

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 2003-2008  
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:** Alliance Housing Authority

**PHA Number:** NE 141

**PHA Fiscal Year Beginning:** 10/2003

**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 2004 - 2009**

[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 mission of the Alliance Housing Authority is to provide safe and decent affordable housing in a living environment that fosters both economic and social diversity among the resident population as a whole. To that end, we pledge that we will treat each individual on the basis of their individual merits, and without presumption of ability based on age, race, color, religion, sex, national origin, familial status or disability.

**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: (RASS score)

- 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 home-ownership program:
  - Implement public housing or other home-ownership 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 de-concentrate poverty by bringing higher income public housing households into lower income developments:
  - Implement measures to promote income mixing in public housing by assuring access for lower income families into higher income developments:
  - Implement public housing security improvements:
  - Designate developments or buildings for particular resident groups (elderly, persons with disabilities)
  - 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)**

- To be designated a High Performer under the LIPH PHAS measurement.

**Annual PHA Plan**  
**PHA Fiscal Year 2003**

[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)]

The Alliance Housing Authority is in a transitional state, with many changes taking place. Among these are the pending implementation of a cooperation agreement with the City of Alliance police department and the local Health and Human Services office. Also pending is the revision of the pet policy to reflect current HUD requirements and regulations, revision of the ACOP to reflect changes suggested by TARC. Available for review is the latest submitted copy of the MOA for our HA.

**iii. Annual Plan Table of Contents**

[24 CFR Part 903.7 9 (r)]

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

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**Attachments**

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

**Required Attachments:**

- Admissions Policy for Deconcentration
- FY 2003 Capital Fund Program Annual Statement – Attachment 1
- Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)

**Optional Attachments:**

- PHA Management Organizational Chart
- FY 2003 Capital Fund Program 5 Year Action Plan – Attachment 2
- Public Housing Drug Elimination Program (PHDEP) Plan
- Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text)
- Other (List below, providing each attachment name)  
TARC MOA Agreement Progress Report for ME November 30, 2003

**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>
X	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
N/A	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans
X	Fair Housing Documentation: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions' initiatives to affirmatively further fair housing that require the PHA's involvement.	5 Year and Annual Plans
X	Consolidated Plan for the jurisdiction/s in which the PHA is located (which includes the Analysis of Impediments to Fair Housing Choice (AI)) and any additional backup data to support statement of housing needs in the jurisdiction	Annual Plan: Housing Needs
	Most recent board-approved operating budget for the public	Annual Plan:

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
X	housing program	Financial Resources;
X	Public Housing Admissions and (Continued) Occupancy Policy (A&O), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
	Public Housing Deconcentration and Income Mixing Documentation: 1. PHA board certifications of compliance with deconcentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/99 <i>Quality Housing and Work Responsibility Act Initial Guidance; Notice</i> and any further HUD guidance) and 2. Documentation of the required deconcentration and income mixing analysis	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public housing rent determination policies, including the methodology for setting public housing flat rents <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X	Schedule of flat rents offered at each public housing development <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X	Section 8 rent determination (payment standard) policies <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
X	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	Annual Plan: Operations and Maintenance
X	Public housing grievance procedures <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
X	Section 8 informal review and hearing procedures <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
X	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
X	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
N/A	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	Annual Plan: Capital Needs
N/A	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans or any other approved proposal for development of public housing	Annual Plan: Capital Needs
N/A	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition

<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	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
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
N/A	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
N/A	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
N/A	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
N/A	The most recent Public Housing Drug Elimination Program (PHEDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)	Annual Plan: Safety and Crime Prevention
X	The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	Annual Plan: Annual Audit
X	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
X	2000 Census Information	Annual Plan: Housing Needs
X	1998 Comprehensive Plan – City of Alliance, NE 2000 Annual Plan	Annual Plan: Housing Needs Annual Plan

## **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>							
<b>Family Type</b>	<b>Overall</b>	<b>Afford- ability</b>	<b>Supply</b>	<b>Quality</b>	<b>Access- ibility</b>	<b>Size</b>	<b>Loca- tion</b>
Income <= 30%							

Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Overall	Afford-ability	Supply	Quality	Access-ibility	Size	Loca-tion
of AMI	873	5	5	5	N/A	5	5
Income >30% but <=50% of AMI	572	4	3	5	N/A	5	4
Income >50% but <80% of AMI	641	2	4	5	N/A	3	3
Elderly	1593	3	5	5	5	2	2
Families with Disabilities	1771	N/A	N/A	N/A	N/A	N/A	N/A
Black/African American	44	N/A	N/A	N/A	N/A	N/A	N/A
American Indian	305	N/A	N/A	N/A	N/A	N/A	N/A
Asian	54	N/A	N/A	N/A	N/A	N/A	N/A
Other	387	N/A	N/A	N/A	N/A	N/A	N/A

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 – State of Nebraska  
Indicate year: 2000-2005
- U.S. Census data: the Comprehensive Housing Affordability Strategy (“CHAS”) dataset
- American Housing Survey data  
Indicate year:
- Other housing market study  
Indicate year: 1998 Comprehensive Plan – City of Alliance
- Other sources: 2000 U.S. Census data
- Other sources: State of Nebraska AMI Worksheet

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

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

Housing Needs of Families on the Waiting List
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### 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	68		
Extremely low income <=30% AMI	N/A	N/A	
Very low income (>30% but <=50% AMI)	N/A	N/A	
Low income (>50% but <80% AMI)	N/A	N/A	
Families with children	41	60	
Elderly families	4	6	
Families with Disabilities	10	15	
American Indian	14	21	
Black/African American	1	1	
Hispanic	5	7	
Race/ethnicity			

Characteristics by Bedroom Size (Public Housing Only)

1BR	None in Inventory		
2 BR	3		
3 BR	3		
4 BR	3		
5 BR			
5+ BR			

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

If yes:

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

Does the PHA expect to reopen the list in the PHA Plan year?  No  Yes

Does the PHA permit specific categories of families onto the waiting list, even if generally closed?  No  Yes

### C. Strategy for Addressing Needs

Actively work with local HHS office to communicate housing opportunities to individuals needing affordable housing.

#### (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: Actively recruiting additional Section 8 landlords.

**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: House Families with disabilities in appropriate handicap accessible units
- Other: Make reasonable accommodations to those requesting one according to HUD guidelines.

**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 (Migrant Housing, USDA Elderly Housing, Assisted Living)
- 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	93,745	
b) Public Housing Capital Fund '03	98,586	
c) HOPE VI Revitalization		
d) HOPE VI Demolition		
e) Annual Contributions for Section 8 Tenant-Based Assistance	521,569	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)		
g) Resident Opportunity and Self-Sufficiency Grants		
h) Community Development Block Grant		
i) HOME		
Other Federal Grants (list below)		
<b>2. Prior Year Federal Grants (unobligated funds only) (list below)</b>		
2002 CFP Grant - Unobligated		
NE26P141501-02	87,592	
<b>3. Public Housing Dwelling Rental Income</b>		
	72,315	PHA Operations
<b>4. Other income (list below)</b>		
Management Fee-SSV Apartments	22,270	PHA Operations
Money collected for Damages	15,120	PHA Operations
<b>4. Non-federal sources (list below)</b>		
Vending	430	PHA Operations
Other Income	4,500	PHA Operations
<b>Total resources</b>	<b>916,127</b>	

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

[24 CFR Part 903.7 9 (c)]

#### **A. Public Housing**

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

##### **(1) Eligibility**

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

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

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 – Outstanding Debt owed to AHA or Previous Landlord

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 - Time & Date

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

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

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

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

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

If yes, how many lists?

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

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

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

### **(3) Assignment**

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

- One
- Two
- Three or More

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

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

### **(4) Admissions Preferences**

a. Income targeting:

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

b. Transfer policies:

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

- Emergencies
- Overhoused
- Underhoused
- Medical justification

- Administrative reasons determined by the PHA (e.g., to permit modernization work)
- Resident choice: Under certain circumstances; hardship to the resident, threats to the well being of the resident or family members, and for other reasons deemed acceptable by the HA, the resident may request transfer to a different unit. All requests will be considered, and in the event that the request is granted, transfer will be carried out dependent upon availability of a unit appropriate to meet the needs of the resident and HA administrative guidelines
- Other: Alleviating Hardships
- Other: Filling Scattered Site Houses

c. Preferences

1.  Yes  No: Has the PHA established preferences for admission to public housing (other than date and time of application)? (If “no” is selected, skip to subsection **(5) Occupancy**)
  
2. Which of the following admission preferences does the PHA plan to employ in the coming year? (select all that apply from either former Federal preferences or other preferences)

Former Federal preferences:

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

Other preferences: (select below)

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

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

Date and Time

Former Federal preferences:

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

Other preferences (select all that apply)

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

4. Relationship of preferences to income targeting requirements:

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

**(5) Occupancy**

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

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

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

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

**(6) Deconcentration and Income Mixing**

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

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

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

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

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

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

Other (list policies and developments targeted below)

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

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

Additional affirmative marketing

Actions to improve the marketability of certain developments

Adoption or adjustment of ceiling rents for certain developments

Adoption of rent incentives to encourage deconcentration of poverty and income-mixing

Other (list below)

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

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

List (any applicable) developments below:

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

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

## **B. Section 8**

Exemptions: PHAs that do not administer section 8 are not required to complete sub-component 3B. **Unless otherwise specified, all questions in this section apply only to the tenant-based section 8 assistance program (vouchers, and until completely merged into the voucher program, certificates).**

### **(1) Eligibility**

- a. What is the extent of screening conducted by the PHA? (select all that apply)
- Criminal or drug-related activity only to the extent required by law or regulation
  - Criminal and drug-related activity, more extensively than required by law or regulation
  - More general screening than criminal and drug-related activity (list factors below)
  - 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-Favorable/Unfavorable ONLY. No specifics.
  - Other (describe below)

### **(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:

One Extension for 30 (thirty) days

One Additional Extension for 30 (thirty) days

**(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
- Other (list below)

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

**(2) Flat Rents**

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

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

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

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

**(1) Payment Standards**

Describe the voucher payment standards and policies.

