

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

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# PHA Plans

5 Year Plan for Fiscal Years 2003 - 2007

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:** Hannibal Housing Authority

**PHA Number:** MO 129

**PHA Fiscal Year Beginning:** (07/2003)

**Public Access to Information**

**Information regarding any activities outlined in this plan can be obtained by contacting:  
(select all that apply)**

- Main administrative office of the PHA
- PHA development management offices
- PHA local offices

**Display Locations For PHA Plans and Supporting Documents**

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

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

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

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



**5-YEAR PLAN**  
**PHA FISCAL YEARS 2002- 2006**

[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)

**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.**

- PHA Goal: Expand the supply of assisted housing  
Objectives:
- Apply for additional rental vouchers:
  - Reduce public housing vacancies:
  - Leverage private or other public funds to create additional housing opportunities:
  - Acquire or build units or developments
  - Other (list below)
- PHA Goal: Improve the quality of assisted housing  
Objectives:
- Improve public housing management: (PHAS score)
  - Improve voucher management: (SEMAP score)
  - Increase customer satisfaction:

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

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

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

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

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

- PHA Goal: Promote self-sufficiency and asset development of assisted households  
Objectives:
  - Increase the number and percentage of employed persons in assisted families:

- Provide or attract supportive services to improve assistance recipients' employability:
- Provide or attract supportive services to increase independence for the elderly or families with disabilities.
- Other: (list below)

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

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

**Other PHA Goals and Objectives: (list below)**

**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**  
 **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.

The Hannibal Housing Authority is a medium PHMAP High-Performer agency located in Marion County, Missouri. The HHA manages 256 units of public housing at five developments.

The mission of the HHA is:

To promote adequate and affordable housing, economic opportunity and a suitable living environment without discrimination for low-income, very low-income families, persons with disabilities or the elderly.

The HHA will accomplish its mission ideals through its goals and objectives:

- A. Providing decent, safe and affordable housing in your community.
- B. Ensuring equal opportunity in housing for everyone.
- C. Promoting self-sufficiency and asset development of financially disadvantaged families and individuals.
- D. Improving community quality of life and economic vitality.
- E. Increase resident participation through resident council and/or advisory committee.
- F. To provide timely response to resident request for maintenance problems.

- G. To continue to enforce our "One Strike" policies for residents and applicants.
- H. To improve and/or maintain our financial stability through aggressive rent collections and improved reserve position.

The HHA's financial resources include an operating fund, capital fund, dwelling rental income and Section 8 Administrative fees, which will be used to operate the agency in the most cost effective means possible and still provide the services and activities for its residents.

The HHA has assessed the housing needs of Hannibal and surrounding Marion County area and has determined that it is currently and will continue to meet the housing needs of the community to the extent practical for a medium agency. The HHA has approved a Deconcentration Policy and will utilize marketing to attract and encourage applicants that can qualify for public housing. The HHA has determined that its housing strategy complies with the state of Missouri's Consolidated Plan

The HHA has updated and rewritten its Admissions and Continued Occupancy Plan, Dwelling Lease and Grievance procedures to comply with all QHWRA requirements. The HHA has established a minimum rent of \$50.00 and elected to recognize its flat and ceiling rents as synonymous and chosen to select the local Fair Market Rents (FMR) to determine its dollar value

The HHA has conducted a physical needs assessment to determine its modernization requirements and has developed an Annual and 5 year Action Plan to address its Capital Improvements.

The HHA has no plans to demolish or dispose of any of its properties. The HHA has jointly addressed with the local police department to develop safety and crime prevention that adequately meets the needs of its residents.

The HHA has developed an agency wide Pet Policy that allows any family to have a pet if they follow a set of rules.

The HHA has certified that it has and will continue to adhere to all Civil Rights requirements and will affirmatively further fair housing. In addition, the HHA has included a copy of its most recent fiscal year audit reports as part of the documentation made available for public review during the 45 days prior to submission of HHA's Agency Plan to HUD on April 17,2003.

Because the HHA is a PHAs High-Performer, it was required to respond to the following Annual Plan components.

- Operations and Management
- Grievances Procedures
- Designation of Public Housing
- Conversion of Public Housing
- Homeownership

### **iii. Annual Plan Table of Contents**

[24 CFR Part 903.79 (r)]

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

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#### **Attachments**

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:

- |                                     |   |    |
|-------------------------------------|---|----|
| <input checked="" type="checkbox"/> | (A) Admissions Policy for Deconcentration   | 56 |
| <input checked="" type="checkbox"/> | (B) FY 2003 Capital Fund Program Annual Statement   | 57 |
| <input type="checkbox"/>            | Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY) |    |

##### Optional Attachments:

- |                                     |   |    |
|-------------------------------------|---|----|
| <input type="checkbox"/>            | PHA Management Organizational Chart   |    |
| <input checked="" type="checkbox"/> | (C) FY 2003 Capital Fund Program 5 Year Action Plan   | 62 |
| <input type="checkbox"/>            | Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text) |    |

<input checked="" type="checkbox"/> Other (List below, providing each attachment name)	
(D) Criteria for Substantial Deviation and Significant Amendment	69
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**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.

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
YES	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
YES	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans
YES	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
YES	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
YES	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources;
YES	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
YES	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
YES	Public Housing Deconcentration and Income Mixing Documentation: 1. PHA board certifications of compliance with	Annual Plan: Eligibility, Selection, and Admissions Policies

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
	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	
YES	Public housing rent determination policies, including the methodology for setting public housing flat rents <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
YES	Schedule of flat rents offered at each public housing development <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
YES	Section 8 rent determination (payment standard) policies <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
YES	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
YES	Public housing grievance procedures <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
YES	Section 8 informal review and hearing procedures <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
YES	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
N/A	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
YES	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	Annual Plan: Capital Needs
N/A	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans or any other approved proposal for development of public housing	Annual Plan: Capital Needs
N/A	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
N/A	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
N/A	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act	Annual Plan: Conversion of Public Housing
N/A	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
N/A	Policies governing any Section 8 Homeownership program <input type="checkbox"/> check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
YES	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
YES	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
N/A	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
N/A	The most recent Public Housing Drug Elimination Program (PHEDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)	Annual Plan: Safety and Crime Prevention
YES	The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	Annual Plan: Annual Audit
N/A	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
YES	Policy on Ownership of Pets in Public Housing Family Developments (as required by regulation at 24 CFR Part 960, Subpart G) <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Pet Policy
N/A	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.

<b>Housing Needs of Families in the Jurisdiction by Family Type</b>
---

Family Type	Overall	Affordability	Supply	Quality	Accessibility	Size	Location
Income <= 30% of AMI	139	5	5	5	3	3	2
Income >30% but <=50% of AMI	46	5	5	5	3	3	2
Income >50% but <80% of AMI	2	4	4	4	3	3	2
Elderly	7	5	5	5	4	3	4
Families with Disabilities	21	5	5	5	5	4	3
Race/Ethnicity W	100	5	5	5	3	3	2
Race/Ethnicity B	41	5	5	5	3	3	2
Race/Ethnicity I	1	5	5	5	3	3	2
Race/Ethnicity							

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: 1996-2000
- U.S. Census data: the Comprehensive Housing Affordability Strategy (“CHAS”) dataset 1991
- American Housing Survey data  
Indicate year: 1991
- Other housing market study  
Indicate year:
- Other sources: (list and indicate year of information)

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

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

<b>Housing Needs of Families on the Waiting List</b>
--

### Housing Needs of Families on the Waiting List

Waiting list type: (select one)

- Section 8 tenant-based assistance  
 Public Housing  
 Combined Section 8 and Public Housing  
 Public Housing Site-Based or sub-jurisdictional waiting list (optional)  
 If used, identify which development/subjurisdiction:

	# of families	% of total families	Annual Turnover
Waiting list total	6		25
Extremely low income <=30% AMI	5	95	
Very low income (>30% but <=50% AMI)	1	5	
Low income (>50% but <80% AMI)	0	0	
Families with children	6	100	
Elderly families	0	0	
Families with Disabilities	0	0	
Race/ethnicity W	4	80	
Race/ethnicity B	2	20	
Race/ethnicity			
Race/ethnicity			
Characteristics by Bedroom Size (Public Housing Only)			
1BR	0		0
2 BR	1	0	0
3 BR	5	0	0
4 BR	0	0	0
5 BR			
5+ BR			

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

<b>Housing Needs of Families on the Waiting List</b>			
Waiting list type: (select one)			
<input checked="" type="checkbox"/> Section 8 tenant-based assistance			
<input type="checkbox"/> Public Housing			
<input type="checkbox"/> Combined Section 8 and Public Housing			
<input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional)			
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	74		13
Extremely low income <=30% AMI	53	72	
Very low income (>30% but <=50% AMI)	21	28	
Low income (>50% but <80% AMI)	0	0	
Families with children	47	46	
Elderly families	7	9	
Families with Disabilities	5	7	
Race/ethnicity W	56	76	
Race/ethnicity B	18	24	
Race/ethnicity I	0	0	
Race/ethnicity			
Characteristics by Bedroom Size (Public Housing Only)			
1BR			

