

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

PHA Plans

5 Year Plan for Fiscal Years 2000 - 2004

Annual Plan for Fiscal Year 2002/2003

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

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

**PHA Plan
Agency Identification**

PHA Name: Vermont State Housing Authority

PHA Number: VT901

PHA Fiscal Year Beginning: 10/01/2002

Public Access to Information

Information regarding any activities outlined in this plan can be obtained by contacting:

- Main administrative office of the Vermont State Housing Authority
Vermont State Housing Authority
One Prospect Street
Montpelier, VT 05602
802-828-3019

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 VSHA
 PHA website @ www.vsha.org

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

- Main administrative office of the VSHA
 VSHA website @ www.vsha.org

Annual PHA Plan
PHA Fiscal Year 2000

[24 CFR Part 903.7]

i. Annual Plan Type:

Select which type of Annual Plan the PHA will submit.

Standard Plan

Streamlined Plan:

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

Troubled Agency Plan

ii. Executive Summary of the Annual PHA Plan

[24 CFR Part 903.7 9 (r)]

Not required as of 10/21/99 issuance of the Final rule for Housing Agency Plans.

iii. Annual Plan Table of Contents

[24 CFR Part 903.7 9 (r)]

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Attachments

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

Required Attachments:

- Admissions Policy for Deconcentration
- FY 2000 Capital Fund Program Annual Statement
- Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)

Optional Attachments:

- PHA Management Organizational Chart
- FY 2000 Capital Fund Program 5 Year Action Plan
- Public Housing Drug Elimination Program (PHDEP) Plan
- Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text)
- Other (List below, providing each attachment name)
 - Attachment A: Section 8 Homeownership Capacity Statement (vt901a02)
 - Attachment B: Statement of Progress in meeting 5-Year Plan Mission and Goals (vt901b03)
 - Attachment C: Resident Membership of PHA Governing Board (vt901c02)
 - Attachment D: Membership of Resident Advisory Board (vt901d02)

Supporting Documents Available for Review

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

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
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	5 Year and Annual Plans

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
	view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions' initiatives to affirmatively further fair housing that require the PHA's involvement.	
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
N/A	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources;
N/A	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
N/A	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
N/A	Public housing rent determination policies, including the methodology for setting public housing flat rents <input type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
N/A	Schedule of flat rents offered at each public housing development <input type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X	Section 8 rent determination (payment standard) policies <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
N/A	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
N/A	Public housing grievance procedures <input type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
X	Section 8 informal review and hearing procedures	Annual Plan: Grievance

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
	<input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Procedures
N/A	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
N/A	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
N/A	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	Annual Plan: Capital Needs
N/A	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans or any other approved proposal for development of public housing	Annual Plan: Capital Needs
N/A	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
N/A	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
N/A	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act	Annual Plan: Conversion of Public Housing
N/A	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
X	Policies governing any Section 8 Homeownership program <input checked="" 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
N/A	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
N/A	The most recent Public Housing Drug Elimination Program (PHEDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)	Annual Plan: Safety and Crime Prevention
X	The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	Annual Plan: Annual Audit
N/A	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
NONE	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)

1. Statement of Housing Needs

[24 CFR Part 903.7 9 (a)]

