

U.S.DepartmentofHousingandUrbanDevelopment
OfficeofPublicandIndianHousing

PHAPlans

5-YearPlanforFiscalYears2000 -2004
AnnualPlanforfiscalyear2003

**NOTE:THISPHAPLANSTEMPLATE(HUD50075)ISTOBEC OMPLETEDIN
ACCORDANCEWITHINSTRUCTIONSLOCATEDINAPPLICABLEPIHNOTICES**

PHA Plan Agency Identification

PHAName: Waterloo Housing Authority

PHANumber: IA050

PHAFiscalYearBeginning:(mm/yyyy) 07/2003

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)

ANNUAL PLAN
PHAFISCAL YEARS 2003
[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: The Waterloo Housing Authority is committed to providing quality, safe, and affordable housing to eligible families in an efficient, ethical, non-discriminatory and professional manner. We will partner with our residents and others to enhance the quality of life in our community. The Housing Authority of the City of Waterloo is committed to excellence in order to promote equal opportunity, fairness, in housing, economic opportunity and a suitable living environment.

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 encouraged to identify quantifiable measures of success in reaching their objectives over the course of the 5 years**. (Quantifiable measures would include target sets such as: numbers of families served or PHAS 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
- Other (list below)

PHA Goal: Improve the quality of assisted housing
Objectives:

- Improve public housing management: (PHAS score)
- Improve voucher management: (SEMAP score)

- Increase customer satisfaction:
- Concentrate on efforts to improve specific management functions:
(list; e.g., public housing finance; voucher unit inspections)
- Renovate or modernize public housing units:
- Demolish or dispose of obsolete public housing:
- Provide replacement public housing:
- Provide replacement vouchers:
- Other: (list below)

- PHA Goal: Increase assisted housing choices
Objectives:
 - Provide voucher mobility counseling:
 - Conduct outreach effort to potential voucher landlords
 - Increase voucher payment standards
 - Implement voucher homeownership program:
 - Implement public housing or other homeownership programs:
 - Implement public housing site-based waiting lists:
 - Convert public housing to vouchers:
 - Other: (list below)

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

- PHA Goal: Provide an improved living environment
Objectives:
 - Implement measures to deconcentrate poverty by bringing higher income public housing households into lower income developments:
 - Implement measures to promote income mixing in public housing by assuring access for lower income families into higher income developments:
 - Implement public housing security improvements:
 - Designate developments or buildings for particular resident groups (elderly, persons with disabilities)
 - Other: (list below)

**HUD Strategic Goal: Promote self-sufficiency and asset development of families and individuals Promote self-sufficiency and asset development of families and individuals
FAMILY SUFFICIENCY PROGRAM**

(FSS) is a program initiated and funded by the Department of Housing and Urban Development. It provides HUD housing assistance combined with access to community resources and an opportunity to establish an escrow savings account to participants interested in becoming self-sufficient. The basic premise for this program is that housing can be an insurmountable obstacle for families. Providing housing assistance permits a family to invest their energy in their efforts to obtain job training, education, and employment that is necessary to achieve self-sufficiency.

PHAGoal: 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:
- Provide or attract supportive services to increase independence for the elderly or families with disabilities.
- Other: (list below)

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

PHAGoal: 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:
- Other: (list below)

Other PHA Goals and Objectives: (list below)

Annual PHA Plan
PHA Fiscal Year 2003
[24CFR 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

[24CFR Part 903.79(r)]

The WATERLOO HOUSING AUTHORITY (WHA) Annual Plan is comprehensive agencies plan that summarizes the planned activities and policies of the WHA for fiscal year 2003, 07.01.2003. The plan was developed as a requirement of the Quality Work Responsibility Act of 1998 (QHWRA) and developed in complete cooperation with the residents, resident advisory council, staff, and board of commissioners of the WHA. The Waterloo Housing Authority has revised its policies to accommodate the mandatory provisions of the QHWRA. Copies of the revised policies have been provided to the local HUD field office and are available for inspection and copying by the general public. The board of commissioners of the WHA has adopted the annual plan.

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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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A: Resident membership on PHA governing body.		
B: membership of resident advisory board or boards.		
C: comments of Resident Advisory Board or boards and explanation of PHA response (must be attached not included in PHA Plan)		

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 filename in parentheses in the space to the right of the title.

Required Attachments:

- Admissions Policy for Deconcentration
- FY20 03 Capital Fund Program Annual Statement
- Most recent board -approved operating budget (Required Attachment for PHA that are troubled or at risk of being designated troubled ONLY)

Optional Attachments:

- PHA Management Organizational Chart
- FY2003 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)
 Rehabilitation program
 TANF Cooperative agreement
 PHDEP Plan

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 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
NA	Public Housing Deconcentration and Income Mixing Documentation: 1. PHA Board certification 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	Annual Plan: Eligibility, Selection, and Admissions Policies

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
	2. Documentation of the required deconcentration and income mixing analysis	
X	Public housing rent determination policies, including the methodology for setting public housing flat rents <input checked="" type="checkbox"/> check here if included in the public housing A&O Policy	Annual Plan: Rent Determination
X	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
	Section 8 rent determination (payment standard) policies <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
X	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	Annual Plan: Operations and Maintenance
X	Public housing grievance procedures <input checked="" 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 <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
X	The HUD -approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
X	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
X	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at 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
x	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
x	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

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
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
x	Most recent self-sufficiency (ED/SS, TOP or ROSS or other residents services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
x	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
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
	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
	Others 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	Affordability	Supply	Quality	Accessibility	Size	Location
Income <= 30% of AMI	1131	10	10	NA	NA	NA	NA
Income > 30% but <= 50% of AMI	529	10	10	NA	NA	NA	NA
Income > 50% but < 80% of AMI	662	10	10	NA	NA	NA	NA

Housing Needs of Families in the Jurisdiction By Family Type							
Family Type	Overall	Afford-ability	Supply	Quality	Access-ability	Size	Location
Elderly	1357	10	10	NA	NA	NA	NA
Families with Disabilities	743	2	2	NA	NA	NA	NA
BLACK	13%	10	10	NA	NA	NA	NA
ASIAN	-3%	NA	NA	NA	NA	NA	NA
AMINDIAN	-1%	NA	NA	NA	NA	NA	NA
HISPANIC	4%	NA	NA	NA	NA	NA	NA

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: FY2003
- 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 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)			
<input checked="" type="checkbox"/> 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	700		167

Housing Needs of Families on the Waiting List			
Extremely low income <=30% AMI	246	18.29	
Very low income (>30% but <=50% AMI)	389	56	
Low income (>50% but <80% AMI)	65	9	
Families with children	390	56	
Elderly families	21	3	
Families with Disabilities	211	30	
1) Race/ethnicity (w)	347	50	
2) Race/ethnicity (b)	338	48	
3) Race/ethnicity (h)	15	2	
4) Race/ethnicity (o)	0	0	
5) Race/ethnicity (n)	700	98	
Characteristics by Bedroom Size (Public Housing Only)			
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 enclosed (# 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 on 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 population the city is in the process of researching ways to build new units. Other agencies are building new units.

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 -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)

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 (this is in place).
- Apply for special -purpose voucher 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 voucher 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)

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 support services, Section 8 tenant-based assistance, Section 8 support services or other.

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
1. Federal Grants (FY 2003 grants)		
a) Public Housing Operating Fund	\$42,282.96	
b) Public Housing Capital Fund	\$75,172.00	
c) HOPEVI Revitalization		
d) HOPEVI Demolition		
e) Annual Contributions for Section 8 Tenant-Based Assistance	\$4,066,064.00	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)	01' \$8,834.63 00' \$25,000.00	
g) Resident Opportunity and Self-Sufficiency Grants		
h) Community Development Block Grant	\$2,005,588	
i) HOME	\$810,521	
Other Federal Grants (list below)		
2. Prior Year Federal Grants (unobligated fund only) (list below)		

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
3. Public Housing Dwelling Rental Income	\$141,000	
4. Other income (list below)		
4. Non -federal sources (list below)		
Total resources	\$7,174,462.50	

3. PHA Policies Governing Eligibility, Selection, and Admissions

[24CFR Part 903.79(c)]

A. Public Housing

Exemptions: PHAs 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: (When tenant comes to the top of the waiting list)
- Other: (describe)

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

- Criminal or Drug -related activity
- Rental history
- Housekeeping
- Other (describe)

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? (not unless necessary).
- e. Yes No: Does the PHA access FBI criminal records from the FBI for screening purposes? (Either directly or through an NCIC -authorized source) (Not unless necessary).

(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 (section 8).
 Sub-jurisdictional lists
 Site-based waiting lists for 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)

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

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

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

4. Relationship of preferences 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

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

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

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

Adoption of site -based waiting lists
If selected, list targeted developments below:

Employing waiting list "skipping" to achieve deconcentration of poverty or income mixing goals at targeted developments
If selected, list targeted developments below:

Employing new admission preferences at targeted developments
If selected, list targeted developments below:

Other (list policies and development(s) targeted below) The WHA market via newsletters, church bulletins, neighborhood newsletter to lower income neighborhoods for our Public Housing complex , which is in a high to middle income neighborhood and our Section 8 Voucher tenants.

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

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

- Additional affirmative marketing
- Actions to improve the marketability of certain developments
- Adoption or adjustment of ceiling rents for certain developments
- Adoption of rent incentives to encourage deconcentration of poverty and income -mixing
- Other (list below)

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

- Not applicable: results of analysis did not indicate a need for such efforts
- List (any applicable) developments below:

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

- Not applicable: results of analysis did not indicate a need for such efforts
- List (any applicable) developments below: RIDGEWAY TOWERS

B. Section 8

Exemptions: PHAs 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? Only if there are questions and when necessary.
- d. Yes No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source) only if there are questions and when necessary.
- e. Indicate what kinds of information you share with prospective landlords? (select all that apply)
- Criminal or drug-related activity
 - Other (eviction notices, utility disconnects, and non-compliance notices for previous lease violations, and any public information in the file on criminal or drug-related activities such as newspaper clippings and court records. Anything that's public knowledge).

(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:

Upon request in advance of the voucher expiration are granted if the family indicates an effort is being made to locate a unit. We give a total of 120 days. 30 days initially and 30 day extensions per time.

(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)

Elderly or disabled singles before others singles.

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
High rent burden

Other preferences (select all that apply)

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

4. Among applicants on the waiting list with the 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)

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

6. Relationship of preference 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 program to the public?

- Through published notices

Other (list below) the information is provided to local support services agencies for referral to their clients in the form of meetings and printed materials.

4. PHA Rent Determination Policies

[24CFR Part 903.7 9(d)]

A. Public Housing

Exemptions: PHA 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 these policies below **:The phahas a minimum rent set of \$25.00.**

c. 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)

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

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

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

e. Ceiling rents

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

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

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

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

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) _____
- 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 and phasing in of rent increases in the next year?

(2) Flat Rents

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

- These 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)

B. Section 8 Tenant -Based Assistance

Exemptions: PHA 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% and above 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)

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)

(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

[24CFR 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. 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	Expected
--------------	-----------------------------	----------

	YearBeginning	Turnover
PublicHousing	50	5
Section8Vouchers	1040	200
Section8Certificates	Completed	COMPLETED
Section8Rehab	0	NA
SpecialPurposeSection8 Vouchers(listindividually)	50MainstreamFY'03 50MainstreamFY'03	
PublicHousingDrug EliminationProgram (PHDEP)	50PublicHousingFY	3
OtherFederalPrograms(list individually)		

C.ManagementandMaintenancePolicies

ListthePHA'spublic housingmanagementandmaintenancepolicydocuments,manualsandhandbooksthatcontain theAgency'srules,standards,andpolicieshatgovernmaintenanceandmanagementofpublichousing,includinga descriptionofanymeasuresnecessaryforthe preventionoreradicationofpestinfestation(whichincludescockroach infestation)andthepoliciesgoverningSection8management.