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

### C. Strategy for Addressing Needs

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

#### (1) Strategies

**Need: Shortage of affordable housing for all eligible populations**

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

Select all that apply

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

- Participate in the Consolidated Plan development process to ensure coordination with broader community strategies
- Other (list below)

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

Select all that apply

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

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

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

Select all that apply

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

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

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

Select all that apply

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

**Need: Specific Family Types: The Elderly**

**Strategy 1: Target available assistance to the elderly:**

Select all that apply

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

**Need: Specific Family Types: Families with Disabilities**

**Strategy 1: Target available assistance to Families with Disabilities:**

Select all that apply

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

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

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

Select if applicable

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

**Strategy 2: Conduct activities to affirmatively further fair housing**

Select all that apply

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

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

**(2) Reasons for Selecting Strategies**

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

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

## **2. Statement of Financial Resources**

[24 CFR Part 903.7 9 (b)]

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

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
<b>1. Federal Grants (FY 2003 grants)</b>		
a) Public Housing Operating Fund	329,226	
b) Public Housing Capital Fund	497,501	
c) HOPE VI Revitalization	N/A	
d) HOPE VI Demolition	N/A	
e) Annual Contributions for Section 8 Tenant-Based Assistance	360,353	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)	N/A	
g) Resident Opportunity and Self-Sufficiency Grants	N/A	
h) Community Development Block Grant	N/A	
i) HOME	N/A	
Other Federal Grants (list below)	0	

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
<b>2. Prior Year Federal Grants (unobligated funds only) (list below)</b>		
2000 PHDEP	0	
<b>3. Public Housing Dwelling Rental Income</b>	413,180	Operations
<b>4. Other income (list below)</b>	29,770	Operations
Interest, maintenance charges, and excess utility		
<b>5. Non-federal sources (list below)</b>		
<b>ADPHC mgt fee</b>	3,500	Operations
<b>Total resources</b>	<b>1,633,530</b>	

## **2. PHA Policies Governing Eligibility, Selection, and Admissions**

[24 CFR Part 903.7 9 ©]

### **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: (3)
- 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?1

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.

1 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)

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

- Veterans and veterans' families
- 1 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)

Utilizes Local Preferences for working persons.

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)
  - Other (list below)
- b.  Yes  No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?
- c.  Yes  No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?
- d.  Yes  No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)
- e. Indicate what kinds of information you share with prospective landlords? (select all that apply)
- Criminal or drug-related activity
  - Other (describe below)  
Housekeeping, rent payment record

**(2) Waiting List Organization**

- a. With which of the following program waiting lists is the section 8 tenant-based assistance waiting list merged? (select all that apply)
- None
  - Federal public housing
  - Federal moderate rehabilitation
  - Federal project-based certificate program
  - Other federal or local program (list below)
- b. Where may interested persons apply for admission to section 8 tenant-based assistance? (select all that apply)
- PHA main administrative office
  - Other (list below)

**(3) Search Time**

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

If yes, state circumstances below:

**(4) Admissions Preferences**

- a. Income targeting

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

- b. Preferences

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

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

Former Federal preferences

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

Other preferences (select all that apply)

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

3. If the PHA will employ 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 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
- 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)

### **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)
- 95<sup>th</sup> 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) \$40/mo
- 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)  
Per guidelines, HHA elected to utilize ceiling/flat rents synonymously.

**B. Section 8 Tenant-Based Assistance**

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

**(1) Payment Standards**

Describe the voucher payment standards and policies .

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

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

**A.** 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)

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

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

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

- Annually
- Other (list below)

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

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

## **(2) Minimum Rent**

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

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

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

## **5. Operations and Management**

[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.
- A brief description of the management structure and organization of the PHA follows: Executive Director, Accountant, Housing Manager, Section 8 Manager, Maintenance Supervisor, staff

### B. HUD Programs Under PHA Management

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

Program Name	Units or Families Served at Year Beginning	Expected Turnover
Public Housing	256	60
Section 8 Vouchers	168	38
Section 8 Certificates		
Section 8 Mod Rehab		
Special Purpose Section 8 Certificates/Vouchers (list individually)		
Public Housing Drug Elimination Program (PHDEP)		
Other Federal Programs(list individually)		

### C. Management and Maintenance Policies

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

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

Maintenance plan, procurement policy, personnel policy and asset disposition plan  
(2) Section 8 Management: (list below)  
Administrative plan

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

If yes, list additions to federal requirements below:

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

- PHA main administrative office  
 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 B

-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 C

-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.)

<b>Demolition/Disposition Activity Description</b>	
1a. Development name:	
1b. Development (project) number:	
2. Activity type: Demolition <input type="checkbox"/>	
Disposition <input type="checkbox"/>	
3. Application status (select one)	
Approved <input type="checkbox"/>	
Submitted, pending approval <input type="checkbox"/>	
Planned application <input type="checkbox"/>	
4. Date application approved, submitted, or planned for submission: <u>(DD/MM/YY)</u>	
5. Number of units affected:	
6. Coverage of action (select one)	
<input type="checkbox"/> Part of the development	
<input type="checkbox"/> Total development	
7. Timeline for activity:	
a. Actual or projected start date of activity:	
b. Projected end date of activity:	

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

[24 CFR Part 903.7 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: X 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.

<b>Designation of Public Housing Activity Description</b>	
1a. Development name: Schwartz Manor – Laura Hawkins	
1b. Development (project) number: MO129-005	MO129-002
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 checked="" type="checkbox"/>	
3. Application status (select one)	
Approved; included in the PHA’s Designation Plan <input checked="" type="checkbox"/>	
Submitted, pending approval <input type="checkbox"/>	
Planned application <input type="checkbox"/>	
4. Date this designation approved, submitted, or planned for submission: 002-10-31-75	
005-12-31-86	
5. If approved, will this designation constitute a (select one)	
<input checked="" type="checkbox"/> New Designation Plan Inadvertantly ommitted	
<input type="checkbox"/> Revision of a previously-approved Designation Plan?	
6. Number of units affected: 114	
7. Coverage of action (select one)	
<input type="checkbox"/> Part of the development	
<input checked="" type="checkbox"/> Total development	

**10. Conversion of Public Housing to Tenant-Based Assistance**

[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.

<b>Conversion of Public Housing Activity Description</b>	
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)]

## 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.)

<b>Public Housing Homeownership Activity Description (Complete one for each development affected)</b>
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) <input type="checkbox"/> Part of the development

Total development

## B. Section 8 Tenant Based Assistance

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

### 2. Program Description:

#### a. Size of Program

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

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

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

#### b. PHA-established eligibility criteria

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

## 14. RESERVED FOR PET POLICY

[24 CFR Part 903.7 9 (n)]

## 15. Civil Rights Certifications

[24 CFR Part 903.7 9 (o)]

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

## **16. Fiscal Audit**

[24 CFR Part 903.7 9 (p)]

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

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

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

Attached at Attachment (File name)

Provided below:

Board was in general agreement with policies and Agency Plan documents.

3. In what manner did the PHA address those comments? (select all that apply)

Considered comments, but determined that no changes to the PHA Plan were necessary.

The PHA changed portions of the PHA Plan in response to comments  
List changes below:

Other: (list below)

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

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

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

3. Description of Resident Election Process

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

Candidates were nominated by resident and assisted family organizations

Candidates could be nominated by any adult recipient of PHA assistance

Self-nomination: Candidates registered with the PHA and requested a place on ballot

Other: (describe)

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: State of Missouri
2. The PHA has taken the following steps to ensure consistency of this PHA Plan with the Consolidated Plan for the jurisdiction: (select all that apply)
  - The PHA has based its statement of needs of families in the jurisdiction on the needs expressed in the Consolidated Plan/s.
  - The PHA has participated in any consultation process organized and offered by the Consolidated Plan agency in the development of the Consolidated Plan.
  - The PHA has consulted with the Consolidated Plan agency during the development of this PHA Plan.
  - Activities to be undertaken by the PHA in the coming year are consistent with the initiatives contained in the Consolidated Plan. (list below)
  - Other: (list below)
4. The Consolidated Plan of the jurisdiction supports the PHA Plan with the following actions and commitments: (describe below)

The State of Missouri’s plan has established the following housing priorities to address housing needs, which are also the priorities of the Hannibal Housing Authority:

1. Maintain the supply of decent, safe and sanitary rental housing that is affordable for low, very low and moderate income families
2. The modernization of Hannibal Housing Authority housing for occupancy by low and very low income families

**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.

## Attachment A

Adopted 9<sup>TH</sup> day of June 1999

Effective: June 9<sup>th</sup>, 1999

### Deconcentration Policy

It is the policy of the Housing Authority of Hannibal (HAH) to house families in a manner that will prevent a concentration of poverty families and/or concentration of higher income families in any one development. The specific objective of the HAH is to house no less than 40% of its inventory with families that have income at or below 30% of the area median income by public housing development. Also the HAH will take actions to insure that no individual development has a concentration of higher income families in one or more of the developments. To insure that the HAH does not concentrate families with higher income levels, it is the goal of the HAH not to house more than 60% of its units in any one development with families whose income exceeds 30% of the area median income. The HAH will track the status of family income, by development, on a monthly basis by utilizing income reports generated by the HAH.