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

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

CHAS Table 1C - All Households

Name of Jurisdiction: Vermont		Source of Data CHAS Data Book				Data Current as of: 1990			
Household by Type, Income, & Housing Problem	Renters					Owners			Total Households
	Elderly 1 & 2 member households	Small Related (2 to 4)	Large Related (5 or more)	All Other Households	Total Renters	Elderly	All Other Owners	Total Owners	
	(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(I)
1. Very Low Income (0 to 50% MFI)	8,117	6,752	1,393	7,191	23,453	12,641	9,083	21,724	45,177
2. 0 to 30% MFI	4,852	3,398	611	3,665	12,526	5,429	3,622	9,051	21,577
3. % with any housing problems	58%	88%	78%	83%	74%	85%	79%	84%	78%
4. % Cost Burden > 30%	57%	87%	73%	81%	73%	83%	-1%	82%	77%
5. % Cost Burden > 50%	32%	76%	58%	73%	57%	51%	5%	56%	57%
6. 31 to 50% MFI	3,265	3,354	782	3,526	10,927	7,212	5,461	12,673	23,600
7. % with any housing problems	55%	78%	78%	82%	72%	51%	70%	59%	65%
8. % Cost Burden > 30%	54%	76%	69%	80%	70%	50%	7%	57%	63%
9. % Cost Burden > 50%	20%	30%	25%	33%	28%	11%	9%	20%	24%
10. Other	1,891	5,580	1,025	5,948	14,444	8,303	15,253	23,556	38,000

Low-Income (51 to 80% MFI)									
11. % with any housing problems	44%	37%	53%	47%	43%	17%	47%	35%	38%
12. % Cost Burden > 30%	44%	35%	31%	45%	40%	16%	16%	32%	35%
13. % Cost Burden > 50%	3%	2%	2%	6%	4%	2%	6%	8%	6%
14. Moderate Income (81 to 95% MFI)	547	2,606	361	2,611	6,125	3,052	10,579	13,631	19,756
15. % with any housing problems	15%	12%	31%	13%	14%	11%	35%	24%	21%
16. % Cost Burden > 30%	14%	9%	8%	12%	11%	10%	12%	22%	19%
17. % Cost Burden > 50%	0%	0%	0%	0%	0%	1%	2%	3%	2%
18. Total Households**	11,497	23,904	3,800	23,695	62,896	35,716	112,021	147,737	210,633
19. % with any housing problems	49%	35%	53%	40%	40%	30%	5%	24%	29%

** Includes all income groups -- including those above 95% MFI

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

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

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

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

Housing Needs of Families on the Waiting List

Waiting list type: (select one)

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

If used, identify which development/subjurisdiction:

	# of families	% of total families	Annual Turnover
Waiting list total	1853		412
Extremely low income <=30% AMI	1242	67%	
Very low income (>30% but <=50% AMI)	537	29%	
Low income (>50% but <80% AMI)	18	1%	
Families with children	593	32%	
Elderly families	259	14%	
Families with Disabilities	871	47%	
Race/ethnicity Caucasian	1834	99%	
Race/ethnicity AfroAmerican	N/A	0	
Race/ethnicity Hispanic	N/A	0	
Race/ethnicity Asian	N/A	0	

Housing Needs of Families on the Waiting List

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

If yes:

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

Does the PHA expect to reopen the list in the PHA Plan year? NA

Does the PHA permit specific categories of families onto the waiting list, even if generally closed? NA

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.

In attempting to address the housing needs of families in our jurisdiction we will apply for any and all of rental assistance made available by HUD. Further, VSHA shall make available to its families a variety of housing options including Section 8 Homeownership and Section 8 Project-Based Vouchers.

(1) Strategies

Need: Shortage of affordable housing for all eligible populations

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

Select all that apply

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

- Participate in the Consolidated Plan development process to ensure coordination with broader community strategies
- Other (list below)
Expand Project-Based Voucher Program;
Further promote Section 8 Homeownership

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

Select all that apply

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

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

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

Select all that apply

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

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

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

Select all that apply

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

Need: Specific Family Types: The Elderly

Strategy 1: Target available assistance to the elderly:

Select all that apply

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

Need: Specific Family Types: Families with Disabilities

Strategy 1: Target available assistance to Families with Disabilities:

Select all that apply

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

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

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

Select if applicable

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

Strategy 2: Conduct activities to affirmatively further fair housing

Select all that apply

- Counsel section 8 tenants as to location of units outside of areas of poverty or minority concentration and assist them to locate those units
- Market the section 8 program to owners outside of areas of poverty /minority concentrations
- Other: (list below)
 1. *Provide ongoing education to PHA staff on Fair Housing Issues;*
 2. *Cooperatively work with the States' Human Rights Commission to educate section 8 program owners on rights and responsibilities they have under the Fair Housing Act.*

