

PHA Plans

5 Year Plan for Fiscal Years 2001 - 2005
Annual Plan for Fiscal Year 2003

Transmitted on January 15, 2003 at approximately 1:20 PM

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**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: Douglas County Housing Authority
5404 North 107th Plaza
Omaha, NE 68134

PHA Number: NE153

PHA Fiscal Year Beginning: (04/2003)

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 2000 - 2004
[24 CFR Part 903.5]

A. Mission

State the PHA's mission for serving the needs of low-income, very low income, and extremely low-income families in the PHA's jurisdiction. (select one of the choices below)

- The mission of the PHA is the same as that of the Department of Housing and Urban Development: To promote adequate and affordable housing, economic opportunity and a suitable living environment free from discrimination.
- The PHA's mission is: (state mission here)

“To make quality, affordable housing a viable option for low to moderate income families, elderly, and disabled; while promoting personal growth and community responsibility.”

B. Goals

The goals and objectives listed below are derived from HUD's strategic Goals and Objectives and those emphasized in recent legislation. PHAs may select any of these goals and objectives as their own, or identify other goals and/or objectives. Whether selecting the HUD-suggested objectives or their own, **PHAS ARE STRONGLY ENCOURAGED TO IDENTIFY QUANTIFIABLE MEASURES OF SUCCESS IN REACHING THEIR OBJECTIVES OVER THE COURSE OF THE 5 YEARS.** (Quantifiable measures would include targets such as: numbers of families served or PHAS scores achieved.) PHAs should identify these measures in the spaces to the right of or below the stated objectives.

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

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

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

- PHA Goal: Increase assisted housing choices

Objectives:

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

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

- PHA Goal: Provide an improved living environment

Objectives:

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

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

- PHA Goal: Promote self-sufficiency and asset development of assisted households

Objectives:

- Increase the number and percentage of employed persons in assisted families:

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

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

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

Other PHA Goals and Objectives: (list below)

For the next five years, the Authority has established five major goals and 23 primary objectives:

Goal 1: Build community and business partnerships

Objective 1.1: Explore collaboration with other PHAs such as a joint FSS Coordinating Committee with Omaha Housing Authority.

Objective 1.2: Pursue positive relationships with local municipal governments

Objective 1.3: Enhance public awareness and understanding of DCHA (its mission, authority, programs and capacity)

Goal 2: Provide variety and affordable housing opportunities

Objective 2.1: Maintain competitiveness in the housing market

Objective 2.2: Improve access to funding resources (by building internal grant writing capacity)

Objective 2.3: Expand housing and services options for the elderly living in Douglas County

Objective 2.4: Expand accessible housing units for persons with disabilities

Objective 2.5: Create a homeownership program that develops the skills needed to accomplish housing and financial independence.

Goal 3: Provide Self-Sufficiency Opportunities

Objective 3.1: Establish partnerships with colleges/universities and corporations for job training services.

Objective 3.2: Create incentives for current adult clients to participate in DCHA's FSS program.

Objective 3.3: Collaborate with social service agencies to utilize available FSS programs.

Objective 3.4: Establish training opportunities that help clients acquire solid skills in maintenance of rental property; civic responsibility; and in constructive neighborhood relations

Objective 3.5: Increase the number of working families in all programs.

Objective 3.6: Conduct personal development training on financial management, parenting and job readiness.

Goal 4: Enhance effective business relationships between DCHA and Section 8 Tenant-Based landlords.

Objective 4.1: Increase the number of briefing sessions that provide education to Section 8 landlords in the.

Objective 4.2: Increase the number of new Section 8 landlords by 5 per year

Goal 5: Enhance operational effectiveness

Objective 5.1: Establish functional relationships with Community Housing and Service Corporation, DCHA's non-profit affiliate.

Objective 5.2: Enhance the board's familiarity with housing programs and regulations.

Objective 5.3: Develop the Accounting/Financial SOP manual during the FYE 20041.

Objective 5.4: Develop measurable targets for operational effectiveness on an annual basis.

Objective 5.5: Expand capacity in capital fund development

Objective 5.6: Expand capacity in public relations initiatives

Objective 5.7: Improve management information systems:

- ☞ Upgrade file server and PC hardware as needed to increase speed and efficiency of data processing tasks*
- ☞ Upgrade DCHA's e-mail software to enhance both external and internal communication*
- ☞ Upgrade program operating system software to improve technical information reporting*
- ☞ Purchase inspection hardware and software to improve effectiveness of HQS and annual inspections functions.*

Annual PHA Plan
PHA Fiscal Year 2000
[24 CFR Part 903.7]

i. Annual Plan Type:

Select which type of Annual Plan the PHA will submit.

Standard Plan

Streamlined Plan:

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

Troubled Agency Plan

ii. Executive Summary of the Annual PHA Plan

[24 CFR Part 903.7 9 (r)]

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

This follow up annual plan includes several policy changes made to the Section 8 Tenant-Based Housing Program and the Low Rent Public Housing Program. It also includes the detailed 5-Year Capital Improvement Plan.

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.

- Attachment A – Resident Advisory Committee Meetings*
- Attachment B – Progress in Meeting The Five Year Goals*
- Attachment C – Resident Membership of the PHA Governing Board*
- Attachment D – FY 2002 Resident Survey Follow-up Plan*
- Attachment E – Semi Annual Report – Capital Fund FY 2001*
- Attachment F – Semi Annual Report – Capital Fund FY 2002*
- Attachment G – Capital Fund Program 5-Year Action Plan*

Required Attachments:

- Admissions Policy for Deconcentration – *Not applicable / less than 100 units*
- FY 2001 & FY 2002 Capital Fund Program Annual Statement
- Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)

Optional Attachments:

- PHA Management Organizational Chart
- FY 2001 Capital Fund Program 5-Year Action Plan
- Public Housing Drug Elimination Program (PHDEP) Plan
- Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text)
- Other (List below, providing each attachment name)

Supporting Documents Available for Review

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

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
☑	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
☑	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans
☑	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	5 Year and Annual Plans

List of Supporting Documents Available for Review

Applicable & On Display	Supporting Document	Applicable Plan Component
	to affirmatively further fair housing that require the PHA's involvement.	
☞	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 housing program	Annual Plan: Financial Resources;
☞	Public Housing Admissions and (Continued) Occupancy Policy (A&O), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies
☞	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
N/A	Public Housing Deconcentration and Income Mixing Documentation: 1. PHA board certifications of compliance with deconcentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/99 <i>Quality Housing and Work Responsibility Act Initial Guidance; Notice</i> and any further HUD guidance) and 2. Documentation of the required deconcentration and income mixing analysis	Annual Plan: Eligibility, Selection, and Admissions Policies
☞	Public housing rent determination policies, including the methodology for setting public housing flat rents <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
☞	Schedule of flat rents offered at each public housing development <input type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
☞	Section 8 rent determination (payment standard) policies <input type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
☞	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	Annual Plan: Operations and Maintenance
☞	Public housing grievance procedures <input type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
☞	Section 8 informal review and hearing procedures <input type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
☞	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
☞	Most recent CIAP Budget/Progress Report (HUD 52825) for	Annual Plan: Capital Needs

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
	any active CIAP grant	
☞	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	Annual Plan: Capital Needs
N/A	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans or any other approved proposal for development of public housing	Annual Plan: Capital Needs
N/A	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
N/A	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
N/A	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act	Annual Plan: Conversion of Public Housing
N/A	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
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
☞	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
☞	The most recent Public Housing Drug Elimination Program (PHDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)	Annual Plan: Safety and Crime Prevention
☞	The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	Annual Plan: Annual Audit
N/A	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
N/A	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)

1. Statement of Housing Needs

[24 CFR Part 903.7 9 (a)]

