

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

Housing And Community Services Agency (HACSA) of Lane County

5 Year Plan for Fiscal Years 2001 - 2005
Annual Plan for Federal Fiscal Year 2003
Annual Plan for Agency Fiscal Year 2004

PHA Plan Agency Identification

PHA Name: Housing And Community Services Agency (HACSA) of Lane County

PHA Number: OR-006

PHA Fiscal Year Beginning: (mm/yyyy) 10/2003

Public Access to Information

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

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

Display Locations For PHA Plans and Supporting Documents

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

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

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

- Main business office of the PHA (**Day Island office – Eugene & Fairview office – Springfield**)
- PHA development management offices
- Other (list below)

5-YEAR PLAN
PHA FISCAL YEARS 2001 - 2005

[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: **Working together we are making a difference in the quality of housing and related community services.**

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: **Increase FMR and payment standard.**

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: **First Priority given to senior/disabled applicants at Parkview Terrace, Veneta Villa, Cresview Villa, Riverview Terrace, 6-3 McKenzie Village, Lindeborg Place, and Laurelwood Homes.**

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: **Continue to provide a high level of service to disabled residents. Applied for Ross Grants.**

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)

Other PHA Goals and Objectives: (list below)

Goal 1: Increase the number of affordable housing units by September 2005.

Indicator: -Build and/or purchase 150 housing units using a mix of local and federal funding.

Goal 2: Continue to receive high performer status through September 2005.

Indicators: -Obligate all Comp Grant (Capital Funds) within 18 months of grant award.
 -Expend all Comp Grant (Capital Funds) with 36 months of grant award.
 -Submit all MASS, RASS, and PHAS reports within required timelines.
 -Score over 25 in the PHAS physical condition indicator.
 -Score over 25 in the PHAS management operation indicator.
 -Score over 6 in the Resident Services and Satisfaction indicator in PHAS.

Goal 3: Maintain a PHAS financial score of at least 27 (out of 30) or 90% through September 2005.

Indicators: -Maintain a current ratio (unrestricted current assets/current liabilities) of at least 1.75:1
 -Maintain an expendable fund balance {unrestricted current assets current liabilities (excluding current portion of long-term debt)} to cover at least 3 months of operations.
 -Maintain tenant receivables outstanding of an average of less than 30 days.
 -Maintain an occupancy loss ratio of less than 3%.
 -Maintain a percentage positive ratio of net income (excluding depreciation) to expendable fund balance.

Goal 4: Continue to reduce crime in Public Housing through September 2005.

Indicators: -Keep the rate of Public Housing youth participating in PHDEP programs rate of referral to the juvenile justice system at or below the countywide percentage. (Lane County youth are referred at a rate of 8%.)
 -Lower the current rate of adjudication among Public Housing youth by 3%.

- Lower the current rate of drug arrests at HACSA developments (as recorded by LEDS) by 5%.
- Lower the current incidence of Part I and Part II crimes at HACSA developments (as recorded by LEDS) by 3%.

Goal 5: Continue to encourage and promote resident involvement through September 2005.

- Indicators:
- Maintain the level of resident-elected Tenant Advisory Group (TAG) representation at approximately 70% (69.23%) of Public and Assisted Housing complexes (9 out of 13 complexes).
 - Assist residents in maintaining Resident Coordinating Groups and/or Resident Councils at 100% of Public and Assisted Housing complexes (13 out of 13 complexes).
 - Assist residents in maintaining Resident Newsletters at approximately 60% (61.54%) of Public and Assisted Housing complexes (8 out of 13 complexes).

Goal 6: Maintain a minimum enrollment of one hundred and two (102) Section 8 and twenty eight (28) Public Housing families in the Family Self-Sufficiency Program.

- Indicator:
- Maintain a minimum representation of twenty (20) community service agencies on the Family Self-Sufficiency Advisory Board.
 - Promote the Family Self-Sufficiency Program, within the Section 8 Program, by presenting FSS information at a minimum of 50% of the new tenant Briefings for new Section 8 participants through September 2005.
 - Continue the promotion of the FSS program through annual mailings of FSS information brochures to all Section 8 and Public Housing residents.

