using DCHA's Housing Opportunities for Persons with AIDS (HOPWA) grant(s).**

AnnualPHAPlan
PHAFiscalYear2003
[24CFRPart903.7]

i. AnnualPlanType:

SelectwhichtypeofAnnualPlanthePHAwillsubmit.

StandardPlan

StreamlinedPlan:

- HighPerformingPHA**
- SmallAgency(<250PublicHousingUnits)**
- AdministeringSection8Only**

TroubledAgencyPlan

ii. ExecutiveSummaryoftheAnnualPHAPlan

[24CFRPart903.79(r)]

ProvideabriefoverviewoftheinformationintheAnnualPlan,includinghighlightsofmajor initiativesanddiscretionarypoliciesofthePHAhasincludedintheAnnualPlan.

TheDavisCountyHousingAuthorityhaspreparedthisAgencyPlanincompliance withSection511oftheQualityHousingandWorkResponsibilityActof1998as directedbytheDepartmentofHousing&UrbanDevelopment.

WehaveadoptedthefollowingVisionandMissionStatementtoguidetheactivities oftheDavisCountyHousingAuthority.

VisionStatement

Throughsuperiorservice,deliveraffordablehousingandtheopportunitytobecome financially,physicallyandemotionallyindependenttolowincomefamilies,elderly anddisabled.

MissionStatement

TheDavisCountyHousingAuthorityprovidesprimarilyrentalassistance,andto a lesserdegree rehabilitationofhousingstockofalltypes.Itownsandmanagesa varietyofrentalunitsthroughouttheCounty.Thefour-foldmissionsetforthforthe organizationis:

- Tomonitortheneedsofthelow-incomepopulations.**
- Toprovidesafe,decent,sanitary,andaffordablehousingtoitsresident.**
- Tomaintainasuperiorlevelofpublicservicetothecommunity.**
- Tobeacatalysttowardsresidentindependence(self-sufficiency).**

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

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

- **Maximize the number of affordable units available to the PHA within its current resources by employing effective maintenance and management policies to minimize the number of public housing units off -line, aggressively apply for additional Section 8 units, pursue other housing resources, maintain maximum occupancy of subsidized units.**
- **Operate a fully successful owner occupied and multi -family rehab program using CDBG, HOME, State of Utah Olene Walker Housing Trust Fund and other funds available.**
- **Provide quality and timely service to our clients including high level of maintenance and management service, taking immediate action on resident issues especially those that affect the peaceful enjoyment of the residents as a whole (lease enforcement, eviction when necessary), provide referral service.**
- **Aggressively screen public housing applicants to ensure that new admissions will add to and not detract from the quality of life of the other residents.**
- **Applicants will be selected from the waiting list in order of date and time they applied.**
- **We have established a minimum rent of \$50.**
- **We have established flat rents for all our public housing developments.**
- **We will regularly review our payment standard to assist Section 8 Voucher clients to the furthest extent possible in finding affordable housing and to assist the maximum number of clients possible given our budget constraints.**

iii. Annual Plan Table of Contents

[24CFR Part 903.79(r)]

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

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Attachments

Indicatewhichattachmentsareprovidedbyselectingallthatapply.Providetheattachment'sname(A,B, etc.)inthespacetotheleftofthenameoftheattachment.Note:Iftheattachmentisprovidedasa **SEPARATE**files submissionfromthePHAPlansfile,provide thefilenameinparenthesisinthespaceto therightofthetitle.

RequiredAttachments:

- AdmissionsPolicyforDeconcentration.
- FY2002CapitalFundProgramAnnualStatement
- Mostrecentboard -approvedoperatingbudget (RequiredAttachmentforPHAs thataretroubledoratriskofbeingdesignatedtroubledONLY)

OptionalAttachments:

- PHAManagementOrganizationalChart
- CapitalFundProgram5YearActionPlan
- PublicHousingDrugEliminationProgram(PHDEP)Plan
- CommentsofResidentAdvisoryBoardorBoards(mustbeattachedifnot includedinPHAPlantext)
- Other(Listbelow,providingeachattachmentname)

SeePage49ofPlanforListofAttachments

SupportingDocumentsAvailableforReview

Indicatewhichdocumentsareavailableforpublicreviewbyplacingamarkinthe“Applicable& OnDisplay”columnintheappropriaterows.Alllisteddocumentsmustbeondisplayifapplicable totheprogramactivitiesconductedbythePHA .

ListofSupportingDocumentsAvailableforReview		
Applicable & On Display	SupportingDocument	ApplicablePlan Component

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 jurisdiction 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 Deconcentration and Income Mixing Documentation: 1. PHA board certifications of compliance with deconcentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/99 <i>Quality Housing and Work Responsibility Act Initial Guidance; Notice</i> and any further HUD guidance) and 2. Documentation of the required deconcentration and income mixing analysis	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public housing rent determination policies, including the methodology for setting public housing flat rents X check here if included in the public housing A&O Policy	Annual Plan: Rent Determination
X	Schedule of flat rents offered at each public housing development X check here if included in the public housing A&O Policy	Annual Plan: Rent Determination
X	Section 8 rent determination (payment standard) policies X check here if included in Section 8	Annual Plan: Rent Determination

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
	Administrative Plan	

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
X	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	Annual Plan: Operations and Maintenance
X	Public housing grievance procedures X check here if included in the public housing A&O Policy	Annual Plan: Grievance Procedures
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
X	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
X	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	Annual Plan: Capital Needs
NA	Approved HOPEVI applications or, if more recent, approved or submitted HOPEVI Revitalization Plans or any other approved proposal for development of public housing	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	Annual Plan: Conversion of Public Housing
NA	Approved or submitted public housing home ownership programs/plans	Annual Plan: Homeownership
NA	Policies governing any Section 8 Homeownership program <input type="checkbox"/> check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
X	Any cooperative agreement between the PHA and the TANF Agency	Annual Plan: Community Service & Self -Sufficiency
X	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self -Sufficiency
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 for any open grant and most recently submitted PHDEP application (PHDEP Plan)	Annual Plan: Safety and Crime Prevention

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
X	The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	Annual Plan: Annual Audit
NA	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)

1. Statement of Housing Needs

[24 CFR Part 903.79(a)]

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

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

Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Overall	Afford-ability	Supply	Quality	Access-ibility	Size	Loca-tion
Income <= 30% of AMI	2546	5	4	1	1	1	1
Income > 30% but <= 50% of AMI	3075	5	4	1	1	1	1
Income > 50% but < 80% of AMI	4874	5	4	1	1	1	1
Elderly	873	4	2	1	3	1	3
Families with Disabilities	1856*	4	4	1	4	1	1
Black	93	5	4	1	1	1	1
American Indian	NA						
Hispanic	434	5	4	1	1	1	1
Asian/Pac Islander	NA						

*Persons not families

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

- Consolidated Plan of the Jurisdiction/s
Indicate year: 2002
- U.S. Census data: the Comprehensive Housing Affordability Strategy ("CHAS") dataset
- American Housing Survey data
Indicate year:
- Other housing market study
Indicate year:
- Other sources: (list and indicate year of information)

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

State the housing needs of the families on the PHA's waiting list/s. **Complete one table for each type of PHA -wide waiting list administered by the PHA.** PHAs may provide separate tables for site-based or sub-jurisdictional public housing waiting lists at their option.

Housing Need of Families on the Waiting List			
Waiting list type: (select one)			
<input checked="" type="checkbox"/> Section 8 tenant-based assistance			
<input type="checkbox"/> Public Housing			
<input 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	1093		171
Extremely low income <= 30% AMI	851	78	
Very low income (> 30% but <= 50% AMI)	239	22	
Low income (> 50% but < 80% AMI)	0	0	
Families with children	1048	96	
Elderly families	45	4	
Families with Disabilities	336	31	
Race/ethnicity-white	884	81	
Race/ethnicity-black	45	4	
Race/ethnicity-american indian	21	2	
Race/ethnicity-asian	23	2	

Housing Needs of Families on the Waiting List			
Race/ethnicity-hispanic		11	
Characteristics by Bedroom Size (Public Housing Only)	NA	NA	NA
1BR			
2BR			
3BR			
4BR			
5BR			
5+BR			
Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes If yes: How long has it been closed (# of months)? Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input type="checkbox"/> Yes			

Housing Needs of Families on the Waiting List			
Waiting list type: (select one) Section 8 tenant -based assistance <input checked="" type="checkbox"/> Public Housing <input 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	222		47
Extremely low income <= 30% AMI	174	78	
Very low income (> 30% but <= 50% AMI)	48	22	
Low income (> 50% but < 80% AMI)	0	0	
Families with children	219	99	
Elderly families	3	17	
Families with Disabilities	128	8	
Race/ethnicity-white	169	76	

Housing Needs of Families on the Waiting List			
Race/ethnicity-black	10	5	
Race/ethnicity-americanindian	8	4	
Race/ethnicity-asian	7	3	
Race/ethnicity-hispanic 2813			
Characteristics by Bedroom Size (Public Housing Only)			
1BR	6	3	1
2BR	131	59	28
3BR	75	34	16
4BR	10	5	2
5BR			
5+BR			
Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			
If yes:			
How long has it been closed (# of months)?			
Does the PHA expect to open the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes			
Does the PHA permit specific categories of families on to the waiting list, even if generally closed? <input type="checkbox"/> No <input type="checkbox"/> Yes			

C. Strategy for Addressing Needs

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

(1) Strategies

Need: Shortage of affordable housing for all eligible populations

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

Select all that apply

- Employ effective maintenance and management policies to minimize the number of public housing units off -line
- Reduce turnover time for vacated public housing units
- Reduce time to renovate public housing units
- Seek replacement of public housing units lost to the inventory through mixed financed development
- Seek replacement of public housing units lost to the inventory through section 8 replacement housing resources

- Maintain or increase section 8 lease -uprates 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 -uprates by marketing the program to owners, particularly those outside of areas of minority and poverty concentration
- Maintain or increase section 8 lease -uprates by effectively screening Section 8 applicants to increase owner acceptance of program
- Participate in the Consolidated Plan development process to ensure coordination with broader community strategies
- Other (list below)

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

Select all that apply

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

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

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

Select all that apply

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

Meet or exceed HUD federal targeting requirements for families at or below 30% of AMI in public housing and tenant based Section 8 assistance.

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

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

Select all that apply

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

Need: Specific Family Types: The Elderly

Strategy 1: Target available assistance to the elderly:

Select all that apply

- Seek designation of public housing for the elderly
- Apply for special-purpose voucher targeted to the elderly, should they become available
- Other: (list below)
Need for targeting elderly housing in this jurisdiction does not exist given information from waiting list and consolidated plan.

Need: Specific Family Types: Families with Disabilities

Strategy 1: Target available assistance to Families with Disabilities:

Select all that apply

- Seek designation of public housing for families with disabilities
- Carry out the modification needed in public housing based on the section 504 Needs Assessment for Public Housing
- Apply for special-purpose voucher targeted to families with disabilities, should they become available and if review of waiting list indicates a need
- Affirmatively market to local non-profit agencies that assist families with disabilities
- Other: (list below)
Maintain 100% occupancy of 75 Section 8 Mainstream Vouchers for the disabled.

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

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

Select if applicable

- Affirmatively market to races/ethnicities shown to have disproportionate housing needs
- Other: (list below)
Continue to affirmatively market assisted housing opportunities to minority population.

Strategy 2: Conduct activities to affirmatively further fair housing

Select all that apply

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

Counsel section 8 tenants who have caused to believe they have been discriminated against and the process for having their concerns heard.

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

(2) Reasons for Selecting Strategies

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

- Funding constraints
- Staffing constraints
- Limited availability of sites for assisted housing
- Extent to which particular housing needs are met by other organizations in the community
- Evidence of housing needs as demonstrated in the Consolidated Plan and other information available to the PHA
- Influence of the housing market on PHA programs
- Community priorities regarding housing assistance
- Results of consultation with local or state government
- Results of consultation with residents and the Resident Advisory Board
- Results of consultation with advocacy groups
- Other: (list below)

2. Statement of Financial Resources

[24CFR Part 903.79(b)]

List the financial resources that are anticipated to be available to the PHA for the support of Federal public housing and tenant-based Section 8 assistance programs administered by the PHA during the Plan year. Note: the table assumes that Federal public housing or tenant-based Section 8 assistance grant funds are expended on eligible purposes; therefore, uses of these funds need not be stated. For other funds, indicate the use for those funds as one of the following categories: public housing operations, public housing capital improvements, public housing safety/security, public housing supportive services, Section 8 tenant-based assistance, Section 8 supportive services or other.