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

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

Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Overall	Affordability	Supply	Quality	Accessibility	Size	Location
Income <= 30% of AMI	1923	5	5	1	N/A	3	1
Income >30% but <=50% of AMI	2940	5	5	1	N/A	33	1
Income >50% but <80% of AMI	1707	5	5	1	N/A	3	1
Elderly	1775	5	5	1	N/A	3	1
Families with Disabilities	A large number not counted for	5	5	1	N/A	3	1
Race/Ethnicity	98.6% White Caucasian						

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

- Consolidated Plan of the Jurisdiction/s
Indicate year: **1995-2000**
- U.S. Census data: the Comprehensive Housing Affordability Strategy (“CHAS”) dataset (**CHAS Table 1C – All Households taken from HUD’s housing needs data link**)
- American Housing Survey data
Indicate year: **1997**
- Other housing market study
Indicate year: **1999**
- Other sources: (list and indicate year of information)
1990 Census Data; Census Population and Housing Estimates

1990 Census Information:

- a. Estimated current (year 2000) population, which was calculated using cohort survival methodology for the Douglas County and the specific jurisdiction of Douglas County Housing Authority.
- b. Current estimated (published by Department of Commerce) of the area median income.
- c. Current Median family income Fair Market Rents published by HUD.
- d. National Housing Coalition Publications.
- e. Current data base of senior housing facilities, and rent-restricted housing developed with the help of low income housing tax credits, HOME, and CDBG.
- f. Douglas County Housing Authority public housing and section 8 inventory. Omaha Housing Authority inventory in the area west of 72nd street and within Omaha City Limits.
- g. Douglas County Demand estimate for Woodgate Development (disabled individuals and families).
- h. Housing Market Annual Survey – Housing Management Association
- i. UNMC Elderly Needs Assessment (1997)

j. Available market studies.

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

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

Housing Needs of Families on the Waiting List			
Waiting list type: (select one) (<i>Information gathered 10/7/02</i>)			
<input type="checkbox"/> Section 8 tenant-based assistance			
<input type="checkbox"/> Public Housing			
<input checked="" type="checkbox"/> Combined Section 8 and Public Housing			
<input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional)			
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	1675		135
Extremely low income <=30% AMI	1336	79.76%	
Very low income (>30% but <=50% AMI)	311	18.57%	
Low income (>50% but <80% AMI)	28	1.67%	
Families with children	1382	80.50%	
Elderly families	41	2.45%	
Families with Disabilities	252	15.05%	
Race-White	603	36.00%	
Race-African American	1041	62.15%	
Race-Indian	17	1.01%	
Race-Asian/Pacific	14	0.84%	
Ethnicity-Hispanic	36	2.15%	
Ethnicity-Non-Hispanic	1639	97.85%	
Characteristics by Bedroom Size			
	# of families	% total families	
1BR	535	31.9%	
2 BR	551	32.8%	
3 BR	402	24%	
4 BR	150	9%	
5 BR	33	2%	
6+BR	4	0.3%	
TOTAL	1675	100%	

Housing Needs of Families on the Waiting List

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

If yes:

How long has it been closed (# of months)? *Section 8 since 9/30/02, Low Rent since 11/19/02*

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 (*elderly and disabled apply at any time / Low-Rent Only*)

C. Strategy for Addressing Needs

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

(1) Strategies

Need: Shortage of affordable housing for all eligible populations

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

Select all that apply

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

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

Select all that apply

- Apply for additional section 8 units should they become available
- Leverage affordable housing resources in the community through the creation of mixed - finance housing
- Pursue housing resources other than public housing or Section 8 tenant-based assistance.
- Other: (list below)
 - Engage in activities to enhance public awareness of housing needs
 - Improve relationships with 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)
 - Develop senior housing
 - Seek ways to integrate supportive services in existing public housing

Need: Specific Family Types: Families with Disabilities

Strategy 1: Target available assistance to Families with Disabilities:

Select all that apply

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

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

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

Select if applicable

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

Strategy 2: Conduct activities to affirmatively further fair housing

Select all that apply

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

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

NEED 1: Affordable housing for the elderly

Strategy 1.1: Remain competitive in the market by maintaining our quality service

Strategy 1.2: Keep informed on changes in the local housing market (such as the construction of assisted living units)

Strategy 1.3: Strengthen existing relationships with service providers to meet the growing needs of our residents for supportive services

NEED 2: Affordable housing for low income families

Strategy 2.1: Continue to plan constructing two single-family houses in Fair Meadows. The source of funds has not been identified. We are working with our affiliate, Community Housing and Service Corporation to investigate options.

NEED 3: Affordable housing in the county

Strategy 3.1: explore the options of extending our services to the County population using marketing and outreach methods

(2) Reasons for Selecting Strategies

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

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

After a thorough examination of our existing and potential market, as well as the characteristics of our residents and the Agency's track record, Douglas County Housing Authority determined that the above strategies are most appropriate for meeting our mission and goals. These strategies reflect the results of working through our long-term plan in consultation with our residents, Board, community representatives, and other housing authorities serving small communities in Rural Nebraska.

2. Statement of Financial Resources

[24 CFR Part 903.7 9 (b)]

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

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
1. Federal Grants (FFY 2003 grants)		
a) Public Housing Operating Fund	\$96,301	
b) Public Housing Capital Fund	\$148,982	
c) HOPE VI Revitalization	-0-	
d) HOPE VI Demolition	-0-	
e) Annual Contributions for Section 8 Tenant-Based Assistance	\$4,500,000	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)	-0-	
g) Resident Opportunity and Self-Sufficiency Grants	-0-	
h) Community Development Block Grant	-0-	
i) HOME	-0-	

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
Other Federal Grants (list below)		
2. Prior Year Federal Grants (unobligated funds only) (list below)		
☺ 2002 CFP <i>Note: Estimate of 12/30/02</i>	\$60,559.92	Modernization and Capital Improvements
☺ PHDEP Grant – FY 2001 <i>Note: Estimate of 12/31/02</i>	\$15,706.92	Drug & Crime Prevention
3. Public Housing Dwelling Rental Income	\$170,000	Operations and supportive services
4. Other income (list below)		Operations and supportive services
☺ Management Fees	\$8,764	
☺ Misc. and Investment	\$10,000	
4. Non-federal sources (list below)	-0-	
Total resources	\$5,010,313.84	

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: **(2-3 Months)**
- Other: (describe)

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

- Criminal or Drug-related activity
- Rental history
- Housekeeping
- Other (describe)
 - ☺ History of alcohol abuse
 - ☺ History of sex offenses

☞ Federal Housing fraud

- c. Yes No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?
- d. Yes No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?
- e. Yes No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)

(2)Waiting List Organization

a. Which methods does the PHA plan to use to organize its public housing waiting list (select all that apply)

- Community-wide list
- Sub-jurisdictional lists
- Site-based waiting lists
- Other (describe)

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

- PHA main administrative office
- PHA development site management office (*Rental Housing Office-North Acres*)
- 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 (*first offer refused without good cause will change date and time of application*)
- Two
- Three or More

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

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

(4) Admissions Preferences

a. Income targeting:

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

b. Transfer policies:

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

- Emergencies
- Overhoused
- Underhoused
- Medical justification
- Administrative reasons determined by the PHA (e.g., to permit modernization work)
- Resident choice: (state circumstances below)
- Other: (list below)

c. Preferences

1. Yes No: Has the PHA established preferences for admission to public housing (other than date and time of application)? (If “no” is selected, skip to subsection **(5)**)

Occupancy

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

Former Federal preferences:

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

Other preferences: (select below)

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

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

X Date and Time

Former Federal preferences:

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

Other preferences (select all that apply)

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

4. Relationship of preferences to income targeting requirements:

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

(5) Occupancy

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

- The PHA-resident lease
- The PHA's Admissions and (Continued) Occupancy policy
- PHA briefing seminars or written materials
- Other source (*list*) **Tenant Handbook**

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:

Component 3, (6) Deconcentration and Income Mixing

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

If yes, list these developments as follows:

Deconcentration Policy for Covered Developments			
Development Name:	Number of Units	Explanation (if any) [see step 4 at 903.2©(1)((iv)]	Deconcentration Policy (if no explanation) [see step 5 at 903.2 ©(1)(v)]

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)
 - Previous tenancy in both the public and private sector*
 - Federal Housing fraud*
 - History of alcohol abuse*
 - History of sex offenses*

Other (list below)

b. Yes No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?

c. Yes No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?

d. Yes No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)

e. Indicate what kinds of information you share with prospective landlords? (select all that apply)

Criminal or drug-related activity

Other (describe below)

Relevant information regarding standard lease term

(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:

Emergencies (medical, death in family or other emergency situations that restrict the applicant from looking for suitable housing)

Reasonable accommodations required for the disabled

(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) **Only the Project-Based Wait List has preferences**
 - Elderly receive 100 preference points
 - Family with a disabled member receives 200 preference points

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)
 - Section 8 Tenant-based Handbook*
 - Section 8 Project-Based Handbook*

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 (*set at \$50.00*)

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?