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

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

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

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

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

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

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

- Annually
- Other (list below)

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

- Success rates of assisted families
- Rent 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:

### **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.)

<b>Program Name</b>	<b>Units or Families Served at Year Beginning</b>	<b>Expected Turnover</b>
Public Housing	57	32
Section 8 Vouchers	126	60
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)		
USDA/RD	37	20

### C. Management and Maintenance Policies

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

(1) Public Housing Maintenance and Management: (list below)  
Alliance Housing Authority Procedures, Policies & Co-op  
Agreements Manual

(2) Section 8 Management: (list below)  
Alliance Housing Authority Procedures, Policies & Co-op  
Agreements Manual

### 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 One (1)

-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 Two (2)

-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: 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:	
1b. Development (project) number:	
2. Designation type:	Occupancy by only the elderly <input type="checkbox"/> Occupancy by families with disabilities <input type="checkbox"/> Occupancy by only elderly families and families with disabilities <input type="checkbox"/>
3. Application status (select one)	Approved; included in the PHA’s Designation Plan <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/>
4. Date this designation approved, submitted, or planned for submission: <u>(DD/MM/YY)</u>	
5. If approved, will this designation constitute a (select one)	<input type="checkbox"/> New Designation Plan <input type="checkbox"/> Revision of a previously-approved Designation Plan?
6. Number of units affected:	
7. Coverage of action (select one)	<input type="checkbox"/> Part of the development <input type="checkbox"/> Total development

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

[24 CFR Part 903.7 9 (j)]

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

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

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

#### 2. Activity Description

- Yes  No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing

Asset Management Table? If “yes”, skip to component 11. If “No”, complete the Activity Description table below.

<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 <input type="checkbox"/> Total development

## B. Section 8 Tenant Based Assistance

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

### 2. Program Description:

#### a. Size of Program

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

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

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

#### b. PHA-established eligibility criteria

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

If yes, list criteria below:

## **12. PHA Community Service and Self-sufficiency Programs**

[24 CFR Part 903.7 9 (l)]

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

### A. PHA Coordination with the Welfare (TANF) Agency

#### 1. Cooperative agreements:

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

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

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

- Client referrals

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

**B. Services and programs offered to residents and participants**

**(1) General**

a. Self-Sufficiency Policies

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

- Public housing rent determination policies
- Public housing admissions policies
- Section 8 admissions policies
- Preference in admission to section 8 for certain public housing families
- Preferences for families working or engaging in training or education programs for non-housing programs operated or coordinated by the PHA
- Preference/eligibility for public housing homeownership option participation
- Preference/eligibility for section 8 homeownership option participation
- Other policies (list below)

b. Economic and Social self-sufficiency programs

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

Services and Programs				
Program Name & Description (including location, if appropriate)	Estimated Size	Allocation Method (waiting list/random selection/specific criteria/other)	Access (development office / PHA main office / other provider name)	Eligibility (public housing or section 8 participants or both)

**(2) Family Self Sufficiency program/s**

a. Participation Description

Family Self Sufficiency (FSS) Participation		
Program	Required Number of Participants (start of FY 2000 Estimate)	Actual Number of Participants (As of: DD/MM/YY)
Public Housing		
Section 8		

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

**C. Welfare Benefit Reductions**

1. The PHA is complying with the statutory requirements of section 12(d) of the U.S. Housing Act of 1937 (relating to the treatment of income changes resulting from welfare program requirements) by: (select all that apply)
- Adopting appropriate changes to the PHA’s public housing rent determination policies and train staff to carry out those policies
  - Informing residents of new policy on admission and reexamination
  - Actively notifying residents of new policy at times in addition to admission and reexamination.
  - Establishing or pursuing a cooperative agreement with all appropriate TANF agencies regarding the exchange of information and coordination of services
  - Establishing a protocol for exchange of information with all appropriate TANF agencies
  - Other: (list below)

**D. Reserved for Community Service Requirement pursuant to section 12(c) of the U.S. Housing Act of 1937**

**13. PHA Safety and Crime Prevention Measures**

[24 CFR Part 903.7 9 (m)]

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

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

1. Describe the need for measures to ensure the safety of public housing residents

(select all that apply)

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

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

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

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

All developments have similar incident rates

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

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

- Contracting with outside and/or resident organizations for the provision of crime- and/or drug-prevention activities
- Crime Prevention Through Environmental Design
- Activities targeted to at-risk youth, adults, or seniors
- Volunteer Resident Patrol/Block Watchers Program
- Other – Cooperation Agreement with local Law Enforcement Agency
- Other – Issue No Trespass Notices

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

All developments are affected similiarily

**C. Coordination between PHA and the police**

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

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

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

All are affected similiarily

**D. Additional information as required by PHDEP/PHDEP Plan**

PHAs eligible for FY 2000 PHDEP funds must provide a PHDEP Plan meeting specified requirements prior to receipt of PHDEP funds.

- Yes  No: Is the PHA eligible to participate in the PHDEP in the fiscal year covered by this PHA Plan?
- Yes  No: Has the PHA included the PHDEP Plan for FY 2000 in this PHA Plan?
- Yes  No: This PHDEP Plan is an Attachment. (Attachment Filename: \_\_\_\_)

**14. RESERVED FOR PET POLICY**

[24 CFR Part 903.7 9 (n)]

## **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?

Currently there is only two members on the resident advisory board. We have made attempts at recruitment by sending letters to residents, pleading at move in, all with no interest. Additional efforts will continue until we have a full RA board

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

Attached at Attachment (File name)

Provided below:

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

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

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

Other: (list below)

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

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

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

#### 3. Description of Resident Election Process

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

Candidates were nominated by resident and assisted family organizations

Candidates could be nominated by any adult recipient of PHA assistance

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

Other: (describe)

- 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 Nebraska
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.

Other: (list below)

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

State of Nebraska

**D. Other Information Required by HUD**

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

Definition of significant amendments and substantial deviations /modifications to the Annual or Five-Year Plan:

- a. Changes to rent or admissions policies or organization of the waiting list

b. Additions of non-emergency work items (items not included in the current Annual Statement or Five-year Action Plan) or change in the use of replacement reserve funds under the Capital Fund;

c. Addition of new activities not included in the current PHDEP Plan;  
and

d. Any change with regard to demolition or disposition, designation, homeownership programs or conversion activities.



**Attachments - 1**

**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> Alliance Housing Authority	<b>Grant Type and Number</b> Capital Fund Program Grant No: NE26P141501-03 Replacement Housing Factor Grant No:	<b>Federal FY of Grant:</b>  2003
<input checked="" type="checkbox"/> <b>Original Annual Statement</b> <input type="checkbox"/> <b>Reserve for Disasters/ Emergencies</b> <input type="checkbox"/> <b>Revised Annual Statement (revision no:    )</b> <input type="checkbox"/> <b>Performance and Evaluation Report for Period Ending:</b> <input type="checkbox"/> <b>Final Performance and Evaluation Report</b>		

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations	26,643			
3a	1408 Management Improvements Soft Costs				
3b	Management Improvements Hard Costs	5,000			
4	1410 Administration	3,600			
5	1411 Audit	1,000			
6	1415 Liquidated Damages				
7	1430 Fees and Costs				
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures	55,430			
11	1465.1 Dwelling Equipment—Non-expendable				
12	1470 Non-dwelling Structures				
13	1475 Non-dwelling Equipment				
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				
20	Amount of Annual Grant: (Sum of lines 1-19)	91,673			
	Amount of line 20 Related to LBP Activities				
	Amount of line 20 Related to Section 504 compliance				
	Amount of line 20 Related to Security - Soft Costs				
	Amount of Line 20 related to Security - Hard Costs				
	Amount of line 20 Related to Energy Conservation				
	Collateralization Expenses or Debt Service				

Signature of Executive Director \_\_\_\_\_

Date \_\_\_\_\_

Signature of Authorizing HUD Official \_\_\_\_\_

Date \_\_\_\_\_







## Attachment 2

<b>CAPITAL FUND PROGRAM FIVE-YEAR ACTION PLAN</b>		<b>D R A F T</b>		
PHA Name: Alliance Housing Authority				
Federal Fiscal Years Covered: 2003-2008				
Original: <u> X </u> Revision Number: ____				
Development Number: N/A				
Development Name: HA Wide				
Description of Improvement	Dev Account Number	Site Name	Estimated Total Cost	Planned Start Date (Year)
Operating fund	1406	N/A	29,893	2004
Staff Training	1408		5,000	
Administrative Costs	1410		3,600	
Audit	1411		2,000	
Subtotal				40,493
Operating fund	1406		30,000	2005
Staff Training	1408		7,500	
Administrative Costs	1410		3,000	
Audit	1411		2,000	
Maint/Office Equipment	1475		5,500	
Subtotal				48,000
Operating fund	1406		21,993	2006
Staff Training	1408		3,500	
Administrative Costs	1410		2,500	
Audit	1411		1,500	
Maintenance/Office Equipment	1475		6,000	
Subtotal				35,493
Operating fund	1406		29,893	2007
Staff Training	1408		4,000	
Administrative Costs	1410		3,600	
Audit	1411		2,000	
Landscaping	1460		13,807	
Subtotal				53,300
Operating fund	1406		29,493	2008
Staff Training	1408		4,000	
Administrative Costs	1410		3,000	
Audit	1411		2,000	
Landscaping	1475		31,184	
Subtotal				69,677