Goal 7: Increase educational opportunities for Public Housing residents.

- Indicator: Enable fifty (50) Public Housing residents to attend classes at Lane Community College through September 2005.

Goal 8: Create two local preferences for persons with disabilities and for victims of domestic violence who are leaving transitional housing. (Section 8 tenant-based assistance only)

- Indicators:
- Allocate a maximum number (25) of Housing Choice Vouchers, to be used during a 5 year period with agencies or non profits that provide services to low income disabled individuals or families with disabled individuals. During the 5 year period the agency or non profit will provide on-going case management and services that allow the Section 8 family to maintain independent living.
 - Allocate a maximum number (25) of Housing Choice Vouchers, to be used during a 5 year period to victims of domestic violence and have completed the transitional housing program through Women Space. Women Space would need to provide on-going case management to these Section families to maintain their housing.
 - Work with a broad base of agencies that provide these services.

Goal 9: To provide decent, safe and sanitary housing for very low income families while maintaining their rent payments at an affordable level.

Indicators: -To increase the payment standard to 100 percent of the Fair Market Rents and to monitor the private market rents so Section 8 families have a greater opportunity to rent outside of poverty areas and increase the supply of housing choices for families.
 -Staff will perform quality control inspections of recently completed Housing Quality Standards (HQS) inspections at 120 per year to maintain decent, safe and sanitary housing for families.

Goal 10: To increase our allocation of Housing Choice Vouchers to meet the needs of the very low income families in our area.

Indicators: -To apply for and receive new voucher allocations through grant applications.

Goal 11: To promote a housing program which maintains quality service and integrity while providing an incentive to private property owners to rent to very low income families.

Indicators: -Maintain a professional working relationship with landlords/owners in our community through education and seminars on the Section 8 program. Through quality service to landlords/owners they will recognize the value of renting to Section 8 families. The Section 8 Division Director will continue to be a board member on the local Rental Owners Association.
 -By increasing the payment standard to 100 percent of the FMR's it will allow landlords/owners to increase their rents while allowing families to maintain affordable rent levels.

Goal 12: Establish a Section 8 Homeownership Program (Add 10/1/01)

Indicators: - Utilize Section 8 Vouchers in a small pilot program for homeownership.

Goal 13: To maintain Section 8 lease rate at 98% through 2005 added 10/01/01)

Indicators: - Increase the number of Section 8 orientations to have a ready supply of applicants to participate in the Section 8 Program.
 - Conduct active outreach with social service agencies in Lane County to increase applicants for the Section 8 waiting list.

Annual PHA Plan
PHA Fiscal Year 2003
[24 CFR Part 903.7]

i. Annual Plan Type:

Select which type of Annual Plan the PHA will submit.

Standard Plan

Streamlined Plan:

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

Troubled Agency Plan

ii. Executive Summary of the Annual PHA Plan

[24 CFR Part 903.7 9 (r)]

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

The Housing And Community Services Agency of Lane County has prepared this Agency Plan in accordance with Section 511 of the Quality Housing and Work Responsibility Act of 1998 and the ensuing HUD requirements.

The plans, statements, budget summary, and policies set forth in the Annual Plan all lead towards the accomplishment of our goals and objectives. Taken as a whole, they outline a comprehensive approach towards our goals and are consistent with the Consolidated Plan of Eugene and Springfield.

iii. Annual Plan Table of Contents

[24 CFR Part 903.7 9 (r)]

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

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Attachments

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

Required Attachments:

- Admissions Policy for Deconcentration
- FY 2003 Capital Fund Program Annual Statement
- 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
- 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)

Attachment A	Capital Fund 5-Year Plan
Attachment B	Capital Fund 03' Annual Statement
Attachment C	Capital Fund 01' P & E Report
Attachment D	Comp Grant 02' P & E Report
Attachment E	Initial Assessment Conversion of Public Housing
Attachment F	Substantial Deviations
Attachment G	Resident Membership of the PHA Governing Board
Attachment H	TAG Representatives
Attachment I	5 Year Progress Report
Attachment J	Deconcentration

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 to affirmatively further fair housing that require the PHA's involvement.	5 Year and Annual Plans
☞	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