1. If yes to above, list the amounts or percentages charged and the circumstances under which these will be used below:

d. Which of the discretionary (optional) deductions and/or exclusions policies does the PHA plan to employ (select all that apply)

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

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

- For household heads
 For other family members
 For transportation expenses

- For the non-reimbursed medical expenses of non-disabled or non-elderly families
- Other (describe below)

e. Ceiling rents

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

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

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

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

3. Select the space or spaces that best describe how you arrive at ceiling rents (select all that apply)

- Market comparability study
- Fair market rents (FMR)
- 95th percentile rents
- 75 percent of operating costs
- 100 percent of operating costs for general occupancy (family) developments
- Operating costs plus debt service
- The “rental value” of the unit
- Other (list below)

f. Rent re-determinations:

1. Between income reexaminations, how often must tenants report changes in income or family composition to the PHA such that the changes result in an adjustment to rent? (select all that apply)

- Never
- At family option
- Any time the family experiences an income increase
- Any time a family experiences an income increase above a threshold amount or percentage: (if selected, specify threshold)
- Other (list below)

Families are required to report any change in income or allowable expenses and family composition between annual reexaminations

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)
 - ☞ *We use the information published in the IREM Metropolitan apartment survey*

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)
 - ☞ *DCHA has been approved for exception rents effective 12/20/00*

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 (*Adopted \$50.00*)

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:
The Douglas County Housing Authority is staffed with professional and support personnel. At this time the staffing levels are sufficient to manage the programs and administrative functions of the authority. The Executive Director has ultimate responsibility for the management of the housing authority. The Rental Housing Program Manager is responsible for managing the low-rent housing program, USDA-RD program, Section 8 New Construction program and the tax credit program. The Section 8 Director is responsible for the management of the Section 8 Tenant-Based housing program. The Controller is responsible for the financial management and computer systems administration of the housing authority. There is a Maintenance Manager who is responsible for the day-to-day operations of the maintenance department and for coordinating the modernization functions of the housing authority. The Tenant Services Manager is responsible for all self-sufficiency programs and public relations.

B. HUD Programs Under PHA Management

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

Program Name	Units or Families Served at Year Beginning	Expected Turnover

Public Housing	79	Less than 20 Annually
Section 8 Vouchers	800	Approximately 180 Annually
Section 8 Certificates	N/A	
Section 8 Mod Rehab	N/A	
Special Purpose Section 8 Certificates/Vouchers (list individually)	Disabled: 150	Less than 10 Annually
Public Housing Drug Elimination Program (PHDEP)	N/A	
Other Federal Programs (list individually)	N/A	

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)

- ☞ *Program Policies & Procedures*
- ☞ *Nan McKay PH Management Handbook*
- ☞ *Public Housing Lease*
- ☞ *Maintenance Plan*
- ☞ *Maintenance Procedures*

(2) Section 8 Management: (list below)

- ☞ *Nan McKay Management Handbook*
- ☞ *Administrative Plan*
- ☞ *Section 8 Tenant-Based Informal Review Procedure*
- ☞ *Section 8 Tenant-Based Procedures*

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 (*Rental Housing Office – North Acres*)
- 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) (*Rental Housing Office – North Acres*)

7. Capital Improvement Needs

[24 CFR Part 903.7 9 (g)]

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

A. Capital Fund Activities

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

(1) Capital Fund Program Annual Statement

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

Select one:

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

-or-

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

**PHA Plan
Table Library**

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

Annual Statement

Capital Fund Program (CFP) Part I: Summary

Capital Fund Grant Number FFY of Grant Approval: (10/2003)

Original Annual Statement

Line No.	Summary by Development Account	Total Estimated Cost
1	Total Non-CGP Funds	
2	1406 Operations	\$42,356
3	1408 Management Improvements	\$13,000
4	1410 Administration	\$6,500
5	1411 Audit	
6	1415 Liquidated Damages	
7	1430 Fees and Costs	
8	1440 Site Acquisition	
9	1450 Site Improvement	\$5,978
10	1460 Dwelling Structures	\$26,350
11	1465.1 Dwelling Equipment-Nonexpendable	\$1,700
12	1470 Nondwelling Structures	\$5,000
13	1475 Nondwelling Equipment	\$35,000
14	1485 Demolition	
15	1490 Replacement Reserve	
16	1492 Moving to Work Demonstration	
17	1495.1 Relocation Costs	
18	1498 Mod Used for Development	
19	1502 Contingency	
20	Amount of Annual Grant (Sum of lines 2-19)	\$135,884
21	Amount of line 20 Related to LBP Activities	
22	Amount of line 20 Related to Section 504 Compliance	
23	Amount of line 20 Related to Security	
24	Amount of line 20 Related to Energy Conservation Measures	

Annual Statement
Capital Fund Program (CFP) Part II: Supporting Table

Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Total Estimated Cost
HA-Wide	General operations	1406	\$424,356
HA-Wide	Upgrade of computer software and software training	1408	\$13,000
HA-Wide	Grant coordination and administrative costs	1410	\$6,500
NE153	Site: (001,003,004,005) Concrete work, decks, landscaping, retaining walls	1450	\$5,978
NE153	Dwelling Units: (001,003,004,005) Misc. repairs; carpeting; roofs, furnaces; A/C; siding replacement; water heaters; windows; flooring; doors; and interior and exterior painting	1460	\$26,350
NE153	Dwelling Equipment: (001,003,004,005) Appliances	1465	\$1,700
HA-Wide	Central Office rehabilitation – painting; flooring; windows	1470	\$5,000
HA-Wide	Central office equipment replacement – computers; printers; copiers; furniture and minor maintenance equipment	1475	\$35,000
TOTALS.....			\$135,884

Annual Statement
Capital Fund Program (CFP) Part III: Implementation Schedule

Development Number/Name HA-Wide Activities	All Funds Obligated (Quarter Ending Date)	All Funds Expended (Quarter Ending Date)
NE153	12/31/04	3/31/05

(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 as Attachment-G(5-Year Capital Improvement Plan)

-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:

⌚ *Planning an un-rated bond issue to finance an affordable assisted living senior community in the city of Valley. Forty percent of the units will be for elderly families making 80% or less of the AMI, and 60% for persons making up to 100% of the AMI. The State Medicaid Wavier will assist the low-income elderly.*

- Yes No: e) Will the PHA be conducting any other public housing development or replacement activities not discussed in the Capital Fund Program Annual Statement?
If yes, list developments or activities below:

8. Demolition and Disposition

[24 CFR Part 903.7 9 (h)]

Applicability of component 8: Section 8 only PHAs are not required to complete this section.

1. Yes No: Does the PHA plan to conduct any demolition or disposition activities (pursuant to section 18 of the U.S. Housing Act of 1937 (42 U.S.C. 1437p)) in the plan Fiscal Year? (If “No”, skip to component 9; if “yes”, complete one activity description for each development.)

2. Activity Description

- Yes No: Has the PHA provided the activities description information in the **optional** Public Housing Asset Management Table? (If “yes”, skip to component 9. If “No”, complete the Activity Description table below.)

