

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

PHA Plans

5 Year Plan for Fiscal Years 2000 - 2004
Annual Plan for Fiscal Year 2003

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

**PHA Plan
Agency Identification**

PHA Name: *Northwest Iowa Regional Housing Authority
and Low Rent Housing Agency of Spirit Lake*

PHA Number: *IA129 (NWIRHA) and IA057 (LHA of Spirit Lake)*

PHA Fiscal Year Beginning: (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 NWIRHA and LHA-SPL
- PHA development management offices
- PHA local offices
- Northwest Planning & Development*
- Spencer Public Library NWIRHA*
- Spirit Lake Public Library LHA-SPL*

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's
- 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
- Spencer Public Library NWIRHA*
- Spirit Lake Public Library LHA-SPL*
- PHA website
- Other (list below)

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

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

5-YEAR PLAN
PHA FISCAL YEARS 2000 - 2004
[24 CFR Part 903.5]

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

It is Northwest Iowa Regional Housing Authority's mission to enable moderate, lower and very-low income families to obtain decent, safe, sanitary and affordable housing in compliance with the Department of Housing & Urban Development rules, regulations, announcements and handbooks.

It is Low Rent Housing Agency of Spirit Lake's mission to provide decent, safe, and sanitary housing for eligible participants; provide improved living conditions for very low-income families while maintaining their rent payments at an affordable level; promote freedom of housing choice and spatial de-concentration of lower income and minority families; provide incentive to private landlords to rent to lower income families by offering timely assistance and to promote policies that support family unification.

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 targets such as: numbers of families served or PHAS scores achieved.) PHAs should identify these measures in the spaces to the right of or below the stated objectives.

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

- X PHA Goal: Expand the supply of assisted housing
Objectives:
X Apply for additional rental vouchers:
If waiting list exceeds six months waiting period, request additional units

- Reduce public housing vacancies:
- Leverage private or other public funds to create additional housing opportunities:
- Acquire or build units or developments
- X Other (list below)
 - Provide Northwest Iowa Planning & Development Commission, Community Housing Initiatives, Northwest Iowa Corridor of Opportunities and developers with data concerning the needs for additional assisted housing in our nine county areas; attend and speak at housing related meetings.*

- PHA Goal: Improve the quality of assisted housing
 - Objectives:
 - Improve public housing management: (PHAS score)
 - X Improve voucher management: (SEMAP score):
 - Rewrite admin plan. Increase customer satisfaction: Hold staff meetings monthly to review any problems and increase staff morale. Include a questionnaire in the briefing packets as to how we could improve our service and question the tenant representative on our board. Provide a professional office, set minimum educational requirements for staff positions, and provide education on housing to board members.*
 - X Concentrate on efforts to improve specific management functions: (list; e.g., public housing finance; voucher unit inspections)
 - Collaborate with other housing authorities to do reciprocal unit inspections.*
 - Renovate or modernize public housing units:
 - Demolish or dispose of obsolete public housing:
 - Provide replacement public housing:
 - X Provide replacement vouchers:
 - For section 8 new construction as requested by HUD and work with tenants and landlords of Farm Home opts out.*
 - Other: (list below)

- X PHA Goal: Increase assisted housing choices
 - Objectives:
 - X Provide voucher mobility counseling:
 - All tenants are advised of portability rights and advantages to moving to an area outside of a high-poverty census tract. Such areas generally have better schools, a lower crime rate, better public services, and more shopping and other amenities. Statistics indicate children of families moving out of high poverty areas reach higher levels of school achievement. This is to be done at briefings and at annual reviews.*
 - X Conduct outreach efforts to potential voucher landlords

- With advertisements and posters as necessary*
- X Increase voucher payment standards
If voucher holders are unable to rent units within Fair Market Rents
 - Implement voucher homeownership program:
 - Implement public housing or other homeownership programs:
 - Implement public housing site-based waiting lists:
 - Convert public housing to vouchers:

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

- X PHA Goal: Provide an improved living environment
Objectives:
 - Implement measures to de-concentrate 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)
- X Other: (list below)
NWIRHA to use admin fees to assist landlords who are financially unable to convert units for handicap accessibility.
Delay interim re-certification until annual if family reported income increase.

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

- X PHA Goal: Promote self-sufficiency and asset development of assisted households
Objectives:
 - Increase the number and percentage of employed persons in assisted families:
 - X Provide or attract supportive services to improve assistance recipients' employability:
All leased families under the age of sixty two will be given an opportunity to apply to participate in Family Self-sufficiency as long as we have Coordinator Grant Funding. NWIRHA provides zero interest car repair loans and gives away two five hundred dollar scholarships per year to FSS Participants. The Coordinator meets with FSS families in their homes to reduce family travel costs in our region.

- 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

- X PHA Goal: Ensure equal opportunity and affirmatively further fair housing
Objectives:
 - X Undertake affirmative measures to ensure access to assisted housing regardless of race, color, religion national origin, sex, familial status, and disability:
All landlords are briefed on illegal discrimination. Agency has sponsored training seminars on illegal discrimination.
 - 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:
 - X Undertake affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required:
Admin fees may be used to support conversion of individual units to handicap accessibility. Extra bedrooms may be allowed out of medical necessity. Relatives will be allowed to rent to family members with disabilities to ensure accessible housing.
 - Other: (list below)

Other PHA Goals and Objectives: (list below)

Maintain reserves of two times the monthly Housing Assistance Payments and house expenses. Maintain up-to-date equipment for office and staff. Pay salaries comparable to like size PHA's in Iowa. Provide car or mileage for staff driven cars. Encourage staff education by paying tuition and allowing comp time for classes, which improve staff, skills and knowledge as related to the business of housing. Respect and privacy for all clients. Board to set policies. Executive Director to manage the Housing Authority. Provide a professional office setting, whether rented or purchased. Set minimum education levels for staff positions.

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

i. Annual Plan Type:

Select which type of Annual Plan the PHA will submit.

Standard Plan

Streamlined Plan:

High Performing PHA (NWIRHA)

Small Agency (<250 Public Housing Units)

Administering Section 8 Only

Troubled Agency Plan

ii. Executive Summary of the Annual PHA Plan

[24 CFR Part 903.7 9 (r)]

Provide a brief overview of the information in the Annual Plan, including highlights of major initiatives and discretionary policies the PHA has included in the Annual Plan.