To accomplish the deconcentration goals the HAH will take the following actions:

- A. At the beginning of each fiscal year, the HAH will establish a goal for housing 40% of its new admissions with families whose incomes are at or below the area median income. The annual goal will be calculated by taking 40% of the total number of move-ins from the previous fiscal year.
- B. To accomplish the goals of:
  1. Housing not less than 40% of its inventory on an annual basis with families that have incomes at or below 30% of area median income, and
  2. Not housing families with incomes that exceed 30% of the area median income in developments that have 60% or more of the total household living the development with incomes that exceed 30% of the area median income, the HAH's Tenant Selection and Assignment Plan, which is a part of this policy, provides for the utilization of local preferences with regards to applicant selection from its waiting list.

Attachment B:

**CAPITAL FUND PROGRAM TABLES START HERE**

<b>Annual Statement/Performance and Evaluation Report</b>						
<b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary</b>						
PHA Name: Hannibal Housing Authority		Grant Type and Number Capital Fund Program Grant No: MO36P12950103 Replacement Housing Factor Grant No:			Federal FY of Grant: 2003	
<input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:    ) <input type="checkbox"/> Performance and Evaluation Report for Period Ending: <input type="checkbox"/> Final Performance and Evaluation Report						
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost		
		Original	Revised	Obligated	Expended	
1	Total non-CFP Funds					
2	1406 Operations	99,500				
3	1408 Management Improvements Soft Costs	82,852				
	Management Improvements Hard Costs					
4	1410 Administration	49,750				
5	1411 Audit	0				
6	1415 Liquidated Damages	0				
7	1430 Fees and Costs	15,000				
8	1440 Site Acquisition	0				
9	1450 Site Improvement	37,500				
10	1460 Dwelling Structures	212,899				
11	1465.1 Dwelling Equipment—Nonexpendable	0				
12	1470 Nondwelling Structures	0				
13	1475 Nondwelling Equipment	0				
14	1485 Demolition	0				
15	1490 Replacement Reserve	0				
16	1492 Moving to Work Demonstration	0				

**Annual Statement/Performance and Evaluation Report**  
**Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary**

<b>PHA Name:</b> Hannibal Housing Authority	<b>Grant Type and Number</b> Capital Fund Program Grant No: MO36P12950103 Replacement Housing Factor Grant No:	<b>Federal FY of Grant:</b> 2003
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**Original Annual Statement**  **Reserve for Disasters/ Emergencies**  **Revised Annual Statement (revision no: )**  
 **Performance and Evaluation Report for Period Ending:**  **Final Performance and Evaluation Report**

<b>Line No.</b>	<b>Summary by Development Account</b>	<b>Total Estimated Cost</b>		<b>Total Actual Cost</b>	
17	1495.1 Relocation Costs	0			
18	1499 Development Activities	0			
19	1502 Contingency	0			
20	<b>Amount of Annual Grant ( Sum of Lines 2-19)</b>	<b>497,501</b>			
	Amount of line XX Related to LBP Activities				
	Amount of line XX Related to Section 504 compliance				
	Amount of line XX Related to Security –Soft Costs	41,372			
	Amount of Line XX related to Security-- Hard Costs				
	Amount of line XX Related to Energy Conservation Measures				
	Collateralization Expenses or Debt Service				

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

PHA Name: Hannibal Housing Authority		Grant Type and Number Capital Fund Program Grant No: MO36P12950103 Replacement Housing Factor Grant No:				Federal FY of Grant: 2003		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories		Dev. Acct No.	Quantity	Total Estimated Cost	Total Actual Cost		Status of Work
HA Wide Operations	A. Housing Operations		1406	20%	99,500	0	0	
	<b>Sub total</b>				<b>99,500</b>	0	0	
HA Wide Mgmt Improvements	A. Fund Security Program		1408	100%	41,372			
	B. Management & Maintenance Training		1408	100%	3,000			
	C. Fund Drug Prev. Program		1408	75%	38,480			
	<b>Sub total</b>				<b>82,852</b>			
HA Wide Admin Cost	A. Partial Salary & Benefits for Cap Funds Staff		1410	9%	49,750			
	<b>Sub total</b>				<b>49,750</b>			
HA Wide Fees & Costs	A. A/E Services		1430	LS	15,000			
	<b>Sub total</b>				<b>15,000</b>			
PHA Wide Site Improvements MO129-4	A. Replace Drainage Openings		1450	2 Units	3,000			
	B. Replace Sidewalks & Grates		1450	100 sq. ft.	1,000			

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

PHA Name: Hannibal Housing Authority		<b>Grant Type and Number</b> Capital Fund Program Grant No: MO36P12950103 Replacement Housing Factor Grant No:				Federal FY of Grant: 2003		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories		Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost	Status of Work
MO129-2	C. Correct Erosion Problems		1450	625 sq. ft.	3,500			
MO129-6	D. Correct Erosion Problems		1450	5,738 sq. ft.	30,000			
	<b>Sub total</b>				<b>37,500</b>			
PHA Wide Dwelling Structures MO129- 2	A. Seal Building Exterior		1460	1 Bldg	15,000			
	B. Replace Folding Doors		1460	70 Units	60,000			
	C. Replace Public Area Chair Rail		1460	154 l. ft.	1,000			
MO129-4	D. Replace Kitchen Cabinets		1460	48 Units	136,899			
	<b>Sub Total</b>				<b>212,899</b>			
	<b>Grand Total</b>				<b>497,501</b>			

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

PHA Name: Hannibal Housing Authority		<b>Grant Type and Number</b> Capital Fund Program No: MO36P12950103 Replacement Housing Factor No:				Federal FY of Grant: 2003	
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
HA Wide	3-31-05			9-30-06			
MO129-2	3-31-05			9-30-06			
MO129-4	3/31/05			9/30/06			
MO129-6	3/31/05			9/30/06			

**Attachment C:**

**Capital Fund Program Five-Year Action Plan**

**Part I: Summary**

PHA Name Hannibal Housing Authority		<input checked="" type="checkbox"/> <b>Original 5-Year Plan</b> <input type="checkbox"/> <b>Revision No:</b>			
Development Number/Name/HA - Wide	Year 1 2003	Work Statement for Year 2 FFY Grant: MO36P129504 PHA FY: 2004	Work Statement for Year 3 FFY Grant: MO36P129505 PHA FY: 2005	Work Statement for Year 4 FFY Grant: MO36P129506 PHA FY: 2006	Work Statement for Year 5 FFY Grant: MO36P129507 PHA FY: 2007
	Annual Statement		55,000	12,000	115,500
MO 129-1		0			
MO 129-2		0	0	9,000	0
MO 129-4		0	5,000	12,000	57,750
MO 129-5		0	0	24,000	0
MO 129-6		0	0	12,000	57,750
HA Wide Ops		99,500	99,500	99,500	99,500
HA Wide Mgmt		93,100	98,839	99,500	99,500
HA Wide Other		304,901	239,162	229,501	67,501
Total CFP Funds (Est.)		497,501	497,501	497,501	497,501
Total Replacement Housing Factor Funds					