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

[24 CFR Part 903.7 9 (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	N/A	
b) Public Housing Capital Fund	N/A	
c) HOPE VI Revitalization	N/A	
d) HOPE VI Demolition	N/A	
e) Annual Contributions for Section 8 Tenant-Based Assistance	\$15,030,006	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)	N/A	
g) Resident Opportunity and Self-Sufficiency Grants	N/A	
h) Community Development Block Grant	N/A	
i) HOME	N/A	
Other Federal Grants (list below)		
Mckinney (S+C/SHP/Hopwa)	\$456,796	Tenant-based rental assistance; Supportive Housing Program operations.
2. Prior Year Federal Grants (unobligated funds only) (list below)	N/A	
3. Public Housing Dwelling Rental Income	N/A	

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
<u>2.</u> Other income (list below)		
Section 8 Contract Administration	18,179,603	Housing Assistance Payments (NC/SR/202 programs)
4. Non-federal sources (list below)		
Property Management	616,865	Administrative costs
Project Development	30,000	Administrative costs
Total resources	34,313,270	

3. PHA Policies Governing Eligibility, Selection, and Admissions

[24 CFR Part 903.7 9 (c)]

A. Public Housing

The Vermont State Housing Authority does not administer a Federal Public Housing Program. This section of the Housing Agency Plan does not pertain to the VSHA.

B. Section 8

The Vermont State Housing Authority is presently revising its Section 8 Administrative Plan . The following responses reflect both the current plan and anticipated changes to its plan.

(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? **Only when applicant discloses criminal activity on application.**
- c. Yes No: Does the PHA request criminal records from State law enforcement agencies for screening purposes? **Only when applicant disclosed criminal activity on application.**
- 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) **Any known documented information related to a prior Section 8 assisted tenancy.**

(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)
 - Federal project-based voucher program
- 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)

1. **Application can be downloaded from VSHA's website @ www.vsha.org**
2. **At any 1 of 15 Application Session sites around the state**
3. **Most Community Action and Social Welfare offices**

(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:

1. **All families receive an extension up to 120 days upon request and upon receipt of documentation that the family is searching;**
2. **Extensions beyond 120 days are considered in response to the requests for reasonable accommodation or other verified need for an extension.**

(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)

Other preferences (select all that apply)

Those enrolled currently in educational, training, or upward mobility programs for up to 50 program participants.

Other preference(s) (list below)

Moderate Rehabilitation/Project-Based Certificate Section 8 family who is currently residing in a unit which is overcrowded or underoccupied; Families who are displaced due to fire, flood, natural disaster, or condemnation by local, State or Federal agency; Family has a child under the age of six in the household who has tested positive for lead paint poisoning and are occupying a rental unit that contains lead-based paint; Victims of domestic violence.

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

2 Date and Time

Former Federal preferences

Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)

Victims of domestic violence

Substandard housing

Homelessness

High rent burden

Other preferences (select all that apply)

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

1 Other preference(s) (list below) (served first)

a. Moderate Rehabilitation/Project-Based Certificate Section 8 family who is currently residing in a unit which is overcrowded or underoccupied;

b. Families who are displaced due to fire, flood, natural disaster, or condemnation by local, State or Federal agency;

c. Family has a child under the age of six in the household who has tested positive for lead paint poisoning and are occupying a rental unit that contains lead-based paint;

d. Victims of Domestic Violence.

4. Among applicants on the waiting list with equal preference status, how are applicants selected? (select one)

- Date and time of application
- Drawing (lottery) or other random choice technique

5. If the PHA plans to employ preferences for “residents who live and/or work in the jurisdiction” (select one) NA

- This preference has previously been reviewed and approved by HUD
- The PHA requests approval for this preference through this PHA Plan

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

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

(5) Special Purpose Section 8 Assistance Programs

a. In which documents or other reference materials are the policies governing eligibility, selection, and admissions to any special-purpose section 8 program administered by the PHA contained? (select all that apply)

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

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

- Through published notices
- Other (list below)

Through outreach to specific non-profit groups that assist persons with disabilities.