Northwest Iowa Reginal Housing Authority was founded in 1979 as a Public Housing Authority. NWIRHA presently has forty-three member cities and counties in a nine county area. We also serve Storm Lake under Portability.

Overall, our company can be characterized as providing Rental Assistance to Very Low-Income Families and promoting self-sufficiency and asset development of families and individuals to improve the community quality of life and economic stability. NWIRHA further works to ensure equal housing opportunity for all applicants.

Very Low Income Families are unable to afford decent, safe and affordable housing and NWIRHA has been working with very low-income people in finding affordable housing, negotiating with landlords and subsidizing rents.

NWIRHA has been operating under federal subsidy through HUD's Mod-rehab, Voucher and Certificate Programs. New rules, guidelines and directives have been issued which mandate changes in the operation of the Housing Authority. NWIRHA is also faced with decreasing availability of funding from HUD in the face of needing to provide more services for its clients.

NWIRHA strives to increase the availability of decent safe and affordable housing in our nine county area by working with non-profit developers, cities, Northwest Iowa Planning & Development Commission, Area Association of Aging, Promise Jobs, Social Services, Green Thumb and other service agencies.

Caucus of member cities and counties selects the nine members Board of Commissioners once a year. The Board will assist our management team in setting policies, appoint the Executive Director and other services as described by the By Laws of the housing authority. They will not be responsible for management decisions.

The Commissioners provide tremendous support for management decisions and creativity.

(2001) This last year NWIRHA has concentrated on increasing the number of leased units. January of 2000 we had 482 leased units. This January we have 514 out of 514 available units leased. We obtained this increase by extending the expiration date to four months when we issue a Voucher, by advertising with posters in all the towns in our nine county area, advertising in the largest newspaper, referring families to available units, sending landlords posters and hiring an additional person so briefing times are extended. We also increased our Payment Standard to 110% of Fair Market Rent so that we could do a 20% increase for natural gas and electric heat and still expand the number of available units to Voucher Holders. Additionally, we have started assisting in Assisted Living Units.

We also have four certified Visual Risk Assessors for lead-based paint. We will be teaching the Lead-safe Work Practices Training for 17 landlords on February 27, 2001. This class will be repeated periodically. All families with children are required to watch a film on the dangers of lead paint at their briefings.

All families are given a questionnaire at their briefing. The questionnaire gives the families opportunity to provide feedback to the PHA without signing their name.

NWIRHA supported the City of Spencer by providing developers information on our waiting list and tax credits.

All families entering our doors are treated with courtesy. We are trying to remain client oriented in spite of the tremendous paper work required by HUD.

The Low Rent Housing Agency of Spirit Lake was organized in 1970 by the City of Spirit Lake to provide housing assistance to eligible persons and families in Spirit Lake. Initial funding for the HA was received in 1977. With cooperative agreements with the surrounding cities and Dickinson County, assistance is now provided to all of Dickinson County and to those cities within the County.

The goal of LHA of Spirit Lake is to encourage and promote better housing and economic conditions for very low-income elderly and families within its jurisdiction. Major objectives are to provide decent, safe and sanitary housing for eligible participants; to provide improved living conditions for very low-income families while maintaining their rent payments at an affordable level; to promote freedom of housing choice and de-concentration of lower income and minority families; provide incentive to private landlords to rent to lower income families by offering timely assistance; and to promote policies that support family unification.

LHA of Spirit Lake serves on the local Housing Task force with the goal of improving the number of affordable housing units within our community. The task force is actively encouraging developers by providing information on housing issues and by applying for grants to be used in furthering the improvement of the current housing stock on the rental market.

LHA of Spirit Lake provides information and assistance where requested to local non-profits who are considering adding to the current housing stock with affordable housing.

The Executive Director is appointed by the Board of Directors. The Board of Directors assists in determining policies gives support for decisions and promotes good public relations within the community. They will not be responsible for management decisions.

(2001)The Low Rent Housing Agency of Spirit Lake was organized in 1970 by the City of Spirit Lake to provide housing assistance to eligible persons and families in Spirit Lake. With cooperative agreements assistance is now provided to all of Dickinson County and to those cities within the county.

The goal of LHA of Spirit Lake is to encourage and promote better housing and economic conditions for very low-income elderly and families within its jurisdiction. The goals and objectives of this agency have been maintained as defined in the original plan.

The payment standard was increased to 110% to improve the leasing of eligible units. The rising costs of the local rental market and the limited number of rental units made this increase necessary.

LHA of Spirit Lake serves on the local Housing Task Force with the goal of improving the number of affordable housing units within our community. The task force encourages developers by providing information on housing issues and by applying for grants to be used in furthering the improvement of the current housing stock on the rental market. LHA of Spirit lake provides information and assistance where requested.

This year a local non-profit was successful in receiving funding for 20 - 1 and 2 bedroom units from the Iowa Finance Authority. Construction will start in spring of 2001 with completion planned for fall 2001. These units will be available for tenants with voucher assistance from this office. This will help to alleviate the tightness of the rental market.

The Housing Task Force also received a grant of approximately \$220,000 to improve the current rental stock by granting matching funds to local owners of rental stock to make major improvements to rental units. These improvements are to be made without any increases in rent due to the cost of the improvement.

The LHA of Spirit Lake is currently maintaining 100% lease up and a waiting list.

(2002) Annual Plan Executive Summary

NWIRHA is proud to say we are 102% leased as of December 1, 2001. We are sorry to say that our waiting list has gone from 0 families in March 2001 to 175 families as of December 1, 2001. We believe this is a factor of the falling economy and the good job we have done with posters and advertising. NWIRHA's Commissioners are delaying implementation of a Home Ownership program because they believe we should assist families with rent before assisting families to purchase a home. We look forward to applying for additional units in January and July when HUD reallocates additional units.

We are very happy that all of our Rental Assistance is now contained in Vouchers. This merger means we have more time for clients.

We have an additional employee which enables us to better serve our clients and to quickly assume opt-outs when HUD requests. We have extended our office hours to 11 hours a day which will mean working clients will have to take less unpaid leave to come to our office.