Attachment 2

<b>CAPITAL FUND PROGRAM</b>		<b>D R A F T</b>		
<b>FIVE-YEAR ACTION PLAN</b>				
PHA Name: Alliance Housing Authority				
Federal Fiscal Years Covered: 2003-2008				
Original: <u> X </u> Revision Number: ____				
Development Number: NE26P141002-004				
Development Name: Avilla Square (002), Maxwell Square (003), Scattered Sites (004)				
Description of Improvement	Dev Account Number	Site Name	Estimated Total Cost	Planned Start Date (Year)
Furnace/AC	1465.1	All	51,180	2004
				51,180
Water Heater's	1465.1	All	22,336	2005
Windows	1460		21,337	
Subtotal				43,673
Windows	1460		39,279	2006
Facia/Soffit	1450		16,901	
Subtotal				56,180
Security Equipment	1475		21,234	2007
Facia/Soffit	1450		17,139	
Subtotal				38,373
Carpet/Vinyl	1460		21,996	2008
Subtotal				21,996

















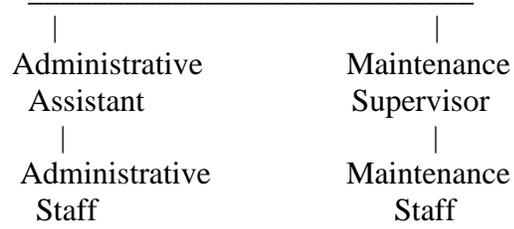


AHA Board of Commissioners

|

Executive Director

|



E. **Community Service.** In the event that a household has no adult member employed at least part-time, or attending secondary or continuing education classes on a regular basis, the adult household member/members will be required to perform community service for eight hours per month while housing assistance is being paid on their behalf by the APHA. Exclusions to this rule include; elderly or disabled individuals, and situations where a proven hardship exists that would prevent the individual from meeting this requirement. The adult household member must search out the community service or project where available, and must provide evidence of meeting this requirement each month, and on the date of their recertification for assistance. Failure to comply with this rule can and will result in the termination of the individual's housing assistance through the APHA office. This rule applies to both new applicants and current tenants.

**(Excerpt from ACOP #10, letter E.)**

ADOPTED: MARCH 15, 2000

REVISED RULES OF OCCUPANCY - PETS

THE FOLLOWING RULES SHALL AT ALL TIMES GOVERN COMMON HOUSEHOLD PETS HARBORED IN AND UPON THE PROPERTY OF THE ALLIANCE PUBLIC HOUSING AUTHORITY, ALLIANCE, NEBRASKA. NOTICE SHOULD BE TAKEN THAT THERE ARE VARIATIONS OF POLICY IN REGARD TO SCATTERED SITE DWELLINGS VS DUPLEX UNITS, AND THAT THERE ARE SPECIAL EXCEPTIONS TO THIS POLICY IN REGARD TO INDIVIDUALS WHO REQUIRE A SERVICE ANIMAL TO ASSIST IN THEIR DAILY ROUTINES. THE VARIATIONS OCCUR DUE TO THE DIFFERENCE IN PROXIMITY OF ONE UNIT IN RELATION TO ANOTHER, AND THE AMOUNT OF CONTROL A PET OWNER MAY EXERCISE WITH THEIR PETS.

SCATTERED SITES:

1. ONLY COMMON HOUSEHOLD PETS WILL BE ALLOWED IN THE SCATTERED SITE HOUSES. A COMMON HOUSEHOLD PET HAS BEEN DEFINED TO INCLUDE: DOMESTIC DOGS, DOMESTIC HOUSE CATS, CAGED BIRDS, SMALL CAGED ANIMALS ( GERBILS, HAMSTERS, ETC.), AND FISH. RABBITS ARE NOT CONSIDERED COMMON HOUSEHOLD PETS, AND WILL NOT BE ALLOWED TO BE HARBORED ON THE PROPERTIES. THE APHA RESERVES THE RIGHT TO MAKE FURTHER DETERMINATIONS IN REGARD TO WHAT TYPES OF PETS WILL FALL UNDER THIS DEFINITION, AND THESE DETERMINATIONS WILL BE HANDLED ON A CASE-BY-CASE BASIS.
2. ANY DOG OR CAT BROUGHT ONTO THE AUTHORITY PROPERTY, SHALL WITHIN 24 HOURS OF SUCH ENTRY, BE REGISTERED WITH THE AUTHORITY.
3. ONLY ONE DOG SHALL BE ALLOWED PER HOUSEHOLD, HOWEVER, THE HOUSEHOLD MAY HARBOR A COMBINATION OF; ONE DOG AND ONE CAT OR TWO CATS. THERE SHALL BE NO MORE THAN TWO CAGED BIRDS ALLOWED PER HOUSEHOLD, NOR MORE THAN TWO SMALL CAGED PETS, AND NO MORE THAN TWO FISH TANKS.
4. THE TENANT WILL BE REQUIRED TO PAY A PET SECURITY DEPOSIT OF \$300.00 PER HOUSEHOLD IN THE EVENT THAT THE PET IS A DOG OR CAT, AND A SECURITY DEPOSIT OF \$100.00 FOR ALL OTHER PET TYPES. SAID DEPOSIT SHALL BE IN ADDITION TO THE USUAL SECURITY DEPOSIT REQUIRED BY THE HOUSING AUTHORITY AND SHALL BE ACCOUNTED FOR IN THE SAME MANNER AS OTHER SECURITY DEPOSITS. ARRANGEMENTS CAN BE MADE TO PAY THE PET DEPOSIT IN INSTALLMENTS. THE APHA WILL HAVE HAVE 30 DAYS AFTER THE TENANT VACATES ANY UNIT TO MAKE ANY DETERMINATIONS REGARDING CLEANING AND DAMAGE CHARGES.
5. THE TENANT, WHEN REGISTERING SAID PET WITH THE AUTHORITY, SHALL FURNISH SUCH WRITTEN DOCUMENTATION AS REQUIRED BY THE AUTHORITY TO VERIFY THAT ALL STATE AND LOCAL ANIMAL CODES HAVE BEEN COMPLIED WITH, AND THAT PROPER LICENSES AND INOCULATIONS HAVE BEEN OBTAINED. THE TENANT WILL BE REQUIRED AT THE TIME OF RECERTIFICATION TO PROVIDE DOCUMENTATION TO SHOW THAT ALL REQUIRED VACCINE BOOSTERS HAVE ALSO BEEN ADMINISTERED DURING THE YEAR.
6. NO PET AT ANY TIME SHALL BE PERMITTED TO RUN LOOSE. RUN LOOSE SHALL BE DEFINED AS: NOT BEING ATTACHED TO A DEVICE WHICH IS HELD OR ATTACHED TO THE PET OWNER, OR THE OWNER'S RESPONSIBLE PERSON, AND ALSO AS OTHER CONTAINED SMALL CAGED PETS OR FISH THAT ARE NOT BEING CONTAINED IN A PROPER MANNER BY THE OWNER.

7. WITHOUT PRIOR WRITTEN APPROVAL OF APHA, THE TENANT SHALL NOT PLACE UPON OR ATTACH TO THE EXTERIOR OF ANY AUTHORITY PROPERTY, ANY ITEM THAT WILL ACCOMMODATE, PROTECT, OR SECURE ANY PET.
8. IT SHALL BE THE RESPONSIBILITY AND DUTY OF THE TENANT TO IMMEDIATELY CLEANUP ALL FECAL DROPPING OF THEIR PET, AND DISPOSE OF SAME IN A SANITARY AND APPROPRIATE MANNER.
9. ANY DAMAGE, AT ANY TIME, CAUSED BY ANY PET, SHALL BE IMMEDIATELY REPORTED TO THE APHA OFFICE. SUCH DAMAGE SHALL BE REPAIRED BY APHA STAFF, OR BY ANY INDIVIDUAL AUTHORIZED BY THE APHA TO CARRY OUT SUCH REPAIRS. THE COST OF SUCH REPAIRS WILL BE CHARGED TO THE ACCOUNT OF THE TENANT, AND COLLECTION OF THE AMOUNT MADE IN ACCORDANCE TO THE TERMS OF THE DWELLING LEASE.
10. THE AUTHORITY OR AUTHORITY STAFF, SHALL NOT AT ANY TIME, ASSUME THE DUTY OR RESPONSIBILITY FOR THE CARE OF OR THE PROTECTION OF A TENANT OWNED PET. WHEN THE OWNER IS ABSENT, ARRANGEMENTS FOR THE CARE OF THE PET MUST BE MADE AND REPORTED TO THE HOUSING AUTHORITY PRIOR TO THE OWNERS ABSENCE. THE HOUSING AUTHORITY SHALL HAVE THE RIGHT TO DISPOSE OF ABANDONED PETS. THE TENANT'S ACCOUNT WILL BE CHARGED FOR ANY COST INCURRED BY THE HOUSING AUTHORITY FOR REMOVAL AND DISPOSITION OF ANY ABANDONED PET.11. IF IT IS DETERMINED THAT A PET IS A NUISANCE, OR IS BEING ABUSED, THE TENANT SHALL BE NOTIFIED IN WRITING OF SUCH DETERMINATION AND THE REASON(S) THEREOF. UPON SUCH NOTICE, THE TENANT SHALL IMMEDIATELY AND PERMANENTLY REMOVE SAID PET FROM AUTHORITY PROPERTY. FAILURE OF THE TENANT TO COMPLY WITH THE REMOVAL NOTICE SHALL ENTITLE THE AUTHORITY TO HAVE SUCH REMOVAL TO BE MADE BY LAW ENFORCEMENT OFFICIALS AT THE COST OF THE TENANT.
11. IF IT IS DETERMINED THAT A PET IS A NUISANCE, OR IS BEING ABUSED, THE TENANT SHALL BE NOTIFIED IN WRITING OF SUCH DETERMINATION AND THE REASON(S) THEREOF. UPON SUCH NOTICE, THE TENANT SHALL IMMEDIATELY AND PERMANENTLY REMOVE SAID PET FROM AUTHORITY PROPERTY. FAILURE OF THE TENANT TO COMPLY WITH THE REMOVAL NOTICE SHALL ENTITLE THE AUTHORITY TO HAVE SUCH REMOVAL TO BE MADE BY LAW ENFORCEMENT OFFICIALS AT THE COST OF THE TENANT.
12. ANY BREACH OF ITEM NUMBERS 6,7, OR 8 OF THIS DOCUMENT SHALL BE SUFFICIENT REASON TO DETERMINE A PET TO BE A NUISANCE. OTHER SITUATIONS, AND EVIDENCE INDICATING IMPROPER CARE AND/OR TREATMENT OF A PET MAY ALSO BE CONSIDERED A NUISANCE, AND MAY RESULT IN REMOVAL OF THE PET FROM THE PROPERTY AT THE OWNER'S EXPENSE.
13. ALL COMPLAINTS OR DISPUTES CONCERNING PETS IN THE UNIT SHALL BE SETTLED UNDER THE TERMS OF THE POSTED TENANT GRIEVANCE PROCEDURE.
14. THE HOUSING AUTHORITY OF THE CITY OF ALLIANCE WILL NOT BE RESPONSIBLE OR LIABLE FOR ANY INJURIES TO OTHER TENANTS OF THE ALLIANCE PUBLIC HOUSING AUTHORITY, VISITORS, OR OTHER PERSONS, CAUSED BY ANY PET. NEITHER WILL THE HOUSING AUTHORITY BE LIABLE FOR ANY DAMAGE CAUSED TO THE PROPERTY OF ANY OTHER TENANT VISITOR OR OTHER PERSON CAUSED BY ANY PET.
15. THE ALLIANCE PUBLIC HOUSING AUTHORITY MAY AT ITS DISCRETION REFUSE TO ALLOW PETS OF ANY KIND IN ANY OR ALL OF THE SCATTERED SITE HOUSES OR