4. PHA Rent Determination Policies

[24 CFR Part 903.7 9 (d)]

A. Public Housing

The Vermont State Housing Authority does not administer a Federal Public Housing Program. This section of the Housing Agency Plan does not pertain to the VSHA.

B. Section 8 Tenant-Based Assistance

(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, where necessary.
- Above 110% of FMR (if HUD approved; describe circumstances below)

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

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

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

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

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

- Annually
- Other (list below)

In response to market changes as evidenced by difficulty in ability to lease.

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

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

Rent Comparability

(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)

5. Operations and Management

[24 CFR Part 903.7.9 (e)]

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

Vermont State Housing Authority contends that it is a high performing PHA.

A. PHA Management Structure

Describe the PHA's management structure and organization.

(select one)

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

B. HUD Programs Under PHA Management

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

Program Name	Units or Families Served at Year Beginning	Expected Turnover
Public Housing	NA	NA
Section 8 Vouchers	3227	287
Section 8 Certificates	NA	NA
Section 8 Mod Rehab	170	43
Special Purpose Section 8 Certificates/Vouchers (list individually)	NA	NA
Public Housing Drug Elimination Program (PHDEP)	NA	NA
Other Federal Programs(list individually)		
McKinney	60	20

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)
 Not Applicable to the VSHA

(2) Section 8 Management: (list below)

Section 8 Administrative Plan

6. PHA Grievance Procedures

[24 CFR Part 903.7 9 (f)]

The Vermont State Housing Authority does not administer a Federal Public Housing Program. This section of the Housing Agency Plan does not pertain to the VSHA.

B. Section 8 Tenant-Based Assistance

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

If yes, list additions to federal requirements below:

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

- PHA main administrative office located in Montpelier, VT.
 Other (list below)

7. Capital Improvement Needs

[24 CFR Part 903.7 9 (g)]

The Vermont State Housing Authority does not administer a Federal Public Housing Program. This section of the Housing Agency Plan does not pertain to the VSHA.

8. Demolition and Disposition

[24 CFR Part 903.7 9 (h)]

The Vermont State Housing Authority does not administer a Federal Public Housing Program. This section of the Housing Agency Plan does not pertain to the VSHA.

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

[24 CFR Part 903.7 9 (i)]

The Vermont State Housing Authority does not administer a Federal Public Housing Program. This section of the Housing Agency Plan does not pertain to the VSHA.

10. Conversion of Public Housing to Tenant-Based Assistance

[24 CFR Part 903.7 9 (j)]

The Vermont State Housing Authority does not administer a Federal Public Housing Program. This section of the Housing Agency Plan does not pertain to the VSHA.

11. Homeownership Programs Administered by the PHA

[24 CFR Part 903.7 9 (k)]

A. Public Housing

The Vermont State Housing Authority does not administer a Federal Public Housing Program. This section of the Housing Agency Plan does not pertain to the VSHA.

B. Section 8 Tenant Based Assistance

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

2. Program Description:

a. Size of Program

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

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

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

b. PHA-established eligibility criteria

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

12. PHA Community Service and Self-sufficiency Programs

[24 CFR Part 903.7 9 (l)]

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

A. PHA Coordination with the Welfare (TANF) Agency

1. Cooperative agreements:

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

Date of Memorandum of Understanding between the Agency of Human Services and Vermont Housing Agencies (VSHA, DHCA, VHFA, VHCB): 10/31/1997

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

- Client referrals
- Information sharing regarding mutual clients (for rent determinations and otherwise)
- Coordinate the provision of specific social and self-sufficiency services and programs to eligible families
- Jointly administer programs
- Partner to administer a HUD Welfare-to-Work voucher program
- Joint administration of other demonstration program
- Other (describe)

Electronic data match of TANF grants for Section 8 program applicants and applicants.