Demolition/Disposition Activity Description
1a. Development name: 1b. Development (project) number:
2. Activity type: Demolition <input type="checkbox"/> Disposition <input type="checkbox"/>
3. Application status (select one) Approved <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/>
4. Date application approved, submitted, or planned for submission: <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.

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

10. Conversion of Public Housing to Tenant-Based Assistance

[24 CFR Part 903.7 9 (j)]

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

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

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

2. Activity Description

Yes No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? If “yes”, skip to component 11. If “No”, complete the Activity Description table below.

Conversion of Public Housing Activity Description	
1a. Development name:	
1b. Development (project) number:	
2. What is the status of the required assessment?	<input type="checkbox"/> Assessment underway <input type="checkbox"/> Assessment results submitted to HUD <input type="checkbox"/> Assessment results approved by HUD (if marked, proceed to next question) <input type="checkbox"/> Other (explain below)
3. <input type="checkbox"/> Yes <input type="checkbox"/> No: Is a Conversion Plan required? (If yes, go to block 4; if no, go to block 5.)	
4. Status of Conversion Plan (select the statement that best describes the current status)	<input type="checkbox"/> Conversion Plan in development <input type="checkbox"/> Conversion Plan submitted to HUD on: (DD/MM/YYYY) <input type="checkbox"/> Conversion Plan approved by HUD on: (DD/MM/YYYY) <input type="checkbox"/> Activities pursuant to HUD-approved Conversion Plan underway
5. Description of how requirements of Section 202 are being satisfied by means other than conversion (select one)	<input type="checkbox"/> Units addressed in a pending or approved demolition application (date submitted or approved: <input type="checkbox"/> Units addressed in a pending or approved HOPE VI demolition application (date submitted or approved:) <input type="checkbox"/> Units addressed in a pending or approved HOPE VI Revitalization Plan (date submitted or approved:) <input type="checkbox"/> Requirements no longer applicable: vacancy rates are less than 10 percent <input type="checkbox"/> Requirements no longer applicable: site now has less than 300 units <input type="checkbox"/> Other: (describe below)

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

Component 10 (B) Voluntary Conversion Initial Assessments

- a. How many of the PHA’s developments are subject to the Required Initial Assessments? **Three (003,004,005)**
- b. How many of the PHA’s developments are not subject to the Required Initial Assessments? **One (001)**
- c. How many Assessments were conducted for the PHA’s covered developments?
Three

- d. Identify PHA developments that may be appropriate for conversion based on the Required Initial Assessments? *None*

Development Name	Number of Units

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)]

The following Homeownership Plan has been developed under the Section 8 Homeownership Program. This plan has been included in our Administration Plan.

22.0 Section 8 Homeownership Program

22.1 Introduction

The Douglas County Housing Authority hereby establishes a Section 8 Homeownership Program under Section 22.0 and in accordance with the US Department of Housing and Urban Development (HUD) final rule dated September 12, 2000. The establishment of this program is consistent with DCHA’s annual and five-year plan.

Under the Section 8 Homeownership Program, Housing Assistance Payments can be used to supplement the participant’s income when calculating their housing ratio for a home mortgage. It is the goal of the Douglas County Housing Authority to place at least one (1) to three (3) families in their own home every year through the Section 8 Homeownership Program.

22.2 Community Partnerships

The Douglas County Housing Authority will establish relationships with various organizations in the community who will provide input and information regarding the coordination and implementation of the Section 8 Homeownership Program. The components of these organizations will include but are not limited to non-profit housing groups, homeownership counseling groups, lending consortiums or institutions, economic development groups and service providers. The Douglas County Housing Authority will create links between these organizations and the potential homeowner.

22.3 Program Coordination

The implementation and management of the Douglas County Housing Authority Homeownership Program will be the dual responsibility of the Section 8 Housing Program Director and Family Self-Sufficiency Coordinator. The responsibilities of these staff members in regard to the Homeownership Program include, but are not limited to:

1. Assisting potential participants with developing and understanding a budget.
2. Performing and reviewing credit check with potential participants.
3. Developing relationships with local lenders.
4. General homeowner education and training.
5. Oversight of existing participants in the Homeownership Program.

22.4 Participant Eligibility

1. The option of participating in the Section 8 Homeownership Program will be available initially to those families who currently have signed a Contract of Participation through the Family Self-Sufficiency Program.
2. The participant must be a first-time homebuyer, with no family member having an ownership interest in a residence for the last three (3) years. Exceptions to this requirement include family members who acquired shares in a cooperative prior to homeownership assistance and families who include a person with a disability. A single parent or displaced homemaker, who, while married, owned a home with his or her spouse or resided in a home owned by his or her spouse is also considered eligible.

3. The participant must not have previously defaulted on a mortgage that was obtained through a homeowner assistance program.
4. The participant must meet the following income and employment requirements:
 - a. Non-disabled families: One or more of the adult family members who will own the home at the time of commencement of the homeownership assistance must be employed full-time (not less than an average of 30 hours per week) and has been so employed continuously for at least one (1) year. Douglas County Housing Authority may allow interruptions in employment for certain instances such as lay-offs or illnesses on a case-by-case basis.

Disabled families: For those families who meet the definition of disabled families, they must meet the monthly Federal Supplemental Security Income (SSI) benefit for an individual living along multiplied by 12 ($\$545 \times 12 = \$6,540$).
 - b. Adult family members who will own the home at the time of commencement of the homeownership assistance must have a gross annual income equal to or greater than 2,000 hours of work at the Federal minimum wage.

Public assistance may only be included as income when determining eligibility for a family with an elderly or disabled head of household or spouse. This requirement is applicable at the initial qualification for homeowner assistance and is not a requirement for continued assistance.
5. The participants must attend and successfully complete the pre-assistance homeownership counseling program offered by a HUD-approved counseling agency designated by the Douglas County Housing Authority. The homeownership counseling program will cover topics such as:
 - a. Home maintenance
 - b. Budgeting and money management
 - c. Credit counseling and credit repair
 - d. Aspects of finding a home
 - e. Predatory lending prevention
 - f. How to find a home
 - g. Fair housing
 - h. Foreclosure prevention
 - i. Information regarding the Real Estate Settlement Procedures Act
5. Current Section 8 participants must be in compliance with their rental lease and program requirements and must terminate their lease in accordance with the terms outlined in such document.
6. A down payment of three percent (3%) of the purchase price is required with the greater of one percent (1%) or \$500 from the participant's own funds.
7. Participants must sign a "Statement of Homeowner Obligations" with the Douglas County Housing Authority.

22.5 Jurisdiction

Participants may locate a home within Douglas County Housing Authority's jurisdiction or may choose a home outside of DCHA's jurisdiction if the receiving Public Housing Authority is administering a Section 8 Homeownership Program and is accepting new applicants.

22.6 Time Line

The participants will have a maximum of six (6) months from the time of their successful completion of homeownership counseling to find a home to purchase and enter into a Contract of Sale. If the participants are unable to locate a desirable home and enter into a Contract of Sale before the end of six months, the participants will

be allowed to continue their assistance toward a rental unit. Extensions of the six months time frame are at the discretion of the Douglas County Housing Authority.

22.7 Sale of Contract

Once the participants select the home they would like to purchase, they must enter into a Sale of Contract with the sellers of the property. The Sale of Contract must include the following:

1. The purchase price and the terms of the sale.
2. State that pre-purchase inspections will be completed to the satisfaction of the participants and Douglas County Housing Authority and that the sale is conditional upon the participant's and DCHA's acceptance of the inspection reports.
3. State that the participants are not obligated to pay for repairs that are needed as a result of the findings of the inspection report.
4. Certification that the seller is not debarred or subject to limited denial of participation by HUD.

22.8 Inspections

An independent professional home inspection must be completed by a third party selected and hired by the participants. The inspection must cover major building systems and components. These include, but are not limited to, the structural integrity of the home and its foundation, the age and quality of the roof, the interior and exterior make-up, and an inspection of the plumbing, heating/cooling and electrical systems.