(1)PublicHousingMaintenanceandManagement:(listbelow)

ContinuedoccupancyandAdmissions(ACOP)Policy

DesignationPlan

FamilySelfSufficiencyActionPlan

Section5(h)HomeownershipPlan

BloodborneDiseasesPolicy

CapitalImprovementPlan

DispositionPolicy

DrugFreeWorkPlacePolicy

FacilitiesUsePolicy

GrievancePolicy

HazardousMaterialsPolicy

MaintenancePolicy

NaturalDisasterResponseGuidelines

PestControlPolicy

PetPoliciesforElderlyandProposedPolicyforFamilyHouses

ProcurementPolicy

(2)Section8Management:(listbelow)

Section8AdministrativePlan

FamilySelfSufficiencyActionPlan
 BloodborneDiseasesPolicy
 CommunityServiceandSelfSufficiencyPolicy
 Criminal,DrugTreatment,andRegisteredSexOffender
 ClassificationRecordsManagementPolicy
 DispositionPolicy
 DrugFreeWorkPlacePolicy
 EqualHousingOpportunityPolicy
 InvestmentsPolicy
 NaturalDisasterResponseGuidelines
 Section8DownpaymentAssistanceProgram
 Section8TenantBasedInformalReviewand
 InformalHearingProcedure

6. PHA Grievance Procedures

[24CFRPart903.79(f)]

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

A. Public Housing

1. Yes No: Has the PHA established any written grievance procedures in addition to federal requirements found at 24CFRPart966, Subpart B, for residents of public housing?

If yes, list additions to federal requirements below:

2. Which PHA offices should residents or applicant stop 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 additions 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 and 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) **CAPITAL PROGRAM FUND ANNUAL STATEMENT**

-or-

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

(2) Annual 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 annual 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 annual Action Plan is provided as an attachment to the PHA Plan at Attachment (state name) **CAPITAL PROGRAM FUND ANNUAL STATEMENT**

-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. HOPEVI and Public Housing Development and Replacement Activities (Non-Capital Fund)

Applicability of sub-component 7B: All PHAs administering public housing. Identify any approved HOPEVI 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 HOPEVI 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 HOPEVI revitalization grant (complete one set of questions for each grant)

1. Development name:
2. Development (project) number:
3. Status of grant: (select the statement that best describes the current status)

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

- Yes No: c) Does the PHA plan to apply for a HOPEVI 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: Ridgeway Towers 1b. Development (project) number: IA05003	
2. Designation type: Occupancy by only the elderly <input checked="" 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 checked="" type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/>	
4. Date this designation approved, submitted, or planned for submission: (DD/MM/YY)	
5. If approved, will this designation constitute a (select one) <input type="checkbox"/> New Designation on Plan <input checked="" type="checkbox"/> Revision of a previously approved Designation Plan? Previously designated elderly and disabled. Recently designated elderly only, 62 and over.	
6. Number of units affected: 50 7. Coverage of action (select one) <input type="checkbox"/> Part of the development <input checked="" 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. Assessment of Reasonable Revitalization Pursuant to Section 202 of the HUD FY1996 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 FY1996 HUD Appropriations Act? (If "No", skip to component 11; if "yes", complete one activity description for each identified development, unless eligible to complete a streamlined submission. 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: Ridgeway Towers 1b. Development (project) number: IA05003	
2. What is the status of the required assessment? <input type="checkbox"/> Assessment underway	

<input type="checkbox"/> Assessment results submitted to HUD <input checked="" type="checkbox"/> Assessment results approved by HUD (if marked, proceed to next question) <input type="checkbox"/> Other (explain below)
3. <input type="checkbox"/> Yes <input type="checkbox"/> No: Is a Conversion Plan required? (If yes, go to block 4; if no, go to block 5.)
4. Status of Conversion Plan (select the statement that best describes the current status) <input type="checkbox"/> Conversion Plan in development <input type="checkbox"/> Conversion Plan submitted to HUD on: (DD/MM/YYYY) <input checked="" type="checkbox"/> Conversion Plan approved by HUD on: (Not sure? April 1998 -99) <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 checked="" 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 streamlined submission due to **small PHA** or

highperformingPHA status.PHAscompletingstreamlinedsubmissionsmayskip to component11B.)

2.ActivityDescription

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 checked="" type="checkbox"/> HOPEI - WILLEND IN FY03' <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: <u> (DD/MM/YYYY) </u>	
5. Number of units affected:	
6. Coverage of action: (select one)	
<input type="checkbox"/> Part of the development <input type="checkbox"/> Total development	

**PLANTOPUTAHOMEOWNERSHIPVOUCHERPROGRAMINPLACE
FY04’ .**

B.Section 8 Tenant Based Assistance

1. Yes No: Does the PHA plant 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. **HighperformingPHAs** 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)]

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 entered into a cooperative agreement with the TANF Agency, to share information and/or target support services (as contemplated by section 12(d)(7) of the Housing Act of 1937)?

The four housing authorities have worked out an MOU with **The Department Of Human Services** (DHS).

If yes, what was the date that agreement was signed? 03/18/03

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 HUD Welfare -to-Work voucher program
- Joint administration of other demonstration program
- Other (describe)

B. Services and programs offered to residents and participants

(1) General

a. Self -Sufficiency Policies

Which, if any of the following discretionary policies will the 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
- Preference/eligibility for public housing home ownership option participation
- Preference/eligibility for section 8 home ownership 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)
Family Self-Sufficiency – Section 8	105	Waiting list	PHA main office	Section 8 participants
Family Self-Sufficiency – Section 8		Specific Criteria for Admission	PHA main office	Public Housing Resident
Section 8 mainstream for Persons with disabilities	100	Section 8 Pref. Waiting list	PHA main office	Section 8 applicant
HOPE for Elderly Independence	15	Need based sec 8 waiting list	PHA main office	
Congregate Housing Services Program.	0	Need based	Development Office	
Section 8 Down Payment Assistance Homeownership program.	Approx. 10 peryr.	Need based	Eastside Ministerial alliance office	Low/mod income family
Section 5(h) Homeownership program	0	As FSS Family moves or can afford to buy	PHA main office	FSS Public Hsg or FSS Section 8 resident

(2) Family Self-Sufficiency program/s

a. Participation Description

Family Self-Sufficiency (FSS) Participation		
Program	Required Number of Participants (Start of FY 2003 Estimate)	Actual Number of Participants (As of: 07/01/02)
Public Housing	0	
Section 8	70	105

- 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 plan 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 training 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 -risky 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/or the -wise 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) participated in a gun buyback program

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

D. Additional information as required by PHDEP/PHDEP Plan

PHA eligible for FY2003 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 FY2003 in this PHA Plan? SEE ATTACHMENT

Yes No: This PHDEP Plan is an Attachment. (Attachment Filename: ____)

14. RESERVED FOR PET POLICY

[24CFR Part 903.79(n)]

15. Civil Rights Certifications

[24CFR Part 903.79(o)]

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

16. Fiscal Audit

[24CFR Part 903.79(p)] Will be completed in May 2003.

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)? We are in the process of submitting.

17. PHA Asset Management

[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 descriptions of asset management activities in the Housing Asset Management Table? **optional Public**

18. Other Information

[24CFR 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? d/s?

2. If yes, the comments are: (if comments were received, the PHA **MUST** select one)

Attached at Attachment (Filename) Resident Advisory Board comments

Provided below:

RESIDENT ADVISORY BOARD COMMENTS

Minutes from Ridgeway Towers Tenants Meeting

Comments for the Public Housing Plan - Guide to Policy and Procedures

B. Date of next term expiration of a governing board member: November 2004

C. Name and title of appointing official(s) for governing board (indicate appointing official for the next position): The governing board is selected official plus two of tenants. One from the Section 8 program and one from Public Housing.

TIME: 3:00-5:00PM

PURPOSE: Discussion of the Section 8 Housing Program's mission and to get your input. The Authority needs to know how the housing needs of low income families or the disabled are being met now, what areas have improvements that could be made and your priorities for types of housing programs the authority should be looking into in the next years. This discussion will be used to shape the Comprehensive Agency Annual.

Issues to think about are: a) How can the Waterloo Housing Authority serve you the tenants better? b) What suggestions do you have for enhancing the image of the Waterloo Housing Authority? c) Are you satisfied/dissatisfied with the communication line between the Waterloo Housing Authority and tenants? d) If the discussion goes well, the meeting may possibly end earlier than indicated above. However, if as a group, it may be determined that another meeting is needed, a second meeting will be scheduled.

Thank you for your willingness to participate in this process.

Sincerely,

Director, Waterloo Housing Authority
ETHEL WASHINGTON

Required Attachment: Membership of the Resident Advisory Board or Boards

List members of the Resident Advisory Board or Boards: the resident advisory board members are

1. Dorothy Wiley
2. Pat Heidt
3. Maria Spates
4. Jennifer Kramer
5. Norma Lenius

6. (If the list would be unreasonably long, list organizations represented or otherwise provide a description sufficient to identify how members are chosen.

- A. Volunteers are accepted as members of the RAB. Their term is as long as they will serve.

All tenants were sent a letter asking them to serve as volunteers on the RAB. Their term is as long as they will serve. From this list a tenant volunteer was accepted to serve on the Waterloo Housing Authority Governing Board.

Composition: The Board shall consist of one resident from each of the Section 8 and Public Housing programs; and all members of the City Council for a total of nine (9) Board members. The two (2) members from the Public Housing Authority (PHA residents) shall be appointed by the Mayor subject to approval of a majority of the City Council.

- B. **Term of Office :** Resident members of the Section 8 and Public Housing Program shall serve two -year terms. No resident member of said Board shall serve more than two (2) consecutive terms and shall not be reappointed to a third term unless the member has not served on any Board or Commission of the city for a minimum of one year before he/she is reappointed to any Board or Commission.

- C. **Filling Vacancies :** If any member from the Board shall leave for any reason, the Mayor or shall appoint a successor subject to approval of the City Council.

Comments for the Public Housing Plan - Guide to Policy and Procedures

Section 8 & Ridgeway Towers Tenant Meeting

January 23, 2003

Meeting began at 3:00pm

Meeting held in the conference room at the Carnegie Annex Bldg 620 Mulberry Street.

Attending were Resident Advisory Board Members: Dorothy Wiley, Pat Heidt, Norma Lenius, Marta Spates and Jenny Kramer. From both Section 8 and Public Housing Programs.

Ethel opened the meeting by asking how the Waterloo Housing Authority can better serve the tenants.

We discussed suggestions to enhance the image of the Waterloo Housing Authority.

One of the tenants asked if there could be another program to teach people how to be better tenants?
Can there be a program to help the landlords accept tenants.

Ethel suggested that we are doing more tenant/landlord outreach.

Are there any changes you would like to see to enhance the program itself?

The tenants responded to the first question by vocalizing that they feel the communication line is fine. However, the tenants repeated that there should be another program to teach people how to become better tenants?

Ethel stated that we are trying to get more tenant participation at our meetings from landlords and tenants. She also stated that we hope to reach some of the tenants through our Waterloo Housing Authority newsletter for the Section 8 programs.

Ethel also stated for the Ridgeway tower tenants that the new air condition/heating units, new carpet in community room, hallways and common areas, for Ridgeway Towers is in the process of being purchased and that they should be in place by air conditioning season.

RT Tenants brought up the subject regarding the Nurses Buzzer board in their building. They asked what procedures they should follow if they see this light up. Ethel advised them to call Charlie first, then John, then check on the tenants themselves and call 911 if necessary.

Other suggestions brought up, is to make the RT Tenants aware when a new tenant moves in. Julie said that she would put something in the monthly newsletter for Ridgeway Towers. Question also brought up about printing a RT Phonebook.

Other ideas brought up to help out at Ridgeway Towers areas follow:
Schedule maintenance to pull out refrigerators and stoves for cleaning.
Assign floor greeter to help with new tenants
Chair tips for the chairs in the Community Room
Vending Machines
Remove pool table and put in some exercise equipment
Change machine in the Laundry room.

5:00pm Meeting adjourned

Ethel thanked everyone for coming and that we really appreciate their comments and suggestions

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: See comment in meeting.
- Other: (list below) some of the concerns are being addressed and others should already be addressed.