Financial Resources : Planned Sources and Uses		
Sources	Planned \$	Planned Uses
1. Federal Grants (FY 2000 grants)		
a) Public Housing Operating Fund	228,990	
b) Public Housing Capital Fund	300,494	
c) HOPEVI Revitalization	0	
d) HOPEVI Demolition	0	
e) Annual Contributions for Section 8 Tenant-Based Assistance	8,239,264	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)		

Financial Resources : Planned Sources and Uses		
Sources	Planned \$	Planned Uses
g) Resident Opportunity and Self - Sufficiency Grants		
h) Community Development Block Grant		
i) HOME		
Other Federal Grants (list below)		
FSS Coordinator Funding	21,075	Section 8 Support. Serv.
2. Prior Year Federal Grants (unobligated funds only) (list below)		
3. Public Housing Dwelling Rental Income	307,209	PH Operations
4. Other income (list below)		
Laundry Machine Revenue	2,622	PH Operations
Miscellaneous	16,262	
4. Non -federal sources (list below)		
PH Interest Income	7,172	PH Operations
Section 8 Interest Income	4,989	Section 8 Operations
Total resources	9,128,077	

3. PHA Policies Governing Eligibility, Selection, and Admissions

[24CFR Part 903.79(c)]

A. Public Housing

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

(1) Eligibility

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

- When families are within a certain number of being offered a unit: (state number)
- When families are within a certain time of being offered a unit: (state time)
- Other: (describe)

When families reach the top of the waiting list and vacancy is expected in appropriate bedroom size.

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

- Criminal or Drug -related activity**
- Rental history**
- Other**
- Credit**
- 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)

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

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

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

c. If the PHA plan 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?

2. Yes No: Are any or all of the PHA's site-based waiting lists new for the upcoming year (that is, they are not part of a previously HUD-approved site-based waiting list plan)? If yes, how many lists?

3. Yes No: May families be on more than one list simultaneously? If yes, how many lists?

4. Where can interested persons obtain more information about and sign up to be on the site-based waiting lists (select all that apply)?

- PHA main administrative office
- All PHA development management offices
- Management offices at developments with site-based waiting lists
- At the development to which they would like to apply
- Other (list below)

(3) Assignment

a. How many vacant unit choices are applicants ordinarily given before they fall to the bottom of or are removed from the waiting list? (select one)

- One
- Two
- Three or More

b. Yes No: Is this policy consistent across all waiting list types?

c. If answer to b is no, list variations for any other than the primary public housing waiting list/s for the PHA:

(4) Admissions Preferences

a. Income targeting:

Yes No: Does the PHA plan to exceed the federal targeting requirements by targeting more than 40% of all new admissions to public housing to families at or below 30% of median area income?

b. Transfer policies:

In what circumstances will transfer take precedence over new admissions? (list below)

- Emergencies**
- Overhouse**
- Underhoused
- Medical justification
- Administrative reasons determined by the PHA (e.g., to permit modernization work)
- Resident choice: (state circumstances below)
- Other: (list below)

c. Preferences

1. Yes No: Has the PHA established preferences for admission to public housing (other than date and time of application)? (If "no" is selected, skip to subsection **(5) Occupancy**)

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

Former Federal preferences:

- Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- Victims of domestic violence
- Substandard housing
- Homelessness
- High rent burden (rent is > 50 percent of income)

Other preferences: (select below)

- Working families and those unable to work because of age or disability
- Veterans and veterans' families
- Residents who live and/or work in the jurisdiction
- Those enrolled currently in educational, training, or upward mobility programs
- Household that contribute to meeting income goals (broad range of incomes)
- Household that contribute to meeting income requirements (targeting)
- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes
- Other preference(s) (list below)

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

Date and Time

Former Federal preferences:

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

Other preferences (select all that apply)

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

Other preference(s) (list below)

4. Relationship of preference to income targeting requirements:

- The PHA applies preferences within income tiers
 Not applicable: the pool of applicant families ensures that the PHA will meet income targeting requirements

(5) Occupancy

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

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

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

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

(6) Deconcentration and Income Mixing See Attachment 1

a. Yes No: Does the PHA have any general occupancy (family) public housing developments covered by the deconcentration rule? If no, this section is complete. If yes, continue to the next question.

b. Yes No: Do any of these covered developments have average incomes above or below 85% to 115% of the average incomes of all such developments? If no, this section is complete.

B. Section 8

Exemptions: PHA that do not administer section 8 are not required to complete sub -component 3B.

Unless otherwise specified, all questions in this section apply only to the tenant -based section 8 assistance program (vouchers, and until completely merged into the voucher program, certificates).

(1) Eligibility

a. What is the extent of screening conducted by the PHA? (select all that apply)

- Criminal or drug -related activity only to the extent required by law or regulation

- Criminal and drug -related activity, more extensively than required by law or regulation
- More general screening than criminal and drug -related activity (list factors below)
- Other (list below)

- b. Yes No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?
- c. Yes No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?
- d. Yes No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC -authorized source)

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

- Criminal or drug -related activity
- Other (describe below)

None

(2) Waiting List Organization

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

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

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

- PHA main administrative office
- Other (list below)

(3) Search Time

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

If yes, state circumstances below:

(4) Admissions Preferences

a. Income targeting

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

b. Preferences

1. Yes No: Has the PHA established preferences for admission to section 8 tenant based assistance? (other than date and time of application) (if no, skip to subcomponent **(5) Special purpose section 8 assistance programs**)

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

Former Federal preferences

- Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- Victims of domestic violence
- Substandard housing
- Homelessness
- High rent burden (rent is > 50 percent of income)

Other preferences (select all that apply)

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

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

Date and Time

Former Federal preferences

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

Homelessness
Highrentburden

Otherpreferences(selectallthatapply)

- Workingfamiliesandthoseunabletoworkbecauseofageordisability
- Veteransandveterans'families
- Residentswholiveand/orworkinyourjurisdiction
- Thoseenroll edcurrentlyineducational,training,orupwardmobilityprograms
- Householdsthatcontributetomeetingincomegoals(broadrangeofincomes)
- Householdsthatcontributetomeetingincomerequirements(targeting)
- Thosepreviouslyenrolledineducational,training,orupwardmobility programs
- Victimsofreprisalsorhatecrimes
- Otherpreference(s)(listbelow)

4.Amongapplicantsonthewaitinglistwiththeequalpr eferencestatus,howare applicantsselected?(selectone)

- Dateandtimeofapplication
- Drawing(lottery)orotherrandomchoicetechnique

5.IfthePHAplanstoemploypreferencesfor“residentstholiveand/orwork inthe jurisdiction”(selectone)

- ThispreferencehaspreviouslybeenreviewedandapprovedbyHUD
- ThePHArequestsapprovalforthispreferencethroughthisPHAPlan

6.Relationshipofpreferencesto incometargeting requirements:(selectone)

- ThePHAappliespreferenceswithinincometiers
- Notapplicable:thepoolofapplicantfamiliesensurethatthePHAwillmeet incometargetingrequirements

(5)SpecialPurposeSection8AssistancePrograms

a.Inwhichdocumentsorotherreferencematerialsarethepoliciesgoverningeligibility, selection,andadmissionstoanyspecial -purposesection8programadministeredbythe PHAcontained?(selectallthatapply)

- TheSection8AdministrativePlan
- Briefingsessionsandwrittenmaterials
- Other(listbelow)

b. HowdoesthePHAannouncetheavailabilityofanyspecial -purposesection8 programstothepublic?

- Throughpublishednotices
- Other(listbelow)

Applicantnotification

4.PHARentDeterminationPolicies

[24CFRPart903.79(d)]

A. Public Housing

Exemptions: PHAs that do not administer public housing are not required to complete sub-component 4A.

(1) Income Based Rent Policies

Describe the PHA's income based rent setting policy/ies for public housing using, including discretionary (that is, not required by statute or regulation) income disregards and exclusions, in the appropriate spaces below.

a. Use of discretionary policies: (select one)

The PHA will not employ any discretionary rent setting policies for income based rent in public housing. Income based rents are set at the higher of 30% of adjusted monthly income, 10% of unadjusted monthly income, the welfare rent, or minimum rent (less HUD mandatory deductions and exclusions). (If selected, skip to sub-component (2))

---or---

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

b. Minimum Rent

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

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

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

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

See Attachment 2

Rents set at less than 30% than adjusted income

1. Yes No: Does the PHA plan to charge rents at a fixed amount or percentage less than 30% of adjusted income?

2. If yes to above, list the amounts or percentages charged and the circumstances under which these will be used below:

d. Which of the discretionary (optional) deductions and/or exclusions policies does the PHA plan to employ (select all that apply) None

- For the earned income of a previously unemployed household member
- For increases in earned income
- Fixed amount (other than general rent -setting policy)
If yes, state amount/s and circumstances below:

- Fixed percentage (other than general rent -setting policy)
If yes, state percentage/s and circumstances below:

- For household heads
- For other family members
- For transportation expenses
- For tenon -reimbursed medical expenses of non -disabled or non -elderly families
- Other (describe below)

e. Ceiling rents

1. Do you have ceiling rents? (rents set at a level lower than 30% of adjusted income)
(select one)

- Yes for all developments
- Yes but only for some developments
- No

2. For which kinds of developments are ceiling rents in place? (select all that apply)

- For all developments
- For all general occupancy developments (not elderly or disabled or elderly only)
- For specified general occupancy developments
- For certain parts of developments; e.g., the high -rise portion
- For certain size units; e.g., larger bedroom sizes
- Other (list below)

3. Select the space or spaces that best describe how you arrive at ceiling rents (select all that apply)

- Market comparability study
- Fair market rents (FMR)
- 95th percentile rents
- 75 percent of operating costs
- 100 percent of operating costs for general occupancy (family) developments
- Operating costs plus debt service
- The "rental value" of the unit
- Other (list below)

f. Rent re-determinations:

1. Between income reexaminations, how often must tenants report changes in income or family composition to the PHA such that the changes result in an adjustment to rent? (select all that apply)

- Never
- At family option
- Anytime the family experiences an income increase
- Anytime a family experiences an income increase above a threshold amount or percentage: (if selected, specify threshold) \$1200
- Other (list below)

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

(2) Flat Rents

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

- This section 8 rent reasonableness study of comparable housing
- Survey of rents listed in local newspaper
- Survey of similar unassisted units in the neighborhood
- Other (list/describe below)

Section 8 Fair Market Rents

B. Section 8 Tenant -Based Assistance

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

(1) Payment Standards

Describe the voucher payment standards and policies.

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

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

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

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

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

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

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

- Annually
 - Other (list below)
- Conditions that require reevaluation.**

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

- Success rates of assisted families
 - Rent burden of assisted families
 - Other (list below)
- Budget**

(2) Minimum Rent

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

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

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

See Attachment 3

5. Operations and Management

PERFORMER

Not Required - Small PHA/HIGH

[24 CFR Part 903.79(e)]

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

A.PHAManagementStructure

Describe the PHA’s management structure and organization.

(select one)

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

B.HUDProgramsUnderPHAManagement

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

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

C.Management and Maintenance Policies

List the PHA’s public housing management and maintenance policy documents, manuals and handbooks that contain the Agency’s rules, standards, and policies that govern maintenance and management of public housing, including a description of any measures necessary for the prevention or eradication of pest infestation (which includes cockroach infestation) and the policies governing Section 8 management.

(1) Public Housing Maintenance and Management: (list below)

(2) Section 8 Management: (list below)

6. PHA Grievance Procedures Not Required -Small PHA/HIGH PERFORMER

[24CFR Part 903.79(f)]

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

A. Public Housing

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

If yes, list addition to federal requirements below:

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

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

B. Section 8 Tenant -Based Assistance

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

If yes, list addition to federal requirements below:

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

- PHA main administrative office
 Other (list below)

7. Capital Improvement Needs

[24CFR Part 903.79(g)]

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

A. Capital Fund Activities

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

(1) Capital Fund Program Annual Statement

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

Select one:

The Capital Fund Program Annual Statement is provided as an attachment to the PHA Plan at Attachment (state name) **See Attachment 4**

-or-

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

Capital Fund Annual Statement/Performance & Evaluation Report, FFY2000 – See Attachment 6

(2) Optional 5 - Year Action Plan

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

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

b. If yes to question a, select one:

The Capital Fund Program 5 - Year Action Plan is provided as an attachment to the PHA Plan at Attachment (state name) **See Attachment 5**

-or-

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

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

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

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

1. Development name:

2. Development(project) number:

3. Status of grant: (select the statement that best describes the current status)

- Revitalization Plan under development
- Revitalization Plans submitted, pending approval
- Revitalization Plan approved
- Activities pursuant to an approved Revitalization Plan underway

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

If yes, list development name/s below:

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

If yes, list developments or activities below:

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

If yes, list developments or activities below:

8. Demolition and Disposition

[24CFR Part 903.79(h)]

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

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

2. Activity Description

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

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

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

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

[24CFR Part 903.79(i)]

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

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

2. Activity Description

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

Designation of Public Housing Activity Description
1a. Development name:
1b. Development (project) number:
2. Designation type:
Occupancy by only the elderly <input type="checkbox"/>
Occupancy by families with disabilities <input type="checkbox"/>
Occupancy by only elderly families and families with disabilities <input type="checkbox"/>
3. Application status (select one)

Approved; included in the PHA's Designation Plan <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/>
4. Date this designation approved, submitted, or planned for submission: <u> (DD/MM/YY)</u>
5. If approved, will this designation constitute a (select one) <input type="checkbox"/> New Designation Plan <input type="checkbox"/> Revision of a previously -approved Designation Plan?
6. Number of units affected: 7. Coverage of action (select one) <input type="checkbox"/> Part of the development <input type="checkbox"/> Total development

10. Conversion of Public Housing to Tenant -Based Assistance

[24CFR Part 903.79(j)]

Exemptions from Component 10; Section 8 only PHAs are not required to complete this section.