DUPLEXES. THE TENANT WILL BE ADVISED AT THE TIME THAT THEY SIGN THE INITIAL LEASE TO A UNIT AS TO WHAT PETS, IF ANY, WILL BE ALLOWED IN THE UNIT.

DUPLEX UNITS:

1. ALL OF THE RULES AS STATED IN ITEMS 1 THROUGH 15 ABOVE PERTAIN ALSO TO ANY AND ALL DUPLEX UNITS OWNED AND MANAGED BY THE APHA. HOWEVER, DOMESTIC DOGS AND CATS ARE NOT ALLOWED TO BE HARBORED IN THE DUPLEX UNITS. THIS STIPULATION IS DUE TO THE COMPLEXITY OF LOCATION OF THOSE UNITS.

SERVICE ANIMALS:

1. ONLY IN THE EVENT THAT A TENANT PROVIDES DOCUMENTATION OF NEED FROM A QUALIFIED INDIVIDUAL, WILL DOMESTIC DOGS OR CATS BE ALLOWED TO BE HARBORED IN THE DUPLEX UNITS. EXAMPLE; IF THE NEED DOCUMENTED IS IN RELATION TO A MENTAL HEALTH ISSUE, THEN A MENTAL HEALTH PROFESSIONAL SHOULD BE THE INDIVIDUAL PROVIDING DOCUMENTATION AS OPPOSED TO A MEDICAL DOCTOR. THERE WILL BE NO PET DEPOSIT REQUIRED OF TENANTS REQUIRING THE ASSISTANCE OF SERVICE ANIMALS. ALL OTHER RULES AS PREVIOUSLY STATED WILL APPLY TO THE HARBORING OF PETS OF THIS TYPE.

I have read the above Pet Policy and do agree to abide by all requirements within this policy.  
I understand that if I fail to comply with all the above requirements AT ANY TIME, the Alliance Public Housing Authority has the authority to terminate my lease for non compliance.

Tenant Signature below:

Date

**ALLIANCE HOUSING AUTHORITY  
RESIDENT ASSESSMENT SUBSYSTEM  
FOLLOW UP PLAN, DECEMBER, 2003**

**SUMMARY:**

*In order to address the inefficiencies in the Neighborhood Appearance portion of the Alliance Housing Authorities most recent RASS survey, we have prepared the following plan of action. Without knowing the specific comments or intentions of each individual replying, we are making an assumption of what the actual concerns of the residents are. Currently we are in the process of reorganizing the Resident Advisory Committee for our HA. Our target date for this is the beginning of 2004. At this time, we will be able to gain some insight as to what specifically is concerning our residents. At this point we will form our follow-up plan on what we can do to address these general areas of concern. The lowest scored site was the South Potash property and as such that property will be the main target of this follow-up plan. However, most actions will be implemented at both sites and all scattered sites as necessary.*

**PARKING AREAS/TRASH & LITTER:**

The first concern is parking areas, which received a score of 43.7%. Possible areas to improve here are lighting, striping, litter control, and minor cracking. Previous management had at some point decided to reduce electric costs by making half of the lot lights inoperable. In researching this, the additional cost to make both sides operable would be minimal at approximately \$48 per month. By doing this we would make the parking areas brighter, possibly reducing loitering and criminal activity on the property. It would also make it more convenient for law enforcement officers to perform drive through checks. Target date of completion will be the end of January, 2004.

With regard to lot striping, lines between spaces could use repainting, improving the appearance of the lot. Target date for completion will be the end of June, 2004.

Litter control, which scored 50.%, is addressed constantly with thorough maintenance inspections every Monday, and ongoing as specific issues are noticed. Another way this will be addressed is by assigning residents required to do Community Service to a weekly "trash patrol". Target date for implementation will be immediately.

Parking lot cracks are scheduled in the 2007 CFP, however at this time are not severe enough to address immediately.

**RECREATION AREAS:**

The second concern is playground areas & other recreation areas, which received a score of 46.4%. The HA in the very recent past has installed new playground equipment at both sites. In order to do this swings were removed & not replaced. Since that action there have been rumblings about replacing them. This could be a possibility. Also, because these areas are fenced, trash does tend to accumulate. Better litter control will be implemented, again, through the community service requirement. Target date for this will be immediately and ongoing. Other than these there are no outside facilities.

**ALLIANCE HOUSING AUTHORITY**

**RESIDENT ASSESSMENT SUBSYSTEM  
FOLLOW UP PLAN, DECEMBER, 2003**

Page 2

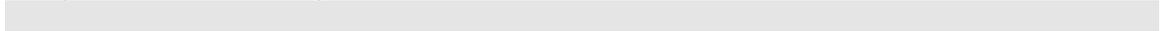
**BROKEN GLASS:**

*The third area of concern, scoring a 62.5% is broken glass. Again, lots are cleaned each Monday and constantly as needed. Possibly the concern of the residents here is barefoot children. To possibly diminish this, a letter will be sent out at the beginning of the Spring/Summer season advising parents to be sure children wear shoes when outside. Admittedly, removal of broken glass could be better, however, it would be impossible to remove every piece of broken glass. Also, residents should take some responsibility for getting their "empties" to the dumpsters. Target date is immediately, with letters to residents in the Spring.*

**RODENTS & INSECTS:**

The AHA has a pest control agreement to spray for rodents & insects on a monthly basis. If residents need additional control, a work order is prepared. At the time of the survey, it was the Fall season and wasps were a resident concern. However, the freeze has taken care of that. It is impossible to control these types of flying insects outdoors. The AHA will continue to provide monthly spraying for "pests."

Should additional areas of concern be raised when the advisory council is re-organized, they will be addressed at that time. All items will be funded with general operating funds with the exception of lot resurfacing.



**Memorandum of Agreement (MOA)  
Part B  
Performance Targets and Strategies**

**US Department of Housing and Urban Development**  
Office of Public and Indian Housing  
Office of Troubled Agency Recovery

**PHA Name: ALLIANCE HOUSING AUTHORITY**

**PHA FYE: 9/30/01**

**MOA Term: 2/21/03-1/31/04**

**Operational Area: 1. GOVERNANCE**

Targets and Strategies	Baseline as of: 9/30/01	Final Performance Target	Estimated Completion Date	COMMENTS
<b>1.1 Establish appropriate oversight and monitoring by the Board of Commissioners. [Reference: 24 CFR 811.105; State Law, 1937 Act as amended]</b>	<b>Board members need training in their role and responsibilities</b>	<b>100%</b>	<b>6/30/03</b>	<b>Researching Training Options, Providing Board with backup to monthly checks. Section 6j funds awarded. Providing Board with TARC suggested reports</b>
A. Provide training to the Board and Appointing Officials to increase the knowledge of their roles and oversight responsibilities				<b>Looking at Orientation Videos, TARC visit scheduled, Essentials for Commissioners Video Purchased, NAHRO Training in Sep, NELROD Comm Trng. Oct. 11th .Complete</b>
B. Participate in training provided by state or national industry groups.				<b>ED Training Scheduled, Complete. All Staff &amp; 3 Board members attending NE NAHRO Conference. Complete</b>
C. Establish a mentoring relationship with high performing authorities.				<b>Names gathered, Complete</b>
<b>1.2 Monitor implementation of the MOA. [Reference</b>	<b>3/15/03</b>	<b>100%</b>	<b>Monthly</b>	

<b>24 CFR 902.75a]</b>				
A. Develop a process for reviewing MOA progress.				<b>Report @ Mthly. Board Meeting, On-going, Complete</b>
B. Review monthly report to HUD.				<b>Complete</b>