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)

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)

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: (Waterloo Iowa)

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)

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

3.

4. PUBLIC HOUSING STRATEGY

The Waterloo Housing Authority is a quasi-political subdivision of the state of Iowa. The city of Waterloo oversees the work of the Waterloo housing authority. (The city council for the city of Waterloo services as the authority board or commissioners)

The authority's goal is to facilitate the gradual upgrading of the existing rental housing stock in the community and the availability of decent, safe and sanitary housing at affordable rent rates to very low-income families. It is the authority's policy to assist families in private units through Section 8 assistance and through rehabilitation, rather than build additional public housing units.

The authority's participation is predicated on the belief that the program will encourage and promote better housing and economic conditions for very low-income families residing within the city of Waterloo. Because of the rental assistance provided by the program, the individual families' economic situation will be improved by allowing a reallocation of financial resources from housing to other necessary expenses that must be met.

It is believed that the program provides adequate incentives for private owners of existing rental dwelling units in the city of Waterloo to maintain and/or upgrade their rental units to comply with the US Department of Housing and Urban Development "Housing Quality Standards" in order to participate in the program.

The WATERLOO HOUSING AUTHORITY will :

- 1) Manage and administer housing programs consistent with local, state and federal law.
- 2) Improve and maintain the existing affordable housing stock
- 3) Generate and maintain board based financial, staff and community support for affordable housing programs such as HOPE for the elderly independence FSS, Mainstream, and Welfare to work.
- 4) Plan and develop rehabilitation housing assistance programs for target populations
- 5) Evaluate ongoing housing programs in order to improve service delivery
- 6) Advocate or initiate social service programs that encourage resident empowerment, independent living and self-sufficiency;

D. Other Information Required by HUD

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

Attachments

City of Waterloo's Audit will be Available at the City Clerk's Office or Housing Authority Office
Consolidated Plan - Available at the City Clerk's Office or Housing Authority Office

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

**WATERLOO/CEDAR FALLS, IOWA
2003 CONSOLIDATED PLAN**

CITIZEN'S SUMMARY

Waterloo/Cedar Falls HOME Consortium Consolidated Plan lays out the strategy for housing and community development in the two cities for the future. The Citizen's summary condenses the plan so that citizens in the communities can have a quick overview of Waterloo and Cedar Falls' five-year strategic goals; housing and community development problems; strategies and actions proposed to deal with those problems; and each community's One Year Action Plan, which details the projects proposed for 2003 to help carry out the long term strategy of the Consortium.

ACTION PLAN

The Consolidated Plan includes a one-year action plan, which takes the place of an application for funds from two different HUD programs. The total funding breakdown is as follows:

Waterloo Community Development Block Grant	\$2,861,109
--	-------------

CITIZEN PARTICIPATION

Input was gathered through planning sessions conducted at several different public forums. Specifically, these public sessions were conducted with the Waterloo Community Development Board, Cedar Falls Community Development Board, and the Black Hawk County Homeless Coordinating Board. Members of which represent a wide cross-section of the communities they represent. Input was also gathered from over 15 agencies that provide human services and guide economic development activities in the Consortium area. Copies of the draft Plan were provided to both Community Development Boards, as well as the agencies that provided information toward the completion of the Plan. Finally, a draft plan was made available for public comment.

EXECUTIVE SUMMARY

Community Profile

The cities of Waterloo and Cedar Falls, Iowa are located in central and western Black Hawk County in northeast Iowa. The two communities, together with four smaller contiguous communities, comprise the metropolitan area. The Cedar River, which is the dominant physical feature in the communities, bisects the communities from northwest to southeast toward the Mississippi River. This waterway drains the region, and it has had a dramatic impact on the development of the cities since they were originally founded. Consistent with what is common in Iowa, the primary industries in the communities are agricultural in nature or are agriculturally related businesses.

The agricultural crisis of the 1980s significantly impacted the community and schools. John Deere Tractor Works, the largest area employer, reacted to the declining economic trend by downsizing its work force by over 10,000 employees. Furthermore, the 1980s saw the closing of the Rath Meat Packing Company in Waterloo. In short, the total employment in Black Hawk County was reduced by over 14,000 positions between 1979 and 1985. As a result of this severe economic distress, there were marked disinvestments in housing in the community. Today, the economic picture appears to be reversing itself, however, the types of jobs that are being generated have not replaced the salary and benefit levels of the jobs lost in the 1980s. However, the housing stock has not recovered from this economic distress.

Community Development and Housing Needs

Housing Needs : As the condition of the housing stock continues to decline in parts of Waterloo and Cedar Falls, the social and cultural diversity of the communities are jeopardized by people moving to neighboring communities. There is, however, a pronounced need for rehabilitation and restoration of housing in areas of the communities, the magnitude of which if left unchecked will continue to grow.

For households with extremely low and low incomes, the concerns revolve around the percentage of household income that is paid toward rent or a mortgage and the availability of affordable housing. Both Waterloo and Cedar Falls have a significant number of households paying 30 percent or more of their total household income for housing, and as housing costs increase and availability decreases, the problem may worsen. For moderate-income households, the most significant need is to provide more affordable housing opportunities. Middle income households have needs similar to those of the moderate-income households, affordability and availability. For elderly households, the need is to provide additional units that are affordable to this increasing segment of the population.

Homeless Needs : The homeless needs of the communities include increased shelter space and transitional housing programs, as well as foster protection programs for persons threatened with homelessness.

Emergency Shelter, Transitional Housing, and Other Housing Services Needs : The housing needs reported by area agencies center on needing additional housing opportunities and alternatives. The goals of which are to provide safe, affordable housing to persons who have specialized needs.

Non-Housing Community Development Needs : The non-housing needs of the communities include neighborhood improvement projects; assistance to several agencies for services ranging from medical assistance to meals to transportation; and demolition and clearance of property projects.

STRATEGIC PLAN

As a result of the citizen input provided, the members of the Consortium identified priorities that they will address in the next five years. In part, funding for the strategies to meet the priorities will come from the CDBG and HOME programs. The communities will also utilize other funding and leverage local funds.

Priority Non-Housing Community Development Objectives

Coordinate with human service providers to fund physical and mental health care, support, conflict resolution, and other services to children, youth, families and other persons with low -to-moderate income or special needs;

Expand and improve the public facilities and infrastructure that serve low -to-moderate income persons or persons with special needs;

Eliminate conditions of blight and physical decay on a spot basis;

Promote historical preservation and renovation of existing buildings when financially feasible;

Continue to support efforts to educate, train, and employ persons with low income or persons with special needs;

Continue to support programs focused on parenting, prenatal and infant care; and

Support economic development efforts in the Consortium area.

Priority Housing and Homeless Objectives

Provide affordable homeownership opportunities to low -to-moderate income persons;

Preserve the existing housing stock;

Expand the supply of affordable rental housing;

Expand and/or improve the homeless shelters and transitional housing; and

Provide housing opportunities for disabled persons, seniors, and other persons with special needs.

ONE YEAR ACTION PLAN

All projects are submitted through a formal request for funds in the late fall/early winter of each year. The applicants must meet minimum selection and monitoring guidelines in order to determine their ability to carry out the project. The criteria for meeting the guidelines are in the One-Year Action Plan for each city. All projects must be approved by the City Council through a public hearing process. City staff are available through the development, delivery and management of any project, whether it is funded or not, for technical assistance.

Attachments: Listing of Proposed Projects – Waterloo

PHA Plan Table Library

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 IA05P050101 FFY of Grant Approval: (06/30/2003)

Original Annual Statement REVISED STATEMENT

Line No.	<u>UNTIL WE RECEIVE FUNDING FOR FY03</u> Summary by Development Account	Total Estimated Cost
1	Total Non -CGP Funds	
2	1406 Operations	\$7517.00
	1408 Management Improvements	\$7517.00
4	1410 Administration	\$7517.00
5	1411 Audit	
6	1415 Liquidated Damages	
7	1430 Fees and Costs	
8	1440 Site Acquisition	
9	1450 Site Improvement	
10	1460 Dwelling Structures	
11	1465.1 Dwelling Equipment -Nonexpendable	\$52,621.00
12	1470 Nondwelling Structures	
13	1475 Nondwelling Equipment	
14	1485 Demolition	
15	1490 Replacement Reserve	
16	1492 Moving to Work Demonstration	
17	1495.1 Relocation Costs	
18	1498 Mod Used for Development	
19	1502 Contingency	
20	Amount of Annual Grant (Sum of lines 2 -19)	\$75,172.00
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	
24	Amount of line 20 Related to Energy Conservation Measures	

Annual Statement

CapitalFundProgram(CFP)PartII:SupportingTable

Development Number/Name HA-WideActivities	GeneralDescriptionofMajorWorkCategories	Development AccountNumber	Total Estimated Cost
IA05003	Administrative	1410	\$7517.00
IAo5003	Operations	1406	\$7517.00
IA05003	RidgewayTowerssiteimprovement	1440	\$52,62.00
IA05003	Management Improvements	1408	\$ 7517.00

AnnualStatement

CapitalFundProgram(CFP)PartIII:ImplementationSchedule

Development Number/Name HA-WideActivities	AllFundsObligated (QuarterEndingDate)	AllFundsExpended (QuarterEndingDate)
IA05003	NOV '02	MAY 2005

Section 4: Certifications

A comprehensive certification of compliance with respect to the PHDEP Plans submission is included in the "PHA Certification of Compliance with the PHA Plan and Related Regulations."

DATE: **January 14, 2003**

TO: **Section 8/Public Housing Residents Resident Advisory Board**

MEETING NOTICE

WHERE: **Waterloo Housing Authority
Second Floor Conference Room
620 Mulberry Street
Waterloo, IA**

Table Library

WHEN: Monday, January 23, 2003

TIME: 3:00-5:00PM

PURPOSE: Discussion of the Section 8 Housing Program's mission and to get your input. The Authority needs to know how the housing needs of low income families or the disabled are being met now, what areas have improvements that could be made and your priorities for types of housing programs the authority should be looking into in the next years. This discussion will be used to shape the Comprehensive Age ncy Annual.

Issues to think about are a) How can the Waterloo Housing Authority serve you the tenants better? b) What suggestions do you have for enhancing the image of the Waterloo Housing Authority? c) Are you satisfied/dissatisfied with the communication between the Waterloo Housing Authority and tenants? d) If the discussion goes well, the meeting may possibly end earlier than indicated above. However, if as a group, it may be determined that another meeting is needed, a second meeting will be scheduled.

Thank you for your willingness to participate in this process.

Sincerely,

Director, Waterloo Housing Authority

Ethel Washington

January 14, 2003

Waterloo Housing Authority Governing Board
Mayor John Roof
620 Mulberry Street
Waterloo, Iowa 50703

Dear Board Members:

RE: Authorization to publish notice of a Public Comment Period

This is a written request for authorization to publish a notice of a 45-day Public Comment Period for the Waterloo Housing Authority fiscal year 2003 Agency Plan to be published in the Waterloo Courier on February 23, 2003. The Agency Plan and related materials will be placed at the City Clerk's Office, the Waterloo Public Library and the Housing Authority's Office for review by the public from February 4 thru April 8, 2003.

At a later date, a request will be made to set the date of a Public Hearing for April 15, 2003 at a regular board meeting to consider public comments on the Agency Plan. Following the Public Hearing, if there are public comments they will be compiled. The board will consider the public comments as they review the Plan and make revisions as needed. On April 15, the Plan will be placed on the board's agenda for approval and submission via the Internet to the Dept. of Housing and Urban Development by no later than April 17, 2003.

These steps are part of the requirements of Section 511 of the Quality Housing and Work Responsibility Act final rule published October 21, 1999. In addition to the Public Comment provisions described above, the Authority has met with Public Housing and Section 8 residents to get their input on policies described by the Agency Plan. All members of the housing staff have met to provide their input. The written comments of the Authority residents, the staff and the notice to appear in the Waterloo Courier are attached for your information. If you have any questions or require additional information, please contact Ethel Washington at 233-0201.