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

1. Yes No: Have any of the PHA's developments or portions of developments been identified by HUD or the PHA as covered under section 202 of the HUD FY 1996 HUD Appropriations Act? (If "No", skip to component 11; if "yes", complete one activity description for each identified development, unless eligible to complete as streamlined submission. PHAs completing streamlined submissions may skip to component 11.)

2. Activity Description
 Yes No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? If "yes", skip to component 11. If "No", complete the Activity Description table below.

Conversion of Public Housing Activity Description
1a. Development name:
1b. Development (project) number:
2. What is the status of the required assessment? <input type="checkbox"/> Assessment underway <input type="checkbox"/> Assessment results submitted to HUD <input type="checkbox"/> Assessment results approved by HUD (if marked, proceed to next question) <input type="checkbox"/> Other (explain below)
3. <input type="checkbox"/> Yes <input type="checkbox"/> No: Is a Conversion Plan required? (If yes, go to block 4; if no, go to block 5.)
4. Status of Conversion Plan (select the statement that best describes the current status) <input type="checkbox"/> Conversion Plan in development

<input type="checkbox"/> Conversion Plans submitted to HUD on: (DD/MM/YYYY) <input type="checkbox"/> Conversion Plan approved by HUD on: (DD/MM/YYYY) <input type="checkbox"/> Activities pursuant to HUD - approved Conversion Plan underway
5. Description of how requirements of Section 202 are being satisfied by means other than conversion (select one) <input type="checkbox"/> Units addressed in a pending or approved demolition application (date submitted or approved:) <input type="checkbox"/> Units addressed in a pending or approved HOPE VI demolition application (date submitted or approved:) <input type="checkbox"/> Units addressed in a pending or approved HOPE VI Revitalization Plan (date submitted or approved:) <input type="checkbox"/> Requirements no longer applicable: vacancy rates are less than 10 percent <input type="checkbox"/> Requirements no longer applicable: site now has less than 300 units <input type="checkbox"/> Other: (describe below)

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

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

11. Homeownership Programs Administered by the PHA

[24CFR Part 903.79(k)]

A. Public Housing

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

1. Yes No: Does the PHA administer any homeownership programs administered by the PHA under an approved section 5(h) homeownership program (42 U.S.C. 1437c(h)), or an approved HOPE I program (42 U.S.C. 1437aaa) or has the PHA applied or plan to apply to administer any homeownership programs under section 5(h), the HOPE I program, or section 32 of the U.S. Housing Act of 1937 (42 U.S.C. 1437z -4). (If "No", skip to component 11B; if "yes", complete one activity description for each applicable program/plan, unless eligible to complete a streamlined submission due to **small PHA** or **high performing PHA** status. PHAs completing streamlined submissions may skip to component 11B.)

2. Activity Description

Yes No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? (If "yes", skip to component 12. If "No", complete the Activity Description table below.)

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

B. Section 8 Tenant Based Assistance

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

2. Program Description:

a. Size of Program

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

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

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

b. PHA -established eligibility criteria

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

12. PHA Community Service and Self -sufficiency Programs

[24CFR Part 903.79(l)] **The Community Service Requirement has been suspended by HUD until further notice.**

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

A. PHA Coordination with the Welfare (TANF) Agency

1. Cooperative agreements: **No Formal Agreement**

Yes No: Has the PHA entered into a cooperative agreement with the TANF Agency, to share information and/or target supportive 0000000000000000 services (as contemplated by section 12(d)(7) of the Housing Act of 1937)?

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

2. Other coordination efforts between the PHA and TANF Agency (select all that apply)

- Client referrals
- Information sharing regarding mutual clients (for rent determinations and otherwise)
- Coordinate the provision of specific social and self -sufficiency services and program to eligible families
- Jointly administer programs
- Partner to administer a HUD Welfare -to-Work voucher program
- Joint administration of other demonstration program
- Other (describe)
Description of Community Service Implementation and Administration See Attachment 7. The Community Service requirement has been suspended by HUD until further notice.

B. Services and programs offered to residents and participants

(1) General

a. Self -Sufficiency Policies

Which, if any of the following discretionary policies will the PHA employ to enhance the economic and social self -sufficiency of assisted families in the following areas? (select all that apply)

- Public housing rent determination policies
- Public housing admissions policies
- Section 8 admissions policies
- Preference in admission to section 8 for certain public housing families

- b. Yes No: If the PHA is not maintaining the minimum program size required by HUD, does the most recent FSS Action Plan address the steps the PHA plans to take to achieve at least the minimum program size?
If no, list steps the PHA will take below:

C. Welfare Benefit Reductions

1. The PHA is complying with the statutory requirements of section 12(d) of the U.S. Housing Act of 1937 (relating to the treatment of income changes resulting from welfare program requirements) by: (select all that apply)

- Adopting appropriate changes to the PHA's public housing rent determination policies and train staff to carry out those policies
- Informing residents of new policy on admission and reexamination
- Actively notifying residents of new policy at times in addition to admission and reexamination.
- Establishing or pursuing a cooperative agreement with all appropriate TANF agencies regarding the exchange of information and coordination of services
- Establishing a protocol for exchange of information with all appropriate TANF agencies
- Other: (list below)

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

[24CFR Part 903.79(m)]

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

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

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

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

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

- Safety and security survey of residents
- Analysis of crime statistics over time for crimes committed “in and around” public housing authority
- Analysis of cost trends over time for repair of vandalism and removal of graffiti
- Resident reports
- PHA employee reports
- Police reports
- Demonstrable, quantifiable success with previous or ongoing anti-crime/anti-drug programs
- Other (describe below)

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

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

1. List the crime prevention activities the PHA has undertaken or plan to undertake: (select all that apply)

- Contracting with outside and/or resident organizations for the provision of crime and/or drug -prevention activities
- Crime Prevention Through Environmental Design
- Activities targeted to at -risk youth, adults, or seniors
- Volunteer Resident Patrol/Block Watchers Program
- Other (describe below)

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

C. Coordination between PHA and the police

1. Describe the coordination between the PHA and the appropriate police precincts for carrying out crime prevention measures and activities: (select all that apply)

- Police involvement in development, implementation, and/or ongoing evaluation of drug-elimination plan
- Police provide crime data to housing authority staff for analysis and action
- Police have established a physical presence on housing authority property (e.g., community policing office, officer in residence)
- Police regularly testify in and otherwise support eviction cases
- Police regularly meet with the PHA management and residents
- Agreement between PHA and local law enforcement agency for provision of above-baseline law enforcement services

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

D. Additional information as required by PHDEP/PHDEP Plan

PHA eligible for FY2000 PHDEP funds must provide a PHDEP Plan meeting specified requirements prior to receipt of PHDEP funds.

- Yes No: Is the PHA eligible to participate in the PHDEP in the fiscal year covered by this PHA Plan?
 Yes No: Has the PHA included the PHDEP Plan for FY2000 in this PHA Plan?
 Yes No: This PHDEP Plan is an Attachment. (Attachment File name: _____)

14. RESERVED FOR PET POLICY

[24CFR Part 903.79(n)]

See Attachment 8

15. Civil Rights Certifications See Attachment 11

[24CFR Part 903.79(o)]

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

16. Fiscal Audit

[24CFR Part 903.79(p)]

1. Yes No: Is the PHA required to have an audit conducted under section 5(h)(2) of the U. S. Housing Act of 1937 (42 U.S.C. 1437c(h))? (If no, skip to component 17.)
 2. Yes No: Was the most recent fiscal audit submitted to HUD?
 3. Yes No: Were there any findings as the result of that audit?
 4. Yes No: If there were any findings, do any remain unresolved? If yes, how many unresolved findings remain? _____
 5. Yes No: Have responses to any unresolved findings been submitted to HUD? If not, when are they due (state below)?

17. PHA Asset Management Not Required - Small PHA/High Performer

[24CFR Part 903.79(q)]

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

1. Yes No: Is the PHA engaging in any activities that will contribute to the long-term asset management of its public housing stock, including how the Agency will plan for long-term operating, capital investment,

rehabilitation, modernization, disposition, and other needs that have **not** been addressed elsewhere in this PHA Plan?

2. What types of asset management activities will the PHA undertake? (select all that apply)

- Not applicable
- Private management
- Development-based accounting
- Comprehensive stock assessment
- Other: (list below)

3. Yes No: Has the PHA included description of asset management activities in the **optional** Public Housing Asset Management Table?

18. Other Information

[24 CFR Part 903.79(r)]

A. Resident Advisory Board Recommendations

1. Yes No: Did the PHA receive any comments on the PHA Plan from the Resident Advisory Board/s?

2. If yes, the comments are: (if comments were received, the PHA **MUST** select one)
 Attached at Attachment (Filename) **See Attachment 9**
Provided below:

3. In what manner did the PHA address those comments? (select all that apply)
Considered comments, but determined that no changes to the PHA Plan were necessary.

- The PHA changed portions of the PHA Plan in response to comments
List changes below:
- Other: (list below)
See Attachment 9

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

1. Yes No: Does the PHA meet the exemption criteria provided section 2(b)(2) of the U.S. Housing Act of 1937? (If no, continue to question 2; if yes, skip to sub-component C.)

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

3. Description of Resident Election Process

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

- Candidates were nominated by resident and assisted family organizations

- Candidates could be nominated by any adult recipient of PHA assistance
- Self-nomination: Candidates registered with the PHA and requested a place on ballot
- Other: (describe)

b. Eligible candidates: (select one)

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

c. Eligible voters: (select all that apply)

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

C. Statement of Consistency with the Consolidated Plan

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

1. Consolidated Plan jurisdiction: (provide name here)

Davis County, Clearfield City, Layton City

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

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

See Attachment 10

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

All jurisdictions have adopted plans that support the PHA Plan in furthering the supply of affordable housing throughout. Davis County stated that "adequate housing is among the highest priorities". It is stated that "As Davis County's population continues to grow there is a need to develop and expand social services and affordable housing in the County to better meet the needs of low income residents. This will be COG's primary focus for dispersing CDBG funds."

Regional coordination could help provide the emphasis and ability to pursue a number of potentially beneficial actions including:

- **Identify and pursue all available options to increase the pool of subsidized housing.**
- **Define the organizational structure of local government agencies involved in housing related services to ensure full regional participation in all available housing programs.**
- **Encourage private non-profit organizations who sponsor development of low income and/or special needs housing to continue their efforts in the Region.**
- **Encourage Utah Homebuilders Association, financial institutions, and other agencies who have recently gotten involved in self-sufficiency/home rehabilitation and ownership projects in the Salt Lake Area to expand their efforts to other parts of the Region.**
- **Encourage greater cooperation between government social service agencies and local housing authorities who often serve the same clientele. Promote a greater emphasis on teaching self-sufficiency skills and moving people through the social services support system.**
- **Encourage coordination and cooperation between local jurisdictions in the preparation of comprehensive housing policies and plans.**
- **Monitor tenant/landlord and other housing related legislation to determine impact on affordable housing.**
- **Work with housing and service providers to establish and monitor specific, quantifiable agency objectives.**

D. Other Information Required by HUD

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

Attachments

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

Attachments listed in order of appearance in Plan.