Our initial FSS Program started with 50 mandated slots. Our contact with Upper Des Moines does a great job with our FSS Program. We are now down to 14 mandatory slots but continue to run a program size which fluctuates between 47 and 52 FSS Contracts at any one time.

NWIRHA continues to update computer hardware and software, which allows timely reporting to HUD and commit less errors in computing Total Tenant Payment. The computer also allows more staff time for clients.

NWIRHA has worked closely with National Management's new tax credit project and hosted National Management's first application taking day. Our agency believes this new 24 unit apartment complex will provide other owners an incentive to improve their properties.

NWIRHA trained and certified 41 landlords in Safe Work Practices in Dealing with Lead Paint this last year. We will continue to train landlords as necessary.

NWIRHA Staff and Commissioners look forward to continuing our relationship with HUD, landlords and clients.

(2002) The efforts of LHA of Spirit Lake have been to maintain a high lease up rate and are currently able to maintain that rate at 99%. Sixty six percent (66%) of the new admissions have been to disabled persons. This has been achieved partially by continuing the Payment Standard at 110%. This housing authority has encouraged and provided assistance as necessary to Community Housing Initiatives, a non-profit organization in receiving funding for 20 new units. These units were designed with disabled individuals and families in mind and were completed by year-end of 2001. This is the 4th project on which LHA of Spirit Lake has worked with CHI to provide housing in this area.

The current waiting list is 4-6 months. An application was made for additional units for Mainstream Housing Opportunities for persons with disabilities. We were disappointed when it was not awarded. Our turnover rate is approximately 3% and the rate of Voucher issuance to lease up is less than 10%. The reason for the low percentage of lease up is as varied as the clients that we serve. We have maintained 89% of lease up to targeted income tenants.

LHA of Spirit Lake strives to maintain good client relationship and continues to achieve a good relationship to other sources within the community to provide housing for low-income clients.

The increasing pressure of paperwork and reporting requirements to PIC make it difficult to maintain good client contact. Time constraints in a small office require that the goal of this office continue to encourage and promote better housing and economic conditions for very low-income elderly and families above all else. It becomes a balancing act to provide housing assistance to those who need it or to report each and every transaction to PIC. We are striving to maintain the level of assistance to tenants and to owners as we have provided in the past.

(2003) This past year NWIRHA applied for an additional 25 units to fund the 200 plus families on our waiting list. Unfortunately this application was not funded. NWIRHA will apply for re-captured units when HUD publishes in January.

NWIRHA has assumed a HUD/FMHA Opt Out to bring our total vouchers to 522. We are also trying to over lease since we are not at 100% budget utilization.

Our agency continues to hold Lead Safe Work-practices Training classes and we are pleased with our landlord's reception to the need for training since Iowa ranks 6th in the nation for lead poisoned children. Landlords, more aware of the problem, are keeping the paint in good repair in units built before 1978. We are also encouraging our landlords to install GFC outlets by water sources and tenants to use Carbon Monoxide Alarms.

NWIRHA has been pleased with the tenant questionnaires that indicate we are doing a good job for our clients. NWIRHA has given support to tax credit projects that have been and are being built in our area. NWIRHA believes the projects have induced owners of older units to make repairs to keep their units marketable.

Iowa has a very high percentage of Elderly. NWIRHA is working closely with NW Area Aging and the assisted living unit managers in our area to provide Rental Assistance to the elderly who need to reside in Assisted Living, which in turn reduces costs to Iowa's Elderly Waiver Program so that they can assist more elderly clients.

NWIRHA has started to work on a Homeownership Program; however, we have such a long waiting list this program is not a high priority in our office.

We are pleased to have been named a high performing housing authority in 2002 and continue to strive to better serve the clients in our nine county areas.

(2003) The LHA of Spirit Lake is continuing to provide a professional relationship with those clients who are requiring financial assistance to assure housing for their families. Since January 1, 2002, the waiting list for rental assistance has constantly grown. The lease up rate has met or exceeded 100% since January 1, 2002. The turnover rate has dropped and the success rate for Voucher Holders has been nearly 100 % to lease up within a short period of time.

The current estimated waiting time for a client completing an application is now more than 30 months. Attempts have been made to seek Vouchers that are underutilized in other agencies to alleviate the waiting period in Dickinson County. This has been unsuccessful.

Since July 1, 2002, all new admissions have been to targeted income clients as no less than 85% of the applications on the waiting list are clients with incomes that are less than the 30% median. Nearly half (50%) of the applications on the waiting list have children and 30% are disabled clients.

LHA of Spirit Lake is striving to improve the service and professionalism of the office. Computers are being upgraded so that work can be completed as efficiently as possible.

Implementation of the income disallowance has been done as required by regulations. This implementation is part of the annual re-certification process and is working well.

This office is looking forward to continued success of the HCV Program and to maintaining a healthy relationship with HUD, property owners, and clients.

iii. Annual Plan Table of Contents

[24 CFR Part 903.7 9 (r)]

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

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Attachments

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

Required Attachments:

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

Optional Attachments:

- X PHA Management Organizational Chart

- FY 2000 Capital Fund Program 5 Year Action Plan
- Public Housing Drug Elimination Program (PHDEP) Plan
- X Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text)
- X Other (List below, providing each attachment name)
 - Equal Opportunity Housing Plan* *Administration Plan*
 - Public Hearing Notices* *Budgets*
 - Portability Procedures* *Board Resolution*
 - Gardston Pet Policy* *Personnel Policy*
 - Certifications-Lobbying & Drug Free* *Consolidated Plan*
 - State of Iowa DED* *Code of Standards & Ethics*

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 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;
	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
	Public Housing Deconcentration and Income Mixing Documentation:	Annual Plan: Eligibility, Selection, and Admissions

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
	1. PHA board certifications of compliance with deconcentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/99 <i>Quality Housing and Work Responsibility Act Initial Guidance; Notice</i> and any further HUD guidance) and 2. Documentation of the required deconcentration and income mixing analysis	Policies
	Public housing rent determination policies, including the methodology for setting public housing flat rents <input type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
	Schedule of flat rents offered at each public housing development <input type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X	Section 8 rent determination (payment standard) policies X check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	Annual Plan: Operations and Maintenance
	Public housing grievance procedures <input type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
X	Section 8 informal review and hearing procedures X check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
	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
	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans or any other approved proposal for development of public housing	Annual Plan: Capital Needs
	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
	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
	Approved or submitted public housing homeownership	Annual Plan:

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
	programs/plans	Homeownership
	Policies governing any Section 8 Homeownership program <input type="checkbox"/> check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
	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
	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
	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
	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)

1. Statement of Housing Needs

[24 CFR Part 903.7 9 (a)]

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

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

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	2378	5	4	2	3	1	1
Income >30% but <=50% of AMI	3111	5	4	2	3	1	1
Income >50% but <80% of AMI	3285	5	4	2	3	1	1

Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Overall	Afford-ability	Supply	Quality	Access-ibility	Size	Loca-tion
Elderly	2632	3	2	1	1	2	1
Families with Disabilities	2525	3	4	1	3	1	1
White	13572	3	3	3	1	2	1
Black	23	4	3	3	1	2	1
Hispanic	66	4	3	3	1	1	1
American Indian	53	4	3	3	1	1	1
Asaian Pacific Islander	102	4	3	3	1	2	1

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: 2000-2004 *Consolidated Plan-Iowa Department of Economic Development*
- U.S. Census data: the Comprehensive Housing Affordability Strategy (“CHAS”) dataset 1993
- American Housing Survey data
Indicate year:
- Other housing market study
Indicate year: 1996 *Community Housing Initiatives Market Study*
1996 *Northwest Iowa Planning and Development Housing Assessment*
- 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

Housing Needs of Families on the Waiting List

Waiting list type: (select one)

Section 8 tenant-based assistance

Public Housing

Combined Section 8 and Public Housing

Public Housing Site-Based or sub-jurisdictional waiting list (optional)

If used, identify which development/sub-jurisdiction:

	NWIRHA	LHA-SPL	NWIRHA	LHA-SPL	NWIRHA	LHA-SPL
	# of families	# of families	% of total families	% of total families	Annual Turnover	Annual Turnover
Waiting list total	222	54			450	90
Extremely low income <=30% AMI	73	46	33%	85%		
Very low income (>30% but <=50% AMI)	149	8	67%	15%		
Low income (>50% but <80% AMI)	0	0	0%	0%		
Families with children	120	25	54%	46%		
Elderly families	57	7	26%	13%		
Families with Disabilities	30	8	14%	30%		
White	214	50	96%	92%		
Hispanic	19	1	9%	2%		
American Indian	0	2	0%	4%		
Black	0	1	0%	2%		
Asian	3	0	1%	0%		
Native Pac/Island	1	0	0%	0%		
Characteristics by Bedroom Size (Public Housing Only)						
1BR						
2 BR						
3 BR						

Housing Needs of Families on the Waiting List						
4 BR						
5 BR						
5+ BR						
Is the waiting list closed (select one)? X No <input type="checkbox"/> Yes If yes: How long has it been closed (# of months)? Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input type="checkbox"/> Yes						

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
- X Maintain or increase section 8 lease-up rates by establishing payment standards that will enable families to rent throughout the jurisdiction
(2001) Increased payment standard to 110% FMR
(2002) Payment standard remains at 110% FMR
 (2003) Working toward 105% lease up status. Payment standard remains at 110% FMR
- Undertake measures to ensure access to affordable housing among families assisted by the PHA, regardless of unit size required
- X Maintain or increase section 8 lease-up rates by marketing the program to owners, particularly those outside of areas of minority and poverty concentration

(2001) Sent posters to all owners & posted 43 posters

(2003) Continue posting posters

- Maintain or increase section 8 lease-up rates by effectively screening Section 8 applicants to increase owner acceptance of program
- X Participate in the Consolidated Plan development process to ensure coordination with broader community strategies

(2001) Staff attends DED hearings

(2003) Staff attends DED hearings concerning the state CHAS

- Other (list below)

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

Select all that apply

- X Apply for additional section 8 units should they become available
If waiting list warrants
(2001) **Waiting list doesn't warrant application for additional units at this time**
- (2002) LHA-SPLK applied for mainstream vouchers – request denied. Waiting list has gone from 10 to 25. NWIRHA waiting list has increased from zero to 175.
- (2003) LHA-SPLK was unable to apply due to troubled status.
Anticipating notification of change in this status. Waiting list has over 50 applications
- 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.
- X Other: (list below)
(2002) Cooperated with National Management's new tax credits project. Educating owners
(2003) NWIRHA applied for 25; funding was not received, will apply for recaptured units

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
- X Exceed HUD federal targeting requirements for families at or below 30% of AMI in tenant-based section 8 assistance
(2001) NWIRHA requested waiver to 50%. All extremely low-income families are given preference, but do not remain extremely low income after voucher issuance and prior to lease up

(2002) NWIRHA should be able to meet this goal now that we have 175 families on the waiting list.

(2003) NWIRHA: 99% of leased units were under the 30% median income at midyear. LHA-SL has maintained no less than 80% of new admissions as targeted families. For the last 6 months show 100% to targeted families

- 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
- X Other: (list below)
(2002) NWIRHA will continue to advertise in newspapers and with posters in minority areas.
(2003) 80% of families pulled from the waiting list will be at or below 30% medium income.

Need: Specific Family Types: The Elderly

Strategy 1: Target available assistance to the elderly:

Select all that apply

- Seek designation of public housing for the elderly
- Apply for special-purpose vouchers targeted to the elderly, should they become available
- Other: (list below)
NWIRHA may use administrative reserves to assist landlords in making units accessible (2001) to elderly and disabled families. NWIRHA administers 35 mainstream vouchers
(2002) Work closely with Northwest Iowa Area Aging Agency. Refer elderly families to area aging for elderly waivers, insurance, prescriptions, and telephone bill assistance.
(2003) Increased assistance to families under elderly waiver.