Respectfully,
WATERLOO HOUSING AUTHORITY

Ethel Washington, Executive Director

NOTICE OF PUBLIC COMMENT PERIOD
FOR THE WATERLOO HOUSING AUTHORITY
FISCAL YEAR 2003 AGENCY PLAN

The public is invited to review and comment on the Waterloo Housing Authority Agency Plan for the Public Housing Program and the Section 8 Tenant Based Housing Choice Voucher Program for FY 2003. The Agency Plan will be submitted to the Department of Housing & Urban Development prior to April 17, 2003.

The Agency Plan is available for review in three (3) locations:

- 1) 1) The Waterloo Housing Authority Office, Carnegie Annex, 620 Mulberry Street, and
- 2) 2) The City Clerk's Office, City Hall, 715 Mulberry Street, of Waterloo, IA 50703; and
- 3) 3) The Waterloo Public Library, 2nd Floor Information Desk, 415 Commercial Street, Waterloo, Iowa 50701

The 45 -day comment period will begin February 4, 2003 and will end April 8, 2003. Written comments may be submitted to the Housing Authority at any time during the comment period and will be incorporated into the final document. Comment and /or questions may be directed to Ethel Washington, Waterloo Housing Authority, Carnegie Annex, and 620 Mulberry Street, Waterloo, Iowa 50703 and at phone # 233 -0201

The Waterloo Housing Authority will hold a public hearing at a regular board meeting on Tuesday April 15, 2003 at 8:00 AM in the Carnegie Annex, 620 Mulberry St, Waterloo, IA, for the purpose of receiving comments from the public on the Waterloo Housing Authority Agency Plan for the Public Housing Program and the Section 8 Tenant Based Housing Choice Voucher Program for FY 2003.

By order of

Janet Wessels
Bookkeeper

Please provide four (4) Affidavits and billing to: Waterloo Housing Authority 620 Mulberry
Waterloo, IA 50703

**FOR PUBLICATION Sunday, February 2, 2003 and Monday, February 3, 2003
in the WATERLOO COURIER LEGAL NOTICE SECTION**

ATTACHMENT II

RENTAL REHABILITATION PROGRAM

CITY OF WATERLOO ADMINISTRATIVE PLAN

RENTAL REHABILITATION PROGRAM

I. PROGRAM DESIGN

A. MISSION STATEMENT

As described in the Comprehensive Housing Affordability Strategy (CHAS), adopted by the City Council, the City of Waterloo will strive to enhance the availability of decent, safe and sanitary housing for its low- and moderate-income residents.

B. OBJECTIVE

The city will utilize the Waterloo Housing Authority funds to assist property owners with the rehabilitation of rental units.

C. DISPLACEMENT/RELOCATION STRATEGY

Assistance will not be approved that will cause displacement, however, the City does have an approved Antidisplacement/Relocation Plan on file.

D. FEDERAL LABOR STANDARDS - **DAVIS BACON ACT** (DBA)

A. The Fair Labor Standard Act (FLSA) contains federal minimum wage rates, overtime (O/T) and child labor requirements. These requirements federally apply to any labor performed. The Department of Labor (DOL) has the authority to administer and enforce The Fair Labor Standard Act (FLSA). HUD will refer to the Department of Labor (DOL) as possible. The Fair Labor Standard Act (FLSA) violations that are found on HUD projects.

B. The Davis Bacon Act requires the payment of prevailing wage rates (which are determined by the U.S. Department of Labor) to all laborers and mechanics on federal government and District of Columbia construction projects in excess of \$2000.00.

Construction includes alteration and/or repair, including painting and decoration, of public buildings or public works.

- C. The property owner will be responsible for all Labor standards. Due to the total number of units to be rehabilitated, laws, regulations, contracts and responsibility (LR CR) will only apply to projects of eight or more units.

E. LEAD BASED PAINT GUIDELINES -sec. 92.355 Lead -Based paint.

Housing assisted with federal funds is subject to the lead based paint poisoning prevention act which includes (42 U.S.C. 4821 -4846), the Residential Lead Based Paint Hazard Reduction Act of 1992 (42 U.S.C. 4821 -4846), and implementing regulations at part 35, subparts A, B, J, K, M and R of this title.

II. MANAGEMENT STAFFING PLAN

- A. STAFFING – The Waterloo Housing Authority funded Rental Rehabilitation Assistance will be administered by the following Community Development Staff.

Application Review and Selection
Rudy Jones
Housing/Block Grant Program Manager

Rehabilitation Monitoring
Rehabilitation/Relocation
Sherry Thomas, Relocation/Rehabilitation Specialist

B. APPLICANT RESPONSIBILITIES

Waterloo Housing Authority Rental Rehabilitation Assistance will be available to those investor -owners who demonstrate a willingness and ability to meet the cost of rehabilitation of their rental properties. Applicant shall follow Affirmative Fair Marketing and verify tenant eligibility for the period of affordability. In addition, investor-owners will be required, by way of deed restriction, to maintain affordable rents as defined by 23 CFR Part 92.252 for a period of not less than five (5) years from project completion. Rents will be the lesser of the area's Fair Market Rents (FMR's) or rent that is no greater than 30% of the adjusted annual income of a household whose income is 60% of the area's median income. Said rent and income limits are published annually in the Federal Register.

III. MARKETING STRATEGY

The City will establish a potential waiting list using local advertising media to promote the program and locate additional applicants if necessary. Applicants will be selected from this waiting list and will be notified by mail.

IV. PROGRAM IMPLEMENTATION STRATEGY

A. APPLICATION PROCESS

1. The City will place names on a waiting list, if it appears that the list will not be sufficient to expend all funds, the City will advertise to begin accepting applications from investor -owners of rental property.
2. Applications will be mailed to investor -owners who shall submit completed applications for rental rehabilitation assistance to the Community Development Board, Carnegie Annex, Suite 202, 620 Mulberry Street, Waterloo Iowa 50703.
3. The application will be reviewed for completeness and stamped with the date and time of submittal.
4. The City staff will review and select applications to process in the order received, however projects located in the Brownfield Neighborhood, and vacant structures will receive priority. These investor -owners will be scheduled for a personal interview with the administrator and/or Assistant Administrator. They will be requested to bring all required documents and verifications (e.g. current property tax receipts, insurance declarations, existing mortgages, etc.) for staff review.
5. Projects will be selected subject to the economic feasibility of the proposal.
6. The City will advise the investor -owner of their decision to accept or reject to an application. The applicant may choose to appeal the decision and schedule an appointment with the Community Development Board.

7. If the application appears to be in order, the Community Development office will request an inspection by the Housing Inspector to identify all items that must be completed to meet the Rehabilitation standards.
8. The investor -owner must obtain at least two written bids for the work identified and then select the general contractor. City assistance will be based on the lowest responsible bid received. The applicant will be required to pay the difference between the lowest bid and the selected bid, if higher.
9. The City will continue with the selection process until all funds have been obligated.

B. PROJECT MONITORING

1. Agreements, inspections, including lead based paint requirements (all requirements under title 10), contractor procurement, and selection, project monitoring, and tenant recertification will follow Federal HOME Rental Rehabilitation program procedures and guidelines.
2. Upon receipt of requests for payment and satisfactory completion (as approved by the City's Rehabilitation Specialist), the City will initiate the payment disbursement procedures (outlined in the following section).
3. Projects with one to four units shall be inspected at a minimum every two (2) years and projects having more than four units shall be inspected annually.

C. FUNDS DISBURSEMENT

The City will utilize the Waterloo Housing Authority funds to manage the disbursement of funds to the owner -investor..

A "Project Set -up Form (HUD -40094) will be completed for each project. Illustrated as follows:

1. Funds will be disbursed upon receipt of requests for payments from the investor -owner for completed labor, materials and/or supplies. The city will inspect the

completed work and upon approval will initiate the payment process.

D. PROJECT CLOSEOUT

All inspections shall be scheduled upon the owner's request for final payment. When all work items are completed, to the satisfaction of the City, a request for final disbursements shall be processed, according to the procedures described in Section C.

Prior to the final disbursement of the City's assistance, all required agreements shall be completed. The balance of the project funds, including the 10% retainage, will be disbursed upon completion of the final inspection and Lead Based Paint Clearance.

E. RECORD-KEEPING AND FOLLOW -UP

The City shall prepare and submit requests for payment and reports pursuant to the Waterloo Housing Authority Contract.

Copies of annual income certifications for the tenants living in the Waterloo Housing Authority rehabilitation units will be required for a period of five (5) years beyond the project completion date.

Records, documents, and other information relating to the Waterloo Housing Authority funded Rental Rehabilitation Program and individual rehabilitation projects, under the Waterloo Housing Authority Program, shall be retained for three (3) years beyond the date upon which the affordability requirements expire, which is five (5) years from the date of the completed final project.

ATTACHMENT VIII

THE ANNUAL PLAN PROGRESSION REPORT

The PHA provides prospective landlords with tenant's current and prior addresses and the names and addresses of the landlords for those addresses.

The PHA accepts application in the main administrative office in person on a first-come, first-served basis.

The initial voucher is issued for 60 days. IF NEEDED THE WHA will provide two 30-day extensions for a total of 120 days.

This section 8 briefing sessions and written materials contain the policies governing eligibility, selection, and admission to any special section 8 program administered.

Payment standards the payment standards are 100% of FMR for 3, 4, 5 bedroom families, and above 110% for the 1, 2, bedroom families. The FMR reflect the rental market of the area, and are reviewed annually.

The Housing Authority currently administers 1040 section 8 vouchers and 50 units Public Housing project.

The PHA does have grievance procedures. The WHA has 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.

Family Self Sufficiency - The housing authority has a mandatory FSS Program of 70, and a voluntary program of 35 tenants. At this time there are 97 participants in the FSS Program. We offer the FSS program to all new participants and on an annual basis upon recertification.

ATTACHMENT IV

COOPERATION AGREEMENT BETWEEN THE IOWA DEPARTMENT OF HUMAN SERVICES, BLACK HAWK COUNTY AND THE PUBLIC HOUSING AUTHORITY OF WATERLOO, CEDAR FALLS, IOWA NORTH LAND REGIONAL AND EVANS DALE MEMORANDUM OF AGREEMENT

1.0 IDENTITY OF PARTIES .

This Memorandum of Agreement, (hereinafter referred to as "MOA") is made and entered into between the **Public Housing Authority of Waterloo, Cedar Falls, Iowa Northland Regional and Evansdale, a governmental entity corporation hereinafter referred to as the "PHA"** and **Iowa Department of Human Services, Black Hawk County, (referred to in this document as "DHS")**.

The address for Waterloo PHA is: 620 Mulberry Street, Waterloo, IA 50703

The address for Cedar Falls PHA is: 220 Clay Street, Cedar Falls, IA 50613

The address for INR PHA is: 2530 University Avenue, Waterloo, IA 50701

The address for Evansdale PHA is: 119 Morrell Ct. Evansdale, IA 50707

The address for DHS is: 1407 Independence Avenue, PO Box 7500, Waterloo, IA 50704

2.0 BACKGROUND

The PHA and DHS recognize the significant overlap in the population receiving assistance under the Family Investment Program (FIP) and living in public housing or receiving Section 8 tenant-based assistance; and

The PHA and DHS recognize the need for a streamlined process to collect, verify and provide information as necessary to either party in a timely manner to ensure efficient delivery of service and to detect and deter participant fraud and program non-compliance.

3.0 DEFINITIONS

The program involved in this Agreement will be the Family Investment Program (FIP). The Family Investment Program (FIP) is the program

administered by the Iowa Department of Human Services, under the Temporary Assistance for Needy Families (TANF) program, to provide financial and other assistance to needy, dependent children and the parents or relatives with whom they live.

4.0 PURPOSE

Therefore it is resolved that the Parties agree to the following:

The purpose of this Agreement is to carry out, on a local level, Section 512(d)(7) of the Public Housing Reform Act of 1998 (PHRA) (implemented at 24 CFR 5.613). This section states, in relevant part, the following:

“A public housing agency... shall make its best efforts to enter into such cooperation agreements, with State, local, and other agencies providing... welfare or public assistance..., as may be necessary to provide... information to facilitate administration (of their program requirements) and other information regarding rents, income, and assistance that may assist a public housing agency or welfare or public assistance agency in carrying out its functions.