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
	Public Housing Deconcentration and Income Mixing Documentation: 1. PHA board certifications of compliance with deconcentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/99 <i>Quality Housing and Work Responsibility Act Initial Guidance; Notice</i> and any further HUD guidance) and 2. Documentation of the required deconcentration and income mixing analysis	Annual Plan: Eligibility, Selection, and Admissions Policies
	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 checked="" 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 checked="" 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
N/A	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
N/A	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	Annual Plan: Capital Needs
N/A	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans or any other approved proposal for development of public housing	Annual Plan: Capital Needs
N/A	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
N/A	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act	Annual Plan: Conversion of Public Housing
	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
	Policies governing any Section 8 Homeownership program  check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
	The most recent Public Housing Drug Elimination Program (PHEDEP) 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
	Resident Police Officer Documentation	Safety and Crime Prevention

1. Statement of Housing Needs

[24 CFR Part 903.7 9 (a)]

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

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

Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Overall	Afford-ability	Supply	Quality	Access-ibility	Size	Loca-tion
Income <= 30% of AMI	9,020*	5	5	3	1	N/A	N/A
Income >30% but <=50% of AMI	7,634*	5	5	3	1	N/A	N/A
Income >50% but <80% of AMI	9,053*	4	5	3	1	N/A	N/A
Elderly	4,252	5	5	3	N/A	N/A	N/A
Families with Disabilities	45,714	5	5	3	5	N/A	N/A
White	299,872	5	5	3	1	N/A	N/A
Black	2,750	5	5	3	1	N/A	N/A
American Indian	3,604	5	5	3	1	N/A	N/A
Asian	7,892	5	5	3	1	N/A	N/A
Hispanic	20,000	5	5	3	1	4	N/A

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

- Consolidated Plan of the Jurisdiction/s
Indicate year: 2000
- U.S. Census data: the Comprehensive Housing Affordability Strategy ("CHAS") dataset
- American Housing Survey data
Indicate year:
- Other housing market study
Indicate year:
- Other sources: (list and indicate year of information)

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

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

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input 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	5,382		21.5%
Extremely low income <=30% AMI	4,036	75%	
Very low income (>30% but <=50% AMI)	1,184	22%	
Low income (>50% but <80% AMI)	162	3%	
Families with children	3,292	61%	
Elderly families	494	9%	
Families with Disabilities	1,850	34%	
Hispanic	487	9%	
Black	126	2%	
Native American	112	2%	
Asian	60	1%	
White	4,597	86%	
Characteristics by Bedroom Size (Public Housing Only)			
1BR	627	56%	
2 BR	207	19%	
3 BR	178	16%	
4 BR	105	9%	
5 BR			
5+ BR			

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)?

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

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

C. Strategy for Addressing Needs

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

(1) Strategies

Need: Shortage of affordable housing for all eligible populations

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

Select all that apply

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

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

Select all that apply

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

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

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

Select all that apply

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

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

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

Select all that apply

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

Need: Specific Family Types: The Elderly

Strategy 1: Target available assistance to the elderly:

Select all that apply

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

Need: Specific Family Types: Families with Disabilities

Strategy 1: Target available assistance to Families with Disabilities:

Select all that apply

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

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

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

Select if applicable

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

Strategy 2: Conduct activities to affirmatively further fair housing

Select all that apply

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

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

(2) Reasons for Selecting Strategies

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

- Funding constraints
- Staffing constraints
- Limited availability of sites for assisted housing
- Extent to which particular housing needs are met by other organizations in the community

- Evidence of housing needs as demonstrated in the Consolidated Plan and other information available to the PHA
- Influence of the housing market on PHA programs
- Community priorities regarding housing assistance
- Results of consultation with local or state government
- Results of consultation with residents and the Resident Advisory Board
- Results of consultation with advocacy groups
- Other: (list below)

2. Statement of Financial Resources

[24 CFR Part 903.7 9 (b)]