Need: Specific Family Types: Families with Disabilities

Strategy 1: Target available assistance to Families with Disabilities:

Select all that apply

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

X Other: (list below)
NWIRHA has 35 Mainstream Vouchers, which are available and marketed to persons with disabilities through sheltered workshops

(2001) No landlord has evicted a disabled person under this program

(2002) NWIRHA continues to work closely with sheltered workshops

(2003) NWIRHA is assisting in two additional group homes LHA-SL is working closely with sheltered workshops and 2 new group homes

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

- X Affirmatively market to races/ethnicities shown to have disproportionate housing needs
(2001) Storm Lake – Posters put up at ethnic grocery stores and Laundromats
(2002) Increased Hispanic and Oriental applications
 (2003) NWIRHA continues to market section 8 vouchers in Estherville and Storm Lake- the highest areas of minority population in our territory.
- 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
- X Other: (list below)
Inform clients about poverty areas, although none exist in our region per census.

(2003 Continued education provided to landlords on one to one basis when they use racial slurs.

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:

X Funding constraints

X Staffing constraints

(2001) 1 additional staff person hired for NWIRHA

(2003) NWIRHA and LHA-SL contacted congressmen about reduction of administrative fees.

Limited availability of sites for assisted housing

X 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

X Influence of the housing market on PHA programs

(2001) Went to 110% of FMR to meet increasing rents and expand available housing stock

(2002) Continuing to use 110% of FMR for our payment standard (2003)

(2003) NWIRHA and LHA-SL continue to use of 110% of FMR for payment standards.

Community priorities regarding housing assistance

X Results of consultation with local or state government

X Results of consultation with residents and the Resident Advisory Board

Results of consultation with advocacy groups

Other: (list below)

(2001) Concentrate on training Landlords and tenants on the safe work practices of working with Lead-based paint. NWIRHA has purchased a TV and VCR and all persons with children under six are required to watch the video on the Hazards of Lead-based Paint.

(2002) Trained 41 landlords in safe work practice in working with lead based paint.

(2003) NWIRHA has now trained 51 landlords in lead safe work practices. Four staff from NWIRHA and one from LHA-SL have taken a refresher course and were re-licensed as visual risk assessors.

2. Statement of Financial Resources

[24 CFR Part 903.7 9 (b)]

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

Financial Resources: Planned Sources and Uses			
	NWIRHA	LHASPL	NWIRHA LHASPL
Sources	Planned \$		Planned Uses
1. Federal Grants (FY 2000 grants)			
a) Public Housing Operating Fund			
b) Public Housing Capital Fund			
c) HOPE VI Revitalization			
d) HOPE VI Demolition			
e) Annual Contributions for Section 8 Tenant-Based Assistance	1,500,000	257,890	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)			
g) Resident Opportunity and Self-Sufficiency Grants	46,300		
h) Community Development Block Grant			
i) HOME			
Other Federal Grants (list below)			
2. Prior Year Federal Grants (unobligated funds only) (list below)			
3. Public Housing Dwelling Rental Income			
4. Other income (list below)			
<u>Reserves</u>	367,894	62,000	
4. Non-federal sources (list below)			
<u>Interest</u>	7,000	1,860	

Financial Resources: Planned Sources and Uses				
	NWIRHA	LHASPL	NWIRHA	LHASPL
Sources	Planned \$		Planned Uses	
Total resources	1,921,194	321,750		
<u>Interest, administration, & reserves</u>	630,894	107,860	NWIRHA Administrative costs Software, hardware, salaries & travel costs 300,000 HAP 1,500,000 FSS 37,000 LHASPL HAP 203,000 Administrative 44,000	

3. PHA Policies Governing Eligibility, Selection, and Admissions

[24 CFR Part 903.7 9 (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: (state time)
- 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 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 transfers 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 point 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
- Any time 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) 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 developments 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 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)
 - X Other (list below)
*Will check with State if they omit fees. Developing relations with local law enforcement. (2001) **Criminal records check done through clerk of courts on all family members 18 and older.***
(2002) Same
(2003) Check all family members, 18 and older, on the internet web sites : Courts on Line and the Registered Sex Offender web sites
- b. X Yes No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?
Will do records check when State no longer requires fees
(2003) New admissions are screened thru Courts Online for Iowa
- c. X Yes No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?
- d. X Yes No: Does the PHA access FBI criminal records from the FBI for screening purposes? (Either directly or through an NCIC-authorized source)
(2003) Only if warranted
- e. Indicate what kinds of information you share with prospective landlords? (select all that apply)
- Criminal or drug-related activity
 - X Other (describe below)
Only previous landlord name, phone number and address if known
If landlord requests, give past rental history if known
(2003) Same

(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)

- X 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)

- X PHA main administrative office NWIRHA and LHA-SPL
- X Other (list below)
By mail

(3) Search Time

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

If yes, state circumstances below:

All requests by families are given extensions

(2001) Vouchers are now issued for 120 days and clients can request two 30 day extensions which are approved for any voucher holders request

(2002) Same

(2003) Same

(4) Admissions Preferences

a. Income targeting

X 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?

(2001) All extremely low-income families are given preference when pulled from waiting list

(2002) Same

(2003) NWIRHA 90 % of all families pulled from waiting list is below 30% of median income. LHA-SLK assists those applicants above the targeted income but not exceeding the 25% allowed by regulation.

b. Preferences

1.X 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
- X Other preference(s) (list below)

Preference for families at or below 30% AMI

(2002) Same

(2003) NWIRHA: 90% are below 30% AMI. LHA-SLK will assist families on waiting list as targeting allows, but no less than 75% of targeted clients and may be higher as waiting list dictates.

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

1 *Income at or below 30% AMI*

2 *Date and Time*

3 *90%*

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 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
(2001) NWIRHA - It's questionable if the pool will meet income targeting requirements: a waiver has been requested from HUD
(2002) LRH SPL met income targeting. NWIRHA should meet income targeting requirements with present pool of 175 on waiting list. Last year a 50% waiver was approved.
(2003) 99% of new admissions, as of 12/31/02 were below 30% AMI. 100%_continue to meet and exceed income targeting.
LHA-SLK continues to meet or exceed income targeting.
- Not applicable: the pool of applicant families ensures that the PHA will meet income-targeting requirements

(5) Special Purpose Section 8 Assistance Programs

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

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

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

- Through published notices
- Other (list below)

(2001) At briefings, council of community resources and calls to welfare agencies

(2003) NWIRHA advertising in local newspaper

4. PHA Rent Determination Policies

[24 CFR Part 903.7 9 (d)]

A. Public Housing

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

(1) Income Based Rent Policies

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

a. Use of discretionary policies: (select one)

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

---or---

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

b. Minimum Rent

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

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

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

3. If yes to question 2, list 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. 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
- Any time the family experiences an income increase
- Any time 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: PHAs that do not administer Section 8 tenant-based assistance are not required to complete sub-component 4B. **Unless otherwise specified, all questions in this section apply only to the tenant-based section 8 assistance program (vouchers, and until completely merged into the voucher program, certificates).**

(1) Payment Standards

Describe the voucher payment standards and policies.