B. Services and programs offered to residents and participants

(1) General

a. Self-Sufficiency Policies

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

(select all that apply)

- Public housing rent determination policies
- Public housing admissions policies
- Section 8 admissions policies
- Preference in admission to section 8 for certain public housing families
- Preferences for families working or engaging in training or education programs for non-housing programs operated or coordinated by the PHA (VSHA's W-t-W Demonstration Program)
- Preference/eligibility for public housing homeownership option participation
- Preference/eligibility for section 8 homeownership option participation
- Other policies (list below)

b. Economic and Social self-sufficiency programs

- Yes No: Does the PHA coordinate, promote or provide any programs to enhance the economic and social self-sufficiency of residents? (If "yes", complete the following table; if "no" skip to sub-component 2, Family Self Sufficiency Programs. The position of the table may be altered to facilitate its use.)

Services and Programs				
Program Name & Description (including location, if appropriate)	Estimated Size	Allocation Method (waiting list/random selection/specific criteria/other)	Access (development office / PHA main office / other provider name)	Eligibility (public housing or section 8 participants or both)
<i>Welfare to work demonstration program</i>	<i>50 partici- pants</i>	<i>Selected from waiting list with specific criteria</i>	<i>PHA main office TANF/Reach-up Office</i>	<i>Section 8</i>

(2) Family Self Sufficiency program/s

a. Participation Description

Family Self Sufficiency (FSS) Participation		
Program	Required Number of Participants (start of FY 2002 Estimate)	Actual Number of Participants (As of: 05/01/2002)
Public Housing	N/A	N/A
Section 8	143	117

- 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)

- 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

The Vermont State Housing Authority does not administer a Federal Public Housing Program. This section of the Housing Agency Plan does not pertain to the VSHA.

14. RESERVED FOR PET POLICY

The Vermont State Housing Authority does not administer a Federal Public Housing Program. This section of the Housing Agency Plan does not pertain to the VSHA.

15. Civil Rights Certifications

[24 CFR Part 903.7 9 (o)]

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

16. Fiscal Audit

[24 CFR Part 903.7 9 (p)]

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

17. PHA Asset Management

[24 CFR Part 903.7 9 (q)]

The Vermont State Housing Authority does not administer a Federal Public Housing Program. This section of the Housing Agency Plan does not pertain to the VSHA.

18. Other Information

[24 CFR Part 903.7 9 (r)]

A. Resident Advisory Board Recommendations:

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

2. If yes, the comments are: (if comments were received, the PHA **MUST** select one)
 Attached at Attachment (File name)
 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)

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

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

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

3. Description of Resident Election Process
 - 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)

All program participants were asked if they would be interested in serving on the PHA board. Interested individuals were asked to send a letter of interest to the Governor, who appoints all commissioners to the VSHA Board. The Governor of the state of Vermont appointed a section 8 program participant to the PHA governing board.

b. Eligible candidates: (select one)

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

c. Eligible voters: (select all that apply)

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

Governor of the state of Vermont makes all appointments to PHA governing board.

C. Statement of Consistency with the Consolidated Plan

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

1. Consolidated Plan jurisdiction: **State of Vermont**

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)

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

D. Other Information Required by HUD

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

Attachments

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

Table Library

Vermont State Housing Authority

Attachment A

Section 8 Homeownership Capacity Statement

The Vermont State Housing Authority requires that financing for purchase of a home under its section 8 homeownership program will: be provided, insured or guaranteed by the state or Federal government; comply with secondary mortgage market underwriting requirements; or comply with generally accepted private sector underwriting standards.

Ref: Annual Plan Attachment A

Doc: vt901a02

Attachment B: Vermont State Housing Authority -- Annual Plan for FY2002

Statement of Progress in meeting 5-Year Plan Mission and Goals

Following are the goals that were established in VSHA's 5-Year Plan for fiscal years 2000-2004. These goals were extracted from VSHA's Strategic Plan, dated September 1998 – following each goal is a brief progress statement.