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

Activities for Year 1	Activities for Year : 2 FFY Grant:MO36P12950104 PHA FY: 2004			Activities for Year: 3 FFY Grant:MO36P12950105 PHA FY: 2005		
<b>HA Wide OPS</b>	1406			<b>HA Wide OPS</b>	1406	
A. Housing Operations	20%		99,500	A. Housing Operations	20%	99,500
<b>Sub Total</b>			<b>99,500</b>	<b>Subtotal</b>		<b>99,500</b>
<b>HA Wide Mgmt Imp</b>	1408			<b>HA Wide Mgmt Imp</b>	1408	
A. Fund Security Program	100%		47,600	A. Fund Security Program	100%	42,000
B. Mgmt & Maint Training	100%		3,000	B. Mgmt & Maint Training	100%	4,000
C. Fund Drug Prev. Program	75%		40,000	C. Fund Drug Prev. Program	90%	52,839
D. Mgmt Consultant	LS		2,500	<b>Sub Total</b>		<b>98,839</b>
<b>Sub Total</b>			<b>93,100</b>			
<b>HA Wide Admin</b>	1410			<b>HA Wide Admin</b>	1410	
A. Partial Salary & Benefits Cap Fund Staff	10%		49,750	A. Partial Salary & Benefits Cap Funds Staff	9%	49,750
<b>Subtotal</b>			<b>49,750</b>	<b>Sub Total</b>		<b>49,750</b>
<b>HA Wide Fees &amp; Costs</b>	1430			<b>HA Wide Fees &amp; Costs</b>	1430	
A.A/E Services	LS		10,000	A. A/E Services	LS	15,000
<b>Subtotal</b>			<b>10,000</b>	<b>Subtotal</b>		<b>15,000</b>
<b>HA Wide Site Improvement</b>	1450					
A. Landscaping	1,000 sq. ft.		33,389	<b>MO129-1</b>	1450	

	B. Replace Sidewalks	5,500 sq. ft.	20,000	A. Install Playground	LS	20,000
		<b>Subtotal</b>	53,389	<b>HA Wide Site Improvement</b>	1450	
				A. Install Sidewalk Back of New Offices	1,180 sq. ft.	45,912
	<b>HA Wide Dwelling Structures</b>	1460		B. Parking Lot at Community Building	3,600 sq. ft.	35,000
	A. Replace Interior Doors	143 Units	113,640	<b>Sub Total</b>		<b>100,912</b>
	B. Replace Gutters & Down Spouts	77 Bldgs	32,762			
	<b>Sub Total</b>		<b>146,402</b>	<b>MO129-1</b>	1460	
				A. Replace Storage Doors	71 Units	35,000
	<b>HA Wide Non-Dwelling Equipment</b>	1475		<b>MO129-4</b>	1460	
	A. Replace Communication System	1	14,600	A. Replace Bathroom Vents	48 Units	5,000
	B. Replace Computer Hardware	4 ea	10,360	<b>Sub Total</b>		<b>40,000</b>
	C. Replace Office Equipment	LS	8,900			
	D. Replace Maintenance Equipment	LS	11,500	<b>HA Wide Non-Dwelling Equipment</b>	1475	
	<b>Subtotal</b>		<b>45,360</b>	A. Replace Maint Vehicles	2	50,000
				B. Replace Riding Mower	1	10,000
	<b>Grand Total</b>		<b>497,501</b>	C. Replace Maint Tools	LS	2,000
				D. Install Security System Admin	LS	25,000
				E. Install Satellite for Training	LS	6,500

				<b>Sub Total</b>		<b>93,500</b>
				A. Partial Salary & Benefits Staff Of Capital Funds	9%	43,678
				<b>Subtotal</b>		<b>43,678</b>
				<b>Grand Total</b>		<b>497,501</b>

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

Activities for Year 1	Activities for Year : 4 FFY Grant:MO36P12950106 PHA FY: 2006			Activities for Year: 5 FFY Grant:MO36P12950107 PHA FY: 2007		
<b>HA Wide OPS</b>	1406			<b>HA Wide OPS</b>	1406	
A. Housing Operations	20%		99,500	Ahousing Operations	20%	99,500
<b>Subtotal</b>			<b>99,500</b>	<b>Sub Total</b>		<b>99,500</b>
<b>HA Wide Mgmt Imp</b>	1408			<b>HA Wide Mgmt</b>	1408	
A. Fund Security Program	100%		49,000	A. Fund Security Program	100%	49,000
B. Mgmt & Maint Training	100%		4,000	B. Mgmt & Maint Training	100%	4,000
C. Fund Drug Prev Program	80%		46,500	C. Fund Drug Prev Program	80%	46,500
<b>Sub Total</b>			<b>99,500</b>	<b>Sub Total</b>		<b>99,500</b>
<b>HA Wide Admin</b>	1410			<b>HA Wide Admin</b>	1410	
A. Partial Salary & Benefits Cap Funds Staff	9%		47,500	A. Partial Salary & Benefits Cap Funds Staff	9%	47,500
<b>Sub Total</b>			<b>47,500</b>	<b>Sub Total</b>		<b>47,500</b>
<b>HA Wide Fees &amp; Costs</b>	1430			<b>HA Wide Fees &amp; Costs</b>	1430	
A. A/E Services	LS		25,000	A. A/E Services	LS	20,001
<b>Sub Total</b>			<b>25,000</b>	<b>Sub Total</b>		<b>20,001</b>
<b>MO129-2,5</b>	1450			<b>MO129-1,4,6</b>	<b>1465</b>	
A. Install Awning Hi & Lo Rise	787 sq. ft.		18,000	A. Installation Air Conditioners	143 Units	231,000
<b>Sub Total</b>			<b>18,000</b>	<b>Sub Total</b>		<b>231,000</b>

	<b>MO129-1,4,6</b>	1450		<b>Grand Total</b>		<b>497,501</b>
	A. Landscape Developments	365 sq. ft.		12,000		
	<b>Sub Total</b>			<b>12,000</b>		
	<b>MO129-5</b>	1465				
	A. Replace Hot Water Heater & Storage Tanks	5 Units		15,000		
	<b>Sub Total</b>			<b>15,000</b>		
	<b>Mo129-1,4,6</b>	<b>1465</b>				
	A. Replace Refrigerators	25		9,000		
	B. Replace Stoves Electric	25		9,000		
	C. Replace Gas Water Heaters	12		3,000		
	D. Replace Electric Water Heaters	20		3,000		
	<b>Subtotal</b>			<b>24,000</b>		
	<b>HA Wide Non-Dwelling Structures</b>	1470				
	A. Renovations New Offices	LS		87,001		
	<b>Sub Total</b>			<b>87,001</b>		
	<b>HA Wide Non-Dwelling Equipment</b>	1475				
	A. Replace Vehicle	LS		27,000		
	B. Upgrade Computer System	LS		20,000		
	C. Replace Mowers	2 Ea		23,000		

	<b>Sub Total</b>		<b>70,000</b>			
	<b>Grand Total</b>		<b>497,501</b>			

## Required Attachment D

### C. Criteria for Substantial Deviation and Significant Amendments

#### 1. Amendment and Deviation Definitions

24 CFR Part 903.7(r)

PHAs are required to define and adopt their own standards of substantial deviation from the 5-year Plan and Significant Amendment to the Annual Plan. The definition of significant amendment is important because it defines when the PHA will subject a change to the policies or activities described in the Annual Plan to full public hearing and HUD review before implementation.

#### A. Substantial Deviation from the 5-year Plan:

The Hannibal Housing Authority's (HHA) Definition of Substantial Deviation and Significant Amendment or Modification are as follows:

- ~~///~~ changes to rent or admissions policies or organization of the waiting list;
- ~~///~~ additions of non-emergency work items (items not intended in the current 5-Year Action Plan) or change in use of replacement reserve funds under the Capital Fund; and
- ~~///~~ any change with regard to demolition or disposition, designation, homeownership programs or conversion activities.

#### B. Significant Amendment or Modification to the Annual Plan:

The Hannibal Housing Authority's (HHA) Definition of Substantial Deviation and Significant Amendment or Modification are as follows:

- ~~///~~ changes to rent or admissions policies or organization of the waiting list;
- ~~///~~ additions of non-emergency work items (items not intended in the current Annual Statement) or change in use of replacement reserve funds under the Capital Fund; and
- ~~///~~ any change with regard to demolition or disposition, designation, homeownership programs or conversion activities.

## **Required Attachment E**

### **Summary of Policy and Program Changes**

The HHA has not made nor intends to make any major policy or program changes in 2002. Local preferences were established and will not change, rent policies remain the same, community service was eliminated by HUD, and our family development pet policy has already been implemented.

## Required Attachment F:

### Resident Member on the PHA Governing Board

1.  Yes  No: Does the PHA governing board include at least one member who is directly assisted by the PHA this year? (if no, skip to #2)

A. Name of resident member(s) on the governing board:

Mr. Chuck Myers

B. How was the resident board member selected: (select one)?

- Elected  
 Appointed

C. The term of appointment is (include the date term expires):

June 1999 to May 2003

2. A. If the PHA governing board does not have at least one member who is directly assisted by the PHA, why not?
- the PHA is located in a State that requires the members of a governing board to be salaried and serve on a full time basis
  - the PHA has less than 300 public housing units, has provided reasonable notice to the resident advisory board of the opportunity to serve on the governing board, and has not been notified by any resident of their interest to participate in the Board.
  - Other (explain):

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

C. Name and title of appointing official(s) for governing board (indicate appointing official for the next position):

## **Required Attachment G:**

### **Membership of the Resident Advisory Board or Boards**

List members of the Resident Advisory Board or Boards: (If the list would be unreasonably long, list organizations represented or otherwise provide a description sufficient to identify how members are chosen.)