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

- At or above 90% but below 100% of FMR
- 100% of FMR
- X Above 100% but at or below 110% of FMR
(2001) Payment standard 110% of FMR on all units
(2002) Same
(2003) Same
- 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)

- X FMRs are not adequate to ensure success among assisted families in the PHA's segment of the FMR area
- X Reflects market or submarket

- X To increase housing options for families
 - X Other (list below)
- (2001) To maintain lease-ups at or above 95% of ACC. Only 37% of voucher holders find units.**

(2002) NWIRHA 102% leased on 10/01/01 and LRHSPL was 97% leased on 11/01/01

(2003) NWIRHA was 102% leased on 12/31/02. LHA-SL has been lease at 103% since 1/1/02 with a turnover rate of 1.77%

- d. How often are payment standards reevaluated for adequacy? (select one)
- X 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)
- X Success rates of assisted families
 - X Rent burdens of assisted families
 - Other (list below)

(2) Minimum Rent

- a. What amount best reflects the PHA's minimum rent? (select one)
- X \$0
 - \$1-\$25
 - \$26-\$50
- b. Yes X No: Has the PHA adopted any discretionary minimum rent hardship exemption policies? (if yes, list below)

5. Operations and Management

[24 CFR Part 903.7 9 (e)]

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

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.
- X A brief description of the management structure and organization of the PHA follows:

NWIRHA	LRA-SPL
--------	---------

Board of Directors Executive Director UDMO FSS Assistant Director Housing Services Coordinator (2001) (2) Housing Assistants	Board of Directors Executive Director
---	--

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	Units or Families Served at Year Beginning	Expected Turnover
	NWIRHA	NWIRHA	LHA-SP	LHA-SPL
Public Housing				
Section 8 Vouchers	514	220	100	16
Section 8 Certificates		NA		NA
Section 8 Mod Rehab		NA		NA
Special Purpose Section 8 Certificates/Vouchers (list individually)	Main Stream 35	NA		NA
Public Housing Drug Elimination Program (PHDEP)				
Other Federal Programs(list individually)	<u>FSS 14</u> (2003) NWIRHA 13 FSS Mandatory 49 Participants			

C. Management and Maintenance Policies

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

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

(2) Section 8 Management: (list below)

a) *NWIRHA management team consists of (2003) five women.*

Executive Director

Assistant Director

Housing Services Coordinator

2 Housing Assistants

b) *LHA-SPL management team consists of one woman*

Executive Director

c) (2002) Handbooks: Administrative Plan: Fair Housing Plan: Personnel Policy: Threshold Policy: Sexual Harassment Policy; Drug Policy

(2003) Same

6. PHA Grievance Procedures

[24 CFR Part 903.7 9 (f)]

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

A. Public Housing

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

If yes, list additions to federal requirements below:

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

If yes, list additions to federal requirements below:

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

- X PHA main administrative office
- Other (list below)

7. Capital Improvement Needs

[24 CFR Part 903.7 9 (g)]

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

A. Capital Fund Activities

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

(1) Capital Fund Program Annual Statement

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

Select one:

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

-or-

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

(2) Optional 5-Year Action Plan

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

- a. Yes No: Is the PHA providing an optional 5-Year Action Plan for the Capital Fund? (if no, skip to sub-component 7B)
- b. If yes to question a, select one:
- The Capital Fund Program 5-Year Action Plan is provided as an attachment to the PHA Plan at Attachment (state name)

-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 here)

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

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

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

1. Development name:
2. Development (project) number:
3. Status of grant: (select the statement that best describes the current status)
 - Revitalization Plan under development
 - Revitalization 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 HOPE VI Revitalization grant in the Plan year?
If yes, list development name/s below:

Yes No: d) Will the PHA be engaging in any mixed-finance 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

[24 CFR Part 903.7 9 (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

[24 CFR Part 903.7 9 (i)]

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

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

2. Activity Description

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

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

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

10. Conversion of Public Housing to Tenant-Based Assistance

[24 CFR Part 903.7 9 (j)]

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

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

1. Yes No: Have any of the PHA's developments or portions of developments been identified by HUD or the PHA as covered under section 202 of the HUD FY 1996 HUD Appropriations Act? (If "No", skip to component 11; if "yes", complete one activity description for each identified development, unless eligible to complete 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:	
1b. Development (project) number:	
2. What is the status of the required assessment?	
<input type="checkbox"/> Assessment underway	
<input type="checkbox"/> Assessment results submitted to HUD	

<input type="checkbox"/> Assessment results approved by HUD (if marked, proceed to next question) <input type="checkbox"/> Other (explain below)
3. <input type="checkbox"/> Yes <input type="checkbox"/> No: Is a Conversion Plan required? (If yes, go to block 4; if no, go to block 5.)
4. Status of Conversion Plan (select the statement that best describes the current status) <input type="checkbox"/> Conversion Plan in development <input type="checkbox"/> Conversion Plan submitted to HUD on: (DD/MM/YYYY) <input type="checkbox"/> Conversion Plan approved by HUD on: (DD/MM/YYYY) <input type="checkbox"/> Activities pursuant to HUD-approved Conversion Plan underway
5. Description of how requirements of Section 202 are being satisfied by means other than conversion (select one) <input type="checkbox"/> Units addressed in a pending or approved demolition application (date submitted or approved: <input type="checkbox"/> Units addressed in a pending or approved HOPE VI demolition application (date submitted or approved:) <input type="checkbox"/> Units addressed in a pending or approved HOPE VI Revitalization Plan (date submitted or approved:) <input type="checkbox"/> Requirements no longer applicable: vacancy rates are less than 10 percent <input type="checkbox"/> Requirements no longer applicable: site now has less than 300 units <input type="checkbox"/> Other: (describe below)

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

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

11. Homeownership Programs Administered by the PHA

[24 CFR Part 903.7 9 (k)]

(2001) NWIRHA & LHA-SPL are both exploring offering a Homeownership program and will demonstrate its capacity to administer the program by satisfying the following criteria:

Establishing a minimum homeowner down payment requirement of at least 3 percent and requiring that at least 1 percent of the down payment come from the family's resources

The Resident Advisory Committee was very interested in the Homeownership Program.