- 1 Deconcentration Policy, Pages 20 & 21, ACOP
- 2 Minimum Rent Policy Public Housing, Pages 41 & 42, ACOP
- 3 Minimum Rent Policy Section 8, Pages 60 & 61, Section 8
Administrative Plan
- 4 Capital Fund Annual Statement, FFY 2002
- 5 Capital Fund Five Year Action Plan
- 6 Capital Fund Annual Statement/Performance & Evaluation Report,
FFY 2001
- 7 Community Service Policy, Pages 46 - 48, ACOP
- 8 Pet Policy, Pages 58 - 62, ACOP
- 9 Resident Advisory Board Comments
- 10 Consolidated Plan Certifications (3), Davis County, Layton City,
Clearfield City
- 11 PHA Certifications of Compliance with the PHA Plans and Related
Regulations
- 12 Certification for a Drug -Free Workplace
- 13 Disclosure of Lobbying Activities
- 14 Certification of Payments to Influence Federal Transactions
- 15 ACC Capital Fund Program, FFY 2002

PHA Plan Table Library

Attachment 5, Page 1 of 4

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

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

Capital Fund Grant Number UT06P00950102 FFY of Grant Approval: 10 /01/02

X Original Annual Statement

Line No.	Summary by Development Account	Total Estimated Cost
1	Total Non - CGP Funds	
2	1406 Operations	
3	1408 Management Improvements	85,145
4	1410 Administration	30,049
5	1411 Audit	
6	1415 Liquidated Damages	
7	1430 Fees and Costs	10,000
8	1440 Site Acquisition	
9	1450 Site Improvement	
10	1460 Dwelling Structures	156,000
11	1465.1 Dwelling Equipment - Nonexpendable	
12	1470 Nondwelling Structures	
13	1475 Nondwelling Equipment	19,300
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)	300,494
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	22,300
24	Amount of line 20 Related to Energy Conservation Measures	60,000

**AnnualStatement
CapitalFundProgram(CFP)PartII:SupportingTable**

Attachment5,Page2of4

Development Number/Name HA-WideActivities	GeneralDescriptionofMajorW ork Categories	Development Account Number	Total Estimated Cost
HAWIDE MGTIMPROV	FEESANDCOSTS	1430	10,000
	STORAGE SHED -OFFICE	1408	16,000
	VEHICLE	1408	25,000
	MAINFRAME/SOFTWARE SYSTEM	1408	44,145
ADMIN	HOUSING AUTHORITY STAFF PAY-ROLL AND BENEFITS TO ADMIN-ISTER CAPITAL FUNDS	1410	30,049
UT 9-3	SECURITY SYSTEM IMPROV	1475	5,790
	FLAT ROOF REPLACEMENT	1460	54,000
	WINDOW REPLACEMENT	1460	40,000
UT 9-4	SECURITY GLASS	1460	1,500
	SECURITY SYSTEM IMPROV	1475	5,790
	FLAT ROOF REPLACEMENT	1460	35,000
	WINDOW REPLACEMENT	1460	20,000
UT 9-5 CENTER COURT I THORNWOOD	SECURITY GLASS	1460	1,500
	SECURITY SYSTEM IMPROVE	1475	3,860
	SECURITY SYSTEM IMPROVE	1475	3,860

AnnualStatement
CapitalFundProgram(CFP)PartII:SupportingTable

Attachment5,Page3of4

Development Number/Name HA-WideActivities	GeneralDescriptionofMajorWork Categories	Development Account Number	Total Estimated Cost
UT9 -6	FIREWALL	1460	4,000

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)
HA WIDE MGT IMPROV ADMIN	3/2004 3/2004 3/2004	9/2005 9/2005 9/2005
UT 9-3 MEADOWS WEST	3/2004	9/2005
UT 9-4 MEADOWS EAST	3/2004	9/2005
UT 9-5 CENTER COURT I THORNWOOD	3/2004 3/2004	9/2005 9/2005
UT 9-6 CENTER COURT II PARRISH	3/2004 3/2004	9/2005 9/2005

- C. Foster – adults and/or foster - children will not be required to share a bedroom with family members.
- D. Live-in aides will get a separate bedroom.

Exceptions to normal bedroom size standards include the following:

- A. Units smaller than assigned through the above guidelines – A family may request a smaller unit size than the guidelines allow. The Davis County Housing Authority will allow the smaller size unit so long as generally no more than two (2) people per bedroom are assigned. In such situations, the family will sign a certification stating they understand they will be ineligible for a larger size unit for 3 years or until the family size changes, whichever may occur first.
- B. Units larger than assigned through the above guidelines – A family may request a larger unit size than the guidelines allow. The Davis County Housing Authority will allow the larger size unit if the family provides a verified medical need that the family is housed in a larger unit.
- C. If there are no families on the waiting list for a larger size, smaller families may be housed if they sign a release form stating they will transfer (at the family's own expense) to the appropriate size unit when an eligible family needing the larger unit applies. The family transferring will be given a 30-day notice before being required to move.
- D. Larger units may be offered in order to improve the marketing of a development suffering a high vacancy rate.

SELECTION FROM THE WAITING LIST

The Davis County Housing Authority shall follow the statutory requirement that at least 40% of newly admitted families in any fiscal year be families whose annual income is at or below 30% of the area median income. To insure this requirement is met we shall quarterly monitor the incomes of newly admitted families and the incomes of the families on the waiting list. If it appears that the requirement to house extremely low-income families will not be met, we will skip higher income families on the waiting list to reach extremely low-income families.

If there are not enough extremely low-income families on the waiting list we will conduct outreach on a non-discriminatory basis to attract extremely low-income families to reach the statutory requirement.

DECONCENTRATION POLICY

It is Davis County Housing Authority's policy to provide for deconcentration of poverty and encourage income mixing by bringing higher income families into lower income

developments and lower income families into higher income developments. Toward this end, we will skip families on the waiting list to reach other families with a lower or higher income. We will accomplish this in a uniform and non-discriminating manner.

The Davis County Housing Authority will affirmatively market our housing to all eligible income groups. Lower income tenants will not be steered toward lower income developments and higher income people will not be steered toward higher income developments.

DECONCENTRATION INCENTIVES

The Davis County Housing Authority may offer one or more incentives to encourage applicant families whose income classification would help to meet the deconcentration goals of a particular development.

Various incentives may be used at different times, or under different conditions, but will always be provided in a consistent and nondiscriminatory manner.

OFFER OF A UNIT

As provided for in the Requirements for Administration of Low Rent Housing Programs under Title VI of the Civil Rights Act of 1964, an eligible applicant is assigned an appropriate position on the waiting list for admission based upon the broad base of income criteria, type and size of unit required, date and time the application was received. Eligible families on the waiting list are advised to contact the housing authority if any change in family composition, or income, should occur. Any such change may affect the family's status and eligibility for housing. Applicants will be screened for eligibility by the Assistant Property Manager at the time their name appears at the top of the waiting list. If they meet the criteria, as outlined in other sections of this document, they shall be offered a suitable unit using the following plan:

- A. A determination will be made of how many locations within Davis County Housing Authority's jurisdiction have available units of suitable size and type in the appropriate type of project. If a suitable unit is available in:
 1. Three or more locations, the applicant will be offered a suitable unit in the location with the highest number of vacancies. If the offer is rejected, the applicant will be offered a suitable unit in the location with the second highest number of vacancies. If that offer is rejected, the applicant will be offered a suitable unit in the locations with the third highest number of vacancies. If that offer is rejected, the applicant's name will be put at the bottom of the waiting list;
 2. Two locations, the applicant will be offered a suitable unit in the location with the highest number of vacancies. If the offer is rejected, the applicant will be offered a suitable unit in the location with the second highest number of vacancies. If that offer is rejected, the applicant's name will be put at the

- A. Families who opt for the flat rent will be required to go through the income reexamination process every three years, rather than the annual review they would otherwise undergo.
- B. Families who opt for the flat rent may request to have a reexamination and return to the income based method at any time for any of the following reasons:
 - 1. The family's income has decreased.
 - 2. The family's circumstances have changed increasing their expenses for childcare, medical care, etc.
 - 3. Other circumstances creating a hardship on the family such that the income method would be more financially feasible for the family.

THE INCOME METHOD

The total tenant payment is equal to the highest of:

- A. 10% of the family's monthly income; or
- B. 30% of the family's adjusted monthly income.
- C. The minimum rent of \$50.00

MINIMUM RENT

The Davis County Housing Authority has set the minimum rent at \$50.00. However if the family requests a hardship exemption, the Davis County Housing Authority will suspend the minimum rent beginning the month following the family's request until the Housing Authority can determine whether the hardship exists and whether the hardship is of a temporary or long-term nature.

- A. A hardship exists in the following circumstances:
 - 1. When the family has lost eligibility for or is waiting an eligibility determination for a Federal, State, or local assistance program, including a family that includes a member who is a non-citizen lawfully admitted for permanent residence under the Immigration and Nationality Act who would be entitled to public benefits but for title IV of the Personal Responsibility and Work Opportunity Act of 1996;
 - 2. When the family would be evicted because it is unable to pay the minimum rent;

3. When the income of the family has decreased because of changed circumstances, including loss of employment; and
 4. When a death has occurred in the family.
- B. No hardship. If the Housing Authority determines there is no qualifying hardship, the minimum rent will be reinstated, including requiring back payment of minimum rent for the time of suspension.
- C. Temporary hardship. If the Housing Authority reasonably determines that there is a qualifying hardship but that it is of a temporary nature, the minimum rent will not be imposed for a period of 90 days from the beginning of the suspension of the minimum rent. At the end of the 90-day period, the minimum rent will be imposed retroactively to the time of suspension. The Housing Authority will offer a repayment agreement for any rent not paid during the period of suspension. During the suspension period the Housing Authority will not evict the family for nonpayment of the amount of tenant rent owed for the suspension period.
- D. Long-term hardship. If the Housing Authority determines there is a long-term hardship, the family will be exempt from the minimum rent requirement until the hardship no longer exists.
- E. Appeals. The family may use the grievance procedure to appeal the Housing Authority's determination regarding the hardship. No escrow deposit will be required in order to access the grievance procedure.

THE FLAT RENT

The Davis County Housing Authority has set a flat rent for each public housing unit. In doing so, it considered the size and type of the unit, as well as its age, condition, amenities, services, and neighborhood. The Davis County Housing Authority determined the market value of the unit and set the rent at the market value. The amount of the flat rent will be reevaluated annually and adjustments applied. Affected families will be given a 30-day notice of any rent change. Adjustments are applied on the anniversary date for each affected family.

The Davis County Housing Authority will post the flat rents at each of the developments and at the central office. Flat rents are incorporated in this policy upon approval by the Board of Commissioners.

There is no utility allowance for families paying a flat rent.

RENT FOR FAMILIES UNDER THE NONCITIZEN RULE

A mixed family will receive full continuation of assistance if all of the following

11.5 ASSISTANCE AND RENT FORMULAS

A. Total Tenant Payment

The total tenant payment is equal to the highest of:

1. 10% of the family's monthly income
2. 30% of the family's adjusted monthly income
3. The Minimum rent

Plus any rent above the payment standard.

B. Minimum Rent.

The Davis County Housing Authority has set the minimum rent as \$50. However, if the family requests a hardship exemption, the Davis County Housing Authority will suspend the minimum rent for the family beginning the month following the family's hardship request. The suspension will continue until the Housing Authority can determine whether hardship exists and whether the hardship is of a temporary or long-term nature. During suspension, the family will not be required to pay a minimum rent and the Housing Assistance Payment will be increased accordingly.

1. A hardship exists in the following circumstances:
 - a. When the family has lost eligibility for or is awaiting an eligibility determination for a Federal, State or local assistance program including a family that includes a member who is a non-citizen lawfully admitted for permanent residence under the Immigration and Nationality Act who would be entitled to public benefits but for title IV of the Personal Responsibility and Work Opportunity Act of 1996;
 - b. When the family would be evicted because it is unable to pay the minimum rent;
 - c. When the income of the family has decreased because of changed circumstances, including loss of employment; and
 - d. When a death has occurred in the family.
2. No hardship. If the Housing Authority determines there is no qualifying hardship, the minimum rent will be reinstated, including requiring back payment of minimum rent to the Housing Authority for the time of suspension.

3. Temporary hardship. If the Housing Authority determines that there is a qualifying hardship but that it is of a temporary nature, the minimum rent will not be imposed for a period of 90 days from the month following the date of the family's request. At the end of the 90-day period, the minimum rent will be imposed retroactively to the time of suspension. The Housing Authority will offer a reasonable repayment agreement for any minimum rent back payment paid by the Housing Authority on the family's behalf during the period of suspension.
4. Long-term hardship. If the Housing Authority determines there is a long-term hardship, the family will be exempt from the minimum rent requirement until the hardship no longer exists.
5. Appeals. The family may use the informal hearing procedure to appeal the Housing Authority's determination regarding the hardship. No escrow deposit will be required in order to access the informal hearing procedures.

C. Section 8 Merged Vouchers

1. The payment standard is set by the Housing authority between 90% and 110% of the FMR or higher or lower with HUD approval.
2. The participant pays the greater of the Total Tenant Payment or the minimum rent, plus the amount by which the gross rent exceeds the payment standard.
3. No participant when initially receiving tenant-based assistance on a unit shall pay more than 40% of their monthly-adjusted income.