Ms. Tomika Kyle  
Ms. Ardella Senger  
Ms. Robyn Culp  
Ms. Mabel Chase  
Ms. Janice Myers

## **Attachment H:**

### **Progress in meeting the 5-Year Plan Mission and Goals**

The PHA has been able to maintain its mission to promote adequate and affordable housing, economic opportunity and a suitable living environment free from discrimination through the utilization of Capital funds and the proper application of our public housing policies.

We are continuing to address public housing vacancies very aggressively and our PHAS scores indicate that other operational issues are being positively addressed. This years score was 94

Capital funds have been utilized to provide modernization of our property and our future applications will continue that effort.

PHA has implemented local preferences to improve the living environment in addition to our modernization efforts

The implementation of a family pet policy has provided the opportunity for residents to enjoy pets within a regulated environment.

We are confident that the PHA will be able to continue to meet and accommodate all our goals and objectives for FY 2003.



4. Pets other than a dog or cat shall be confined to an appropriate cage or container. Such a pet may be removed from its cage while inside the owner’s apartment for the purpose of handling, but shall not generally be unrestrained.
5. Only one (1) dog or cat is allowed per household. **NO PIT BULLS WILL BE PERMITTED.** All dogs and cats will need to be on a leash, tied up, or otherwise restrained at all times when they are outside. Neither dogs nor cats shall be permitted to run loose.
6. Pet owners shall maintain their pet in such a manner as to prevent any damage to their unit, yard or common areas of the community in which they live. The animal shall be maintained so as not to be a nuisance or a threat to the health or safety of neighbors, PHA employees, or the public, by reason of noise, unpleasant odors or other objectionable situations.
7. Each pet owner shall be fully responsible for the care of the pet, including proper disposal of pet wastes in a safe and sanitary manner. Specific instructions for pet waste shall be available in the management office. Improper disposal of pet waste is a lease violation and may be grounds for termination.
8. All pets shall be inoculated and licensed in accordance with applicable state and local laws. All cats or dogs shall be neutered or spayed, unless a veterinarian certifies that the spaying or neutering would be inappropriate or unnecessary (because of health, age, etc.).
9. Visiting pets may be allowed as long as they generally conform to the guidelines expressed in this policy, except that: no additional security deposit shall be required of the Resident with whom the pet is visiting unless the visit is in excess of seventy-two (72) hours, and two (2) verified complaints shall be grounds for excluding the pet from further visits.
10. All pets shall be registered with the Management Office immediately or no longer than ten (10) days following their introduction to the community. Registration shall consist of providing:
  - a. Basic information about the pet (type, age, description, name, etc.);
  - b. Proof of inoculation and licensing;
  - c. Proof of neutering or spaying. All female dogs over the age of six (6) months and female cats over the age of five (5) months must be spayed. All male dogs over the age of eight (8) months and all male cats over the age of ten (10) months must be neutered. If health problems prevent such spaying or neutering, a veterinarian’s certificate will be necessary to allow the pet to become or continue to be a Resident of the community;
  - d. Payment of a pet deposit of \$100.00 (to be paid in full, or over a period of time not to exceed two (2) months, in case of hardship) to defray the cost of potential damage done by the pet to the unit or to common areas of the community. There shall be no additional security deposit for pets other than dogs or cats. The pet deposit shall not preclude charges to a Resident for repair of damages done on an ongoing basis by a pet. The Resident is responsible for all damages caused by the pet and will reimburse the Authority for all costs it incurs in repairing such damages. This deposit is refundable if no damage is identified at the move-out inspection; and

Type of Pet	Pets Name	Inoculations (type and date)
License Date	Spay or Neuter Date	

- e. If a Resident cannot care for their pet due to an illness, absence, or death, and no other person can be found to care for the pet, after twenty-four (24) hours have elapsed, the Resident hereby gives permission for the pet to be released to the Humane Society/Animal Control, in accordance with their procedures. In no case shall PHA incur any costs or liability for the care of a pet placed in the care of another individual or agency under this procedure.

Provide the name, address and phone number of one or more persons who will care for the pet if you are unable to do so. This information will be updated annually.

Name	Address	Phone (day)	Phone (night)

11. Any litigation resulting from actions by pets shall be the sole responsibility of the pet owner. The pet owner agrees to indemnify and hold harmless the PHA from all claims, causes of action damages or expenses, including attorney's fees, resulting from the action or the activities of his or her pet. The PHA accepts NO RESPONSIBILITY for any pet under any circumstance. The PHA strongly advises Resident to obtain liability insurance.

**Attachment J:**

**Component 3, (6) Deconcentration and Income Mixing**

- a.  Yes  No: Does the PHA have any general occupancy (family) public housing developments covered by the deconcentration rule? If no, this section is complete. If yes, continue to the next question.
- b.  Yes  No: Do any of these covered developments have average incomes above or below 85% to 115% of the average incomes of all such developments? If no, this section is complete.

If yes, list these developments as follows:

<b>Deconcentration Policy for Covered Developments</b>			
<b>Development Name:</b>	<b>Number of Units</b>	<b>Explanation (if any) [see step 4 at §903.2(c)(1)(iv)]</b>	<b>Deconcentration policy (if no explanation) [see step 5 at §903.2(c)(1)(v)]</b>

**Attachment K:**

**CAPITAL FUND PROGRAM TABLES START HERE**

<b>Annual Statement/Performance and Evaluation Report</b>					
<b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary</b>					
<b>PHA Name: Hannibal Housing Authority</b>		<b>Grant Type and Number</b> Capital Fund Program Grant No: MO36P12950102 Replacement Housing Factor Grant No:			<b>Federal FY of Grant:</b> 2002
<input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:    ) <input type="checkbox"/> Performance and Evaluation Report for Period Ending: 12/31/02 <input type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations	99,500	99,500	0	0
3	1408 Management Improvements Soft Costs	82,002	82,002	82,002	0
	Management Improvements Hard Costs				
4	1410 Administration	44,718	44,718	44,718	0
5	1411 Audit	0	0	0	0
6	1415 Liquidated Damages	0	0	0	0
7	1430 Fees and Costs	10,000	10,000	0	0
8	1440 Site Acquisition	0	0	0	0
9	1450 Site Improvement	5,000	5,000	0	0
10	1460 Dwelling Structures	143,436	172,331	0	0
11	1465.1 Dwelling Equipment—Nonexpendable	28,895	0	0	0
12	1470 Nondwelling Structures	0	0	0	0
13	1475 Nondwelling Equipment	83,950	83,950	0	0

**Annual Statement/Performance and Evaluation Report**  
**Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary**

<b>PHA Name: Hannibal Housing Authority</b>	<b>Grant Type and Number</b> Capital Fund Program Grant No: MO36P12950102 Replacement Housing Factor Grant No:	<b>Federal FY of Grant:</b> 2002
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**Original Annual Statement**  **Reserve for Disasters/ Emergencies**  **Revised Annual Statement (revision no: )**  
 **Performance and Evaluation Report for Period Ending: 12/31/02**  **Final Performance and Evaluation Report**

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
14	1485 Demolition	0	0	0	0
15	1490 Replacement Reserve	0	0	0	0
16	1492 Moving to Work Demonstration	0	0	0	0
17	1495.1 Relocation Costs	0	0	0	0
18	1499 Development Activities	0	0	0	0
19	1502 Contingency	0	0	0	0
20	<b>Amount of Annual Grant ( Sum of Lines 2-19)</b>	<b>497,501</b>	<b>497,501</b>	<b>126,720</b>	<b>0</b>
	Amount of line XX Related to LBP Activities				
	Amount of line XX Related to Section 504 compliance				
	Amount of line XX Related to Security –Soft Costs	41,172			
	Amount of Line XX related to Security-- Hard Costs				
	Amount of line XX Related to Energy Conservation Measures				
	Collateralization Expenses or Debt Service				

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

PHA Name: Hannibal Housing Authority		Grant Type and Number				Federal FY of Grant: 2002			
		Capital Fund Program Grant No: MO36P12950102							
		Replacement Housing Factor Grant No:							
Development Number Name/HA-Wide Activities	General Description of Major Work Categories		Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
HA Wide Operations	A. Housing Operations		1406	LS	99,500		0	0	
	<b>Sub total</b>				<b>99,500</b>		0	0	
HA Wide Mgmt Improvements	A. Fund Security Program		1408	100%	41,172		41,172	0	Obligated
	B. Expand Education Programs		1408	60%	17,350		17,350	0	Obligated
	C. Management & Maintenance Training		1408	100%	3,000		3,000	0	Obligated
	D. Fund Drug Prev. Program		1408	40%	20,480		20,480	0	Obligated
	<b>Sub total</b>				<b>82,002</b>		82,002	0	
HA Wide Admin Cost	A. Partial ED's salary and benefits		1410	10%	9,698		9,698	0	Obligated
	B. Grant Administrator salary & benefits		1410	100%	23,000		23,000	0	Obligated
	C. Administrative Assistant salary & benefits		1410	40%	12,020		12,020	0	Obligated
	<b>Sub total</b>				<b>44,718</b>		44,718		
HA Wide Fees & Costs	A. A/E Services		1430	LS	10,000		0	0	
	B. Contract Services Drug Prevention		1430	LS	0	10,000	0	0	
	<b>Sub total</b>				<b>10,000</b>	<b>10,000</b>	<b>0</b>	<b>0</b>	