(2002) The boards have tabled this issue for now since the waiting lists are so long

(2003) NWIRHA has started to write a program but is awaiting the outcome of reduction in Administration fees in appropriation committee. LHA-SLK same as 2002 tabled for now.

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 type="checkbox"/>	5(h)
<input type="checkbox"/>	Turnkey III
<input type="checkbox"/>	Section 32 of the USHA of 1937 (effective 10/1/99)
3. Application status: (select one)	
<input type="checkbox"/>	Approved; included in the PHA’s Homeownership Plan/Program
<input type="checkbox"/>	Submitted, pending approval
<input type="checkbox"/>	Planned application

4. Date Homeownership Plan/Program approved, submitted, or planned for submission:
(DD/MM/YYYY)

5. Number of units affected:

6. Coverage of action: (select one)

Part of the development

Total development

B. Section 8 Tenant Based Assistance

- 1.X 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. **(2001) Undecided at this time**
(2002) Undecided at this time
(2003) Awaiting decision on administrative fees

2. Program Description:

a. Size of Program

X 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)

X 25 or fewer participants

26 - 50 participants

51 to 100 participants

more than 100 participants

b. PHA-established eligibility criteria

Yes No: Will the PHA’s program have eligibility criteria for participation in its Section 8 Homeownership Option program in addition to HUD criteria?

If yes, list criteria below:

12. PHA Community Service and Self-sufficiency Programs

[24 CFR Part 903.7 9 (I)]

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

A. PHA Coordination with the Welfare (TANF) Agency

1. Cooperative agreements:

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

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) *Limited*
- Coordinate the provision of specific social and self-sufficiency services and programs to eligible families *FSS*
- Jointly administer programs
- Partner to administer a HUD Welfare-to-Work voucher program
- Joint administration of other demonstration program
- Other (describe)
Hold sessions with Promise Job clients monthly on rental laws etc.
(2002) Continue to brief TANF participants on renting units –refer clients to TANF, Food Stamps, Area Aging, and Heat Assistance etc.
(2003) NWIRHA continues to hold sessions on Housing with Promise Jobs and refer clients to TANF Agency. LHA-SLK
Same as 2002

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
- X Other policies (list below)
 - Under our FSS program we administer scholarships and car loans*
 - (2001) 2 scholarships and 10 car repair loans at 0% interest this last year**
 - (2002) NWIRHA 2 scholarships and 6 car loans at 0% interest
 - (2003) NWIRHA 1 Scholarship for \$1,000 and 10 Car loans at 0% interest.

b. Economic and Social self-sufficiency programs

- Yes X 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)

(2) Family Self Sufficiency program/s

a. Participation Description

Family Self Sufficiency (FSS) Participation
--

Program	Required Number of Participants (start of FY 2000 Estimate)		Actual Number of Participants (As of: DD/MM/YY)	
Public Housing				
	<i>NWIRHA</i>	<i>LHA-SPL</i>	<i>NWIRHA</i>	<i>LHA-SPL</i>
Section 8	24 <u>14</u> 13	0	50 12/01/00 <u>47</u> <u>12/01/01</u> 49 on 12/01/02	0

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

C. Welfare Benefit Reductions

1. The PHA is complying with the statutory requirements of section 12(d) of the U.S. Housing Act of 1937 (relating to the treatment of income changes resulting from welfare program requirements) by: (select all that apply)
- Adopting appropriate changes to the PHA's public housing rent determination policies and train staff to carry out those policies
 - X 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
 - X Establishing a protocol for exchange of information with all appropriate TANF agencies
 - X Other: (list below)
(2002) Working with NAHRO to change state law regarding Data Base Sharing
(2003) State says budget cuts prevent data sharing at this time.

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

[24 CFR Part 903.7 9 (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 areas 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 used 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 anticrime/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 plans to undertake in the next PHA fiscal year

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

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

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

C. Coordination between PHA and the police

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

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

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

D. Additional information as required by PHDEP/PHDEP Plan

PHAs eligible for FY 2000 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 FY 2000 in this PHA Plan?
- Yes No: This PHDEP Plan is an Attachment. (Attachment Filename: ____)

14. RESERVED FOR PET POLICY

[24 CFR Part 903.7 9 (n)]

See Gardston Pet Policy Attachment:

15. Civil Rights Certifications

[24 CFR Part 903.7 9 (o)]

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

16. Fiscal Audit

[24 CFR Part 903.7 9 (p)]

1. X Yes No: Is the PHA required to have an audit conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h))?
(If no, skip to component 17.)
2. X Yes No: Was the most recent fiscal audit submitted to HUD?
3. Yes X No: Were there any findings as the result of that audit?
4. Yes No: If there were any findings, do any remain unresolved?
If yes, how many unresolved findings remain? _____
5. Yes No: Have responses to any unresolved findings been submitted to HUD?
If not, when are they due (state below)?
*LHA-SPL is not required to Audit. **The last annual audit for each agency was completed 10/2000 with no findings.***
(2002) The last audit for NWIRHA was completed 10/18/01 with no audit findings and LHASPL audit was completed 1/14/01 with no audit findings.
(2003) No audit findings for either NWIRHA or LHA-SLK

17. PHA Asset Management

[24 CFR Part 903.7 9 (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

[24 CFR Part 903.7 9 (r)]

A. Resident Advisory Board Recommendations

1. X Yes No: Did the PHA receive any comments on the PHA Plan from the Resident Advisory Board/s?
2. If yes, the comments are: (if comments were received, the PHA **MUST** select one)
- Attached at Attachment (File name)
- X Provided below:

Need more 3 and 4 bedroom units
Discussed the difference between certificates and vouchers
Delay interim re-certification until annual if reported family income increase

Discussed Habitat for Humanity FMHA

Agree a lot of units are for elderly.