Goal 1: Over the next three to five years, it will be essential that the VSHA to obtain a level of diversification and organization structure, which will permit its nonSection 8 programs and activities to be self-sustaining.

Progress in meeting goal: This is an agency-wide goal that is evaluated on an ongoing basis to insure that our housing delivery system is economical, efficient and effective.

Goal 2: The VSHA will conduct an analysis of our administrative policies and make necessary changes in light of new federal policy affecting the Section 8 Program in order to meet the needs of our program participants.

Progress in meeting goal: This is an ongoing goal (or task). VSHA, in conjunction with writing its' Annual Plan for FY2002, made significant changes to the Section 8 Administrative Plan. The Resident Advisory Board reviewed the Administrative Plan changes and they were provided an opportunity to comment. Changes to the Administrative Plan will occur as necessary – to meet the needs of our program participants and in response to changes in federal housing policy.

Goal 3: Develop Section 8 homeownership demonstration program and make available to Section 8 program participants.

Progress in meeting goal: VSHA received approval from HUD to offer a Section 8 homeownership demonstration program on May 1, 2000. Since then we have developed partnerships with the local Neighborworks centers throughout Vermont. On April 1, 2001, VSHA notified HUD of its intent to administer the homeownership program in accordance with the final rule, published September 12, 2000, and to offer the homeownership option to all program participants in its jurisdiction. VSHA has been administering a statewide Section 8 Homeownership program since 4/1/2001 and has had 18 Section 8 families purchase homes to date.

Goal 4: Increase voucher payment standards, where necessary, and encourage more Landlords in Vermont to participate in the Section 8 Program.

Progress in meeting goal: VSHA commissioned an RDD Rent Survey last April, in response to HUD's proposed FMR, and were instrumental in providing comments to HUD supporting higher FMR's in many areas throughout Vermont. Further, we have increased payment standards, up to 110% of FMR, where necessary to improve the success of families searching for housing. As a result, landlord participation in the Section 8 program is greater. VSHA continues to fund payment standards, in many areas, at 110% of FMR. Higher payment standards have helped increase utilization goals. To date our voucher program is 101% leased.

Goal 5: Apply for additional rental vouchers.

Progress in meeting goal: VSHA applied for and received 45 fair share vouchers during fiscal year 2002 (from FY2001 funding opportunity) . Further, we applied for 24 fair share vouchers in April of 2002 and 75 Mainstream vouchers in July 2002.

Goal 6: Seek opportunities to acquire and develop rental housing for low and moderate-income households throughout Vermont.

Progress in meeting goal: VSHA published a Request for Proposals for Section 8 Project-Based Vouchers. In accordance with the Board-approved Allocation Plan, made available approximately 350 vouchers for project basing between now and the end of this fiscal year. In response to two different RFP's we awarded 243 project-based vouchers to approximately 26 different properties in various locations throughout Vermont. Due to funding constraints, we were unable to make available 350 vouchers for this purpose, as we had originally planned. Expansion of the project-based voucher program continues to be a priority for VSHA during fiscal year 2002 and 2003.

Goal 7: Ensure Equal Opportunity in Housing

Progress in meeting goal: VSHA strives to meet this goal on a daily basis through education of program participants, working with town governments and community based organizations to increase the supply of accessible housing so that individuals with physical limitations can remain in their community and be able to participate in the community in meaningful ways. Further VSHA continues to participate as a member of the Fair Housing Subcommittee. The Director of the Housing Programs recently attended a Fair Housing Training in Boston, MA that was hosted by HUD. Further, she will be meeting with a representative from the Vermont Human Right's Commission to share information and to discuss ways to educate and inform Section 8 Owners and program participants of issues relating to Fair Housing.