This Agreement carries out this provision by identifying common goals and purposes of both the PHA and DHS that support the economic self-sufficiency efforts of low-income families receiving assistance under FIP and living in public housing or receiving Section 8 tenant-based assistance. The PHA and DHS agree to the following goals:

Reducing and discouraging fraud and noncompliance with welfare and housing program requirements.

5.0 DURATION OF AGREEMENT

This Agreement shall be ineffective beginning, May 30, 2002 and shall remain in effect until terminated in accordance with Section 7 TERMINATION UPON NOTICE.

6.0 RESPONSIBILITIES

The Public Housing Reform Act requires the PHA to obtain and verify information regarding families living in public housing or receiving Section 8 tenant-based assistance from the Department of Human Services. The PHA and DHS will work together to verify participant income and other information used to determine FIP eligibility. This will be a mutually beneficial agreement between the PHA and DHS which will ultimately reward work and promote compliance with welfare and housing program requirements for our shared customers.

A. Benefits of Agreement:

- FasterturnaroundtimeforinformationwillhelpHousingmakedecisionsmorequicklythusaffordingsuitablehousingtoeligiblefamilies.
- Permanenthousingwillhelpstabilizefamilies.
- Stablefamiliescanconcentrateonobtainingand/orkeepingpermanentemploymenttohelpthefamilyreachandsustainfinancialself-sufficiency.
- Familyconcentrationonemploymentmayleadtothefamily'slackofneedforfinancialassistance.
- DHSwillbemoreabletoinsurethatthefamilyreceivetheircashassistanceiftheyhaveapermanentresidence.
- Familywouldbeabletoconservemonthsonassistancewiththe5yearlimit.

B. ExchangeofInformation:

Theexchangeofinformationmustcomplywithallotherstateandfederallawsandrulesregardingsharingofinformation.ThisinformationmaybereleasedbetweenthepartnerswithoutthebenefitofasignedreleasefromtherecipientoftheFamilyInvestmentProgram(FIP).

ThissharingofinformationwithoutareleaseispossibleonlyforapplicantsandrecipientsofFIPwhoarealsoSection8programrecipients.Areleasewillbenecessarytoshareinformationonformerrecipientsoftheprogramlistedabovewhoarelivinginpublichousing.

C. MethodofExchangeofInformation:

Informationwillbeexchangedthroughemail,telephoneandregularmail.

D. ExtentofExchangeofInformation:

- InformationfromDHSsharedwiththePHAwillbelimitedtoinformationusedtodetermineFIPeligibilityand/orbenefits.Thiswouldincludebutisnotlimitedtoincomeandhouseholdcomposition.
- PHAinformationwillincludebutisnotlimitedtorentamounts,utilities,beginningandendingdatesofSection8Housing,householdcomposition,etc.

E. DocumentforExchangeofInformation:

ExchangeofinformationshallbeaccomplishedthroughtheuseofAttachmentAentitled" Iowa DepartmentofHumanServices/PublicHousingAuthorityVerificationForm".

TheattachmentshallbeconsideredpartoftheMemorandumofAgreement.

7.0 COMPENSATION

NeitherpartyshallreceivecompensationunderthisAgreementandeachshallbearitsowncostsincurredintheperformanceofthisAgreement.

8.0 TERMINATION UPON NOTICE

Either party may terminate this Agreement, without penalty or incurring of further obligation, upon **thirty(30)** days' written notice.

9.0 INDEMNIFICATION.

Waterloo, Cedar Falls, Iowa Northland Regional, and Evansdale Public Housing Authority agree to defend, indemnify and hold the State of Iowa and DHS, and their officers, agents and employees, harmless from any and all liabilities, damages, settlements, judgments, costs and expenses, including reasonable attorney's fees of the Attorney General's Office, and the costs and expenses and attorney fees of other counsel required to defend the State of Iowa, DHS or their officers, agents or employees by reason of the failure of **Waterloo, Cedar Falls, Iowa Northland Regional, and Evansdale Housing authority** to fully perform and comply with the terms of this Agreement.

10.0 AGREEMENT ADMINISTRATION.

- A. **Choice of Law and Forum**. The terms and provisions of this Agreement shall be construed in accordance with the laws of the State of Iowa. Any and all litigation or actions commenced in connection with this Agreement shall be brought in an appropriate Iowa forum.
- B. **Amendments**. This Agreement may be amended in writing from time to time by mutual consent of the parties. All amendments to this Agreement shall be fully executed by **all** parties.
- C. **Additional Provisions**. The parties agree that if an Addendum, Attachment or Exhibit is attached hereto by the parties, and referred to herein, then the same shall be deemed incorporated herein by reference.
- D. **Confidentiality**. Information of the Department that identifies clients and services is confidential. **Waterloo, Cedar Falls, Iowa Northland Regional, and Evansdale Housing Authority** and their employees, agents and subcontractors shall be allowed access to such information only as needed for performance of their duties related to this Agreement. **Waterloo, Cedar Falls, Iowa Northland Regional, and Evansdale Public Housing Authority** shall not use confidential information for any purpose other than carrying out **Waterloo, Cedar Falls, Iowa Northland Regional, and Evansdale Public Housing Authority's** obligations under this Agreement. **Waterloo, Cedar Falls, Iowa Northland Regional, and Evansdale Public Housing Authority** shall establish and enforce policies and procedures for safeguarding the confidentiality of such data. **Waterloo, Cedar Falls, Iowa Northland Regional, and Evansdale Public Housing Authority** may be held civilly or criminally liable for improper disclosure. **Waterloo, Cedar Falls, Iowa Northland Regional, and Evansdale Public Housing Authority** shall promptly notify the Department of any request for disclosure of confidential information received by **Waterloo, Cedar Falls, Iowa Northland Regional, and Evansdale Housing Authority**.

- E. **Records Retention and Access** . **Waterloo, Cedar Falls, Iowa Northland Regional, and Evansdale Public Housing Authority** shall maintain books, records, and documents which sufficiently and properly document implementation of their responsibilities under this agreement, as described in Section 6 RESPONSIBILITIES, throughout the term of this Agreement for a period of at least five years following the termination of this Agreement or completion of any required audit begun during the aforementioned five (5) years, whichever is later. Records to be maintained include both financial records and service records. **Waterloo, Cedar Falls, Iowa Northland Regional, and Evansdale Public Housing Authority** shall permit the Auditor of the State of Iowa or any authorized representative of the State, and where federal funds are involved, the Comptroller General of the United States or any other authorized representative of the United States government, to access and examine, audit, excerpt and transcribe any directly pertinent books, documents, papers, electronic or optically stored and created records or other records of **Waterloo, Cedar Falls, Iowa Northland Regional, and Evansdale Public Housing Authority** relating to orders, invoices, payments, services provided or any other documentation or materials pertaining to this Agreement, wherever such records may be located.
- F. **Counterparts**. The parties agree that this Agreement has been or may be executed in several counterparts, each of which shall be deemed a true original and all such counterparts shall together constitute one and the same instrument.
- G. **Waiver**. Except as specifically provided for in a waiver signed by duly authorized representatives of the Department and **Waterloo, Cedar Falls, Iowa Northland Regional, and Evansdale Public Housing Authority**, failure by either party at any time to require performance by the other party or to claim a breach of any provision of the Agreement shall not be construed as affecting any subsequent right to require performance or to claim a breach.
- H. **Notices**. Notices under this Agreement shall be in writing to the individual at the address as it appears below. The effective date for any notice under this Agreement shall be the date of mailing which may be effected by certified U.S. Mail, return receipt requested, with postage prepaid thereon, or by recognized overnight delivery service such as Federal Express or UPS:

If to DHS **Black Hawk County** :

Iowa Department of Human Services

Black Hawk County

Attn.: Evan R. Klenk
1407 Independence Ave. PO Box 7500
Waterloo, IA 50704

lfto **Waterloo,CedarFalls,IowaNorthlandRegional,andEvansdaleHousingAuthority** :

Attn.: _____

EXECUTION

INWITNESSWHEREOF,inconsiderationofthemutualcovenantssetforthaboveand forothergoodsandvaluableconsideration,thereceipt,adequacyandlegalsufficiency ofwhichareherebyacknowledged,the partieshaveenteredintotheaboveAgreement andhavecausedtheirdulyauthorizedrepresentativestoexecutethisAgreement.

Waterloo,HousingAuthority:

By: BOARD APPROVAL Date: March, 18, 2003
Name: Ethel Washington
Title: Director

CedarFallsHousingAuthority

By: _____ Date: _____
Name: _____
Title: _____

EvansdaleHousingAuthority

By: _____ Date: _____
Name: Michael Benning _____
Title: **Director** _____

INRHAHousingAuthority

By: _____ Date: _____
Name: _____
Title: _____

The Iowa Department of Human Services - Black Hawk County

By: _____

Date: _____

Name: Evan R. Klenk

Title: Service Area Manager

ATTACHMENT:I

CIVILRIGHTSCERTIFI CATION

TheWATERLOOHousingAuthoritydoes hereby agree and certify that it will carry out this PHA Plan (Annual Plan) in compliance with all applicable civil rights requirements and will affirmatively further fair housing. In particular, we will comply 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. This is in continuation of our long-standing anti-discrimination tradition.

Ethel Washington

Executive Director

04/15/03

Date

Public Housing Drug Elimination Program Plan

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

Annual PHDEP Plan Table of Contents:

1. General Information/History
2. PHDEP Plan Goals/Budget
3. Milestones
4. Certifications

Section 1: General Information/History

A. Amount of PHDEP Grant \$ _____

B. Eligibility type (Indicate with an "x") N1 _____ N2 _____
R _____

C. FFY in which funding is requested _____

D. Executive Summary of Annual PHDEP Plan

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

E. Target Areas

Complete the following table by indicating each PHDEP Target Area (development or site where activities will be conducted), the total number of units in each PHDEP Target Area, and the total number of individuals expected to participate in PHDEP sponsored activities in each Target Area.

PHDEP Target Areas (Name of development(s) or site)	Total # of Units within the PHDEP Target Area(s)	Total Population to be Served within the PHDEP Target Area(s)
Ridgeway Towers	50	68,000

F. Duration of Program

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

6Months_____ 12Months_____ 18Months_____ 24
Months_x_____ Other_____

G. PHDEP Program History

Indicate each FY that funding has been received under the PHDEP Program (place an "x" by each applicable Year) and provide amount of funding received. If previously funded programs have not been closed out at the time of this submission, indicate the fund balance and anticipated completion date. For grant extensions received, place "GE" in column or "W" for waivers.

Fiscal Year of Funding	PHDEP Funding Received	Grant#	Fund Balance as of Date of this Submission	Grant Extension or Waivers	Anticipated Completion Date
FY1995					
FY1996					
FY1997					
FY1998					
FY1999					
FY2000	\$25,000	lao5dep05000100	\$8,834.63		4/04
FY2001	25,000	IA05dep05000101	\$25,000.00		4/04

Section 2: PHDEP Plan Goals and Budget

A. PHDEP Plan Summary

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

B. PHDEP Budget Summary

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

FY__ 2003 __ PHDEP Budget Summary	
FY__ 2003 __ PHDEP Budget Summary	
Budget Line Item	Total Funding
9110 -Reimbursement of Law Enforcement	

9120 -SecurityPersonnel	
9130 -EmploymentofInvestigators	
9140 -VoluntaryTenantPatrol	
9150 -PhysicalImprovements (securitypurposes)	\$33,834.63
9160 -DrugPrevention	
9170 -DrugIntervention	
9180 -DrugTreatment	
9190 -OtherProgramCosts	
TOTALPHDEPFUND ING	\$33,834.63

C. PHDEP Plan Goals and Activities

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

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

9120 -Security Personnel						Total PHDEP Funding: \$	
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount/Source)	Performance Indicator
1.							
2.							
3.							