Operational Area:

**2. ORGANIZATION AND STAFFING**

Targets and Strategies	Baseline as of: 9/30/01	Final Performance Target	Estimated Completion Date	COMMENTS
<b>2.1 Develop a training plan for staff on general program administration.[Reference: Hud Guidebook 7401.7]</b>	<b>No staff training plan</b>	<b>100%</b>	<b>7/31/03</b>	
A. New employee orientation.				<b>Orientation schedule developed</b>
B. Ethics training				<b>HUD Ethics reference manual ordered, added to employee Orientation Received, circulated, Confidentiality stmt. Designed for all employees to sign. Complete. Ongoing</b>
C. Formal and on the job program training.				<b>In-process, Director Training Complete, Section 8 Complete,, UPCS, Crime, Energy, LIPH Training Complete. Ongoing</b>
D. Personnel policy basic training.				<b>In-process, new manual with signoff sheet for file. Scheduled June. Complete</b>
E. PHAS Training.				<b>Guidebook obtained, need training. PHAS workshop at NAHRO Conference. MASS sub. Prepared, sent for review, RASS complete.</b>
F. Public Housing Management Certificate Training.				<b>Scheduled 4-6-03. Complete LIPH Coordinator Training</b>

				<b>Complete</b>
G. Procurement Training.				<b>Wood appointed procurement specialist, policy obtained. Training @ Nelrod Complete. Training scheduled for NOV 24 &amp; 25. Training Completed</b>
H. Cross training on program requirements among employees.				<b>On-going. Admin. Asst. trainde in Sec 8 &amp; PH duties. On-going, complete</b>
I. Basic finance procedures for non-finance staff.				<b>All staff from finance background. New procedure for petty cash. Working on procedure for receiving rent. Revised mthly. Rent rec book to better track money owed and received. SEMAP training in December. Sec. 8 Mgr training in November IPO SEMAP in Dec. SEMAP training complete.</b>

Operational Area: **3. FINANCE AND PROCUREMENT**

PHAS Performance Targets		Baseline as of: 9/30/01	1 <sup>st</sup> qtr Performance Target	2 <sup>nd</sup> qtr Performance Target	3 <sup>rd</sup> qtr Performance Target	Final Performance Target
Indicator #:	Name:					
2-1	Current ratio	0.00				
2-2	Expendable Fund Balance	0.00				
2-3	Tenant Receivable/Outstanding	1.11				
2-5	Expense Management/Utilities	0.00				
2-6	Net Income/Loss Divided by the Expendable Fund Balance	0.00				
Targets and Strategies		Baseline as of: 9/30/01	Final Performance Target	Estimated Completion Date	COMMENTS	
<b>3.1 Improve Current Ratio (Current assets divided by current liabilities). [Reference: 24 CFR 902, Subpart C]</b>		<b>0.00</b>	<b>9.00</b>	<b>9/30/03</b>		
A. Develop tracking method for current ratio.		No current ratio tracking in place.	Current ratio tracking in place	4/30/03	Worksheets obtained from TARC. Reporting to Board & TARC Monthly	
B. Report monthly with progress report to Board/HUD.		Not reporting progress monthly to Board/HUD	Reporting progress reports monthly to Board/HUD	4/30/03	Complete – reporting monthly	
C. Review staffing needs and reduce salary costs where feasible.		Maintenance costs high	Staffing needs reviewed	9/30/03	Laid off PT Maint for winter. PT Maint cheaper than cntct for cleaning. Will rihire for	

				summer. On-going Complete Depending on SSV sale outcome, may be possible to slim down maint. Personnel
D. Review other sources of income, i.e., investments, waiver of PILOT, CGP use for operations, local funding, expand other HUD programs, increase occupancy, reduce accounts receivables.	<b>High vacancies; revisit waiver of PILOT; high receivables being written off;</b>	<b>Other sources of income reviewed; PILOT waived; Receivables reduced Vacant units reduce</b>	<b>9/30/03</b>	<b>CDBG Cert Train scheduled for end of July. Scheduling meeting w/ City Council to discuss PILOT, researching pre-collect program for past due. More advertising-radio, internet, TV, pamphlet, Advertising complete ex. TV. Addt'l HCV vouchers, Sec. 8 re-inspection fee, Doing NCIC checks for Good Sam. NCIC \$ re-inspect not allowed. Inc. Bank investment from 10 to 30,000, Inc. collection of damage charges.</b>
E. Review expenses and reduce / eliminate where appropriate.	<b>Expenses high for this size PHA</b>	<b>Expenses lowered</b>	<b>9/30/03</b>	<b>Discontinue 1<sup>st</sup> mo free promo. Checking alternate Ins. Providers, Increase Security Deposit fees. New legal cntc. Actual IPO retainer fees. \$1100 saved in one quarter. On-going</b>
F. Reallocate costs between programs to assure proper allocation of expenses on respective budgets	<b>Cost allocation method not identified</b>	<b>Cost allocation method identified and properly allocated among programs</b>	<b>6/30/03</b>	<b>Complete during budget process.</b>
<b>3.2 Increase the Expendable Fund Balance (Expendable fund balance divided by monthly</b>	<b>0.00</b>	<b>9.00</b>	<b>9/30/03</b>	

<b>operating expenses.) [Reference: 24 CFR 902, Subpart C]</b>				
A. Develop tracking method for expendable fund balance.	<b>No method for tracking expendable fund balance in place.</b>	<b>Expendable fund balance tracking method in place.</b>	<b>4/30/03</b>	<b>Worksheets obtained from TARC. Reporting to Board &amp; TARC mthly. Complete</b>
B. Report monthly with progress report to Board/HUD.	<b>Not reporting progress monthly to Board/HUD</b>	<b>Reporting progress monthly to Board/HUD</b>	<b>4/30/03</b>	<b>Worksheets obtained from TARC. Reporting to Board &amp; TARC mthly. Complete</b>
C. Review staffing needs and reduce salary costs where feasible.	<b>Maintenance costs high</b>	<b>Staffing needs reviewed</b>	<b>9/30/03</b>	<b>Can reduce in PT Maint. In winter. Not feasible to decrease in Summer.</b>
D. Review other sources of income, i.e., investments, waiver of PILOT, CGP use for operations, local funding, expand other HUD programs, increase occupancy, reduce accounts receivables.	<b>High vacancies; revisit waiver of PILOT; high receivables being written off;</b>	<b>Other sources of income reviewed; PILOT waived; Receivables reduced Vacant units reduced</b>	<b>9/30/03</b>	<b>Increasing Advertising, PILOT meeting scheduled. Addt'l HCV vouchers, NCIC checks for Good Sam. Failed Inspection fee.NCIC &amp; Re-inspect not allowable. Expand voucher prog. To increase admin fees.</b>
E. Review expenses and reduce / eliminate where appropriate.	<b>Expenses high for this size PHA</b>	<b>Expenses lowered</b>	<b>9/30/03</b>	<b>No major purchases scheduled-only necessities</b>
<b>3.3 Reduce Tenant Receivables Outstanding (Average number of days tenant receivable are outstanding. The gross tenant accounts receivable at year -end divided by the total tenant revenue/ 365). [Reference: 24 CFR 902, Subpart C]</b>	<b>1.1</b>	<b>4.00</b>	<b>9/30/03</b>	

A. Continue tracking tenant receivables	<b>High receivables High write offs</b>	<b>Receivables lowered/ less write offs at the year end</b>	<b>9/30/03</b>	Worksheets obtained from TARC. Reporting to Board & TARC mthly. Complete
B. Report monthly with progress report to Board/HUD	<b>Not reporting progress monthly to Board/HUD</b>	<b>Reporting progress monthly to Board/HUD</b>	<b>4/30/03</b>	Worksheets obtained from TARC. Reporting to Board & TARC mthly. Complete
C. Assure the rent collection policies include the following and are uniformly applied:				<b>Sending notices more timely. Sending Coll after 30 days. Request damages in eviction hearings incl filing fees. Revised rent book , balancing to rent register ea month.</b>
<ul style="list-style-type: none"> <li>1 Timely evictions</li> <li>2 Effective write-off policies</li> <li>3 Use of Collection Agency</li> <li>4 Home visits</li> <li>5 Repayment Agreements</li> </ul>	<b>Rent collection policies not uniformly applied</b>	<b>Rent collection policies enforced</b>	<b>5/31/03</b>	<b>Processing Evictions Timely</b> Write off policy revised Using PC for collections Complete/ On-going Repayment Agreement being used Complete
<b>3.4 Expense Management/Utilities. Review and adjust or reduce expenses as appropriate. (The expense per unit/month for key expenses, including: administration, general (PILOT), tenant services, protective services, maintenance and operations and utility expenses as adjusted for PHA size and geographical area). [Reference: 24 CFR 902, Subpart C]</b>	<b>0.00</b>	<b>1.50</b>	<b>9/30/03</b>	
A. Develop tracking method for expenses and utilities.	<b>No expenses and utilities tracking method in</b>	<b>Expenses and utilities tracking method in place.</b>	<b>4/30/03</b>	Worksheets obtained from TARC. Reporting to Board & TARC mthly. Developed monthly itemization of expenses, also a