CAPITAL FUND PROGRAM TABLES START HERE

Annual Statement/Performance and Evaluation Report					
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary					
PHAName: Davis County Housing Authority		Grant Type and Number Capital Fund Program Grant No: UT06P00950102 Replacement Housing Factor Grant No:			Federal FY of Grant: 2002
<input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/Emergencies <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				
3	1408 Management Improvements	85,145			
4	1410 Administration	30,049			
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	10,000			
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures	156,000			
11	1465.1 Dwelling Equipment — Nonexpendable				
12	1470 Non Dwelling Structures				
13	1475 Non Dwelling Equipment	19,300			
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1501 Collateralization or Debt Service				
20	1502 Contingency				

Annual Statement/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary

PHAName: Davis County Housing Authority	Grant Type and Number Capital Fund Program Grant No: UT06P00950102 Replacement Housing Factor Grant No:	Federal FY of Grant: 2002
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Original Annual Statement
 Reserve for Disasters/Emergencies
 Revised Annual Statement (revision no:)
 Performance and Evaluation Report for Period Ending:
 Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
21	Amount of Annual Grant: (sum of lines 2 – 20)	300,494			
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 compliance				
24	Amount of line 21 Related to Security – Soft Costs				
25	Amount of Line 21 Related to Security – Hard Costs	22,300			
26	Amount of line 21 Related to Energy Conservation Measures	60,000			

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

PHAN ame: Davis County Housing Authority		Grant Type and Number Capital Fund Program Grant No: UT06P00950102 Replacement Housing Factor Grant No:			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 Work
				Original	Revised	Funds Obligated	Funds Expended	
HA Wide	Fees and Costs	1430		10,000				
Mgt Improve	Storage Shed -Office	1408		16,000				
	Vehicle	1408		25,000				
	Mainframe/Software system	1408		44,145				
Administration	Housing Authority Staff Payroll and Benefits to Administer Capital Funds	1410		30,049				
UT9 -3	Security System Imp.	1475		5,790				
	Flat Roof Replacement	1460		54,000				
	Window Replacement	1460		40,000				
	Security Glass	1460		1,500				
UT9 -4	Security System Imp.	1475		5,790				
	Flat Roof Replacement	1460		35,000				
	Window Replacement	1460		20,000				
	Security Glass	1460		1,500				
UT9 -5								
Center Court I								
	Security System Imp.	1475		3,860				
Thornwood	Security System Imp.	1475		3,860				

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

PHANa me: Davis County Housing Authority		Grant Type and Number Capital Fund Program Grant No: UT06P00950102 Replacement Housing Factor Grant No:			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 Work
				Original	Revised	Funds Obligated	Funds Expended	

Annual Statement/ Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)
Part III: Implementation Schedule

PHAName: Davis County Housing Authority		Grant Type and Number Capital Fund Program No: UT06P00 950102 Replacement Housing Factor No:					Federal FY of Grant: 2002
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
HA Wide	3/2004			9/2005			
Management Improve.	3/2004			9/2005			
Administration	3/2004			9/2005			
UT9 -3							
Meadows West	3/2004			9/2005			
UT 9-4							
Meadows East	3/2004			9/2005			
UT9 -5							
Center Court I	3/2004			9/2005			
Thornwood	3/2004			9/2005			
UT9 -6							
Center Court II and	3/2004			9/2005			
Parrish	3/2004			9/2005			

Capital Fund Program Five - Year Action Plan
Part II: Supporting Pages — Work Activities

Activities for Year 1	Activities for Year: __ __ FFY Grant: PHAFY:			Activities for Year: ____ FFY Grant: PHAFY:		
	Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
See						
Annual						
Statement						
	Total CFPEstimatedCost		\$			\$

CapitalFundProgramFive -YearActionPlan
PartI:Summary

SAMPLE

PHAName <i>AnytownHousing Authority</i>						<input type="checkbox"/> Original5 -YearPlan
						<input type="checkbox"/> RevisionNo:
Development Number/Name/HA-Wide	Year1	WorkStatementforYear2 FFYGrant: 2002 PHAFY: 2002	WorkSt atementforYear3 FFYGrant: 2003 PHAFY: 2003	WorkStatementforYear4 FFYGrant: 2004 PHAFY: 2004	WorkStatementforYear5 FFYGrant: 2005 PHAFY: 2005	
	Annual Statement					
<i>10-01/MainStreet</i>		<i>\$80,000</i>	<i>\$36,000</i>	<i>\$65,000</i>	<i>\$55,000</i>	
<i>10-02/Broadway</i>		<i>\$90,000</i>	<i>\$40,900</i>	<i>\$40,000</i>	<i>\$43,000</i>	
<i>HA-wide</i>		<i>\$100,000</i>	<i>\$50,000</i>	<i>\$35,000</i>	<i>\$27,000</i>	
CFPFundsListedfor 5-yearplanning		<i>\$270,000</i>	<i>\$162,900</i>	<i>\$140,000</i>	<i>125,000</i>	
ReplacementHousing FactorFunds		<i>\$40,000</i>				

Capital Fund Program Five - Year Action Plan

Part I: Summary

PHA Name Davis County Housing Authority		<input checked="" type="checkbox"/> Original 5 - Year Plan <input type="checkbox"/> Revision No:			
Development Number/Name/H A-Wide	Year 1	Work Statement for Year 2 FFY Grant: 2003 PHAFY: 2003	Work Statement for Year 3 FFY Grant: 2004 PHAFY: 2004	Work Statement for Year 4 FFY Grant: 2005 PHAFY: 2005	Work Statement for Year 5 FFY Grant: 2006 PHAFY: 2006
UT9-3		74,000	100,000	92,000	173,800
UT9-4			50,000	24,000	21,000
UT9-5		10,000	70,000	108,000	132,400
UT9-6&7		34,000		10,000	57,800
UT9-10			53,000	30,000	61,000
HA-WIDE	Annual Statement	185,000	64,000	33,000	42,000
CFP Funds Listed for 5 - year planning		\$303,000	\$337,000	\$297,000	\$488,000
Replacement Housing Factor Funds					

CapitalFundProgramFive -YearActionPlan
PartII:SupportingPages —WorkActivities

Activities for Year1	ActivitiesforYear:2 FFYGrant:2003 PHAFY:2003			ActivitiesforYear:3 FFYGrant:2004 PHAFY:2004		
	Development Name/Number	MajorWork Categories	Estimated Cost	Development Name/Number	MajorWork Categories	EstimatedCost
See						
Annual	UT9-3MW	APPLIANCES	29,000		<i>NEWVEHICAL</i>	32,000
Statement	<i>UT9-3</i>	SECURITYCCTV	35,000	<i>UT9-3</i>	<i>MECHANICAL</i>	100,000
				UT9-4	MECHANICAL	50,000
		SITEIMP.	10,000	UT9-5	APPLIANCES	25,000
	UT9-4				CABINETS	45,000
	UT9-5	PLAYGROUND IMP.	10,000	UT9-10	MECHANICALA/C	53,000
	UT9-6&9-7	BATHTILE	29,000			
	UT9-6PARRISH	NEWROOF	5,000			
	<i>HAWIDE</i>	<i>ADMIN</i>	31,000	<i>HAWIDE</i>	ADMIN.	32,000
		SYSTEMSOFWARE	50,000			
		(2)NETWORK COPYER'S	80,000			
		VEHICAL SECURITY	24,000			

TotalCFPEstimatedCost		\$303,000			\$337,000

**CapitalFundProgramFive -YearActionPlan
PartII:SupportingPages —WorkActivities**

Activities for Year1	ActivitiesforYear:4 FFYGrant:2005 PHAFY:2005			ActivitiesforYear:5 FFYGrant:2006 PHAFY:2006		
	Development Name/Number	MajorWork Categories	<i>Estimated Cost</i>	Development Name/Number	MajorWork Categories	EstimatedCost
See				UT9-3MW	LANDSCAPING	10,000
Annual	UT9-3	MECHANICALW/H	40,000		SITEIMP.	15,000
Statement		BATHTILE	52,000		APPLIANCES	24,000
	UT9-4	BATHTILE	24,000		KEYLESSENTRY APTS	19,200
					ELEVATOR RECONDITIONING	30,000
					WINDOW COVERINGS	10,000
					FLOORING	48,000

				UT9-3RWII	LANDSCAPING	4,000
					SITEIMP.	6,000
					APPLIANCES	2,000
					KEYLESSENTRY	1,600
					FLOORING	4,000
	UT9-5	FLOORCOVERING	44,000	UT9-4	APPLIANCES	12,000
		BATHTILE	44,000		WINDOW COVERINGS	5,000
					FLOORING	4,000
		SITEIMP.	20,000	UT9-5CCI	LANDSCAPING	10,000
	UT9-6&UT9 -7	ENTRIESTILE TREADS&BASE	10,000		<i>SITEIMP.</i>	10,000
					<i>APPLIANCES</i>	8,000
					<i>KEYLESSENTRY APTS</i>	6,400
					WINDOW COVERINGS	3,200
					FLOORING	16,000
				UT9-5THORN.	LANDSCAPING	10,000
					<i>SITEIMP.</i>	10,000
					<i>APPLIANCES</i>	14,000
					<i>KEYLESSENTRY APTS</i>	11,200
					WINDOW COVERINGS	5,600
					FLOORING	28,000
	UT9-10	BATHTILE	30,000	UT9-6&UT9 -7	LANDSCAPING	10,000

CAPITAL FUND PROGRAM TABLES START HERE

Annual Statement/Performance and Evaluation Report					
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary					
PHAName: Davis County Housing Authority		Grant Type and Number Capital Fund Program Grant No: UT06P00950101 Replacement Housing Factor Grant No:			Federal FY of Grant: 2001
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/Emergencies <input checked="" type="checkbox"/> Revised Annual Statement (revision no: 1)					
<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				
3	1408 Management Improvements	24,925	26,636	26,636	26,636
4	1410 Administration	30,728	30,728	30,728	19,562
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs				
8	1440 Site Acquisition				
9	1450 Site Improvement	136,609	154,627	154,127	154,127
10	1460 Dwelling Structures	73,914	68,330		
11	1465.1 Dwelling Equipment — Nonexpendable				
12	1470 Nondwelling Structures	26,965	26,965		
13	1475 Nondwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve	12,895	0		
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1501 Collateralization or Debt Service				
20	1502 Contingency				

Annual Statement/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary

PHAName: Davis County Housing Authority	Grant Type and Number Capital Fund Program Grant No: UT06P00950101 Replacement Housing Factor Grant No:	Federal FY of Grant: 2001
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Original Annual Statement
 Reserve for Disasters/Emergencies
 Revised Annual Statement (revision no: 1)
 Performance and Evaluation Report for Period Ending:
 Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
21	Amount of Annual Grant: (sum of lines 2 – 20)	307,286	307,286	211,491	200,325
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 compliance				
24	Amount of line 21 Related to Security – Soft Costs				
25	Amount of Line 21 Related to Security – Hard Costs	136,609	154,627	154,127	154,127
26	Amount of line 21 Related to Energy Conservation Measures	37,914	37,914		

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

PHAName: Davis County Housing Authority		Grant Type and Number Capital Fund Program Grant No: UT06P00950101 Replacement Housing Factor Grant No:			Federal FY of Grant: 2001			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
HA Wide	Security System - Office	1408		22,825	24,399	24,399	24,399	
Mgt Improve	Computer	1408		2,000	1,397	1,397	1,397	
Mgt Improve	Scanner	1408		100	145	145	145	
Mgt Improve	2 printers	1408		0	695	695	695	
Administration	Housing Authority Staff Payroll and Benefits to Administer Capital Funds	1410		30,728	30,728	30,728	19,562	
UT9 -3	Security System	1450		25,892	30,257	30,257	30,257	
	Flat Roof Replacement	1460		18,000	18,000			
UT9 -4	Security System	1450		18,633	21,820	21,820	21,820	
	Security Sign	1450		0	100			
UT9 -5	Security System	1450		29,400	31,822	31,822	31,822	
Center Court I	Security Sign	1450		0	100			
	Window Replacement	1460		12,882	12,882			
Thornwood	Security System	1450		25,035	27,069	27,069	27,069	
	Window Replacement	1460		25,032	25,032			

Annual Statement/Performance and Evaluation Report Capital Fund and Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part II: Supporting Pages								
PHAName: Davis County Housing Authority			Grant Type and Number Capital Fund Program Grant No: UT06P00950101 Replacement Housing Factor Grant No:			Federal FY of Grant: 2001		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
UT9 -6&9 -7	Security	1450		14,897	17,578	17,578	17,578	
	Security Sign	1450		0	100			
Center Court II	Carpeting	1460		18,000	12,416			

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part II: Supporting Pages								
PHAName: Davis County Housing Authority			Grant Type and Number Capital Fund Program Grant No: UT06P00950101 Replacement Housing Factor Grant No:			Federal FY of Grant: 2001		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
UT9 -10	Security System	1450		22,752	25,581	25,581	25,581	
	Security Sign	1450		0	100			
	Tenant Storage	1470		14,825	14,825			
	Maintenance Building	1470		12,140	12,140			

Annual Statement/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)
Part III: Implementation Schedule

PHAName: Davis County Housing Authority		Grant Type and Number Capital Fund Program No: UT06P00950101 Replacement Housing Factor No:					Federal FY of Grant: 2001	
Development Number Name/HA-Wide Activities	All Funds Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates	
	Original	Revised	Actual	Original	Revised	Actual		
Management Improve.	9/2002	3/2002	3/2002	9/2003	3/2002	3/2002		
Administration	12/2001	12/2001	12/2001	9/2003	9/2003			
UT9 -3								
Meadows West	3/2003	3/2003		9/2003	9/2003			
UT9 -4								
Meadows East	9/2002	9/2002		9/2003	9/2003			
UT9 -5								
Center Court I	9/2002	9/2002		9/2003	9/2003			
Thornwood	9/2002	9/2002		9/2003	9/2003			

Rent and other charges are due and payable on the first day of the month. All rents should be paid to the onsite Complex Representative. Reasonable accommodation for this requirement will be made for persons with disabilities. As a safety measure, no cash shall be accepted as a rent payment. If the rent is not paid by the fifth of the month, a Notice to Vacate will be issued to the tenant. If rent is paid by a personal check and the check is returned for insufficient funds, this shall be considered a non-payment of rent and will incur the late charge plus an additional charge of \$5 for processing costs.