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

PHA Name: Hannibal Housing Authority		<b>Grant Type and Number</b> Capital Fund Program Grant No: MO36P12950102 Replacement Housing Factor Grant No:					Federal FY of Grant: 2002		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories		Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
PHA Wide Site Improvements	A. Sidewalks & Drainage		1450	1,114 sq. ft.	5,000	5,000	0	0	Getting Ready to Bid out
<b>Sub total</b>					<b>5,000</b>	<b>5,000</b>	<b>0</b>	<b>0</b>	
PHA Wide Dwelling Structures MO129- 4	A. Replace Windows		1460	48 Units	78,461	0	0	0	Fungibility
MO129-4	B. Replace Floor Tiles		1460	30 Units	0	107,356	0	0	Getting Ready to Bid
MO129-1	C. Exterior Wood Soffits & Facias covered with aluminum & exterior wood sidings covered with vinyl siding		1460	71 Units	64,975	64,975	0	0	Getting Ready to Bid
<b>Sub Total</b>					<b>143,436</b>	<b>172,331</b>	<b>0</b>	<b>0</b>	
PHA Wide Dwelling Equipment Non- Expendable MO129-4	A. Replace Baseboard Heaters		1465	48 Units	28,895	0	0	0	Fungibility

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

PHA Name: Hannibal Housing Authority		Grant Type and Number Capital Fund Program Grant No: MO36P12950102 Replacement Housing Factor Grant No:				Federal FY of Grant: 2002			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories		Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
	<b>Sub Total</b>				<b>28,895</b>	<b>0</b>	<b>0</b>	<b>0</b>	
HA-Wide Nondwelling equipment	A. Replace Communication Unit		1475	10	650	25,650	0	0	On schedule
	B. Replace Maintenance Vehicle		1475	2	43,000	43,000	0	0	On schedule
	C. Upgrade Computer Hardware		1475	LS	15,300	15,300	0	0	On Schedule
	D. Replace Office Furniture		1475	LS	25,000	0	0	0	Fungibility
	<b>Sub total</b>				<b>83,950</b>	<b>83,950</b>	<b>0</b>	<b>0</b>	
	<b>Grand Total</b>				<b>497,501</b>	<b>497,501</b>	<b>126,720</b>		



**Annual Statement/Performance and Evaluation Report**  
**Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary**

<b>PHA Name:</b> Hannibal Housing Authority	<b>Grant Type and Number</b> Capital Fund Program Grant No: MO36P129501 Replacement Housing Factor Grant No:	<b>Federal FY of Grant:</b> 2001
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Original Annual Statement  Reserve for Disasters/ Emergencies  Revised Annual Statement (revision no: 1)  
 Performance and Evaluation Report for Period Ending: 12/31/02  Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations	105,555	105,555	0	0
3	1408 Management Improvements Soft Costs	82,002	82,002	82,002	2,738.57
	Management Improvements Hard Costs				
4	1410 Administration	44,718	44,718	44,718	0
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	18,839	1,775.80	1,775.80	1,775.80
8	1440 Site Acquisition				
9	1450 Site Improvement	0	0	0	0
10	1460 Dwelling Structures	265,715	226,783.02	147,265.77	135,447.97
11	1465.1 Dwelling Equipment—Nonexpendable	0	0	0	0
12	1470 Nondwelling Structures	0	0	0	0
13	1475 Nondwelling Equipment	10,950	66,945.18	66,945.18	66,945.18
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1502 Contingency				

**Annual Statement/Performance and Evaluation Report**  
**Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary**

PHA Name: Hannibal Housing Authority	Grant Type and Number Capital Fund Program Grant No: MO36P129501 Replacement Housing Factor Grant No:	Federal FY of Grant: 2001
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Original Annual Statement  Reserve for Disasters/ Emergencies  Revised Annual Statement (revision no: 1)  
 Performance and Evaluation Report for Period Ending: 12/31/02  Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
20	Amount of Annual Grant: (sum of lines..2-19..)	527,779	527,779	342,706.75	206,907.52
	Amount of line XX Related to LBP Activities				
	Amount of line XX Related to Section 504 compliance				
	Amount of line XX Related to Security –Soft Costs	41,172			
	Amount of Line XX related to Security-- Hard Costs				
	Amount of line XX Related to Energy Conservation Measures				
	Collateralization Expenses or Debt Service				

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

PHA Name: Hannibal Housing Authority		Grant Type and Number Capital Fund Program Grant No: MO36P129501 Replacement Housing Factor Grant No:				Federal FY of Grant: 2001			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories		Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
PHA Wide	Operations		1406		105,555	105,555	0	0	
	<b>Total Operations</b>				<b>105,555</b>	<b>105,555</b>	<b>0</b>	<b>0</b>	
HA Wide Management Improvements	A. Fund security program		1408	100%	41,172	41,172	41,172	721.05	On Schedule
	B. Expand Educational Programs		1408	60%	17,350	17,350	17,350	917.52	On Schedule
	C. Management and maint. training		1408	100%	3,000	3,000	3,000	3,000	On Schedule
	D. Fund drug elimination		1408	40%	20,480	20,480	20,480	0	On Schedule
	<b>Subtotal</b>				<b>82,002</b>	<b>82,002</b>	<b>82,002</b>	<b>2,738.57</b>	
HA Wide Administrative Cost	A. Executive Director's Salary		1410	20%	9,698	9,698	9,698	0	Obligated
	B. Grant Administrator		1410	100%	29,000	29,000	29,000	0	Obligated
	C. Resident Initiatives		1410		6020	6020	6,020	0	Obligated
	<b>Subtotal</b>				<b>44,718</b>	<b>44,718</b>	<b>44,718</b>	<b>0</b>	
HA-Wide Fees & Cost	A. A and E services		1430		18,839	1,775.80	1,775.80	1,775.80	Complete
	<b>Subtotal</b>				<b>18,839</b>	<b>1,775.80</b>	<b>1,775.80</b>	<b>1,775.80</b>	
PHA Wide Dwelling Structures MO129-4	A. Replace & Install Floor Tile		1460	18 Units	116,176	65,586.30	0	0	On Schedule
MO129-4	B. Replace Windows		1460	48 Units	95,875	116,211.48	105,954.59	95,531.59	90% Complete

# Annual Statement/Performance and Evaluation Report

## Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)

### Part II: Supporting Pages

PHA Name: Hannibal Housing Authority		Grant Type and Number Capital Fund Program Grant No: MO36P129501 Replacement Housing Factor Grant No:				Federal FY of Grant: 2001			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories		Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
MO129-1	C. Replace Vanities		1460	70 Units	53,664	5,308.50	1,634.50	239.70	Work in Process
MO129-4	D. Replace Baseboard Heaters		1460	48 Units	0	19,372	19,372	19,372	Complete fungibility
MO129-2	E. Replace Automatic Doors Entry		1460	2 Units		2,718.65	2,718.65	2,718.65	Complete Fungibility
	F. Renovation Old Offices Community Building		1460	1 Unit		17,586.03	17,586.03	17,586.03	Fungibility
	<b>Subtotal</b>				<b>265,715</b>	<b>226,783.02</b>	<b>147,265.77</b>	<b>135,447.97</b>	
HA Wide Nondwelling Equipment	A. Mobile Communications for ED		1475	1 unit	650	502.30	502.30	502.30	Complete`
	B. Internet connection		1475	1 unit	300	47.90	47.90	47.90	Complete
	C. Replace Mower		1475	1 Unit	10,000	6,335	6,335	6,335	Complete
	D. Computer & Equipment Community Room Renovation		1475	6 Units	0	15,143.98	15,143.98	15,143.98	Fungibility
	E. Replace Maintenance Vehicles		1475	2 Units	0	25,566	25,566	25,566	Fungibility
	F. Replace Housing Security Vehicle		1475	1 Unit	0	19,350	19,350	19,350	Fungibility
	<b>Subtotal</b>				<b>10,950</b>	<b>66,945.18</b>	<b>66,945.18</b>	<b>66,945.18</b>	
	<b>Grand Total</b>				<b>527,779.00</b>	<b>527,779.00</b>	<b>342,706.75</b>	<b>206,907.52</b>	