	place.			YTD chart comparing monthly data. On-going, Complete
B. Analyze spending patterns and develop recommendation for cost-cutting strategies.	<b>No analysis of spending patterns and no cost cutting strategies developed</b>	<b>Cost analysis done and cost cutting strategies developed</b>	<b>9/30/03</b>	Developed monthly itemization of expenses, also a YTD chart comparing monthly data. On-going, Complete
C. Verify that costs are correctly classified and allocated.	<b>Cost allocation method not identified</b>	<b>Cost allocation method identified and properly allocated among programs</b>	<b>6/30/03</b>	Developed monthly itemization of expenses, also a YTD chart comparing monthly data. On-going, Complete
D. Report monthly with progress report to Board and HUD.	<b>Not reporting progress monthly to Board/HUD</b>	<b>Reporting progress monthly to Board/HUD</b>	<b>4/30/03</b>	Worksheets obtained from TARC. Reporting to Board & TARC mthly. Complete
<b>3.5 Improve Net Income/Loss Ratio (Measures how the year's operations have affected the PHA's viability.) [Reference: 24 CFR 902, Subpart C]</b>	<b>0.00</b>	<b>1.50</b>	<b>9/30/03</b>	
A. Maintain tracking method for net income/loss and fund balance by reviewing monthly F/S and using worksheet to estimate score	<b>No method to track net income other than monthly F/S</b>	<b>Net income tracked by F/S review and worksheet</b>	<b>4/30/03</b>	Worksheets obtained from TARC. Reporting to Board & TARC mthly. Developed monthly itemization of expenses, also a YTD chart comparing monthly data. On-going, Complete Complete
B. Analyze income and expenses to assure a balanced budget or positive cash flow.	<b>Budget not balanced</b>	<b>Positive cash flow/budget balanced</b>	<b>9/30/03</b>	Developed monthly itemization of expenses, also a YTD chart comparing monthly data. On-

				going, Complete
C. Revise budget based on analysis.	<b>Revised budgets not submitted before year end</b>	<b>Revised budgets submitted based upon analysis.</b>	<b>6/30/03</b>	<b>No revision for 2003. Complete</b>
D. Report monthly with status report to the Board and HUD. Assure income and expenses are in compliance with the latest approved budget.	<b>Status report not submitted monthly to Board/HUD</b>	<b>Monthly status report submitted to Board/HUD on expense compliance</b>	<b>4/30/03</b>	<b>Board receives monthly budgets prepared by FA Worksheets obtained from TARC. Reporting to Board &amp; TARC mthly. Complete</b>
<b>A. Develop and maintain Insurance Register to track policies.</b>	<b>Insurance register not developed and maintained</b>	<b>Insurance register Developed and maintained</b>	<b>4/30/03</b>	<b>All info gathered. Need to put on computerized form. Complete</b>
1 Property (Fire and Extended coverage).				<b>Same. Complete</b>
2 Fidelity Bond.				<b>Same. Complete</b>
3 General Liability (Owner Landlord and Tenant Liability).				<b>Same. Complete</b>
4 Vehicle.				<b>Same. Complete</b>
5 Workers' Compensation				<b>Same. Complete</b>
<b>3.7 Improve financial management of the PHA.</b>				
A. Develop, adopt, and implement Financial Management Policies.	<b>Some financial policies although followed could not be found others not developed</b>	<b>All financial policies developed And adopted by Board</b>	<b>9/30/03</b>	<b>Write off policy revised, petty cash policy written.</b>

1. Disposition policy	No policy found	Policy written and adopted by Board	9/30/03	Policy written. Pending resolution by board. Complete
<b>3.8 Reimburse section 8 program receivable due from the LIPH program</b>	Section 8 owed the LIPH program \$37,422 as of 9/30/02	Section 8 fully reimbursed by LIPH program	4/30/03	\$21,942 paid; \$15,480 bal 1-31. Section 8 fully leased. Fully leased, pay 5,000/yr for 3yrs. Accepted offer of 33 more HCV to increase Admin fee. Begin. Liab = 37,422, curr 15,480. Proj payoff, 9/30/03.
<b>3.9 Provide PHA Technical Assistance and/or Training in Financial Planning. [Reference: OIG Issues]</b>	Staff not trained	Staff trained	9/30/03	Researched Fin. Train. W/ fee acct. Possibly Schedule in May.
A. Budgeting (PHA-wide, program specific and departmental).	Staff not trained	Staff trained	9/30/03	Process initiated w/ fee acct. CFP Annual Stmt & 5YAP procedure completed with Steve.
B. Financial Management:	Staff not trained	Staff trained	9/30/03	All staff college educated w/ financial education in Acctg, Bus. Admin., and Mgmt.
1). Include bookkeeping (formal) and cash management/internal controls for Finance Staff.	Staff not trained	Staff trained	9/30/03	All current staff from finance background. Revising rent register for better tracking
2). Basic financial training for non-financial staff and Board.	Staff not trained	Staff trained	9/30/03	Board was trained in Nov.
C. Performance Funding System (PFS).	Staff not trained	Staff trained	9/30/03	Need training.

<b>3.10 Maintenance Inventory System</b>				
A. Develop inventory control system for maintenance materials, supplies and equipment.	Inventory control	Inventory control	9/30/03	Training Scheduled. Contacted Hall Cty. Dir. To

	<b>system does not exist.</b>	<b>system in place.</b>		<b>request some info on their policies and inv. Control system. Reviewing sample policy</b>
B. Develop standardization policy for maintenance materials, supplies and equipment.	<b>Standard-ization policy does not exist.</b>	<b>Policy developed.</b>	<b>9/30/03</b>	<b>Training Scheduled</b>
C. Establish connection between maintenance inventory and work order systems so that supplies and materials used in work orders are deducted from inventory.	<b>Connec-tion does not exist.</b>	<b>Complete prescribed action.</b>	<b>12/31/03</b>	<b>Training Scheduled</b>
<b>3.11 Procurement System</b>				
A. Designate a procurement specialist to assist housing commission staff (all functional areas) conduct procurement transactions in accordance with regulations, policy and procedures; and prepare outline of position responsibilities.	<b>Specialist has not been designated</b>	<b>Specialist designated.</b>	<b>6/30/03</b>	PS designated procurement officer. HA policy located. Outside vendor not practical for this area. Training Complete. Position description complete
B. Designate a contracting officer; and prepare outline of position responsibilities.	<b>CO has not been designated</b>	<b>CO designated.</b>	<b>3/31/03</b>	Contracting Officer Designated Training Scheduled Position Description complete
C. Revise procurement policy to increase small-purchase limit; and address additional issues as directed by HUD.	<b>Small-purchase limit set very low; policy does not address several</b>	<b>Policy revised.</b>	<b>6/30/03</b>	Procurement policy located & revised. Need more Training position description Complete.

	<b>important issues.</b>			
D. Prepare and implement operational procedures, to include guidance on procurement methods, and other subject areas as directed by HUD.	<b>YHC lacks operational procedures.</b>	<b>Procedures created.</b>	<b>9/30/03</b>	Need Training. Training scheduled for Nov. 24-25. Training complete.
E. Establish internal annual review procedure to ensure compliance with regulations, policy and procedures.	<b>YHC does not conduct internal reviews.</b>	<b>Internal reviews being conducted.</b>	<b>9/30/03</b>	Need Training
F. Create reference library for all staff use, including guidebooks, standard forms, statutes and regulations, and sample documents.	<b>YHC does not maintain reference library.</b>	<b>Library developed.</b>	<b>9/30/03</b>	Library started, policy manual developed, manuals for each specific program On-going. Complete
G. Establish centralized system for storing procurement documentation; and develop standardized method for filing documentation on each procurement transaction.	<b>YHC lacks systems for filing and storing documents</b>	<b>System developed and implemented</b>	<b>6/30/03</b>	Organization materials on hand. Procurement Chklst obtained, some guidance from TARC
H. Ensure all persons responsible for procurement operations receive training.	Staff not trained.	<b>Training completed.</b>	<b>12/31/03</b>	Need Training . Training scheduled. Training Complete
<b>3.12 Schedule of utility allowances and surcharges.</b>				
A. Revise schedule of allowances and surcharges in accordance with 24 CFR 965, Subpart E.	<b>Basis for current</b>	<b>Revise schedule.</b>	<b>06/30/03</b>	Happy Software agreement signed to update utility

	<b>schedule unclear.</b>			schedule. Updated & implemented. Complete
B. Implement schedule in accordance with regulations.	<b>Revised schedule not developed.</b>	<b>Schedule is implemented</b>	<b>09/30/03</b>	<b>Happy will update software when review complete. Complete</b>
C. Develop a system to review basis for schedule on an annual basis, and revise as necessary.	<b>System not in place.</b>	<b>System created.</b>	<b>09/30/03</b>	<b>Purchase this service annually. Complete</b>

**Operational Area: 4. HOUSING MANAGEMENT**

<b>PHAS Performance Targets</b>		<b>Baseline as of: 9/30/01</b>	<b>1<sup>st</sup> qtr Performance Target</b>	<b>2<sup>nd</sup> qtr Performance Target</b>	<b>3<sup>rd</sup> qtr Performance Target</b>	<b>Final Performance Target</b>
<b>Indicator #:</b>	<b>Name:</b>					
<b>3-1</b>	<b>Vacant Unit Turnaround Time</b>	<b>1.57</b>				
<b>2-4</b>	<b>Occupancy Loss</b>	<b>1.65</b>				
<b>Targets and Strategies</b>						
		<b>Baseline as of: 9/30/01</b>	<b>Final Performance Target</b>	<b>Estimated Completion Date</b>	<b>COMMENTS</b>	
<b>4.1 Reduce the Occupancy Loss which measures the vacancy rate for the year.(One minus unit months leased divided by unit months available). [Reference: 24 CFR 902, Subpart C]</b>		<b>1.65</b>	<b>4.5</b>	<b>9/30/03</b>		
A. Maintain tracking method to determine occupancy loss using worksheet left by TARC at initial visit.		<b>No tracking method in place to calculate vacancy days.</b>	<b>Worksheet maintained monthly</b>	<b>Continuous</b>	<b>Worksheet obtained, info. Verified, maintained, Complete</b>	