CONTINUED OCCUPANCY AND COMMUNITY SERVICE

GENERAL

In order to be eligible for continued occupancy, each adult family member must either (1) contribute eight hours per month of community service (not including political activities), or (2) participate in an economic self-sufficiency program, or (3) perform eight hours per month of combined activities as previously described unless they are exempt from this requirement

EXEMPTIONS

The following adult family members of tenant families are exempt from this requirement:

- A. Family members who are 62 or older
- B. Family members who are disabled as defined under 216(I)(1) or 1614 of the Social Security Act (42 U.S.C. 416(I)(1) and who certifies that because of this disability she or he is unable to comply with the community service requirements.
- C. Family members who are the primary care giver for someone who is disabled as set forth in Paragraph B above.
- D. Family members engaged in work activity.
- E. Family members who are exempt from work activity under Part A Title IV of the Social Security Act or under any other State welfare program, including the Welfare-To-Work program.
- F. Family members receiving assistance, benefits or services under a State program funded under Part A Title IV of the Social Security Act or under any other State welfare program, including Welfare-To-Work and who are in compliance with that program.

NOTIFICATION OF THE REQUIREMENT

The Davis County Housing Authority shall identify all adult family members who are

apparently not exempt from the community service requirement.

The Davis County Housing Authority shall notify all such family members of the community service requirement and of the categories of individuals who are exempt from the requirement. The notification will provide the opportunity for family members to claim and explain an exempt status. The Davis County Housing Authority shall verify such claims.

The notification will advise families that their community service obligation will begin upon the effective date of their first annual reexamination on or after 10/1/2001. For families paying a flat rent, the obligation begins on the date their annual reexamination would have been effective had an annual reexamination taken place. It will also advise them that failure to comply with the community service requirement will result in ineligibility for continued occupancy at the time of any subsequent annual reexamination.

14.4 VOLUNTEER OPPORTUNITIES

Community service includes performing work or duties in the public benefit that serve to improve the quality of life and/or enhance tenant self-sufficiency, and/or increase the self-responsibility of the tenant within the community.

An economic self sufficiency program is one that is designed to encourage, assist, train or facilitate the economic independence of participants and their families or to provide work for participants. These programs may include programs for job training, work placement, basic skills training, education, English proficiency, work fare, financial or household management, apprenticeship, and any program necessary to ready a participant to work (such as substance abuse or mental health treatment).

The Davis County Housing Authority will coordinate with social service agencies, local schools, and the Human Resources Office in identifying a list of volunteer community service positions.

Together with the tenant advisory councils, the Davis County Housing Authority may create volunteer positions such as litter patrols, supervising and record keeping for volunteers.

14.5 THE PROCESS

Upon admission, or at the first annual reexamination on or after October 1, 2001, and each annual reexamination thereafter, the Davis County Housing Authority will do the following:

- A. Provide information about obtaining suitable volunteer positions.

- B. Provide a volunteer time sheet to the family member. Instructions for the time sheet require the individual to complete the form and have a supervisor date and sign for each period of work.
- C. The Davis County Housing Authority will track the family member's progress and will meet with the family member as needed to best encourage compliance.
- D. Thirty (30) days before the family's next lease anniversary date, the Davis County Housing Authority will determine whether each applicable adult family member is in compliance with the community service requirement.

14.6 NOTIFICATION OF NON-COMPLIANCE WITH COMMUNITY SERVICE REQUIREMENT

The Davis County Housing Authority will notify any family found to be in noncompliance of the following:

- A. The family member(s) has been determined to be in noncompliance;
- B. That the determination is subject to the grievance procedure; and
- C. That, unless the family member(s) enter into an agreement to comply, the lease will not be renewed or will be terminated;

14.7 OPPORTUNITY FOR CURE

The Davis County Housing Authority will offer the family member(s) the opportunity to enter into an agreement prior to the anniversary of the lease. The agreement shall state that the family member(s) agrees to enter into an economic self-sufficiency program or agrees to contribute to community service for as many hours as needed to comply with the requirement over the past 12-month period. The cure shall occur over the 12-month period beginning with the date of the agreement and the tenant shall at the same time stay current with that year's community service requirement. The first hours a tenant earns goes toward the current commitment until the current year's commitment is made.

If any applicable family member does not accept the terms of the agreement, does not fulfill their obligation to participate in an economic self-sufficiency program, or falls behind in their obligation under the agreement to perform community service, the Davis County Housing Authority shall take action to terminate the lease.

14.8 PROHIBITION AGAINST REPLACEMENT OF AGENCY EMPLOYEES

In implementing the service requirement, the Davis County Housing Authority may not substitute community service or self-sufficiency activities performed by residents for work ordinarily performed by its employees, or replace a job at any location where residents performed activities to satisfy the service requirement.

Generally, at the time of annual reexamination, or at other times as necessary, the Davis County Housing Authority will conduct a housekeeping inspection to ensure the family is maintaining the unit in a safe and sanitary condition.

17.6 NOTICE OF INSPECTION

For inspections defined as annual inspections, preventative maintenance inspections, special inspections, and housekeeping inspections the Davis County Housing Authority will give the tenant at least two (2) days written notice.

17.7 EMERGENCY INSPECTIONS

If any employee and/or agent of the Davis County Housing Authority have reason to believe that an emergency exists within the housing unit, the unit can be entered without notice. The person(s) that enters the unit will leave a written notice to the tenant that indicates the date and time the unit was entered and the reason why it was necessary to enter the unit.

17.8 PRE-MOVE-OUT INSPECTIONS

When a tenant gives notice that they intend to move, the Davis County Housing Authority will offer to schedule a pre-move-out inspection with the family. The inspection allows the Davis County Housing Authority to help the family identify any problems which, if left uncorrected, could lead to vacate charges. This inspection is a courtesy to the family and has been found to be helpful both in reducing costs to the family and in enabling the Davis County Housing Authority to ready units more quickly for the future occupants.

17.9 MOVE-OUT INSPECTIONS

The Davis County Housing Authority conducts the move-out inspection after the tenant vacates to assess the condition of the unit and determine responsibility for any needed repairs. When possible, the tenant is notified of the inspection and is encouraged to be present. This inspection becomes the basis for any claims that may be assessed against the security deposit.

18.0 PET POLICY

18.1 EXCLUSIONS

This policy does not apply to animals that are used to assist persons with disabilities. Animals that assist the disabled 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.

18.2 PETS IN HOUSING AUTHORITY DEVELOPMENTS

Davis County Housing Authority allows for pet ownership in its developments with the written pre-approval of the Housing Authority. Tenants are responsible for any damage caused by their pets, including the cost of fumigating or cleaning their units. In exchange for this right, tenant assumes full responsibility and liability for the pet and agrees to hold Davis County Housing Authority harmless from any claims caused by an action or inaction of the pet or its owner.

18.3 APPROVAL

Tenants must have the prior written approval of the Housing Authority before moving a pet into their unit. Tenants must request approval on the Authorization for Pet Ownership Form that must be fully completed before the Housing Authority will approve the request.

18.4 TYPES AND NUMBER OF ALLOWABLE PETS

The Davis County Housing Authority 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 state or local law or regulation, the state or local law or regulation will govern.

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

Only one (1) pet per unit will be allowed. A fish aquarium, birdcage or small animal cage with 2 or less birds or animals will be considered one (1) pet. No pet that may exceed 30 pounds in weight at its full adult size will be allowed.

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

18.5 INOCULATIONS

In order to be registered and approved, 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 provided to the Housing Authority annually to attest to the inoculations. Failure to provide annual certification will result in the Housing Authority requiring the immediate removal of the pet from the premises and/or termination of the Tenant's Lease.

In addition to the security deposit for the unit, the tenant shall pay a pet deposit. The amount of the deposit is as follows: dog - \$300; cat - \$300. No deposit will be required for fish, birds or small caged animals. Deposit may be paid in one (1) payment or on an accumulated basis, \$50 initial fee and \$10 per month until paid in full. This deposit is refundable if no damage is done, as verified by the Housing Authority, after tenant disposes of the pet, or moves. Cost for any damage by pets over what has accumulated in pet deposit may also be deducted from the security deposit.

The Housing Authority will not apply, nor enforce, the collection of a pet deposit for animals that assist the disabled.

18.7 FINANCIAL OBLIGATION OF TENANTS

Any tenant 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 Davis County Housing Authority reserves the right to exterminate and charge the tenant.

18.8 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 Davis County Housing Authority personnel regarding pets disturbing the peace of neighbors through noise, odor, animal waste, or other nuisance will result in the owner having to remove the pet or move himself/herself.

If Davis County Housing Authority has received a written complaint alleging unreasonable conduct of pet or condition of the unit, they will notify the tenant and an immediate inspection will be made.

Cats are to use litter boxes in tenant's premises. Litter box is to be emptied daily. Litter is to be disposed of in outside dumpster, not into inside garbage collection areas. Tenant is not allowed to let waste accumulate.

Tenants are responsible for promptly cleaning up pet waste outside of unit, and properly disposing of said waste.

18.9 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 Davis County Housing Authority designates a pet area for

the particular site. Pet owners must clean up after their pets and are responsible for disposing of pet waste.

With the exception of animals that assist the disabled, no pets will be allowed in the interior common areas of the complex, community room, laundry room, public bathrooms, lobby, hallways or office in any of our sites.

18.10 MISCELLANEOUS RULES FOR PET OWNERSHIP

Tenants shall not alter their unit, patio or unit exterior to create an enclosure for an animal.

Pets may not be left unattended in a dwelling unit for more than 24 hours. If the pet is left unattended and no arrangements have been made for its care, the Housing Authority will have the right to enter the premises and take the uncare for pet to be boarded at a local animal care facility at the total expense of the Tenant.

Pet bedding shall not be washed in any complex laundry facility.

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

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

Pets cannot be kept, bred or used for any commercial purpose. All cats and dogs must be spayed or neutered before they become six (6) months old.

Tenants 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 Housing Authority employees, agents of the Housing Authority 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 the Housing Authority's property within 24 hours of written notice from the Housing Authority. The pet owner may also be subject to termination of his/her Lease.

A pet owner who violates any conditions of this policy may be required to remove his/her pet from the development within ten (10) days of written notice from the Housing Authority. The pet owner may also be subject to termination of his/her Lease.

18.11 VISITING PETS

Pets that meet the size and type criteria outlined above may visit the projects/buildings where pets are allowed for up to two (2) weeks without Davis County Housing Authority 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.

Tenants are prohibited from feeding stray animals. The feeding of stray animals shall constitute having a pet without permission of the Housing Authority.

REMOVAL OF PETS

Davis County Housing Authority, 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 a pet owner, or in the case of an emergency which would prevent the pet owner from properly caring for the pet, Davis County Housing Authority has permission to call the emergency caregiver designated by the Tenant, or the local Animal Control 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 or the designated emergency caregiver of the pet.

REPAYMENT AGREEMENTS

When a tenant owes the Davis County Housing Authority back charges and is unable to pay the balance by the due date, the tenant may request that the Davis County Housing Authority allow them to enter into a Repayment Agreement. The Davis County Housing Authority has the sole discretion of whether to accept such an agreement. All Repayment Agreements must assure that the full payment is made within a period not to exceed twelve (12) months. All Repayment Agreements must be in writing and signed by both parties. Failure to comply with the Repayment Agreement terms may subject the Tenant to eviction procedures.