Attachment C: Membership of PHA Governing Board

VERMONT STATE HOUSING AUTHORITY
One Prospect Street, Montpelier, Vermont 05602-3556
802/828-3295 (voice) 800/798-3118 (TDD)

BOARD OF COMMISSIONERS

Thomas P. Johnson (Chair)

Patricia M. Kasprzak

Mary P. Miller (Vice Chair)

Jo Ann Troiano

Caprice B. Hover

Allen Robinson

Caryn Feinberg

Ref: Annual Plan Attachment C

Doc: vt901c02

Vermont State Housing Authority

Attachment D
Membership of Resident Advisory Board

Randomly Selected RAB Members

Susan Giacobbe-Miles
Marion Urie
Roland Magoon
Rocksan Henderson
Albena M. Steevans
Lauretta Shendan
Mark Entner
Robert Lewis Smith
Marciel Palmer
Catherine Clark
Victoria Mesaru
Florence Goodrich
Bruce Bushee
John Koch
Susan Curtis
George Hedlin
Dawn-Marie Graham
Jacquelyn Brooks
Tina Lindberg
Harland Allen

[Ref: Annual Plan Attachment D](#)
[Doc: vt901d02](#)

July 25, 2002

Ms. Christina Michelson, Staff Attorney
Ms. Maryellen Griffin, Law Clerk
Vermont Legal Aid, Inc.
1111 Main Street
St. Johnsbury, VT 05819

Dear Ms. Michelson and Ms. Griffin:

Thank you for your thoughtful comments regarding the Vermont State Housing Authority's Annual Plan for Fiscal Year 2002/2003. We strive through our policies and practices to meet the needs of our clients and rely on and welcome feedback and comments from organizations like Vermont Legal Aid to assist us in achieving this objective.

The Vermont State Housing Authority's Board of Commissioners addressed and considered each comment provided by VLA – following is outline of their decision.

1. Preference for Victims of Domestic Violence: VSHA Board voted to maintain the DV preference; with the understanding that I would work with the Council of DV and the Network on DV to develop specific criteria on who is otherwise eligible for the preference. I anticipate meeting with the Council and the Network shortly to begin this process. In the mean time, the DV preference definition remains in-place, without change.
2. Lead-based Paint Preference: VSHA Board agreed to revise the EBL requirement from "20 ug/dl or higher" to "15 ug/dl", as you have recommended. Consistency with the Vermont Department of Health clearly makes sense.
3. Limited English Proficiency: VSHA Board agreed to develop a policy that reflects its commitment to persons

with limited English proficiency and its commitment to comply with Title VI of the Civil Rights Act of 1964.

4. Voucher Expirations and Suspensions: VSHA Board has chosen to not accept the recommendation of VLA to suspend search time until VSHA is able to respond to a Request for Leave Approval. VSHA staff work closely with program participants in their search for housing – we do not limit our families to the submission of one Request for Leave Approval at any one time, as many housing authorities do. Our utilization rate reflects the success our voucher holders have in finding suitable housing under our program. Further, VSHA's policy regarding the provision of extensions insures that a person's voucher will not be canceled due to administrative delays. Implementing a "stop the clock" policy would in fact cause unnecessary administrative delays for program staff – and ultimately, voucher holders.

VLA made several comments under this section relating to "voucher participants"; however, this section of the policy (chapter 8) only applies to "voucher holders". Families become "program participants" only when they begin receiving the benefits of program. See Housing Choice Voucher Contract, form HUD-52646 (7/2000), Section 2.B which states, *"The voucher does not give the family any right to participate in the PHA's housing choice voucher program. The family becomes a participant in the PHA's housing choice voucher program when the HAP contract between the PHA and the owner takes effect."*

5. Discrimination referrals: We will gladly review this section of our policy and will make any and all appropriate changes.

Again – appreciate your written comments and thank you for your participation in our public hearing held on July 16, 2002.

Sincerely,

Kathleen R. Berk, Director
Housing Programs

Cc: Jack McCoullough, III
Tom Johnson, Chairman, VSHA Board
Richard Williams, Executive Director