In addition, Douglas County Housing Authority will conduct a Housing Quality Standards Inspection and review the independent professional home inspection. Douglas County Housing Authority may disqualify a home from participating in the Section 8 Homeownership Plan based on either inspection.

22.9 Financial Requirements

Housing Assistance Payment funds may not be used for the financing costs of purchasing a home. The participants are responsible for acquiring financing, but the terms of the loan will be subject to the approval of Douglas County Housing Authority. DCHA can deny a financing package if the terms (such as balloon payments or certain variable interest rates) are not affordable to the participants. When determining affordability, Douglas County Housing Authority will consider all household expenses of the participants.

The first mortgage lender should be a federally regulated financial institution. Other lenders (such as seller financing) must be approved by Douglas County Housing Authority. Loan fees should not exceed five percent (5%) . Prepayment penalties or prepaid life insurance will not be allowed in any financing arrangement.

While the Douglas County Housing Authority does not require that financing be provided by a specific lender, assistance with locating a lender will be provided at the participant's request. This will be done by developing a list of lenders who have been informed about and are willing to participate in the Section 8 Homeownership Program.

Douglas County Housing Authority will require participants to provide at least three percent (3%) of the purchase price of the home as down payment. At least one percent (1%) or \$500, whichever is greater, of the purchase price must come from the participant's own sources for the down payment. Douglas County Housing Authority will work with participants to identify additional sources of down payment assistance.

22.10 Eligible Unit

The participant's selected unit must be either under construction or an existing unit at the time the participant was accepted into the Section 8 Homeownership Program. The unit may be a single, detached home; a unit in a condominium or cooperative; or a single unit in a townhouse development. Douglas County Housing Authority can deny a unit if the owner has been disbarred or suspended under Section 24 CFR, Part. 24.

22.11 Housing Assistance Payments

Housing Assistance Payments for participants will be the lesser of the current Section 8 Voucher payment standard minus the Total Tenant Payment (TTP) or the participant's monthly homeownership expenses minus the Total Tenant Payment (TTP).

The Total Tenant Payment (TTP) will be the greatest of thirty percent (30%) of the family's adjusted monthly income, ten percent (10%) of the family's gross monthly income or the minimum rent established for Douglas County Housing Authority for the unit size. Monthly homeownership expenses used to calculate the Housing Assistance Payments will include: 1) principle and interest on mortgage debt, 2) mortgage insurance, 3) real estate taxes and assessments, 4) home insurance and major repairs. The utility allowances will be equal to the allowance schedules for Section 8 rental units.

The Douglas County Housing Authority will establish a "Major Repair" allowance for all homeownership participants in the Douglas County Housing Authority Homeownership Plan. This allowance will equal \$50.00 a month. The money from the allowance will be used for major repairs (such as furnace repair/replacement, air conditioner repair/replacement, water heater repair/replacement, etc.) for the participant's home.

As the fair market rent payment standard changes, adjustments will be made to the Housing Assistance Payment by Douglas County Housing Authority. However, the payment standard will never be less than the payment standard at the time the homeownership assistance commences for the home. In the event that a participant's income increases enough that Housing Assistance Payments are no longer received, the participant will remain eligible for such payments for 180 calendar days. After a continuous period off 180 days without Housing Assistance Payments, the participant's eligibility for such assistance will automatically discontinue.

Housing Assistance Payments will be provided only when the participants remain in their home and will be in effect for fifteen (15) years if the initial mortgage is twenty (20) years or longer. In all other cases, the term of the Housing Assistance Payments will be provided for ten (10) years. These terms do not apply to elderly and disabled families. However, if an elderly or disabled family ceases to be qualified as such while receiving Housing Assistance Payments for homeownership, the maximum term shall be determined from the date of the initial commencement of homeownership assistance. The family will receive a minimum of six (6) months of Housing Assistance Payments after the maximum term provided the family continues to be eligible and is complying with family obligations.

The term of the assistance is applied from the time of the initial purchase, regardless if the participants move to a new unit under the Section 8 Homeownership Program. Participants can choose to sell their home and stay in the program by purchasing another home, provided that a default on their mortgage has not occurred. They must also be in compliance with the "Statement of Homeowner Obligations." If this happens, the initial eligibility requirements apply, with the exception of the first-time homeowner and the pre-assistance homeownership counseling.

Douglas County Housing Authority will provide the lender with the amount of the Housing Assistance Payments prior to closing. Housing Assistance Payments will be made directly to the lender or to an escrow account established by the lender for the payments.

22.12 Homeowner Obligations

Participants must execute a “Statement of Homeowner Obligations” with Douglas County Housing Authority prior to implementation of homeowner assistance. To continue receiving Housing Assistance Payments under the Section 8 Homeownership Program, participants must comply with the following homeowner obligations.

1. The participant must comply with the terms of any mortgage secured for the purchase of the home.
2. The participant must remain in the home. If the participant chooses to sell, convey or transfer any interest in the home to another family member residing in the home, the Douglas County Housing Authority must approve such changes.
3. The participant must report any changes in family composition or income to the Douglas County Housing Authority.
4. The participant must not sublet or lease their home.
5. The participant must comply with all obligations under the existing Section 8 Housing Choice Voucher Program.
6. The participant must supply information about refinancing or final payment of debt to the Douglas County Housing Authority. The participant may not refinance or place any additional lien or other encumbrance on the home without approval from the Douglas County Housing Authority.
7. The participant must notify the Douglas County Housing Authority of any default on mortgages secured for the purchase of the home.
8. The participant must notify the Douglas County Housing Authority at least one month before the family moves out of the home.
9. The participant may not have an interest in any other residential property while receiving assistance under the homeownership program. However, the participant may choose to sell the home and purchase another once the home is sold and may remain in the homeownership program provided that all homeowner obligations are met.
10. At the time of annual recertification, the participant must supply to the Douglas County Housing Authority documentation that mortgage and utility payments are current and allow inspection of the home by the Douglas County Housing Authority.
11. The participant must continue post-purchase counseling and ongoing meetings with the Family Self-Sufficiency Coordinator.

22.13 Mortgage Defaults

If the participant defaults on any loan secured for the purchase of the home, Housing Assistance Payments for homeownership will be terminated. The participant may be terminated from the Section 8 Program. The participant may be given the opportunity for an Informal Hearing to determine continued eligibility under the Douglas County Housing Authority Section 8 Housing Choice Voucher Program.

22.14 Administrative Fee

The Douglas County Housing Authority will receive the same ongoing administrative fee as in the Section 8 rental program and as outlined in Section 24 CFR 982.152(b).

22.15 Fair Housing

In compliance with the Fair Housing Act (Title VIII of the Civil Rights Act 1988) the Section 8 Homeownership Program will not discriminate based on race, color, national origin, sex, handicap, religion or familial status.

A. Public Housing

Exemptions from Component 11A: Section 8 only PHAs are not required to complete 11A.

1. Yes No: Does the PHA administer any homeownership programs administered by the PHA under an approved section 5(h) homeownership program (42 U.S.C. 1437c(h)), or an approved HOPE I program (42 U.S.C. 1437aaa) or has the PHA applied or plan to apply to administer any homeownership programs under section 5(h), the HOPE I program, or section 32 of the U.S. Housing Act of 1937 (42 U.S.C. 1437z-4). (If “No”, skip to component 11B; if “yes”, complete one activity description for each applicable program/plan, unless eligible to complete a streamlined submission due to **small PHA** or **high performing PHA** status. PHAs completing streamlined submissions may skip to component 11B.)

2. Activity Description

- Yes No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? (If “yes”, skip to component 12. If “No”, complete the Activity Description table below.)