SMOKING POLICY

SMOKE-FREE HOUSING – MEADOWS EAST AND MEADOWS WEST ONLY

- A. Smoking will be prohibited in any indoor area of the Complex. This includes, but is not limited to, any dwelling unit, common area, laundry facility, restrooms, and/or management office.
- B. Smoking will be permitted outside the buildings, except within 25 feet of any entranceway, exit, open window, or air intake. Smoking will also be permitted in



Davis County Housing Authority

Telephones
North: (801) 546-6142 South: (801) 451-2587
FAX: (801) 451-6484
E-Mail: dcha@xmission.com

July 10, 2002

Peggy Newbold
313 E. 1450 N., #156
Bountiful, UT 84010

Dear Peggy:

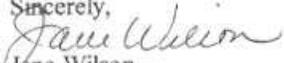
I would like to thank you for your time and efforts in reviewing the Davis County Housing Authority's Five-Year and Annual Plan as a member of Resident Advisory Board. Additionally, I appreciate your comments and would like to address them in this letter.

Designated Smoking and Pet Areas: As you are aware, we have made both Meadows buildings non-smoking, even in apartments. We have researched the possibility of placing a shelter for smokers outside of each building, but have run into a few barriers. The cost of one of these shelters is somewhere in the neighborhood of, at a minimum, \$5,000 which becomes a financial problem. In addition, after meeting with the fire chief and other knowledgeable individuals, we have found that the shelter must be at least 25 feet from any door or window and must be fully ventilated. Given the terrain at both buildings, we are having a difficult time locating it. Although not required, we feel that it must be heated and ideally air-conditioned which would cost even more. We will continue to try to find a solution that will be acceptable to all parties.

As concerns designated pet areas, we feel we have provisions in the lease that should take care of any problems with pets. If residents do not abide by these provisions and we know about it, we will take action.

Enforce the Rules: I'm a little bit unsure what you mean by "enforce the rules". I believe that to the fullest extent possible we do enforce the rules. There are occasions where we are hampered by the legal system or possibly the violations are seen by other residents but not reported to us. It never is as clean-cut as it may seem on the surface. Additionally, when you report a problem and we take action, you probably will never know what action we have taken. Let me assure you that we will act on violations and do everything in our power to correct the situation.

Thank you again for your comments.

Sincerely,

Jane Wilson
Executive Director

352 South 200 West, Suite #1 • P.O. Box 328 • Farmington, Utah 84025



BOARD OF DIRECTORS
Marilyn K. Kelsey
Chair
Christopher C. Rivera
Vice Chair

Marcie Langley
Secretary
Stephen Tumblin
David L. Tayler

EXECUTIVE DIRECTOR
Ms. Jane C. Wilson

men

Designated Area (Smoking - pets)
Enforce rules

Peggy Newbold
Meadows East



Davis County Housing Authority

Telephones

North: (801) 546-6142 South: (801) 451-2587

FAX: (801) 451-6484

E-Mail: dcha@xmission.com

July 10, 2002

Jared and Barbara Hunt
2160 S. Orchard #5
Bountiful, UT 84010

Dear Jared and Barbara:

I would like to thank you for your time and efforts in reviewing the Davis County Housing Authority's Five-Year and Annual Plan as a member of the Resident Advisory Board. Additionally, I appreciate your comments and would like to address them in this letter.

Grounds – Lawn Watering: I appreciate your concern and efforts to conserve water. Because Thornwood is built on ground that slopes, we have set our automatic watering systems to water four times a week, twice a night, with a shorter time, to avoid water running from the high points and accumulating at the low points. We cut the grass a little shorter because we can only mow once a week and I have directed the crew to keep the grass a little shorter to keep the project looking well groomed. We will, however, take your suggestion into consideration and make changes, if warranted.

Tree Replanting: When trees are lost, for whatever reason, we do consider replanting them if we think it advisable and our budget will allow for it. I will have my maintenance crew re-evaluate and make a decision based on those factors.

Bicycle Racks: I believe this is a good suggestion and if our budget allows for it we will install more bike racks.

Central Posting Area: This seems like a good suggestion. If our budget allows for it and we can position the posting board in a place that will be protected, we will put one in place.

Smoking Shelter: This shelter is an expensive item. We have researched the cost of such a shelter and find that they would cost somewhere in the neighborhood of \$5,000 each. Since residents are allowed to smoke in their apartments and on the grounds, it may be cost prohibitive. Also since there is a slope to the Thornwood project, I'm not sure where we would place it that would be away from resident doors and windows and in compliance with the State Clean Air Act.

Grace Period for Adding People to Their Units (Lease): HUD does not allow, nor do we, a grace period for this action. It is our policy and the lease requires that added

352 South 200 West, Suite #1 • P.O. Box 328 • Farmington, Utah 84025



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EXECUTIVE DIRECTOR
Ms. Jane C. Wilson

Page 2

Jared & Barabra Hunt – 7/10/2002

person be approved by DCHA prior to moving in which includes a background check. If approved, their income must be counted towards the calculation of the tenant portion of the rent and recalculated back to the beginning, if necessary. If it is reported to us or we observe someone whom we believe is living on the project against the provisions of the lease, we investigate and ask the tenant to prove that the person in question has a separate residence. If they cannot, we proceed to enforce the lease provisions to the fullest; even if it means eviction and termination of assistance.

Install Pay Phone (Dial Out Only): The phone company will only install a pay phone if they believe it will be used enough. I'm not sure that a pay phone on a small project like Thornwood, where most people have phones, will be used to that extent. Also, there is a pay phone just across the street at the gas station.

"Child at Play Sign": We will look into this possibility; it sound like a good idea.

I hope I have addressed you comments adequately. Thank you again for your input.

Sincerely,

A handwritten signature in cursive script that reads "Jane Wilson".

Jane Wilson
Executive Director

Thornwood

Group Suggestions:
Grounds - cut grass to 3 inches instead 11:
every week till you only have to water
every 3rd day for 2 inches at a time
source J+L gardens.

~~replant~~ replant trees that have been taken out
to have more shade outside.

Put up Bicycle racks so the people
can have a place to put their bikes that
you can also them from the apartment
to help unclude patios.

provide a central posting area to post
job + community events

a smoking shelter by the play ground

Provide a grace period for people to
add people to their units

install pay phone (Dial out only)

place a child at play sign so people
can see it.

DAVIS COUNTY HOUSING AUTHORITY
BOARD OF COMMISSIONERS – RESIDENT COMMISSIONER

Marcie Langley, Commissioner

**DAVIS COUNTY HOUSING AUTHORITY
RESIDENT ADVISORY BOARD (R.A.B.)**

<u>MEMBERS</u>	<u>COMPLEX</u>	<u>ADDRESS</u>	<u>PH. #</u>
Denise Brown	Fieldcrest	190 So. 1450 W. #2 Clearfield UT 84015	776-5808
Janine Moore	Fieldcrest	174 So. 1450 W. #2 Clearfield UT 84015	773-2750
Shaquna Garcia	Fieldcrest	174 So. 1450 W. #4 Clearfield UT 84015	525-6444
Michelle Ferry	Fieldcrest	174 So. 1450 W. #3 Clearfield UT 84015	no phone
Ricky Trujillo	Rosewood	2100 No. 1200 W. #13 Layton UT 84041	825-6598
Cirrus Peterson	Rosewood	2100 No. 1200 W. #30 Layton UT 84041	825-8352
Peggy Wilcox	Meadows West	285 E. 1450 No. #227 Bountiful UT 84010	603-2095
Elva Siler	Meadows West	285 E. 1450 No. #213 Bountiful UT 84010	292-8264
Lee Anderson	Meadows East	313 E. 1450 No. #252 Bountiful UT 84010	-----
Marge Tingey	Meadows West	285 E. 1450 No. #113 Bountiful UT 84010	295-5363
Peggy Newbold	Meadows East	313 E. 1450 No. #156 Bountiful UT 84010	294-9904
Jaylene Biggs	Meadows East	313 E. 1450 No. #257 Bountiful UT 84010	-----
Cathy Garcia	Center Court	162 E. 700 So. Farmington, UT 84025	638-0567
Roberta Simonsen	Center Court	418 W. Center St. Bountiful, UT 84010	296-2340
Tara Wilson	Thornwood Villa	2160 So. Orchard #23 Bountiful UT 84010	295-1994
Jared & Barbara Hunt	Thornwood Villa	2160 So. Orchard #5 Bountiful UT 84010	674-3278

**Certification by State or Local Official of PHA Plans Consistency with
the Consolidated Plan**

I, ARIC JENSEN the DAVIS COUNTY COBS PLAN certify
that the Five Year and Annual PHA Plan of the Davis County Housing Authority is
consistent with the Consolidated Plan of Davis County prepared
pursuant to 24 CFR Part 91.


_____ 06/18/02

Signed / Dated by Appropriate State or Local Official

**Certification by State or Local Official of PHA Plans Consistency with
the Consolidated Plan**

I, SCOTT CARTER the DIRECTOR COMMUNITY DEV certify
that the Five Year and Annual PHA Plan of the Davis County Housing Authority is
consistent with the Consolidated Plan of Layton City prepared
pursuant to 24 CFR Part 91.

J. Scott Carter

Signed / Dated by Appropriate State or Local Official

**Certification by State or Local Official of PHA Plans Consistency with
the Consolidated Plan**

I, JACKIE E. BIPPES the CITY MANAGER certify
that the Five Year and Annual PHA Plan of the Davis County Housing Authority is
consistent with the Consolidated Plan of Clearfield City prepared
pursuant to 24 CFR Part 91.

Jackie E Bippes 6/29/2002
Signed / Dated by Appropriate State or Local Official

**PHA Certifications of Compliance with the PHA Plans
and Related Regulations
Board Resolution to Accompany the PHA Plan**

Acting on behalf of the Board of Commissioners of the Public Housing Agency (PHA) listed below, as its Chairman or other authorized PHA official if there is no Board of Commissioners, I approve the submission of the 5-Year Plan and Annual Plan for PHA fiscal year beginning 10/1/02 hereinafter referred to as the Plan of which this document is a part and make the following certifications and agreements with the Department of Housing Development (HUD) in connection with the submission of the Plan and implementation thereof:

1. The Plan is consistent with the applicable comprehensive housing affordability strategy (or any plan incorporating such strategy) for the jurisdiction in which the PHA is located.
2. The Plan contains a certification by the appropriate State or local officials that the Plan is consistent with the applicable Consolidated Plan, which includes a certification that requires the preparation of an Analysis of Impediments to Fair Housing Choice, for the PHA's jurisdiction and a description of the manner in which the PHA Plan is consistent with the applicable Consolidated Plan.
3. The PHA has established a Resident Advisory Board or Boards, the membership of which represents the residents assisted by the PHA, consulted with this Board or Boards in developing the Plan, and considered the recommendations of the Board or Boards (24 CFR 903.13). The PHA has included in the Plan submission a copy of the recommendations made by the Resident Advisory Board or Boards and a description of the manner in which the Plan addresses these recommendations.
4. The PHA made the proposed Plan and all information relevant to the public hearing available for public inspection at least 45 days before the hearing, published a notice that a hearing would be held and conducted a hearing to discuss the Plan and invited public comment.
5. The PHA will carry out the Plan in conformity with Title VI of the Civil Rights Act of 1964, the Fair Housing Act, section 504 of the Rehabilitation Act of 1973, and title II of the Americans with Disabilities Act of 1990.
6. The PHA will affirmatively further fair housing by examining their programs or proposed programs, identify any impediments to fair housing choice within those programs, address those impediments in a reasonable fashion in view of the resources available and work with local jurisdictions to implement any of the jurisdiction's initiatives to affirmatively further fair housing that require the PHA's involvement and maintain records reflecting these analyses and actions.
7. For PHA Plan that includes a policy for site based waiting lists:
 - The PHA regularly submits required data to HUD's MTCS in an accurate, complete and timely manner (as specified in PIH Notice 99-2);
 - The system of site-based waiting lists provides for full disclosure to each applicant in the selection of the development in which to reside, including basic information about available sites; and an estimate of the period of time the applicant would likely have to wait to be admitted to units of different sizes and types at each site;
 - Adoption of site-based waiting list would not violate any court order or settlement agreement or be inconsistent with a pending complaint brought by HUD;
 - The PHA shall take reasonable measures to assure that such waiting list is consistent with affirmatively furthering fair housing;
 - The PHA provides for review of its site-based waiting list policy to determine if it is consistent with civil rights laws and certifications, as specified in 24 CFR part 903.7(c)(1).