B. Report monthly with progress report to Board and HUD.	<b>Not reported to Board/HUD</b>	<b>Progress reported monthly to Board/HUD</b>	<b>Continuous</b>	<b>Reporting, Complete</b>
C. Develop marketing strategies to increase occupancy as outlined in Performance Target 4.3.	<b>Marketing Strategies not be followed</b>	<b>Marketing Strategies developed and followed</b>	<b>4/30/03</b>	<b>Intend to advertise on radio, TV, internet, develop a pamphlet, possibly home show next year . Internet, radio complete, phamphlet &amp; news print revised, Public access channel showing our ad.</b>
<b>4.2 Comply with current requirements regarding admission and occupancy of Public Housing. [Reference: 24 CFR 960.205; Public Housing Reform Act of 1998, Section 578; HUD Guidebook 7465.1, Chapter 5]</b>	<b>Current approved Admissions Policy needs revisions</b>	<b>Revise and adopt new Admission Policy</b>	<b>8/30/03</b>	<b>Discussed flat rent with Carolyn, rent survey complete, forwarded to TARC</b>
A. Review, and revise as necessary, the PHA's Public Housing Management and Admissions and Occupancy policies to comply with current requirements of the Public Housing Reform Act of 1998. Include as a minimum:				<b>Policy located &amp; reviewed – policy manual created</b>
1) One Strike Policy.				<b>Complete</b>
a) Establish the One Strike screening criteria.				<b>Complete</b>
b) Develop screening methods that prohibit admission of any household that includes a member who the housing authority determines is: illegally using a controlled substance or alcohol; subject to a lifetime registration required under a State sex offender registration program; or whose behavior would adversely affect other housing tenants in accordance with the One-Strike screening criteria.				<b>Checking on ways to do background searches, use sex offender registration on internet. FBI fingerprint acct established. CLEIN agreement executed, monitoring local paper &amp; public record publication daily/weekly. Complete</b>
2) Revise tenant selection and admission procedures to				<b>Complete</b>

eliminate outdated requirements and local preferences.				
3) Develop a Deconcentration Policy.				N/A
a) Identify and promote the positive aspects of the development and its residents				
b) Identify target populations based on types and locations of vacancies				
4) Rent Collection Policy.				<b>Developed, Complete</b>
5) Write-Off Policy.				<b>Complete</b>
6) Eviction Policy.				<b>Developed, Complete</b>
7) Establish a Minimum and Flat Rent.				<b>Developed, Complete</b>
B. Post revised policies for 30-day comment period				<b>Ongoing</b>
C. Adopt and implement revised policies				<b>Ongoing</b>
D. Provide training on revised policies to staff.				<b>Ongoing</b>
<b>4.3 Reduce vacant unit turnaround time. [Reference: 24 CFR 901.10 &amp; 902.43(a)(1)]</b>	<b>4253 days</b>	<b>25 days</b>	<b>8/30/03</b>	
A. Develop Vacancy and Unit Turnaround log to include as a minimum:			<b>4/30/03</b>	<b>Worksheet complete – need to track. Ongoing. Complete.</b>
1) Date the unit becomes vacant				
2) Date the unit is assigned to maintenance or deferred to modernization				
3) Date completed by maintenance and returned to occupancy				
4) Date Leased				
5) Total number of turnaround days				
6) Total number of maintenance days exempted for capital fund or for other reasons.				
7) Average number of calendar days units were in down time.				
8) Average number of calendar days units were in make ready time.				
9) Average number of calendar days units were in				

lease up time.				
B. Identify units that need to be deferred to modernization or demolished/disposed of.				<b>None. Complete</b>
C. Evaluate the feasibility of contracting vs. in-house vacancy prep by maintenance.				<b>Not feasible. Complete</b>
D. Complete all make ready work within 21 days.				<b>Complete</b>
E. Improve coordination between maintenance & management to:				<b>Complete</b>
1) Provide projected availability dates;				<b>Complete</b>
2) Schedule move-in inspection in a timely manner;				<b>Complete</b>
3) Prioritize vacant unit prep to ensure waiting list needs are met;				<b>Complete</b>
4) Notify applicants in a timely manner to minimize lease up time; and Develop a plan to address making viable units market ready. Include repairs and upgrades needed to meet current market standards. (See Performance Targets 4.2).				<b>Complete</b>
<b>4.4 Submit required reports to HUD on a timely basis (e.g. HUD Form 52295 (TAR), HUD Form 51234). [Reference: HUD Guidebooks 7465.1, 7475.1]</b>	<b>AHA not submitting require reports to HUD on a timely basis</b>	<b>100%</b>	<b>7/31/03</b>	<b>Reporting to TARC timely, HCV Data Collection quarterly, MTCS Wkly, recerts currant RASS cert timely. MASS Certif. &amp; PHA plan sent for review</b>
<b>4.5 Improve MTCS reporting to at least at an 85% level. [Reference: 24 CFR Part 908; PIH Notice 2000-13 &amp; 99-2]</b>	<b>AHA not meeting the minimum reporting requirement of 85%.</b>	<b>100%</b>	<b>7/31/03</b>	<b>Submitting weekly, fixing errors weekly</b>
A. Provide technical assistance and support for transmission of HUD Form 50058s (MTCS Report)				<b>RASS Cert done. Complete</b>

B. Pull Deficiency Report on the 10 <sup>th</sup> of each month.				<b>Submitted and reconciled .weekly Complete</b>
C. Reconcile Deficiency Report on submission of HUD Form 50058s and submit corrections as needed.				<b>Weekly. Complete</b>

**Operational Area: 5. PROPERTY MAINTENANCE**

Targets and Strategies	Baseline as of: 11/1/02	Final Performance Target	Estimated Completion Date	COMMENTS
<b>5.1 Maintenance Plan</b>				
A. Develop and implement policies and procedures governing all maintenance operations.	No written policies or procedures.	Plan completed and implemented.	09/30/03	No report. Will ask other PHA/s at NAHRO conf about their Maint. Policies. Contacted Hall Cty. Dir. For information on their policies. Draft prepared, reviewing.
<b>5.2 Work Order System</b>				
A. Modify work order system to account for emergency work orders.	System does not account for emergency WOs.	Complete modification.	03/31/03	Complete
<b>5.3 Annual Inspections</b>				
A. Perform a comparative analysis of UPCS versus State and local condition and health/safety standards.	Not performed.	Performed.	06/30/03	Training Complete. Need more. Complete. Sent
B. Incorporate any additional requirements identified through analysis into condition standards and inspection protocol.	Requirements not identified.	Requirements added to standards and protocol.	06/30/03	In process. Complete
C. Inspect property in accordance with UPCS.	Inspection not completed.	Complete inspection.	9/30/03	Researching fees for outside vendor to do this this year until staff can be trained. Vendor selected, contracts sent TBC 9/20/03. Scheduled 9-15 & 16. Complete

<b>5.4 Accessibility</b>				
A. Attempt to locate a copy of the accessibility Self-Evaluation, Needs Assessment, and Transition Plan.	<b>Not found.</b>	<b>Complete prescribed action.</b>	<b>09/30/03</b>	<b>Guidelines requested. Viewed HUD video conference.</b>
B. If the reports cannot be located, prepare new ones.	<b>No reports.</b>	<b>Complete reports.</b>	<b>09/30/03</b>	<b>Viewed HUD video conference</b>
C. Ensure all actions necessary to accomplish accessibility have been taken.	<b>Extent of compliance unknown.</b>	<b>Documented compliance.</b>	<b>12/31/03</b>	<b>Viewed HUD video conference</b>
<b>5.5 Lead Based Paint (LBP) Hazard Reduction</b>				
A. Determine construction dates of all units.	<b>Dates unknown.</b>	<b>Dates found.</b>	<b>06/30/03</b>	<b>Located Deeds-checking dates. Complete</b>
B. If any units were constructed prior to 1978, follow regulations contained in 24 CFR 35.	<b>Extent of compliance with regulations unknown.</b>	<b>AHA in compliance with regulations.</b>	<b>12/31/03</b>	<b>Complete</b>
<b>5.6 Energy Conservation</b>				
A. Identify all energy conservation measures (ECMs) and payback periods associated with each.	<b>ECMs not identified.</b>	<b>Identify.</b>	<b>6/30/03</b>	<b>No report</b>
B. Revise CFP Annual Statements and/or Five-Year Action Plan to incorporate ECMs.	<b>ECMs not included in CFP.</b>	<b>Include in program.</b>	<b>9/30/03</b>	<b>New furnace's, A/C's, ranges &amp; refrigerators in 5 year plan</b>

Operational Area: **6. RESIDENT SERVICES AND INITIATIVES**

PHAS Performance Targets		Baseline as of: 9/30/01	1 <sup>st</sup> qtr Performance Target	2 <sup>nd</sup> qtr Performance Target	3 <sup>rd</sup> qtr Performance Target	Final Performance Target
<b>Indicator #:</b>	<b>Name:</b>					
<b>4</b>	<b>Resident satisfaction</b>	<b>8</b>				
<b>3-5</b>	<b>Economic self sufficiency</b>	<b>N/A</b>				
<b>Targets and Strategies</b>						
		<b>Baseline as of: 9/30/01</b>	<b>Final Performance Target</b>	<b>Estimated Completion Date</b>	<b>COMMENTS</b>	
<b>6.1 Increase customer satisfaction based on the results of the REAC Customer Satisfaction Survey. [Reference: 24 CFR Part 984; PIH Notice 93-23]</b>		<b>AHA has not submitted a Follow-up Plan.</b>	<b>Submit Follow-up Plan and implement</b>	<b>4/30/03</b>		
A. Analyze the results of the REAC survey to determine areas of weakness and strength.					<b>Report printed &amp; shared with board. Current submission being prepared. Current RASS results obtained &amp; reviewed</b>	
B. Develop a Follow-Up Plan to address identified weaknesses and build on strengths. Ensure the Plan includes the areas of: Maintenance and Repairs; Communication; Safety; Services; Development Appearance; and Overall Satisfaction. Seek input from resident leadership & resident groups. Include a data collection process for on-going measurement of the level of customer satisfaction.					<b>No Report. RASS Follow-up plan certified, to be included in the 2004 PHA Plan</b>	
C. Implement the Follow-Up plan.					<b>No Report. Certified &amp; addressed in 2004 CFP</b>	