Public Housing Homeownership Activity Description (Complete one for each development affected)
1a. Development name: NE26P153-003; NE26P153-004; NE26P153-005 1b. Development (project) number:
2. Federal Program authority: <input type="checkbox"/> HOPE I <input checked="" type="checkbox"/> 5(h) <input type="checkbox"/> Turnkey III <input type="checkbox"/> Section 32 of the USHA of 1937 (effective 10/1/99)
3. Application status: (select one) <input checked="" type="checkbox"/> Approved; included in the PHA’s Homeownership Plan/Program <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application
4. Date Homeownership Plan/Program approved, submitted, or planned for submission: (07/23/2001)
5. Number of units affected: 10 6. Coverage of action: (select one) <input checked="" type="checkbox"/> Part of the development – (5 units in 003, 4 units in 004 and 1 unit in 005) <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: *See Section 11. Homeownership Program Administered by PHA*

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 (*no more than 3 per year*)
- 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:

- Participant has been on the Section 8 program for at least 12 months
- Participant is first-time homeowner (unless displaced spouse from prior marriage)
- Participant must be an FSS participant
- Participant must be employed for at least 12 months at a minimum of 30 hours per week
- Participant does not owe monies to any PHA
- Not in violation of family obligations
- Family has not defaulted on a mortgage under any previous HUD program(s)
- Family does not have present ownership interest in the residence
- Family is capable of providing at least 3% of the purchase price as a minimum downpayment
- Family has attended and completed a homeownership workshop
- Family is not related to the seller

12. PHA Community Service and Self-sufficiency Programs

[24 CFR Part 903.7 9 (1)]

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? 08/29/2001

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

- Client referrals
- Information sharing regarding mutual clients (for rent determinations and otherwise)

- Coordinate the provision of specific social and self-sufficiency services and programs to eligible families
- Jointly administer programs
- Partner to administer a HUD Welfare-to-Work voucher program
- Joint administration of other demonstration program
- Other (describe)

The agreement we have with NHHSS is through a state wide agreement the NHHSS has with NE NAHRO for internet access to the TANF information. We use it as the method of obtaining TANF verifications for all non-elderly clients/tenants.

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)
<i>Tenant Services</i>	<i>All clients</i>	<i>As needed</i>	<i>PHA main office</i>	<i>Both</i>
☎ Food commodities for elderly tenants				Elderly Only
☎ Referral services				

(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 1/14/03)
Public Housing	0	0
Section 8	25	24

- 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:
 Marketing to new Section 8 clients
 Holding an orientation for those who expressed an interest in the program.

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

Not required at this time

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 use to determine the need for PHA actions to improve safety of residents (select all that apply).

- Safety and security survey of residents
- Analysis of crime statistics over time for crimes committed "in and around" public housing authority
- Analysis of cost trends over time for repair of vandalism and removal of graffiti
- Resident reports
- PHA employee reports
- Police reports
- Demonstrable, quantifiable success with previous or ongoing anticrime/anti drug programs
- Other (describe below)
We have a neighborhood watch patrol our elderly development and they provide weekly reports.

3. Which developments are most affected? (list below)
Only North Acres Elderly Complex – 5449 No. 108th Street

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

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

- Contracting with outside and/or resident organizations for the provision of crime- and/or drug-prevention activities
- Crime Prevention Through Environmental Design
- Activities targeted to at-risk youth, adults, or seniors
- Volunteer Resident Patrol/Block Watchers Program
- Other (describe below)
☺ Have local law enforcement agencies speak to the North Acres tenants about safety and crime prevention.

2. Which developments are most affected? (list below)
☺ North Acres Elderly complex at 5449 No. 108th Street.

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 (*Only at tenant meetings*)
- 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)

☺ *North Acres Elderly complex at 5449 No. 108th Street.*

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: _____)

NOTE: No longer required to apply for PHDEP since the program was eliminated.

14. RESERVED FOR PET POLICY

[24 CFR Part 903.7 9 (n)]

The following is a list of the important requirements included in the Pet Agreement and Policies document:

- a. The owner must provide a Veterinarian's Certificate that the pet is in good health, has had the necessary vaccinations, inoculations and booster shots, is spayed or neutered and de-clawed in the appropriate cases. This certificate must be updated annually.*
- b. The resident agrees to pay a refundable pet deposit of \$150.00 and further agrees to pay any additional cost due to damage caused by the pet.*
- c. Only one pet is allowed from one of the following categories*
 - o Dogs – Maximum size of 20 lbs.*
 - o Cats – Maximum size of 20 lbs. and 15 inches in height when full grown.*
 - o Birds – Maximum number of 2 and restricted to love birds, finches, or parakeets*
 - o Fish – Maximum size of aquarium is limited to 5 gallons*
 - o Caged Pets – Maximum number is one. Only guinea pigs, hamsters and gerbils will be allowed*
- d. Pets must not be unattended as specified below:*
 - o Dogs – 10 hours*
 - o Cates – 12 hours*
 - o Birds – 24 hours*
 - o Fish – 24 hours*

- o *Caged Pets – 24 hours*

e. *All pet owners are required to sign the Pet Agreement and Policies document*

15. Civil Rights Certifications

[24 CFR Part 903.7 9 (o)]

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

16. Fiscal Audit

[24 CFR Part 903.7 9 (p)]

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

17. PHA Asset Management

[24 CFR Part 903.7 9 (q)]

Exemptions from component 17: Section 8 Only PHAs are not required to complete this component. High performing and small PHAs are not required to complete this component.

1. Yes No: Is the PHA engaging in any activities that will contribute to the long-term asset management of its public housing stock, including how the Agency will plan for long-term operating, capital investment, rehabilitation, modernization, disposition, and other needs that have **not** been addressed elsewhere in this PHA Plan?
2. What types of asset management activities will the PHA undertake? (select all that apply)
 - Not applicable
 - Private management
 - Development-based accounting
 - Comprehensive stock assessment
 - Other: (list below)
3. Yes No: Has the PHA included descriptions of asset management activities in the **optional** Public Housing Asset Management Table?

18. Other Information

[24 CFR Part 903.7 9 (r)]

A. Resident Advisory Board Recommendations

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

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

Attached at Attachment (File name)

Provided below:

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) ***The local County Board of Commissioners selects the resident commissioner from a pool of candidates that were submitted for appointment.***

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) - ***The head of household receiving PHA assistance who lives outside the city limits of Omaha***

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. (list below)
- Other: (list below)

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

DCHA received certification from the NDED along with a letter stating that the needs identified in our Agency Plan is consistent with the NDED current housing and community development Consolidated Plan, and their Analysis of Impediments to Fair Housing Choice. The certification will be available to the local HUD field office.

D. Other Information Required by HUD

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

Definition of “Substantial Deviation” and “Significant Amendment or Modification” (903.7):

Any discretionary changes in the plans or policies of the housing authority that fundamentally change the mission, goals, objectives or plans of the agency and which require formal approval of the Board of Commissioners, would be considered a “substantial deviation” or significant amendments or modifications to the agency’s Five Year or Annual Plan.

Attachments

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

ATTACHMENT A – RESIDENT ADVISORY COMMITTEE MEETINGS

RESIDENT ADVISORY COMMITTEE MEETING AUGUST 23, 2002 12 NOON

The Resident Advisory Committee for the Agency Plan Development of Douglas County Housing Authority met in informal session on Friday, August 23, 2002, in the boardroom of the Douglas County Housing Authority.

In Attendance:

Joan Bertolini, Executive Director
Deanna Callahan, Section 8 Housing Program Director
Carla Kyle, Rental Housing Program Manager
Jean Bradley, FSS Coordinator
Ken Nielsen, Maintenance Foreman
Christine Olvera, Single Family Resident
Divonica Smith, Section 8 Client
Julie Magnuson, North Acres Tenant
Linda Zavodny, North Acres Tenant
Natalie Gamet, North Acres Tenant
Terease Taylor, North Acres Tenant
Dolores Michalek, Valley View Tenant

Resident Advisors absent were:

Ruth Britt, Resident Commissioner
Dorothy Reimers, Commissioner and Benn View Elderly Complex resident
Monte Spears, Single Family Resident
Felicia Williams, Single Family Resident
Danielle Robinson, Section 8 Client
Gayle Mueller, Valley View Tenant

I. Review Current Agency Annual Plan

Joan Bertolini opened the meeting with introductions. She then explained the background regarding the Housing Reform Act of 1998, which brought about mandatory compliance requiring the Five Year and One Year Agency Plans. She went through the current plan explaining each section.