8. The PHA will comply with the prohibitions against discrimination on the basis of age pursuant to the Age Discrimination Act of 1975.
9. The PHA will comply with the Architectural Barriers Act of 1968 and 24 CFR Part 41, Policies and Procedures for the Enforcement of Standards and Requirements for Accessibility by the Physically Handicapped.
10. The PHA will comply with the requirements of section 3 of the Housing and Urban Development Act of 1968, Employment Opportunities for Low- or Very-Low Income Persons, and with its implementing regulation at 24 CFR Part 135.
11. The PHA has submitted with the Plan a certification with regard to a drug free workplace required by 24 CFR Part 24, Subpart F.
12. The PHA has submitted with the Plan a certification with regard to compliance with restrictions on lobbying required by 24 CFR Part 87, together with disclosure forms if required by this Part, and with restrictions on payments to influence Federal Transactions, in accordance with the Byrd Amendment and implementing regulations at 49 CFR Part 24.
13. For PHA Plan that includes a PHDEP Plan as specified in 24 CFR 761.21: The PHDEP Plan is consistent with and conforms to the "Plan Requirements" and "Grantee Performance Requirements" as specified in 24 CFR 761.21 and 761.23 respectively and the PHA will maintain and have available for review/inspection (at all times), records or documentation of the following:
 - Baseline law enforcement services for public housing developments assisted under the PHDEP plan;
 - 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);
 - Partnership agreements (indicating specific leveraged support) with agencies/organizations providing funding, services or other in-kind resources for PHDEP-funded activities;
 - Coordination with other law enforcement efforts;
 - Written agreement(s) with local law enforcement agencies (receiving any PHDEP funds); and
 - 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.
14. The PHA will comply with acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 and implementing regulations at 49 CFR Part 24 as applicable.
15. The PHA will take appropriate affirmative action to award contracts to minority and women's business enterprises under 24 CFR 5.105(a).
16. The PHA will provide HUD or the responsible entity any documentation that the Department needs to carry out its review under the National Environmental Policy Act and other related authorities in accordance with 24 CFR Part 58.
17. With respect to public housing the PHA will comply with Davis-Bacon or HUD determined wage rate requirements under section 12 of the United States Housing Act of 1937 and the Contract Work Hours and Safety Standards Act.
18. The PHA will keep records in accordance with 24 CFR 85.20 and facilitate an effective audit to determine compliance with program requirements.
19. The PHA will comply with the Lead-Based Paint Poisoning Prevention Act and 24 CFR Part 35.
20. The PHA will comply with the policies, guidelines, and requirements of OMB Circular No. A-87 (Cost Principles for State, Local and Indian Tribal Governments) and 24 CFR Part 85 (Administrative Requirements for Grants and Cooperative Agreements to State, Local and Federally Recognized Indian Tribal Governments.).
21. The PHA will undertake only activities and programs covered by the Plan in a manner consistent with its Plan and will utilize covered grant funds only for activities that are approvable under the regulations and included in its Plan.

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

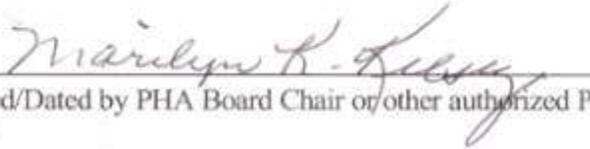
22. All attachments to the Plan have been and will continue to be available at all times and all locations that the PHA Plan is available for public inspection. All required supporting documents have been made available for public inspection along with the Plan and attachments at the primary business office of the PHA and at all other times and locations identified by the PHA in its PHA Plan and will continue to be made available at least at the primary business office of the PHA.

Davis County Housing Authority

UT009

PHA Name

PHA Number



Signed/Dated by PHA Board Chair or other authorized PHA official

**Certification for
a Drug-Free Workplace**

U.S. Department of Housing
and Urban Development

Attachment 12
Page 1 of 1

Applicant Name
DAVIS COUNTY HOUSING AUTHORITY

Program/Activity Receiving Federal Grant Funding
CAPITAL FUND GRANT - PUBLIC HOUSING PROGRAM

Acting on behalf of the above named Applicant as its Authorized Official, I make the following certifications and agreements to the Department of Housing and Urban Development (HUD) regarding the sites listed below:

I certify that the above named Applicant will or will continue to provide a drug-free workplace by:

a. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the Applicant's workplace and specifying the actions that will be taken against employees for violation of such prohibition.

b. Establishing an on-going drug-free awareness program to inform employees ---

- (1) The dangers of drug abuse in the workplace;
- (2) The Applicant's policy of maintaining a drug-free workplace;
- (3) Any available drug counseling, rehabilitation, and employee assistance programs; and
- (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.

c. Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph a.;

d. Notifying the employee in the statement required by paragraph a. that, as a condition of employment under the grant, the employee will ---

- (1) Abide by the terms of the statement; and
- (2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

e. Notifying the agency in writing, within ten calendar days after receiving notice under subparagraph d.(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;

f. Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph d.(2), with respect to any employee who is so convicted ---

- (1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
- (2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

g. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs a. thru f.

2. **Sites for Work Performance.** The Applicant shall list (on separate pages) the site(s) for the performance of work done in connection with the HUD funding of the program/activity shown above: Place of Performance shall include the street address, city, county, State, and zip code. Identify each sheet with the Applicant name and address and the program/activity receiving grant funding.)

352 S. 200 W. #1, FARMINGTON, UT 84025
214-218 E. PARRISH LN., CENTERVILLE, UT 84014
418-424 W. CENTER ST., BOUNTIFUL, UT 84010
2100 S. 1200 W., LAYTON, UT 84041
285-313 E. 1450 N., BOUNTIFUL, UT 84010
2160 S. ORCHARD DR., BOUNTIFUL, UT 84014
118-142-162-174-190 S. 1450 W., CLEARFIELD, UT 84015

Check here if there are workplaces on file that are not identified on the attached sheets.

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate.

Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties.
(18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Name of Authorized Official JANE WILSON	Title EXECUTIVE DIRECTOR
Signature <i>Jane Wilson</i>	Date 4/9/02

DISCLOSURE OF LOBBYING ACTIVITIES

Approved by OMB

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352

Attachment 13
Page 1 of 1
0348-0046

(See reverse for public burden disclosure.)

1. Type of Federal Action: <input checked="" type="checkbox"/> a. contract <input type="checkbox"/> b. grant <input type="checkbox"/> c. cooperative agreement <input type="checkbox"/> d. loan <input type="checkbox"/> e. loan guarantee <input type="checkbox"/> f. loan insurance		2. Status of Federal Action: <input checked="" type="checkbox"/> a. bid/offer/application <input type="checkbox"/> b. initial award <input type="checkbox"/> c. post-award		3. Report Type: <input checked="" type="checkbox"/> a. initial filing <input type="checkbox"/> b. material change For Material Change Only: year _____ quarter _____ date of last report _____	
4. Name and Address of Reporting Entity: <input checked="" type="checkbox"/> Prime <input type="checkbox"/> Subawardee Tier _____, if known: Congressional District, if known:			5. If Reporting Entity in No. 4 is a Subawardee, Enter Name and Address of Prime: NA Congressional District, if known:		
6. Federal Department/Agency: DEPT. OF HOUSING & URBAN DEVELOPMENT			7. Federal Program Name/Description: CAPITAL FUND GRANT CFDA Number, if applicable: _____		
8. Federal Action Number, if known:			9. Award Amount, if known: \$ 300,494		
10. a. Name and Address of Lobbying Registrant (if individual, last name, first name, MI): NONE			b. Individuals Performing Services (including address if different from No. 10a) (last name, first name, MI): NONE		
11. Information requested through this form is authorized by 51e 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the ser above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.			Signature: <u>Jane Wilson</u> Print Name: <u>JANE WILSON</u> Title: <u>EXECUTIVE DIRECTOR</u> Telephone No.: <u>801-451-2587 EXT. 3100</u> Date: <u>7/9/02</u>		
Federal Use Only:				Authorized for Local Reproduction Standard Form LLL (Rev. 7-97)	

**Certification of Payments
to Influence Federal Transactions**

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

Attachment 14
Page 1 of 1

Applicant Name

DAVIS COUNTY HOUSING AUTHORITY

Program/Activity Receiving Federal Grant Funding
CAPITAL FUND GRANT

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

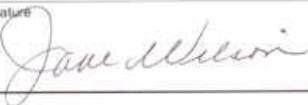
(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, Disclosure Form to Report Lobbying, in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate.

Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties.
(18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Name of Authorized Official	Title
JANE WILSON	EXECUTIVE DIRECTOR
Signature	Date (mm/dd/yyyy)
	07/09/2002

Previous edition is obsolete

form HUD 50071 (3/98)
ref. Handbooks 7417.1, 7475.13, 7485.1, & 7485.3

**Capital Fund Program
(CFP) Amendment**

The Consolidated Annual Contributions
Contract (form HUD-53012)

**U.S. Department of Housing
and Urban Development**

Office of Public and Indian Housing

Whereas, (Public Housing Authority) Davis County Housing Authority (herein called the "PHA") and the United States of America, Secretary of Housing and Urban Development (herein called "HUD") entered into Consolidated Annual Contributions Contract(s) (ACC) Number(s) DEN-2276 dated 1/9/96;

Whereas, HUD has agreed to provide CFP assistance, upon execution of this Amendment, to the PHA in the amount to be specified below for the purpose of assisting the PHA in carrying out capital and management activities at existing public housing developments in order to ensure that such developments continue to be available to serve low-income families:

\$300,494 for Fiscal Year 20 02 to be referred to under Capital Fund Grant Number UT06P00950102

PHA Tax Identification Number (TIN) 87-0309850

Whereas, HUD and the PHA are entering into this CFP Amendment Number _____

Now Therefore, the ACC(s) is (are) amended as follows:

1. The ACC(s) is (are) amended to provide CFP assistance in the amount specified above for capital and management activities of PHA developments. This amendment is a part of the ACC(s).

2. The capital and management activities shall be carried out in accordance with all HUD regulations and other requirements applicable to the Capital Fund Program.

3. (Check one)

a. In accordance with the HUD regulations, the Annual PHA Plan has been adopted by the PHA and approved by HUD, and may be amended from time to time. The capital and management activities will be carried out as described in the Annual PHA Plan Capital Fund Statement.

OR

b. The Annual PHA Plan has not been adopted by the PHA and approved by HUD. Unless the PHA is troubled, the PHA may only use up to 50% of its CFP assistance, for work items contained in its approved 5-Year Plan, before the Annual PHA Plan is approved. However, all of its CFP assistance for this fiscal year is considered available for purposes of statutory obligation and expenditure time periods as of the effective date of this CFP amendment.

Of this 50% amount, in cases where HUD has approved a Capital Fund Financing Amendment to the ACC (CFF Amendment attached), HUD will deduct the payment for amortization scheduled payments from the grant immediately on the effective date of this CFP Amendment. The payment of CFP funds due per the amortization schedule will be made directly to a designated trustee (Trustee Agreement attached) within 3 days of the due date.

Whether 3.a or 3.b is selected above, the 24 month time period in which the PHA must obligate this CFP assistance pursuant to section 9(j)(1) of the United States Housing Act of 1937, as amended, (the "Act") and 48 month time period in which the PHA must expend this CFP assistance pursuant to section 9(j)(5) of the Act starts with the effective

date of this CFP amendment (the date on which the CFP assistance becomes available to the PHA for obligation).

4. Subject to the provisions of the ACC(s) and paragraph 3, and to assist in the capital and management activities, HUD agrees to disburse to the PHA or the designated trustee from time to time as needed up to the amount of funding assistance specified herein.

5. The PHA shall continue to operate each development as low-income housing in compliance with the ACC(s), as amended, the Act and all HUD regulations for a period of twenty years after the last disbursement of CFP assistance for modernization activities and for a period of forty years after the last distribution of CFP assistance for development activities. However, the provisions of Section 7 of the ACC shall remain in effect for so long as HUD determines there is any outstanding indebtedness of the PHA to HUD which arose in connection with any development(s) under the ACC(s) and which is not eligible for forgiveness, and provided further that, for a period of ten years following the last payment of assistance from the Operating Fund to the PHA, no disposition of any development covered by this amendment shall occur unless approved by HUD.

6. The PHA will apply for the entire CFP assistance amount for this FY. If the PHA does not comply with any of its obligations under this Amendment and does not have its Annual PHA Plan approved with in the period specified by HUD, HUD shall impose such penalties or take such remedial action as provided by law. HUD may direct the PHA to terminate all work described in the Capital Fund Annual Statement of the Annual PHA Plan. In such case, the PHA shall only incur additional costs with HUD approval.

7. Implementation or use of funding assistance provided under this Amendment is subject to attached corrective action order(s).

(mark one) Yes No

8. The PHA acknowledges its responsibility for adherence to this Amendment by subgrantees to which it makes funding assistance hereunder available.

The parties have executed this Agreement, and it will be effective on _____ This is the date on which CFP assistance becomes available to the PHA for obligation.

U. S. Department of Housing and Urban Development
By: _____ Date: _____

PHA Executive Director

By: Jane Wilson

Date: 6/5/02

e:

Title: Exec. Dir.