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

PHA Name: <b>Hannibal Housing Authority</b>	Grant Type and Number Capital Fund Program No: MO36P129501 Replacement Housing Factor No:	Federal FY of Grant: 2001
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Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
HA-Wide	3/31/03			9/30/04			
MO 129-1	3/31/03			9/30/04			
MO129-4	3/31/03			9/30/04			

## CAPITAL FUND PROGRAM TABLES START HERE

<b>Annual Statement/Performance and Evaluation Report</b>					
<b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary</b>					
PHA Name: Hannibal Housing Authority		Grant Type and Number Capital Fund Program Grant No: MO36P12950100 Replacement Housing Factor Grant No:			Federal FY of Grant: 2000
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement/Revision Number <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 12/31/02 <input type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds	0			
2	1406 Operations (May not exceed 20% of line 20)	103,400	103,400	103,400	103,400
3	1408 Management Improvements	52,370	31,578.56	31,578.36	5,950.59
4	1410 Administration	43,000	30,538.66	30,538.66	0
5	1411 Audit	0	0	0	0
6	1415 Liquidated Damages	0	0	0	0
7	1430 Fees and Costs	20,000	28,850.05	28,850.05	28,850.05
8	1440 Site Acquisition	0	0	0	0
9	1450 Site Improvement	26,300	39,054.72	39,054.72	36,438.28
10	1460 Dwelling Structures	0	0	0	0
11	1465.1 Dwelling Equipment—Nonexpendable	0	0	0	0
12	1470 Nondwelling Structures	261,223	268,166.83	268,166.83	268,166.83
13	1475 Nondwelling Equipment	11,000	15,704.18	15,704.18	15,704.18
14	1485 Demolition	0	0	0	0
15	1490 Replacement Reserve	0	0	0	0
16	1492 Moving to Work Demonstration	0	0	0	0
17	1495.1 Relocation Costs	0	0	0	0
18	1498 Mod Used For Development	0	0	0	0
19	1502 Contingency(may not exceed 8% of line 20)	0	0	0	0
20	Amount of Annual Grant: (sum of lines 2-19.....)	517,293	517,293	517,293	458,509.93

**Annual Statement/Performance and Evaluation Report**  
**Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary**

PHA Name: Hannibal Housing Authority	Grant Type and Number Capital Fund Program Grant No: MO36P12950100 Replacement Housing Factor Grant No:	Federal FY of Grant: 2000
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Original Annual Statement  Reserve for Disasters/ Emergencies  Revised Annual Statement/Revision Number  
 Performance and Evaluation Report for Period Ending: 12/31/02  Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
21	Amount of line 20 Related to LBP Activities	0	0	0	0
22	Amount of line 20 Related to Section 504 compliance	0	0	0	0
23	Amount of line 20 Related to Security	12,825	17,400	17,400	
24	Amount of line 20 Related to Energy Conservation Measures	0	0	0	0

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

PHA Name: Hannibal Housing Authority		Grant Type and Number Capital Fund Program Grant No: MO36P129500 Replacement Housing Factor Grant No:				Federal FY of Grant: 2000			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories		Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work
					Original	Revised	Funds Obligated	Funds Expended	
PHA Wide	Operations		1406		103,400	103,400	103,400	103,400	Complete
	<b>Total Operations</b>		1406		<b>103,400</b>	<b>103,400</b>	<b>103,400</b>	<b>103,400</b>	
PHA Wide Management Improvements	A. Fund security program		1408	100%	27,400	17,400	17,400	5,120	On schedule
	B. Support Service Programs		1408	60%	17,350	8,675	8,675	0	On Schedule
	C. Management and maint. training		1408	100%	3,000	2,169.41	2,169.41	830.59	On schedule
	D. Fund drug elimination		1408	10%	4,620	3,334.15	3,334.15	0	On schedule
	<b>Subtotal</b>				<b>52,370</b>	<b>31,578.56</b>	<b>31,578.56</b>	<b>5,950.59</b>	
HA Wide Administrative Cost	A. Executive Director's Salary		1410	20%	10,698	10,698	10,698	0	On schedule
	B. Grant Administrator		1410	100%	26,282	17,000	17,000	0	On schedule
	C. Resident Initiatives		1410		6020	2,840.66	2,840.66	0	On schedule
	<b>Subtotal</b>				<b>43,000</b>	<b>30,538.66</b>	<b>30,538.66</b>	<b>0</b>	
HA-Wide Fees & Cost	A. A and E services		1430		20,000	28,850.05	28,850.05	28,850.05	Complete
	<b>Subtotal</b>				<b>20,000</b>	<b>28,850.05</b>	<b>28,850.05</b>	<b>28,850.05</b>	
PHA Wide Site Improvements	A. Drainage work		1450	5,400 sq. ft.	26,300	39,054.72	39,054.72	36,438.28	90% Complete
	<b>Subtotal</b>				<b>26,300</b>	<b>39,054.72</b>	<b>39,054.72</b>	<b>36,438.28</b>	

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

PHA Name: Hannibal Housing Authority		Grant Type and Number Capital Fund Program Grant No: MO36P129500 Replacement Housing Factor Grant No:				Federal FY of Grant: 2000			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories		Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work
					Original	Revised	Funds Obligated	Funds Expended	
PHA Wide Nondwelling Structures	A. Build New Offices		1470	1	261,223	268,166.83	268,166.83	268,166.83	Complete
	<b>Sub Total</b>				<b>261,223</b>	<b>268,166.83</b>	<b>268,166.83</b>	<b>268,166.83</b>	
HA Wide Nondwelling Equipment	A. Mobile Communications for ED		1475	1 unit	650	210.73	210.73	210.73	Complete
	B. Internet connection		1475	1 unit	350	565.55	562.55	562.55	Complete
	C. Computer Update		1475		10,000	4,770.87	4,770.87	4,770.87	Complete
	D. Replace Copy Machine		1475	1 Unit	0	4,900	4,900	4,900.00	Complete
	E. Maintenance Radio Communication System		1475	1 Unit	0	5,260.03	5,260.03	5,260.03	Complete
	<b>Subtotal</b>				<b>11,000</b>	<b>15,704.18</b>	<b>15,704.18</b>	<b>15,704.18</b>	
	<b>Grand Total</b>					<b>517,293</b>	<b>517,293</b>	<b>458,509.93</b>	



## CAPITAL FUND PROGRAM TABLES START HERE

<b>Annual Statement/Performance and Evaluation Report</b>						
<b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary</b>						
PHA Name: Hannibal Housing Authority		Grant Type and Number Capital Fund Program Grant No: MO36P129707 Replacement Housing Factor Grant No:			Federal FY of Grant: 1999	
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement/Revision Number <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 12/31/02 <input checked="" type="checkbox"/> Final Performance and Evaluation Report						
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost		
		Original	Revised	Obligated	Expended	
1	Total non-CFP Funds	0	0	0	0	
2	1406 Operations (May not exceed 20% of line 20)	0	0	0	0	
3	1408 Management Improvements	22,053.80	0	22,053.80	22,053.80	
4	1410 Administration	26,204.82	0	26,204.82	26,204.82	
5	1411 Audit	0	0	0	0	
6	1415 Liquidated Damages	0	0	0	0	
7	1430 Fees and Costs	48,881.84	0	48,881.84	48,881.84	
8	1440 Site Acquisition	0	0	0	0	
9	1450 Site Improvement	17,341.60	0	17,341.60	17,341.60	
10	1460 Dwelling Structures	204,640.23	0	204,640.23	204,640.23	
11	1465.1 Dwelling Equipment—Nonexpendable	57,664.50	0	57,664.50	57,664.50	
12	1470 Nondwelling Structures	24,180.76	0	24,180.76	24,180.76	
13	1475 Nondwelling Equipment	46,213.45	0	46,213.45	46,213.45	
14	1485 Demolition	0	0	0	0	
15	1490 Replacement Reserve	0	0	0	0	
16	1492 Moving to Work Demonstration	0	0	0	0	
17	1495.1 Relocation Costs	0	0	0	0	
18	1498 Mod Used For Development	0	0	0	0	
19	1502 Contingency(may not exceed 8% of line 20)	0	0	0	0	
20	Amount of Annual Grant: (sum of lines 2-19.....)	447,181.00	0	447,181.00	447,181.00	
21	Amount of line 20 Related to LBP Activities	0	0	0	0	
22	Amount of line 20 Related to Section 504 compliance	0	0	0	0	
23	Amount of line 20 Related to Security	0	0	0	0	