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

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
1. Federal Grants (FY 2003 grants)		
a) Public Housing Operating Fund	1,752,640	
b) Public Housing Capital Fund	1,456,095	
c) HOPE VI Revitalization		
d) HOPE VI Demolition		
e) Annual Contributions for Section 8 Tenant-Based Assistance	14,800,000	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)		
g) Resident Opportunity and Self-Sufficiency Grants		
h) Community Development Block Grant		
i) HOME		
Other Federal Grants (list below)		
ROSS 00' & 02'	339,363	Resident Services
2. Prior Year Federal Grants (unobligated funds only) (list below)		
Capital Fund 01'	361,323	Modernization & Mgt Imp
Capital Fund 02'	965,719	Modernization & Mgt Imp
Drug Elimination 01'	92,051	Resident Services
3. Public Housing Dwelling Rental Income	1,263,430	PH Operations
4. Other income Interest	20,000	Operations
Tenant Repairs	20,300	
Other	46,400	Operations
4. Non-federal sources (list below)		
Total resources	21,117,321	

3. PHA Policies Governing Eligibility, Selection, and Admissions

[24 CFR Part 903.7 9 (c)]

A. Public Housing

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

(1) Eligibility

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

- When families are within a certain number of being offered a unit: (state number)
- When families are within a certain time of being offered a unit: (state time)
- Other: **Initial eligibility is determined at the time the application is submitted.**

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

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

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

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

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

(2) Waiting List Organization

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

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

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

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

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

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

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

If yes, how many lists?

3. Yes No: May families be on more than one list simultaneously?

If yes, how many lists?

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

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

(3) Assignment

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

- One
- Two
- Three or More (**with cause**)

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)
Working families and those unable to work because of age or disability.

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)

If needed, preference will be given to meet the 40% requirement.
If needed, preference will be given to meet deconcentration requirements.
Incentive transfers.
Participants who are over/under housed.

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.

2 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)

Preference only used when needed. If not needed, time and date of application are 1.

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)

Resident Handbook and Web Site

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)

SEE DECONCENTRATION ATTACHMENT

(6) Deconcentration and Income Mixing

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

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

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

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

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

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

- Additional affirmative marketing
- Actions to improve the marketability of certain developments
- Adoption or adjustment of ceiling rents for certain developments

- Adoption of rent incentives to encourage deconcentration of poverty and income-mixing
- Other (list below)

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

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

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

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

B. Section 8

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

(1) Eligibility

a. What is the extent of screening conducted by the PHA? (select all that apply)

- Criminal or drug-related activity only to the extent required by law or regulation
- Criminal and drug-related activity, more extensively than required by law or regulation
- More general screening than criminal and drug-related activity (list factors below)
- Other (list below)

One year for drug and criminal activity. If complying with court order or drug treatment program, applicant qualifies for program.

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)

Tenant damages.

Name and address of last two Section 8 landlords.

(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)

Through the mail.

(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:

If unable to locate a suitable unit, applicant must provide a list of units and reasons why they were unsuitable.

(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 (**Homeless and mental illness**)
- 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)

Fire displaced renters who are income eligible.

Through Fair Share allocation, 20% of tenant based assistance is dedicated to families with a disability.

Homeless mentally ill adults through County and nonprofit case management programs.

SDS Title XIX

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.

2 Date and Time

Former Federal preferences

- Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- 1 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
- 1 Veterans and veterans' families (**Homeless and mental illness**)
- 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
- 1 Other preference(s) (list below)

Fire displaced renters who are income eligible.

Through Fair Share allocation, 20% of tenant based assistance is dedicated to families with a disability.

Homeless mentally ill adults through County and nonprofit case management programs.

SDS Title XIX

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)

Top of the list orientations.

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

Through published notices

Other (list below)

Networking and partnerships with other agencies.

4. PHA Rent Determination Policies

[24 CFR Part 903.7 9 (d)]

A. Public Housing

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

(1) Income Based Rent Policies

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

a. Use of discretionary policies: (select one)

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

---or---

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

b. Minimum Rent

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

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

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

3. If yes to question 2, list these policies below:

c. Rents set at less than 30% than adjusted income

1. Yes No: Does the PHA plan to charge rents at a fixed amount or percentage less than 30% of adjusted income?

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

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

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

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

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

e. Ceiling rents

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

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

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

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

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

- Market comparability study
- Fair market rents (FMR)
- 95th percentile rents
- 75 percent of operating costs

- 100 percent of operating costs for general occupancy (family) developments
- Operating costs plus debt service
- The "rental value" of the unit
- Other (list below)

f. Rent re-determinations:

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

- Never
- At family option
- Any time the family experiences an income increase
- Any time a family experiences an income increase above a threshold amount or percentage: (if selected, specify threshold) **\$100**
- Other (list below)

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

(2) Flat Rents

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

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

B. Section 8 Tenant-Based Assistance

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

(1) Payment Standards

Describe the voucher payment standards and policies.