A packet of information was handed out to all in attendance. Each item presented was included in the packet. Ms. Bertolini reviewed the Annual Plan development process. It is a process that starts with the Management Staff. The Resident Advisory Committee discusses the staff recommendations as well as providing their suggestions on recommendations for what to put in the plan. The law requires that the public have an opportunity to comment on the plan. A public hearing is held to give the public that opportunity. The Board of Commissioners approves the final draft Agency Annual Plan.

Ms. Bertolini did a brief overview of the identified housing needs for DCHA's area of operations and the strategies established in 1999 to address these needs. The progress for the FYE 2003 Agency Annual Plan was discussed and the draft for the FYE 2004 progress was also reviewed and included in the handouts.

II Review Management & Staff Policy Recommendations:

Joan presented copies of all the recommended policy and procedure changes for resident input. These policies changes were provided in the meeting packet. Deanna Callahan, Section 8 Program Director, reviewed the new Section 8 Homeownership Plan.

III Reviewed Draft 5-Year Capital Improvement Plan

The FYE 2003 5-Year Capital Improvement Plan was included in the packet. Ms. Bertolini asked the attendees to review the detail for the plan and if they had suggestions or questions to bring them to the next meeting.

IV Solicit ideas & Suggestions

Attendees made the following suggestions:

- 1. North Acres tenants recommended adding more lighting at the south and east side of the complex. Ken Nielsen, Maintenance Manger, and Carla Kyle, Rental Housing Manager, will look into adding more lighting.*
- 2. A Valley View tenant would like to have the entry doors painted. Ken will look at this suggestion.*
- 3. A Valley View tenant would like to see DCHA adopt a window cleaning procedure on regular basis. The cost would be passed on to the tenant*

V NEXT SCHEDULED MEETING: Friday, September 13, 2002 at 12:00 Noon

There being no further business the meeting was adjourned.

**RESIDENT ADVISORY COMMITTEE MEETING
SEPTEMBER 13, 2002 12 NOON**

The Resident Advisory Committee for the Agency Plan Development of Douglas County Housing Authority met in informal session on Friday, September 13, 2002, in the boardroom of the Douglas County Housing Authority.

In Attendance:

Joan Bertolini, Executive Director
Deanna Callahan, Section 8 Housing Program Director
Carla Kyle, Rental Housing Program Manager
Jean Bradley, FSS Coordinator
Ken Nielsen, Maintenance Foreman
Divonica Smith, Section 8 Client
Julie Magnuson, North Acres Tenant
Ruth Britt, Co-Chair and Resident Commissioner
Dorothy Reimers, Co-Chair
Natie Gamet, North Acres Tenant

Resident Advisors absent were:

Terease Taylor, North Acres Tenant
Dolores Michalek, Valley View Tenant
Monte Spears, Single Family Resident
Felicia Williams, Single Family Resident
Danielle Robinson, Section 8 Client

Gayle Mueller, Valley View Tenant
Linda Zavodny, North Acres Tenant
Terease Taylor, North Acres Tenant
Dolores Michalek, Valley View Tenant

I. Review of All Proposed Policy Changes

Joan Bertolini handed out all policies and procedures that would be revised. She discussed each one and went through every change.

II. Discuss Revisions to Policies and Procedures

The residents were given an opportunity to ask questions. The 5-Year Capital Plan was presented and briefly reviewed.

II Recommend Draft Plan for Board Review

After questions were answered, Ms. Bertolini asked for a recommendation from the Advisory Committee to proceed with including the proposed policy and procedure revisions in the Agency Annual Plan. Ms. Bertolini also informed the committee members that should they have comments or questions between now and when the Public Hearing is held on December 5, 2002 they should call her. Julie Magnuson made a motion to recommend the policy and procedure changes. Ruth Britt made a second to the motion and all agreed.

III Reviewed Draft 5-Year Capital Improvement Plan

The FYE 2003 5-Year Capital Improvement Plan was included in the packet. Ms. Bertolini asked the attendees to review the detail for the plan and if they had suggestions or questions to bring them to the next meeting.

There being no further business the meeting was adjourned.

ATTACHMENT B – Progress in Meeting The Five Year Goals

Five Year Plan Goals & Progress

1. Build community and business partnerships. ***Continue to work with other PHAs, local law enforcement, colleges and financial institutions for procurement savings, security services, and resources for our Self Sufficiency (FSS) participants. Worked with Omaha Housing Authority to develop a joint Program Coordinating Committee for the FSS program. Established a partnership with the Northwest Tri C Watch to patrol our North Acres complex and provide a monthly activity report.***
2. Provide variety and affordable housing opportunities. ***(1) Applied for and received 76 Fair Share Allocation Vouchers. (2) Applied for 50 Reallocated Vouchers made available to eligible Nebraska PHAs. (3) Sold all but one of the 9 single family house in our (5h) Homeownership program. (4) Completed the construction on 20 accessible townhomes for elderly and disabled families. (5) Continue to work on developing Orchard Gardens housing for elderly.***
3. Provide Self-Sufficiency opportunities. ***(1) Increased the number of FSS contracts by 3 during the past fiscal year. (2) Continue support groups for the FSS participants and conducting financial planning and budgeting seminars. (3) Established a Section 8 Homeownership Plan.***
4. Enhance effective business relationships between DCHA and Section 8 Tenant-Based landlords. ***(1) Developed a comprehensive Landlord Orientation Handbook. (2) Increased the number of Section 8 landlords during this past fiscal year. (3) Holding 2 landlord orientations per year. On in the spring and one in the fall.***
5. Enhance operational effectiveness ***(1) Working on obtaining a T1 Internet service to enhance efficiency of Internet transactions. (2) Established our own domain and host for a DCHA web page. (3) Develop accounting procedures for the Operations Manual. (4) Upgraded our computer hardware and software to increase.***

ATTACHMENT C – Resident Membership of the PHA Governing Board

The Housing Reform Act of 1998 included a requirement to appoint at least one *resident commissioner* to the board of commissioners. Douglas County Housing Authority recently revised its By-laws to increase the number of board members to seven (7) in order to comply with this requirement.

The current Board of Commissioners includes one resident commissioner, Ruth Britt, whose term ends 5/21/2004. Another commissioner at large, Dorothy Reimers, is also a tenant of the housing authority's Benn View Apartments in Bennington, Nebraska. Douglas County Housing Authority will advertise for a resident commissioner in its quarterly newsletter, The Independence, as openings occur. Interested persons will be asked to submit a brief resume, and attend an orientation on the role and responsibilities of commissioners. If still interested after attending an orientation, the names and resumes will be sent to the Douglas County Board of Commissioners, to select a resident commissioner to fill our *Resident Commissioner* vacancy.

ATTACHMENT D – FY 2002 Resident Survey Follow-up Plan

Douglas County Housing Authority received a 74.6% score on the Communication section of the FY 2002 Customer Service and Satisfaction Survey issued by HUD to our Low Rent tenants.

In reviewing the answers for this section of the survey, it was discovered that the only development that scored low in this area was the elderly complex at North Acres (NE26P153001). To comply with the required follow-up plan the survey results will be discussed at the next North Acres tenant meeting. At that time tenants will be asked to explain their responses to this component of the survey in order to assist management in determining how they can improve the communication between tenants and management.

To maintain open communication with its tenants, Douglas County Housing Authority currently holds quarterly tenant meetings with the tenants at North Acres providing them an opportunity to discuss management and maintenance issues, and publishes a quarterly newsletter to communicate with tenants.