9130 -Employment of Investigators						Total PHDEP Funding: \$	
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount/Source)	Performance Indicator

1.							
2.							
3.							

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

9150 - Physical Improvements						Total PHDEP Funding: \$33,834.63	
Goal(s)		Security landscaping and security doors.					
Objectives		To ensure the security of the tenants in the complex.					
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount /Source)	Performance Indicator
1. Landscaping the premises			05/03	12/03	\$33,834.63		
2. Security doors.							
3.							

9160 - Drug Prevention						Total PHDEP Funding: \$	
-------------------------------	--	--	--	--	--	--------------------------------	--

Goal(s)							
Objectives							
ProposedActivities	#of Person s Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	Other Funding (Amount /Source)	PerformanceIndi
1.							
2.							
3.							

9170 -DrugIntervention					TotalPHDEPFunding:\$		
Goal(s)							
Objectives							
ProposedActivities	#of Person s Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	Other Funding (Amount /Source)	PerformanceIndi
1.							
2.							
3.							

9180 -DrugTreatment					TotalPHDEPFunding:\$		
Goal(s)							
Objectives							
ProposedActivities	#of Person s Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	Other Funding (Amount /Source)	PerformanceIndi
1.							
2.							
3.							

9190 -OtherProgramCosts						TotalPHDEPFunds:\$	
Goal(s)							
Objectives							
ProposedAc tivities	#of Person s Served	Target Population	Start Date	Expected Complete Date	PHEDep Funding	Other Funding (Amount /Source)	PerformanceIndi
1.							
2.							
3.							

Section3:Expenditure/ObligationMilestones

IndicatebyBudgetLin eltemandtheProposedActivity(basedontheinformation containedinSection2PHDEPPlanBudgetandGoals),the%offundsthatwill beexpended(atleast25%ofthetotalgrantaward)andobligated(atleast50% ofthetotalgrantaward)within12mon thsofgrantexecution.

BudgetLine Item#	25% Expenditure ofTotal GrantFunds ByActivity#	TotalPHDEP Funding Expended (sumofthe activities)	50% Obligationof TotalGrant Fundsby Activity#	TotalPHDEP Funding Obligated (sumofthe activities)
<i>e.gBudget LineItem# 9120</i>	<i>Activities1,3</i>		<i>Activity2</i>	
9110				
9120				
9130				
9140				
9150			Securityby Landscaping Securitydoors Andcement arounddoors.	\$33,834.63
9160				
9170				
9180				
9190				
TOTAL		\$		\$33,834.63

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

PHA Plan

Annual Plan for Fiscal Year 2002

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

PHA Plan Agency Identification

PHAName: WaterlooHousingAuthority

PHANumber: IA050

PHAFiscalYearBeginning:(mm/yyyy) 07/2003

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 PH A 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)

ANNUAL PLAN
PHAFISCAL YEAR 2003
[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)

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 targets such as: numbers of families served or PHAS 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
 - Other (list below)
- PHA Goal: Improve the quality of assisted housing
Objectives:
- Improve public housing management: (PHAS score)
 - Improve voucher management: (SEMAP score)
 - Increase customer satisfaction:

- Concentrate one effort to improve specific management functions:
(list; e.g., public housing finance; voucher unit inspections, workshops and training)
- Renovate or modernize public housing units:
- Demolish or dispose of obsolete public housing:
- Provide replacement public housing:
- Provide replacement vouchers:
- Other: (list below)

- PHA Goal: Increase assisted housing choices
Objectives:
 - Provide voucher mobility counseling:
 - Conduct outreach effort to potential voucher landlords
 - Increase voucher payment standards
 - Implement voucher homeownership program:
 - Implement public housing or other homeownership programs:
 - Implement public housing site -based waiting lists:
 - Convert public housing to vouchers:
 - Other: (list below)

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

- PHA Goal: Provide an improved living environment
Objectives:
 - Implement measure to deconcentrate poverty by bringing higher income public housing households into lower income developments:
 - Implement measure to promote income mixing in public housing by assuring access for lower income families into higher income developments:
 - Implement public housing security improvements:
 - Designate developments or buildings for particular resident groups (elderly, persons with disabilities)
 - Other: (list below)

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

- 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:
- Provide or attract supportive services to increase independence for the elderly or families with disabilities.
- Other: (list below) Help the persons become self-supporting by training them and helping them to obtain skills.

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

- 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:
 - Other: (list below)

Other PHA Goals and Objectives: (list below)

AnnualPHAPlan
PHAFiscalYear2000
[24CFRPart90 3.7]

i. AnnualPlanType:

SelectwhichtypeofAnnualPlanthePHAwillsubmit.

StandardPlan

StreamlinedPlan:

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

TroubledAgencyPlan

ii. ExecutiveSummaryoftheAnnualPHAPlan

[24CFRPart903.79(r)]

Thewaterloohousingauthorityhaspreparedanannualplanincompliancewithsection511ofthe qualityhousingandworkresponsibilityactof1998andtheensuingHUDrequirements.Asstatedin PIH99 -51issuedDecember14,1999,forpublichousing authoritieswithfiscaltearendsonorafterJune30th,HUD:"willissueguidance,templatesand certificationsnecessaryforcompletionoftheirplansunderafinalruleinasubsequentnotice."The WaterlooHousingAuthoritywasfoundedtoprovideadequatedecent,safeandaffordablehousingto lowerincomepeopleusingsubsidyassistancefromtheU.S.DepartmentofHousingandUrban Developmentandotherfundsavailableforsuchpurposes.Theprogramhasgrownfrom50 unitsofsection -8fundingawardedtoWaterlooin1977,to1026unitstoday.New,HUDrules, guidelinesanddirectiveshavebeenissuedwiththenewHUDreform,whichmandatechangesinthe operationofallhousingauthorities.

iii. AnnualPlanTableofContents

[24CFRPart903.79(r)]

ProvideatableofcontentsfortheAnnualPlan ,includingattachments,andalistofsupportingdocumentsavailable forpublicinspection .

TableofContents

Annual Plan

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

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 filename in parentheses in the space to the right of the title.

Required Attachments:

- Admissions Policy for Deconcentration
- FY2000 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
- FY2000 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)
 - A: Resident membership on PHA governing body.
 - B: membership of resident advisory board or boards.
 - C: comments of Resident Advisory Board or boards and explanation of PHA response (must be attached not included in PHA Plan)

D:CivilRightsCertification
E:ProofOfAnnualAudit
F:OrganizationalChart

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 view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions' initiatives to affirmatively further fair housing that require the PHA's involvement.	5 Year and Annual Plans
x	Consolidated Plan for the jurisdiction/s in which the PHA is located (which include 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
NA	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 include 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
NA	Public Housing Deconcentration and Income Mixing Documentation: 1. PHA board certification 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 <input checked="" type="checkbox"/> check here if included in the public housing A&O Policy	Annual Plan: Rent Determination
	Schedule of flat rents offered at each public housing development <input checked="" type="checkbox"/> check here if included in the public housing A&O Policy	Annual Plan: Rent Determination
X	Section 8 rent determination (payment standard) policies <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
X	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	Annual Plan: Operations and Maintenance
X	Public housing grievance procedures <input checked="" 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 <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
X	The HUD -approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs

1.Statement of Housing Needs

[24CFR 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	1372	5	5	NA	NA	NA	NA
Income > 30% but <= 50% of AMI	681	5	5	NA	NA	NA	NA
Income > 50% but < 80% of AMI	803	5	5	NA	NA	NA	NA
Elderly	1457	5	5	NA	NA	NA	NA
Families with Disabilities	485	1	1	NA	NA	NA	NA
BLACK	12%	5	5	NA	NA	NA	NA
ASIAN	-1%	NA	NA	NA	NA	NA	NA
AM INDIAN	-1%	NA	NA	NA	NA	NA	NA
HISPANIC	-1%	NA	NA	NA	NA	NA	NA

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:
- Other sources: (list and indicate year of information)

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)			
<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	545		167
Extremely low income <= 30% AMI	91	16.7	
Very low income (> 30% but <= 50% AMI)	389	71.2	
Low income (> 50% but < 80% AMI)	65	12.1	
Families with children	334	61.3	
Elderly families	18	3.3	
Families with Disabilities	211	38.8	
Race/ethnicity	269	49.3	
Race/ethnicity	5	0.9	
Race/ethnicity	0	0	
Race/ethnicity	4	0.7	
Characteristics by Bedroom Size (Public Housing Only)			

Housing Needs of Families on the Waiting List			
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 re-open 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			

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 finance 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 units 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)

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: Specific Family Types: Families with Disabilities

Strategy 1: Target available assist anceto 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 voucher 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)

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 support services, Section 8 tenant-based assistance, Section 8 support services or other.

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
1. Federal Grants (FY 2000 grants)		
a) Public Housing Operating Fund	35,000	
b) Public Housing Capital Fund	80,981	
c) HOPEVI Revitalization	NA	
d) HOPEVI Demolition	NA	
e) Annual Contributions for Section 8 Tenant-Based Assistance	3,500.000	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)	25,000	
g) Resident Opportunity and Self-Sufficiency Grants	44,100	
h) Community Development Block Grant	1,785.000	Housing rehab, Emergency repairs ADA Accessibility Target/Neighborhood Improvements.

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
i) HOME	735,000	Housing New Construction, Rehab. Homeownership and TBRA
Other Federal Grants (list below)		
EDI -Special Purposes	500,000	Housing Rehab
2. Prior Year Federal Grants (unobligated funds only) (list below)		
Section 8 FSS FY 2000	46,360	Case Management costs for Family Self Sufficiency Program
Section 8 HOPE for Elderly	40,158	Case management cost to maintain the frail Elderly in their homes
3. Public Housing Dwelling Rental Income	131,300	Operating cost of maintain building
4. Other income (list below)		
4. Non -federal sources (list below)		
Interest on Section 8 Reserves	50,000	EMAD Downpayment Asst. Grants
Total resources	6,942,899.	

3. PHA Policies Governing Eligibility, Selection, and Admissions

[24CFR Part 903.79(c)]

A. Public Housing

Exemptions: PHAs 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: (When tenant comes to the top of the waiting list)
- Other: (describe)

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
- Housekeeping
- Other (describe)

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)

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 the list 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

- Overhoused
- 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
- 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 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
- 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 reprisal or hate crimes
- Other preference(s) (list below)

4. Relationship of preferences 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)DeconcentrationandIncomeMixing

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

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

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

- Adoption of site based waiting lists
If selected, list targeted developments below:
- Employing waiting list "skipping" to achieve deconcentration of poverty or income mixing goals at targeted developments
If selected, list targeted developments below:
- Employing new admission preferences at targeted developments
If selected, list targeted developments below:
- Other (list policies and development targeted below)

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

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

- Additional affirmative marketing
- Actions to improve the marketability of certain developments
- Adoption or adjustment of ceiling rents for certain developments
- Adoption of rent incentives to encourage deconcentration of poverty and income mixing
- Other (list below)

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

- Not applicable: results of analysis did not indicate a need for such efforts

List (any applicable) developments below:

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

Not applicable: results of a analysis did not indicate a need for such efforts

List (any applicable) developments below:

B. Section 8

Exemptions: PHAs 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 (eviction notices, utility disconnects, and non -compliance notices for previous lease violations, and any public information in the file on criminal or drug -related activity such as newspaper clippings and court records. Anything that's public knowledge).

(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:

Upon request in advance of the voucher expiration are granted if the family indicates an effort is being made to locate a unit.

(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)

Elderly or disabled singles before others _____ singles.

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

4. Among _____ applicants on the waiting list with the 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)

- 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 ensure 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 admission 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 program to the public?

- Through published notices
 Other (list below) the information is provided to local support services agencies for referral to their clients in the form of meetings and printed materials.

4.P HA Rent Determination Policies

[24CFR Part 903.79(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 reflect 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 these policies below :

c. 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)

- For the earned income of a previously unemployed household member
 For increases in earned income
 Fixed amount (other than general rent -setting policy)

If yes, state amount/s and circumstances below:

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

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

e. Ceiling rents

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

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

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

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

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. Rentre -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) _____
- 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 and phasing in of rent increases in the next year?