Asked for copies of income guidelines.

Market to minorities Storm Lake and Estherville

If landlord requests HA should give past rental history if known

How do people live on zero income?

What happens to people who have had five years of FIP?

(2001)Advisory board met January 30, 2001.

2001 plan was reviewed.

Discussion took place on the following topics:

Lead-based paint training

Maintaining a list of available housing

Rent plus utility allowance equal to payment standard

40% of income limit

NW IA Planning

FMHA opt outs

Elderly, disabled, handicapped

Homeownership program

(2002) Advisory board met January 15, 2002

2002 Plan was reviewed.

Discussion took place on the following topics:

Emotions of new clients

Notifications that are given prior to inspections by housing authority and what is required by the landlord prior to entering a unit.

Zero income families.

Additional Vouchers.

Main Stream Vouchers.

Assisted Living Units.

Who may apply for a voucher.

Owners rights and responsibilities.

Tenants may chose a unit that the Rent plus Utility allowance is over the payment standard as long as their portion is not over 40% of their AGI.

Utility reimbursements get sent directly to the tenant.

2002 Resident Advisory Committee consisted of:

<u>Linda Hill 2408 25th St Lot 20 Spirit Lake, IA 51360</u>	<u>712-336-1031</u>
<u>Lucy Smith, PO Box 552, Arnolds Park, IA 51331</u>	<u>712-332-5527</u>
<u>Janet Johnson, 1324 ½ 3rd Ave W, Spencer, IA 51301</u>	<u>712-262-2788</u>
<u>Betty Menke 312 West 2nd #1, Spencer, IA 51301</u>	<u>712-262-3436</u>
<u>Billie Hale 218 W 10th Spencer, IA 51301</u>	<u>712-262-8787</u>
<u>Faye Braunschweig, 1212 S Grand #A9, Spencer, IA 51301</u>	<u>712-262-7713</u>
<u>Luann Rivenburgh 205 Hillside, Sioux Rapids 50585</u>	<u>712-283-3729</u>

2003 Advisory board met January 16, 2003.

2003 Plan was reviewed

Discussion took place on the following topics:

The length of the waiting list and the reasons so many persons need rental assistance.

Resident Advisory board strongly supported asking for additional units.

Fiscal 2003 administrative fees and funding.

Random drug testing and invasion of privacy

Possibility of Section 8 recipients receiving priority in the job market.

The percentage of tenants who are elderly or disabled who are on the Section 8 program.

The rules and regulations involving persons who are involved with using drugs, selling drugs, and those who have used that have been rehabilitated.

The necessity for a more efficient office if a decrease in administration fees is adopted.

Abuses of the program: such as failing to report income that results in a repayment agreement.

FSS Program involves all of the following; child care, work, school, paper processes, setting goals, long term and short term, attaining the goals, having a mentor.

Iowa Courts on Line is used for Criminal Checks, but the only way to verify the person applying has

committed an offense that would keep them from receiving assistance is by FBI fingerprint verification.

Idea of a National ID Card that had Fingerprint verification and what freedoms would have to be given up.

Very little graft in the Midwest.

Homeownership. Many recipients would not qualify because they can't earn enough because of age or disabilities.

Mobile Homes and assistance for lot rent.

Lead based paint.

Residents noted they appreciate the inspections and our part in keeping the properties up to HQS.

No rental codes in this area.

2003 Resident Advisory Committee consisted of:

Linda Hill: 2408 25th St Lot 20 Spirit Lake, IA 51360
712-336-1031

Mindi Rees: 2408 25th St Lot 38 Spirit Lake, IA
51360 712-336-4606

Mahlon Klimes: 814 Grand Ave Apt 1 Spencer, IA
51301

Faye Braunschweig: 1212 S Grand Apt A-9 Spencer,
IA 51301 712-262-7713

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.

X The PHA changed portions of the PHA Plan in response to comments

List changes below:

Addressed all questions with advisory committee.

Revised plan to release rental history to prospective landlord, if known

(2001) LRHA and NWIRHA will explore available resources to see if a homeownership program is feasible.

(2002) Commissioners have tabled home ownership for now.

Other: (list below)

2003 NWIRHA and LHA-SPK will continue to monitor Iowa Courts on Line and Sexual Offenders web sites.

NWIRHA will continue to run their FSS Program at 50 families. Both PHA's will apply for additional units as available. Both PHA's will continue to explore Home Ownership Programs.

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

- 1. Yes X 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 X 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)
Iowa Department of Economic Development

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

*Provide FSS to empower families alleviate poverty by providing Rental Assistance. Reduce lead paint hazards by making landlords treat peeling paint accessible to children six and under. **All inspection staff are certified Visual Risk Assessors***

(2002) NWIRHA 4 staff are certified visual risk assessors (one in 7 children in Iowa have elevated levels of lead in their blood) LRHSL staff is a certified visual risk assessor.

(2003) NWIRHA's four visual risk assessors and one from LHA-SLK have re-certified as visual risk assessors

- X Other: (list below)

Assist Special Needs persons with Mainstream Project

(2002) Maintain relations with sheltered workshops, we have developed ties with Area Aging and now provide rental assistance to assisted living units.

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

Vouchers in apartments and shared housing provide voucher assistance in Home Projects.

(2003) NWIRHA continues serving clients in conjunction with other agencies and program requirements so that we continue rating as high performing PHA>.

D. Other Information Required by HUD

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

Attachments

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

PHA Plan Table Library

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

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

Capital Fund Grant Number FFY of Grant Approval: (MM/YYYY)

Original Annual Statement

Line No.	Summary by Development Account	Total Estimated Cost
1	Total Non-CGP Funds	
2	1406 Operations	
3	1408 Management Improvements	
4	1410 Administration	
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	
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)	
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
Capital Fund Program (CFP) Part II: Supporting Table**

Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Total Estimated Cost

Annual Statement

Capital Fund Program (CFP) Part III: Implementation Schedule

Development Number/Name HA-Wide Activities	All Funds Obligated (Quarter Ending Date)	All Funds Expended (Quarter Ending Date)

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)
Total estimated cost over next 5 years				