**Annual Statement/Performance and Evaluation Report**  
**Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary**

<b>PHA Name:</b> Hannibal Housing Authority	<b>Grant Type and Number</b> Capital Fund Program Grant No: MO36P129707 Replacement Housing Factor Grant No:	<b>Federal FY of Grant:</b> 1999
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Original Annual Statement  Reserve for Disasters/ Emergencies  Revised Annual Statement/Revision Number  
 Performance and Evaluation Report for Period Ending: 12/31/02  Final Performance and Evaluation Report

<b>Line No.</b>	<b>Summary by Development Account</b>	<b>Total Estimated Cost</b>		<b>Total Actual Cost</b>	
24	Amount of line 20 Related to Energy Conservation Measures	0	0	0	0

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

PHA Name: Hannibal Housing Authority		Grant Type and Number Capital Fund Program Grant No: MO36P129507 Replacement Housing Factor Grant No:				Federal FY of Grant: 1999			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories		Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work
					Original	Revised	Funds Obligated	Funds Expended	
PHA Wide Management Improvements	A. Fund security program		1408	100%	7,163.36		7,163.36	7,163.36	Complete
	B. Fund resident program		1408	60%	1,650.44		1,650.44	1,650.44	Complete
	C. Management and maint. training		1408	100%	3,000		3,000	3,000	Complete
	D. Fund drug elimination		1408	36%	10,240.00		10,240.00	10,240.00	Complete
	<b>Subtotal</b>				<b>22,053.80</b>		<b>22,253.80</b>	<b>22,253.80</b>	
HA Wide Administrative Cost	A. Executive Director's Salary		1410	20%	106.94		106.94	106.94	Complete
	B. Grant Administrator		1410	100%	21,459.44		21,459.44	21,456.44	Complete
	C. Resident Initiatives Coordinator		1410		4,638.44		4,638.44	4,638.44	Complete
	<b>Subtotal</b>				<b>26,204.82</b>		<b>26,204.82</b>	<b>26,204.82</b>	
HA-Wide Fees & Cost	A. A and E services		1430	100%	48,881.84		48,881.84	48,881.84	Complete
	<b>Subtotal</b>				<b>48,881.84</b>		<b>48,881.84</b>	48,881.84	
MO129-2 Site Improvements	A. Sidewalk Replacement		1450	4,770 sq. ft.	17,341.60		17,341.60	17,341.60	Complete
	<b>Subtotal</b>				<b>17,341.60</b>		<b>17,341.60</b>	<b>17,341.60</b>	
MO129-2 & 5 Dwelling Structures	A. Roofing & Sheathing		1460	114U	118,577.99		118,577.99	118,577.99	Complete
MO129-1,4&6	B. Replace Security Screen Doors		1460	143U	69,062.24		69,062.24	69,062.24	Complete
MO129-1	C. Heaters		1460	15U	17,000.00		17,000.00	17,000.00	Complete

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

PHA Name: Hannibal Housing Authority		Grant Type and Number Capital Fund Program Grant No: MO36P129507 Replacement Housing Factor Grant No:				Federal FY of Grant: 1999			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories		Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work
					Original	Revised	Funds Obligated	Funds Expended	
	<b>Subtotal</b>				<b>204,640.23</b>		<b>204,640.23</b>	<b>240,640.23</b>	
MO129-1 Dwelling Equipment Non-Expendable	A. Replace Refrigerators		1465.1	18U	5,958.00		5,958.00	5,958.00	Completed
	B. Replace Stoves		1465.1	18U	3,978.00		3,978.00	3,978.00	Completed
	C. Replace Water Heaters		1465.1	18U	2,610.00		2,610.00	2,610.00	Completed
	D. Install Bath Exhaust Fans		1465.1	70	15,705	0	0	0	fungibility
	E. Install Vented Range Hoods		1465.1	70	15,705	0	0	0	fungibility
	F. Replace Smoke Detectors		1465.1	70	10,000	0	0	0	fungibility
	G. Replace Base Board Heaters		1465.1	55U	35,131.00		35,131.00	35,131.00	Complete
	H.		1465.1	114	9,987.50		9,987.50	9,987.50	Complete
	<b>Subtotal</b>				<b>57,664.50</b>		<b>57,664.50</b>	<b>57,664.50</b>	
MO129-4 Non-Dwelling Structures	A. Install Security Fence		1470	450 ft.	7,885.00		7,885.00	7,885.00	Complete
	B. Partial Renovations Community Bldg		1470	LS	16,295.76		16,295.76	16,295.76	Complete
	<b>Subtotal</b>				<b>24,180.76</b>		<b>24,180.76</b>	<b>24,180.76</b>	
PHA Wide Non-Dwelling Equipment	A. Replace Maintenance Vehicle		1475	1	11873.00		11,873.00	11873.00	Complete
	B. Replace Mower		1475	1	9,199.40		9,199.40	9,199.40	Complete
	C. Mobile Communication for ED		1475	1	749.66		749.66	749.66	Complete
	D. Internet Connection		1475	1	1,122.12		1,122.12	1,122.12	Complete
	E. Computer Upgrade		1475	LS	23,269.27		23,269.27	23,269.27	Complete
	<b>Sub Total</b>				<b>46,213.45</b>		<b>46,213.45</b>	<b>46,213.45</b>	

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

PHA Name: <b>Hannibal Housing Authority</b>		<b>Grant Type and Number</b> Capital Fund Program Grant No: <b>MO36P129507</b> Replacement Housing Factor Grant No:				<b>Federal FY of Grant: 1999</b>			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories		Dev. Acct No.	Quantity	<u>Total Estimated Cost</u>		<u>Total Actual Cost</u>		Status of Proposed Work
					Original	Revised	Funds Obligated	Funds Expended	
	<b>Grand Total</b>				<b>447,181</b>		<b>447,181</b>	<b>447,181</b>	

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

PHA Name: <b>Hannibal Housing Authority</b>		Grant Type and Number Capital Fund Program No: MO36P129507 Replacement Housing Factor No:				Federal FY of Grant: 1999	
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
HA-Wide 1408							
Security	03/31/01			09/30/02			
Resident	03/31/01			09/30/02			
Drug Elimination	03/31/01			09/30/02			
Training	03/31/01			09/30/02			
HA Wide 1410							
ED's Salary	03/31/01			09/30/02			
Grant Administrator	03/31/01			09/30/02			
Resident Coordinator	03/31/01			09/30/02			
HA Wide 1430							
Fees & Costs	03/31/01			09/30/02			
HA Wide 1450							
Sidewalk	03/31/01			09/30/02			
HA Wide 1460							
Replace Screen Doors	03/31/01			09/30/02			
Roofing	03/31/01			09/30/02			

**Attachment L:**

**VOLUNTARY CONVERSION OF PUBLIC HOUSING DEVELOPMENTS  
REQUIRED INITIAL ASSESSMENT**

**HOUSING AUTHORITY OF HANNIBAL, MISSOURI**

*As required by 24 CFR part 972-Conversion of Public Housing to Tenant-Based Assistance, we have:*

1. Reviewed each development’s Operation as public housing;
2. Considered the implications of converting the public housing to tenant-based assistance; and
3. Concluded that the conversion of the development may be;

Appropriate because removal of the development would meet the necessary conditions for voluntary conversion; or

Inappropriate because removal of the development would not meet the necessary conditions for voluntary conversion.

**NECESSARY CONDITONS FOR VOLUNTARY CONVERSION:**

Not to be more expensive than continuing to operate the Development (or proportion of it) as public housing;

Principally benefit the residents of the public housing Development to be converted and the community; and

Not adversely effect the availability of affordable housing in the community

**EXAMPLE:**

Development Number	Development Name	Development Exempted	Exemption Reason	Conversion Appropriate
KY005-01	Anytown Towers	YES	Elderly/Disabled High-rise	N/A
KY005-02	Downtown Homes	NO	N/A	NO

Please complete this table for all developments of your PHA and attach a short narrative as documentation of your reasoning with respect to each covered development.,

Develop Number	Development Name	Development Exempted	Exemption Reason	Conversion Appropriate?
MO129-001	Housing Auth	NO		NO
MO129-002	Housing Auth.	NO		NO
MO129-004	Housing Auth.	NO		NO
MO129-005	Housing Auth	NO		NO
MO129-006	Housing Auth	NO		NO

It is the conclusion of the Hannibal Housing Authority of the City of Hannibal, Missouri that it would not be in the best interest of the community, the current tenants or the authority to convert from the current public housing to a Voucher Program.

Hannibal is a small, rural community and does not have adequate safe and sanitary housing that would pass a UPCS inspection

#### CONVERSION OF PUBLIC HOUSING

Conversion of the Hannibal Housing Authority, Hannibal, Missouri, to Tenant Based Assistance Would NOT be appropriate at this time due to not meeting the necessary conditions.

1. It would be more expensive than continuing to operate the development as public housing.
2. It would not principally benefit the residents of the Public Housing Development.
3. It would adversely affect the availability of affordable housing in the community.