The following is a response to the low scores within the Communication section for North Acres (NE26P153001)

1. ***The score for satisfaction with information provided by management was 67.8%.*** As stated above management holds regular tenant meetings and publish a quarterly newsletter to maintain open communication with tenants. .
2. ***The score for satisfaction with management's responsiveness to questions and concerns was 63.5%.*** Management will discuss this area at its next tenant meeting at North Acres.
3. ***The score for satisfaction with the courteous and professional interaction with tenants was 71.8%.*** Again, this will be discussed at the next North Acres tenant meeting. At this time the Executive Director has not received any complaints regarding staff conduct or behavior with tenants.
4. ***The score for satisfaction with management's support of the tenant organization was 68.7%.*** Management has always encouraged a tenant organization without success. At this time the tenants at North Acres are trying to run their own social and party organization without assistance from management. This score will also be discussed at the next North Acres tenant meeting.

ATTACHMENT E – Semiannual Report for the 2001 Capital Fund Program (period ending 9/30/02)

Annual Statement/ Performance and Evaluation Report
 Capital Fund Program (CFP) Part I: Summary

PHA Name: Douglas County Housing Authority 5404 North 107th Plaza, Omaha, NE 68134-1100	Grant Type and Number: Capital Fund Program Grant No. NEP153501-01	Federal FY of Grant: 2001
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Original Annual Statement Revised Annual Statement (Revision Number ___) Performance & Evaluation Report for Period Ending 9/30/02
 Final Performance & Evaluation Report

Line No.	Summary by Development Account	Total Estimated Costs		Total Actual Costs	
		Original	Revised	Obligated	Expended
1	Total Non-CIAP Funds				
2	1406 Operations	\$44,356		\$44,356.00	\$44,356.00
3	1408 Management Improvements – Soft Costs Management Improvements – Hard Costs	\$15,000		\$9,731.44	\$9,731.44
4	1410 Administration	\$10,000		\$10,000.00	\$10,000.00
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs				
8	1440 Site Acquisition				
9	1450 Site Improvement	\$10,050		\$7,757.62	\$7,757.62
10	1460 Dwelling Structures	\$61,250		\$55,501.35	\$55,501.35
11	1465.1 Dwelling Equipment-Nonexpendable	\$1,700		\$1,720.00	\$1,720.00
12	1470 Nondwelling Structures	\$5,000		\$3,755.53	\$3,755.53
13	1475 Nondwelling Equipment	\$10,000		\$10,000	\$10,000
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Cost				
18	1499 Development Activities				
19	1502 Contingency				
	Amount of Annual Grant (Sum of lines 2-19)	\$157,356		\$142,801.94	\$142,801.94
	Amount of line xx Related LBP Activities				
	Amount of line xx Related to Section 504 Compliance				
	Amount of line xx related to Security-Soft Cost				
	Amount of line xx related to Security-Hard Cost				
	Amount of line xx Related to Energy Conservation Measurers				
	Collateralization Expenses or Debt Service				

Annual Statement/ Performance and Evaluation Report
 Capital Fund Program (CFP)

Part II: Supporting Pages

PHA Name:

Douglas County Housing Authority
 5404 North 107th Plaza, Omaha, NE 68134-1100

Grant Type and Number:

Capital Fund Program Grant No. NEP15350100

Federal FY of
 Grant:

2001

Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Costs		Status of Work
HA-Wide	General operations and maintenance tools	1406		\$44,356		\$44,356.00	\$44,356.00	Completed
HA-Wide	Upgrade software and software training	1408		\$15,000		\$9,731.44	\$9,731.44	In Progress
HA-Wide	Coordination & Administration of CFP	1410		\$10,000		\$10,000.00	\$10,000.00	Completed
HA-Wide	Environmental Review	1430						
HA-Wide	Concrete, retaining walls, decks, porches, landscaping, etc.	1450		\$10,050		\$7,757.62	\$7,757.62	In progress
HA-Wide	Misc. repairs; carpeting; roofs; furnaces; A/C; siding replacement; water heaters; windows; flooring; doors; interior and exterior painting	1460		\$61,250		\$55,501.35	\$55,501.35	In progress
HA-Wide	Refrigerators; stoves; blinds, etc.	1465.1		\$1,700		\$1,700.00	\$1,700.00	Completed
HA-Wide	Office and Community Center rehab work	1470		\$5,000		\$3,755.53	\$3,755.53	In Progress
HA-Wide	Computer hardware; printers; office furnishings and equipment	1475		\$10,000		\$10,000.00	\$10,000.00	Completed
HA-Wide								

ATTACHMENT F – Semiannual Report for the 2002 Capital Fund Program (period ending 9/30/02)

Annual Statement/ Performance and Evaluation Report Capital Fund Program (CFP) Part I: Summary

PHA Name:

Douglas County Housing Authority
5404 North 107th Plaza, Omaha, NE 68134-1100

Grant Type and Number:

Capital Fund Program Grant No. NEP153501-02

Federal FY of Grant:

2002

Original Annual Statement Revised Annual Statement (Revision Number ___) Performance & Evaluation Report for Period Ending 9/30/02
Final Performance & Evaluation Report

Line No.	Summary by Development Account	Total Estimated Costs		Total Actual Costs	
		Original	Revised	Obligated	Expended
1	Total Non-CIAP Funds				
2	1406 Operations	\$44,356		-0-	-0-
3	1408 Management Improvements – Soft Costs Management Improvements – Hard Costs	\$15,000		-0-	-0-
4	1410 Administration	\$7,800		-0-	-0-
5	1411 Audit	-0-		-0-	-0-
6	1415 Liquidated Damages	-0-		-0-	-0-
7	1430 Fees and Costs	-0-		-0-	-0-
8	1440 Site Acquisition	-0-		-0-	-0-
9	1450 Site Improvement	\$5,750		-0-	-0-
10	1460 Dwelling Structures	\$44,376		\$11,840	\$11,840
11	1465.1 Dwelling Equipment-Nonexpendable	\$1,700		-0-	-0-
12	1470 Nondwelling Structures	\$5,000		-0-	-0-
13	1475 Nondwelling Equipment	\$25,000		-0-	-0-
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Cost				
18	1499 Development Activities				
19	1502 Contingency				
	Amount of Annual Grant (Sum of lines 2-19)	\$148,982		\$11,840	\$11,840
	Amount of line xx Related LBP Activities				
	Amount of line xx Related to Section 504 Compliance				
	Amount of line xx related to Security-Soft Cost				
	Amount of line xx related to Security-Hard Cost				
	Amount of line xx Related to Energy Conservation Measurers				
	Collateralization Expenses or Debt Service				

Annual Statement/ Performance and Evaluation Report
 Capital Fund Program (CFP)

Part II: Supporting Pages

PHA Name:

Douglas County Housing Authority
 5404 North 107th Plaza, Omaha, NE 68134-1100

Grant Type and Number:

Capital Fund Program Grant No. NEP153501-02

Federal FY of Grant:

2002

Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Costs		Status of Work
HA-Wide	General operations and maintenance tools	1406		\$44,356		-0-	-0-	In progress
HA-Wide	Upgrade software and software training	1408		\$15,000		-0-	-0-	In progress
HA-Wide	Coordination & Administration of CFP	1410		\$7,800		-0-	-0-	In progress
HA-Wide	Concrete, retaining walls, decks, porches, landscaping, etc.	1450		\$5,750		-0-	-0-	In progress
HA-Wide	Misc. repairs; carpeting; roofs; furnaces; A/C; siding replacement; water heaters; windows; flooring; doors; interior and exterior painting	1460		\$44,376		\$11,840	\$11,840	In progress
HA-Wide	Refrigerators; stoves; blinds, etc.	1465.1		\$1,700		-0-	-0-	In progress
HA-Wide	Office and Community Center rehab work	1470		\$5,000		-0-	-0-	In progress
HA-Wide	Computer hardware; printers; office furnishings and equipment	1475		\$25,000		-0-	-0-	In progress

ATTACHMENT G – Capital Fund Program 5-Year Action Plan

The will be a separate attachment.