				<b>Annual Statement</b>
D. Prepare for and promote the next annual REAC Customer Satisfaction Survey.				<b>Posters hung, letters sent, RASS Certified. Complete</b>

**Operational Area: 7. CAPITAL FUNDS**

<b>PHAS Performance Targets</b>		<b>Baseline as of: 1/31/03</b>	<b>1<sup>st</sup> qtr Performance Target</b>	<b>2<sup>nd</sup> qtr Performance Target</b>	<b>3<sup>rd</sup> qtr Performance Target</b>	<b>Final Performance Target</b>
<b>Indicator #:</b>	<b>Name:</b>					
<b>3-2a</b>	<b>Funds unexpended</b>	<b>Excluded</b>	<b>Excluded</b>	<b>Excluded</b>	<b>Excluded</b>	<b>Excluded</b>
<b>3-2b</b>	<b>Funds unobligated</b>	<b>2.0 points</b>	<b>Excluded</b>	<b>Excluded</b>	<b>Excluded</b>	<b>Excluded</b>
<b>3-2c</b>	<b>Quality of work</b>	<b>1.0 point</b>	<b>1.0 point</b>	<b>1.0 point</b>	<b>1.0 point</b>	<b>1.0 point</b>
<b>3-2d</b>	<b>Contract administration</b>	<b>2.0 points</b>	<b>2.0 points</b>	<b>2.0 points</b>	<b>2.0 points</b>	<b>2.0 points</b>
<b>3-2e</b>	<b>Budget controls</b>	<b>0.0 points</b>	<b>1.0 point</b>	<b>1.0 point</b>	<b>1.0 point</b>	<b>1.0 point</b>
<b>Targets and Strategies</b>						
		<b>Baseline as of: 11/1/02</b>	<b>Final Performance Target</b>	<b>Estimated Completion Date</b>	<b>COMMENTS</b>	
<b>7.1 Modernization Coordinator</b>						
A. Designate a modernization coordinator; and prepare outline of position responsibilities.		<b>Coordinator not designated.</b>	<b>Complete prescribed action.</b>	<b>03/31/03</b>	<b>Designated. Position description complete.</b>	
B. Secure training for Modernization Coordinator.		<b>Coordinator not designated.</b>	<b>Training completed.</b>	<b>09/30/03</b>	<b>Need Training. Possibly training at Procurement training in November.</b>	
<b>7.2 Physical and Management Needs Assessments</b>						
A. Conduct comprehensive physical and management needs assessments; and prioritize improvements.		<b>YHC lacks needs assess-</b>	<b>Complete prescribed action.</b>	<b>06/30/03</b>	<b>Instructions requested</b>	

	<b>ments.</b>			
B. Update Annual Statement and Five-Year Action Plan for CFP 501-02 that is consistent with physical and management needs assessments.	<b>CFP documents do not reflect all current needs.</b>	<b>Complete prescribed action.</b>	<b>06/30/03</b>	<b>No report. Revised 2002 CFP Annual Stmt. Prepared.</b>
<b>7.3 Audit CFPs 501-00 and 501-01</b>				
A. Audit CFPs 501-00 and 501-02. Revise Annual Statements to exclude ineligible items.	<b>Audit has not been completed.</b>	<b>Complete prescribed action.</b>	<b>09/30/03</b>	<b>Checking FA contract to see if this is covered. Contract documents obtained Request sent to Debbie Miller's office for quote. Quote pending. DM's office declined. Need guidance on how to proceed in-house.</b>
<b>7.4 FFY 2003 CFP</b>				
A. Prepare draft Annual Statement and Five-Year Action Plan for CFP 501-03 (for inclusion in FFY 2003 PHA Plan) that is consistent with physical and management needs assessments.	<b>CFP 501-03 documents not yet prepared.</b>	<b>Documents prepared.</b>	<b>6/30/03</b>	<b>Prepared – may need revised. 2003 &amp; 2004 CFP plans and 5 year plans complete and submitted. Waiting on response from Omaha. Deficiency report received, addressing remedies.</b>
<b>7.5 Tracking System</b>				
A. Develop a system to track data on procurement transactions, obligations, expenditures and budget revisions.	<b>Tracking system not in place.</b>	<b>Tracking system created and implemented.</b>	<b>9/30/03</b>	<b>No report. File started, vouchers attached to backup, kept on log sheet similar to CFP audit spreadsheet sent by Steve. Complete</b>



**Operational Area: 8. SECURITY**

<b>PHAS Performance Targets</b>		<b>Baseline as of: 9/30/01</b>	<b>1<sup>st</sup> qtr Performance Target</b>	<b>2<sup>nd</sup> qtr Performance Target</b>	<b>3<sup>rd</sup> qtr Performance Target</b>	<b>Final Performance Target</b>
<b>Indicator #:</b>	<b>Name:</b>					
<b>3-6a</b>	<b>Reporting and tracking crime</b>	<b>0</b>				
<b>3-6b</b>	<b>Applicant screening</b>	<b>0</b>				
<b>3-6c</b>	<b>Lease enforcement</b>	<b>0</b>				
<b>3-6d</b>	<b>Grant management</b>	<b>0</b>				
<b>Targets and Strategies</b>						
		<b>Baseline as of: 9/30/01</b>	<b>Final Performance Target</b>	<b>Estimated Completion Date</b>	<b>COMMENTS</b>	
<b>8.1 Establish and maintain awareness of security issues. [Reference: Public Housing Reform Act of 1998]</b>		<b>AHA has not adopted a system to track crime and crime-related problems.</b>	<b>Adopt resolution for tracking crime and crime-related problems. Implement system.</b>	<b>7/31/03</b>		
A. Develop a system of communication which will enable the PHA to be aware of all law enforcement services active in its communities.					<b>Law Enforcement Cooperation Agreement sample obtained IPO reviewing. Sent to Cof A attorney to review and advise. Pending</b>	
B. Board to adopt resolution for tracking crime and crime related problems.					<b>No report. Will discuss a policy when/if Law Enforcement Co-op agreement executed.</b>	
C. Develop system for tracking and reporting crime.					<b>Worksheets &amp; Forms</b>	

				<b>developed. Video's obtained for training/ideas, No trespass agreement obtained, cooperation agreement for PD as a starting point. Binder developed and being maintained. Complete</b>
1) Periodically obtain a report of crimes and incidents reported to local Law Enforcement. Report should be organized by development.				<b>Tracking Worksheets prepared co-op agreement obt.</b>
2) Use the reports to adjust security strategies as needed.				<b>OK</b>
D. Submit reports monthly to Board/HUD.				<b>Will copy Monthly incident reports to board. Preparing summary report</b>
<b>8.2 Evaluate the effectiveness of applicant screening procedures in reducing crime. [Reference: Public Housing Reform Act of 1998]</b>	<b>No current policy.</b>	<b>Adopt policy</b>	<b>7/31/03</b>	<b>Screening policy already in place</b>
A. Establish procedures for obtaining FBI criminal records in accordance with PIH notice 98-20.				<b>CLEIN agreement drafted, forwarded to APD, fingerprint cards received, draft acct IN Proc. W/ State FBI</b>
B. Update background checks older than 90 days prior to accepting/offering a unit to new applicants.				<b>Complete, CLEIN agreement executed. Complete</b>
<b>8.3 Evaluate the effectiveness of lease enforcement in reducing crime. [Reference: Public Housing Reform Act of 1998]</b>	<b>No current Policy.</b>	<b>Adopt policy</b>	<b>7/31/03</b>	<b>Tracking sheets developed, policy being written. Lease Violation/termination procedures already in place</b>
A. Establish procedure to track lease enforcement resulting from One Strike Policy and other security related lease violations.				<b>Complete, Ongoing</b>

B. Use the information from incident reports to document security related lease violations and enforce the lease.				<b>Ongoing, tracking sheets sent to TARC. Complete.</b>

**Operational Area: 9. MANAGEMENT INFORMATION SYSTEMS**

<b>Targets and Strategies</b>	<b>Baseline as of: 9/30/01</b>	<b>Final Performance Target</b>	<b>Estimated Completion Date</b>	<b>COMMENTS</b>
<b>9.1 Resolve problems with existing MIS.</b>	<b>0 training hrs.</b>	<b>20 training hrs. per staff member</b>	<b>9/30/03</b>	<b>Training on MTCS, PIC</b>
A. Resolve existing reporting problems.				<b>No report, complete</b>
B. Verify data integrity. Verify ELOCCS capability.				<b>Rec'd Security Access, CFP &amp; OFND, PIC REACcomplete</b>
C. Establish appropriate internal controls to ensure data integrity.				<b>No report, complete</b>
D. Train staff on existing MIS capabilities and features.				<b>Need training, TARC? Complete</b>
E. HUD will provide Technical Assistance as needed.				<b>Need more assistance, TARC? Complete</b>
<b>9.2. Resolve problems with PHA access and use of HUD systems.</b>	<b>0 training hrs.</b>	<b>20 training hrs. per staff member</b>	<b>9/30/03</b>	
A. Determine PHA access needs and status.				<b>Complete</b>
B. Obtain appropriate passwords, IDs, guidebooks.				<b>In process, complete</b>