(2) Flat Rents

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

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

B. Section 8 Tenant -Based Assistance

Exemptions: PHA 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 payment standards reevaluated for adequacy? (select one)

- Annually
- Other (list below)

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)

(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

[24CFR 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. 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	53	3
Section 8 Vouchers	900	180
Section 8 Certificates	Merger underway	NA
Section 8 Mod Rehab	0	NA
Special Purpose Section 8 Vouchers (list individually)	50 Mainstream FY'01 50 Mainstream FY'02	5 5
Public Housing Drug Elimination Program (PHDEP)	54 Public Housing FY 02	3
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)
Continued occupancy and Admissions (ACOP) Policy

Designation Plan

Family Self Sufficiency Action Plan

Section 5(h) Homeownership Plan

Bloodborne Diseases Policy

Capital Improvement Plan

Disposition Policy

Drug Free Workplace Policy

Facilities Use Policy

Grievance Policy

Hazardous Materials Policy

Maintenance Policy

Natural Disaster Response Guidelines

Pest Control Policy

Pet Policies for Elderly and Proposed Policy for Family Houses

Procurement Policy

(2) Section 8 Management: (list below)

Section 8 Administrative Plan

Family Self Sufficiency Action Plan

Bloodborne Diseases Policy

Community Service and Self Sufficiency Policy

Criminal, Drug Treatment, and Registered Sex Offender

Classification Records Management Policy

Disposition Policy

Drug Free Workplace Policy

Equal Housing Opportunity Policy

Investments Policy

Natural Disaster Response Guidelines

Section 8 Downpayment Assistance Program

Section 8 Tenant Based Informal Review and

Informal Hearing Procedure

6. PHA Grievance Procedures

[24CFRPart903.79(f)]

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

A. Public Housing

1. Yes No: Has the PHA established any written grievance procedures in addition to federal requirements found at 24CFRPart966, Subpart B, for residents of public housing?

If yes, list additions 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 24CFR982?

If yes, list additions 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

[24CFRPart903.79(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: PHA 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 part s 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)

-or-

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

(2) Annual 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 annual 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 annual Action Plan is provided as an attachment to the PHA Plan at Attachment (state name)

-or-

The Capital Fund Program 5 -Year Action Plan is provided below: (if selected, copy the CFP optional 5 Year Action Plan from the Table Library and insert 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 HOPEVI 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 HOPEVI 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 HOPEVI 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: <u> (DD/MM/YY) </u>	
5. Number of units affected:	
6. Coverage of action (select one) <input type="checkbox"/> Part of the development <input type="checkbox"/> Total development	
7. 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

[24 CFR 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: Ridgeway Towers	
1b. Development (project) number: IA05003	
2. Designation type:	
Occupancy by only the elderly	<input checked="" 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 checked="" 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 checked="" type="checkbox"/> Revision of a previously approved Designation Plan? Previously designated elderly and disabled. Recently designated elderly only, 62 and over.	
6. Number of units affected: 50	
7. Coverage of action (select one)	
<input type="checkbox"/> Part of the development	
<input checked="" 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. Assessment 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 a 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: Ridgeway Towers 1b. Development (project) number: IA05003
2. What is the status of the required assessment? <input type="checkbox"/> Assessment underway <input type="checkbox"/> Assessment results submitted to HUD <input checked="" type="checkbox"/> Assessment results approved by HUD (if marked, proceed to next question) <input type="checkbox"/> Other (explain below)
3. <input type="checkbox"/> Yes <input type="checkbox"/> No: Is a Conversion Plan required? (If yes, go to block 4; if no, go to block 5.)
4. Status of Conversion Plan (select the statement that best describes the current status) <input type="checkbox"/> Conversion Plan in development <input type="checkbox"/> Conversion Plan submitted to HUD on: (DD/MM/YYYY) <input checked="" type="checkbox"/> Conversion Plan approved by HUD on: (Not sure? April 1998 -99) <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 checked="" type="checkbox"/> Requirements no longer applicable: vacancy rates are less than 10 percent <input checked="" 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"/> HOPE I <input checked="" 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 checked="" 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

6. Coverage of action: (select one)

Part of the development

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

[24 CFR Part 903.79(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 entered into a cooperative agreement with _____ the TANF Agency, to share information and/or target supportives services (as contemplated by section 12(d)(7) of the Housing Act of 1937)? In the process of trying to work something out with DHS.

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 programs to eligible families
- Jointly administer programs
- Partner to administer a HUD Welfare-to-Work voucher program
- Joint administration of other demonstration program
- Other (describe)

B. Services and programs offered to residents and participants

(1) General

a. Self-Sufficiency Policies

Which, if any of the following discretionary policies will the 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
- 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 program to enhance the economic and social self-sufficiency of residents? (If "yes", complete the following table; if "no" skip to sub-component 2,

FamilySelfSufficiencyPrograms.Thepositionofthetablemaybe alteredtofacilitateitsuse.)

ServicesandPrograms				
ProgramName&Description (includinglocation,ifappropriate)	Estimated Size	Allocation Method (waiting list/random selection/specific criteria/other)	Access (developmentoffice/ PHAmainoffice/ otherprovidername)	Eligibility (publichousingor section8 participantsor both)
FamilySelfSufficiency – Section8	105	Waitinglist	PHAmainoffice	Section8 participants
FamilySelfSufficiency –Section 8	68	SpecificCriteria forAdmission	PHAmainoffice	PublicHousing Resident
Section8mainstreamforPersons withdisabilities	100	Section8Pref. Waitinglist	PHAmainoffice	Section8 applicant
HOPEforElderlyIndependence	25	Needbasedsec8 waitinglist	PHAmainoffice	
CongregateHousingServices Program.	0	Needbased	DevelopmentOffice	
Section8DownPayment AssistanceHomeownership program.	10-15per year	Needbased	EastsideMinisterial allianceoffice	Low/modincome family
Section5(h)Homeownership program	5peryear	AsFSSFFamily movesorcan affordtobuy	PHAmainoffice	FSSPublicHsgor FSSSection8 resident

(2)FamilySelfSufficiencyprogram/s

a.ParticipationDescription

FamilySelfSufficiency(FSS)Participation		
Program	RequiredNumberofParticipants (StartofFY2002Estimate)	ActualNumberofParticipants (Asof:07/01/02)
PublicHousing	0	6
Section8	70	89

- 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 plan 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 levels 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 -risky 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) planning to participate in a gun buyback program

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 Filename: ____)

14. RESERVED FOR PET POLICY

[24CFR Part 903.79(n)]

15. Civil Rights Certifications

[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 (42US.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?

5. Yes No: If yes, how many unresolved findings remain? _____
 Have responses to any unresolved findings been submitted to HUD?
 If not, when are they due (state below)?

17. PHA Asset Management

[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 descriptions of asset management activities in the **optional** Public Housing Asset Management Table?

18. Other Information

[24CFR 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) Resident Advisory Board comments

Provided below:

January 19, 2001

9:00 a.m.

Minutes from Ridgeway Towers Tenants Meeting

CommentsforthePublicHousingPlan -GuidetoPolicyandProcedures

Thegoverningboardisabodyofelectedofficials.

B.Dateofnexttermexpirationofa governingboardmember:

C. Nameandtitleofappointingofficial(s)forgoverningboard(indicateappointingofficialfor thenextposition):Thegoverningboardiselected.

RequiredAttachment:GMembershipoftheResidentAdvisoryBoardor Boards

ListmembersoftheResidentAdvisoryBoardorBoards:(Ifthelistwouldbeunreasonablylong,list organizationsrepresentedorotherwiseprovideadescriptionsufficienttoidentifyhowmembersare chosen.

AttachedaretheresidentminutesfromtheResidentAdvisoryboardmeetingheldatRidgeway ToweronJanuary19th,2001January19,2001 9:00a.m.

MinutesfromRidgewayTowersTenantsMeeting

Present:JerryBlanchard,DorothyWiley,JenniferKramer,AlmaSprague,WendyEcklund,Claire White,GenevaRogers,andBarbaraKugel.

CommentsforthePublicHousingPlan -GuidetoPolicyandProcedures

1.Doyouhavesuggestionsforimprovementsinthepublichousingprogram?

Yes -Ourapartmentsgettoohotandtheheatcan'tberegulated.Weweretoldthatwecouldn't shuttheheatersoffbecausetheyaretoold.Weshouldopenthewindows.Thethirdfloorgetsso hotthatyoucan'tbreathe.Someonecomplainedofgettingarashfromtheheat.

They would like a thermostat or new heaters. Young' told them that the heaters are too old to correct the problem.

2. What do you like about the program?

The apartments are very efficient, quiet and good security. Sometimes the back door is not shut tight and the buzzer needs to be repaired. You have to pull very hard on the door to get it to shut. The reason for that is due to the snow and ice build up and the cement heaving.

It is also not shoveled very good by the back door.

The light out in front of the building is out.

Liz's wheelchair gets stuck on the sidewalk because of ice and cement heaving.

The tenants feel that the parking lot is not shoveled soon enough after a snow storm. A couple of the ladies had to do it the last time we had a storm.

Not all of the sidewalks are shoveled.

Tenants thought a crosswalk to the bank on Ridgeway would be nice. They also said they had asked the City before and was told the City didn't have enough money to provide this.

Liz complained that people park too close to the sidewalk and she can't get through to the sidewalk. She said when she complains to the drivers, they don't listen to her. She can't get to the bus when cars are in the way.

Tracy -Regarding the heat: My mom came over and said this apartment is too hot. You regoin to get sick. One time she couldn't get the heat to come on, but the air came on instead, she told her mom, it was no other fault.

Back hall has a lot of junk. They re afraid this will attract rodents. (Ethel and Gladys looked in the back hall way. There is an iron board against the wall, a step stool folded against the wall and two grills that the tenants use)

The automatic doors doesn't always work properly. Once the door opens, it stays open until you jerk it to pull it shut.

3. What negatives have you heard about the program?

Jerry -Charlie is spread too far and the City can't afford to hire another person. The Housing Authority must have record of the complaints that are being made, therefore you should call the office and a work order will be written up for you.

Liz -The women's public restroom is not handicapped accessible for wheelchairs. Tenant -The public restrooms need soap.

There are problems with these security cameras on the third floor.

Tenant -Someone should be hired to oversee the building to catch the thieves.

Jenny talked about the building she lived in Minneapolis that had on site security guard

Tenant - They need a bigger dumpster, preferably one with doors, as the dumpster that there is too high.

is

(Ethel and Gladys looked at the dumpster - there are doors on the dumpster)

The light out back by the dumpster is out - need to be replaced.

Jim Webber wants a handicapped accessible unit when none is available.

Jerry had a complaint about this window. He has to use a 2x 4 to hold window. He has to adjust the window. It keeps falling down. He said the window never operated correctly.

Ethel thanked the Residents for attending the meeting.

The Residents thanked Ethel for this type of meeting and letting them voice their concerns.

Notes taken by Gladys Rainey

Housing Coordinator

Responses to tenants concerns:

- 1) Do you have suggestions for improvement?
The heaters they get too hot,
The Director and maintenance will set up a mini workshop to give the tenants instruction on operating the controls.
- 2) The sidewalk is not shoveled well
Waterloo Housing Authority bought liquid salt to take care of the sidewalk and driveway. This seems to be taking care of the problem.
- 3) Tenants want a crosswalk to go to the bank on Ridgeway.
They mention asking the city before and were told the city did not have the funds to provide the crosswalk.
- 5) Jim Webber wants a handicapped unit; Jim's name was put on the waiting list for a handicapped unit as soon as one becomes available.

Meeting adjourned at 11:00 AM

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: Section 8 did institute presentations by outside agencies into their briefing, developed a website, advertised in the phone book and now has WATERLOO HOUSING AUTHORITY's brochures.

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)

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)

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)

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)

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

3. PUBLIC HOUSING STRATEGY

The Waterloo Housing Authority is a quasi-political subdivision of the state of Iowa. The city of Waterloo oversees the work of the Waterloo Housing Authority. (The city council for the city of Waterloo services as the authority board or commissioners)

The authority's goal is to facilitate the gradual upgrading of the existing rental housing stock in the community and the availability of decent, safe and sanitary housing at affordable rental rates to very low-income families. It is the authority's policy to assist families in private units through Section 8 assistance, rather than build additional public housing units.

The authority's participation is predicated on the belief that the program will encourage and promote better housing and economic conditions for very low-income families residing within the city of Waterloo. Because of the rental assistance provided by the program, the individual families' economic situation will be improved by allowing a reallocation of financial resources from housing to other necessary expenses that must be met.

It is believed that the program provides adequate incentives for private owners of existing rental dwelling units in the city of Waterloo to maintain and/or upgrade their rental units to comply with the US Department of Housing and Urban Development's "Housing Quality Standards" in order to participate in the program.

The WATERLOO HOUSING AUTHORITY will :

- 1) Manage and administer housing programs consistent with local, state and federal law.
- 2) Improve and maintain the existing affordable housing stock
- 3) Generate and maintain board based financial, staff and community support for affordable housing programs such as CHSP, HOPE for the elderly independence FSS, Mainstream, and Welfare to work.
- 4) Plan and develop new housing assistance programs for target populations
- 5) Evaluate ongoing housing programs in order to improve service delivery
- 6) Advocate or initiate social service programs that encourage resident empowerment, independent living and self-sufficiency;

D. Other Information Required by HUD

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

Attachments

**Cityofwaterloo'sAudit_Availableatthecityclerk'sofficeor
housingauthorityoffice**

**ConsolidatedPlan -Availableatthecityclerksofficeorhousing
authorityoffice**

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

PHAP lan TableLibrary

Component7 CapitalFundProgramAnnualStatement PartsI,II,andII

AnnualStatement CapitalFundProgram(CFP)PartI:Summary

CapitalFundGrantNumber FFYofGrantApproval: (06/30/1999)

OriginalAnnualStatementXREVISEDSTATEMENT

LineNo.	SummarybyDevelopmentAccount	TotalEstimated Cost
1	TotalNon -CGPFunds	
2	1406Operations	\$80,981.00
3	1408ManagementImprovements	
4	1410Administration	
5	1411Audit	
6	1415LiquidatedDamages	
7	1430FeesandCosts	
8	1440SiteAcquisition	
9	1450SiteImprovement	
10	1460DwellingStructures	
11	1465.1DwellingEquipment -Nonexpendable	
12	1470NondwellingStructures	
13	1475NondwellingEquipment	
14	1485Demolition	
15	1490ReplacementReserve	
16	1492MovingtoWorkDemonstration	
17	1495.1RelocationCosts	
18	1498ModUsedforDevelopment	
19	1502Contingency	
20	AmountofAnnualGrant(Sumoflines2 -19)	\$80,981.00
21	Amountofline20RelatedtoLBPActivities	
22	Amountofline20RelatedtoSection504Compliance	
23	Amountofline20RelatedtoSecurity	
24	Amountofline20RelatedtoEnergyConservation Measures	

AnnualStatement
CapitalFundProgram(CFP)PartII:SupportingTable

Development Number/Name HA-WideActivities	GeneralDescriptionofMajorWork Categories	Development Account Number	Total Estimated Cost
IA05003	Administrative	1406	\$11,000.00
IA05003	RidgewayTowerssiteimprovement	1440	\$69,981.00

AnnualStatement
CapitalFundProgram(CFP)PartIII:ImplementationSchedule

Development Number/Name HA-WideActivities	AllFundsObligated (QuarterEndingDate)	AllFundsExpended (QuarterEndingDate)
IA050	7/2002	05/2003

Optional Table for 5 -Year Action Plan for Capital Fund (Component 7)

Complete one table for each development in which work is planned in the next 5 PHA fiscal years. Complete a table for any PHA -wide physical or management improvements planned in the next 5 PHA fiscal year. Copy this table as many times as necessary. Note: PHAs need not include information from Year One of the 5 -Year cycle, because this information is included in the Capital Fund Program Annual Statement.

Optional 5 -Year Action Plan Tables					
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development		
Description of Needed Physical Improvements or Management Improvements				Estimated Cost	Planned Start Date (HA Fiscal Year)
The Ridgeway Towers will have new heaters and air conditioners units put in each apartment. Boiler put in to ridgeway towers.				\$122,000.00 \$80,000.00	09/01/02
Totalestimatedcostovertnext5years				\$212,000.00	

Optional Public Housing Asset Management Table

See Technical Guidance for instructions on the use of this table, including information to be provided.

Public Housing Asset Management								
Development Identification		Activity Description						
Name, Number, and Location	Number and Type of units	Capital Fund Program Parts II and III <i>Component 7a</i>	Development Activities <i>Component 7b</i>	Demolition/disposition <i>Component 8</i>	Designated housing <i>Component 9</i>	Conversion <i>Component 10</i>	Home-ownership <i>Component 11a</i>	Other (describe) <i>Component 17</i>
IA05003	50 Elderly	Dwelling equipment/	NA	NA	NA	NA	NA	NA
IA05006	6 FSS Sites	Site Improvements	NA	NA	NA	NA	NA	NA

PHA Public Housing Drug Elimination Program Plan

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

Section 1: General Information/History

A. Amount of PHDEP Grant \$ 25,000

B. Eligibility type (Indicate with an "x") N1 x N2 _____ R _____

C. FFY in which funding is requested _____

D. Executive Summary of Annual PHDEP Plan

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

E. Target Areas

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

PHDEP Target Areas (Name of development(s) or site)	Total # of Units within the PHDEP Target Area(s)	Total Population to be Served within the PHDEP Target Area(s)
Ridgeway Towers	50	
Scattered sites	03	68,000

F. Duration of Program

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

12Months _____ 18Months _____ 24Months x

G. PHDEP Program History

Indicate each FY that funding has been received under the PHDEP Program (place an "x" by each applicable Year) and provide amount of funding received. If previously funded programs havenot been closed out at the time of this submission, indicate the fund balance and anticipated completion date. The Fund Balance should reflect the balance as of Date of Submission of the PHDEP Plan. The Grant Term End Dates should include any HUD -approved extensions or waivers. For grant extensions received, place "GE" in column or "W" for waivers.

Fiscal Year of Funding	PHDEP Funding Received	Grant#	Fund Balance as of Date of this Submission	Grant Extension or Waivers	Grant Start Date	Grant Term End Date
FY1995	NA					
FY1996	NA					
FY1997	NA					
FY1998	NA					
FY1999	NA					

Section 2: PHDEP Plan Goals and Budget

A. PHDEP Plan Summary

The Waterloo Housing Authority in conjunction with the Waterloo Police Department will participate in the Gun Buyback program. The program is instrumental in helping to take unwanted guns off the streets of public housing communities. Through the gun buyback, individuals may turn in firearms to local police departments working in conjunction with Public Housing Authorities.

B. PHDEP Budget Summary

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

FFY2002 ___ PHDEP Budget Summary	
Original statement	
Revised statement dated:	
Budget Line Item	Total Funding
9110 - Reimbursement of Law Enforcement	
9115 - Special Initiative	\$25,000
9116 - Gun Buyback TAMatch	
9120 - Security Personnel	
9130 - Employment of Investigators	
9140 - Voluntary Tenant Patrol	
9150 - Physical Improvements	
9160 - Drug Prevention	
9170 - Drug Intervention	
9180 - Drug Treatment	
9190 - Other Program Costs	
TOTAL PHDEP FUNDING	\$25,000

C. PHDEP Plan Goals and Activities

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

9110 –ReimbursementofLawEnforcement					TotalPHDEPFunding:\$		
Goal(s)							
ProposedActivities							
	#of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	OtherFunding (Amount/ Source)	PerformanceIndicators
1.							
2.							
3.							

9115 -SpecialInitiative					TotalPHDEPFunding:\$25,000		
Goal(s)							
Objectives							
ProposedActivities							
	#of Persons Served	Target Populatio n	StartDate	Expected Complete Date	PHEDEP Funding	OtherFunding (Amount/ Source)	PerformanceIndicat ors
1. Gunbuyback,inconjunctionwith theWaterlooPoliceDepartment.			07/01/02	1/01/04	\$25,000		Takegunsoffthestreets,to protectourcommunityand children
2.							
3.							

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

9120 -SecurityPersonnel					TotalPHDEPFundi ng:\$		
Goal(s)							
Objectives							
ProposedActivities	#of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDEPFunding	OtherFunding (Amount/Source)	PerformanceIndicators
1.							
2.							
3.							

9130 – Employment of Investigators					Total PHDEP Funding: \$		
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	Other Funding (Amount/Source)	Performance Indicators
1.							
2.							
3.							

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

9150 - PhysicalImprovements					TotalPHDEPFunding:\$		
Goal(s)							
Objectives							
ProposedActivities	#of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	OtherFunding (Amount/Source)	PerformanceIndicators
1.							
2.							
3.							

9160 -DrugPrevention					TotalPHDEPFunding:\$		
Goal(s)							
Objectives							
ProposedActivities	#of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	OtherFunding (Amount/Source)	PerformanceIndicators
1.							
2.							
3.							

9170 -DrugIntervention					TotalPHDEPFunding:\$		
Goal(s)							
Objectives							
ProposedActivities	#of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	OtherFunding (Amount/Source)	PerformanceIndicators
1.							
2.							
3.							

9180 -DrugTreatment					TotalPHDEPFunding:\$		
Goal(s)							
Objectives							
ProposedActivities	#of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	OtherFunding (Amount/Source)	PerformanceIndicators
1.							
2.							
3.							

					TotalPHDEPFunds:\$		
Goal(s)							
Objectives							
ProposedActivities	#of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	OtherFund ing (Amount/Source)	PerformanceIndicators
1.							
2.							
3.							

DATE: January 26, 2001

TO: Section 8 Resident Advisory Board Member

MEETING NOTICE

WHERE: Waterloo Housing Authority
Second Floor Conference Room
620 Mulberry Street
Waterloo, IA

WHEN: Tuesday, February 6, 2001

TIME: 3:00-5:00 PM

PURPOSE: Discussion of the Section 8 Housing Program's mission and to get your input. The Authority needs to know how the housing needs of low income families or the disabled are being met now, what are some improvements that could be made and your priorities for types of housing programs the authority should be looking into in the next years. This discussion will be used to shape the Comprehensive Agency Annual.

Issues to think about are a) how do people find out about the program and should it be advertised more, b) what could be done to make it easier for persons to apply for programs such as Family Self Sufficiency, c) should the Authority continue in the area of self sufficiency programs or should the priority change to assisting the homeless, homeownership programs, or creating more rental housing, etc. 4) should admission preferences be given to local residents, veterans, or remain first come first serve and 5) in the area of termination for violent criminal or drug activity should the time denied for Section 8 be decreased from 5 years to 3 or stay at 5? If the discussion goes well, the meeting may possibly end earlier than indicated above. However, if as a group, it may be determined that another meeting is needed, a second meeting will be scheduled.

Thank you for your willingness to participate in this process.

ATTACHMENT: I

Table Library

CIVIL RIGHTS CERTIFICATION

The WATERLOO Housing Authority does hereby agree and certify that it will carry out this PHA Plan (Annual Plan) in compliance with all applicable civil rights requirements and will affirmatively further fair housing. In particular, we will comply 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. This is in continuation of our long standing anti-discrimination tradition.

Executive Director

Date

ANNUAL AUDIT

In compliance with the instructions of the Interim Rule on preparing the PHA Plan (published in the Federal Register), our annual audit is not being submitted with this document because HUD has already received a copy of the audit. The Waterloo Housing Authority is audited with the City of Waterloo under the Single Audit Act. If anyone wants to view the annual audit of the City of Waterloo including the Waterloo Housing Authority, they can do so by coming to our office during normal working hours and requesting to see it.

Executive Director

Date

TableLibrary

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