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

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

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

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

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

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

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

- Annually
- Other (list below)

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

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

(2) Minimum Rent

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

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

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

5. Operations and Management

[24 CFR Part 903.7 9 (e)]

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

A. PHA Management Structure

Describe the PHA's management structure and organization.

(select one)

- An organization chart showing the PHA's management structure and organization is attached.
- A brief description of the management structure and organization of the PHA follows:

B. HUD Programs Under PHA Management

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

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

C. Management and Maintenance Policies

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

- (1) Public Housing Maintenance and Management: (list below)
- (2) Section 8 Management: (list below)

6. PHA Grievance Procedures

[24 CFR Part 903.7 9 (f)]

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

A. Public Housing

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

If yes, list additions to federal requirements below:

2. Which PHA office should residents or applicants to public housing contact to initiate the PHA grievance process? (select all that apply)
- PHA main administrative office
 - PHA development management offices
 - Other (list below)

B. Section 8 Tenant-Based Assistance

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

If yes, list additions to federal requirements below:

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

7. Capital Improvement Needs

[24 CFR Part 903.7 9 (g)]

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

A. Capital Fund Activities

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

(1) Capital Fund Program Annual Statement

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

Select one:

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

-or-

Attachment B

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

(2) Optional 5-Year Action Plan

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

a. Yes No: Is the PHA providing an optional 5-Year Action Plan for the Capital Fund? (if no, skip to sub-component 7B)

b. If yes to question a, select one:

The Capital Fund Program 5-Year Action Plan is provided as an attachment to the PHA Plan at Attachment (state name)

-or-

Attachment A

The Capital Fund Program 5-Year Action Plan is provided below: (if selected, copy the CFP optional 5 Year Action Plan from the Table Library and insert here)

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

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

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

1. Development name:
2. Development (project) number:
3. Status of grant: (select the statement that best describes the current status)
 - Revitalization Plan under development
 - Revitalization Plan submitted, pending approval
 - Revitalization Plan approved
 - Activities pursuant to an approved Revitalization Plan underway

- Yes No: c) Does the PHA plan to apply for a HOPE VI Revitalization grant in the Plan year?
If yes, list development name/s below:

- Yes No: d) Will the PHA be engaging in any mixed-finance development activities for public housing in the Plan year?
If yes, list developments or activities below:

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

8. Demolition and Disposition

[24 CFR Part 903.7 9 (h)]

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

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

2. Activity Description

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

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

Units addressed in a pending or approved HOPE VI Revitalization Plan

(date submitted or approved:)

Requirements no longer applicable: vacancy rates are less than 10 percent

Requirements no longer applicable: site now has less than 300 units

Other: (describe below)

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

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

11. Homeownership Programs Administered by the PHA

[24 CFR Part 903.7 9 (k)]

A. Public Housing

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

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

2. Activity Description

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

Public Housing Homeownership Activity Description (Complete one for each development affected)
1a. Development name: 1b. Development (project) number:
2. Federal Program authority: <input type="checkbox"/> HOPE I <input type="checkbox"/> 5(h) <input type="checkbox"/> Turnkey III <input type="checkbox"/> Section 32 of the USHA of 1937 (effective 10/1/99)
3. Application status: (select one) <input type="checkbox"/> Approved; included in the PHA’s Homeownership Plan/Program <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application
4. Date Homeownership Plan/Program approved, submitted, or planned for submission: (DD/MM/YYYY)
5. Number of units affected: 6. Coverage of action: (select one) <input type="checkbox"/> Part of the development <input type="checkbox"/> Total development

B. Section 8 Tenant Based Assistance

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

2. Program Description:

a. Size of Program

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

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

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

b. PHA-established eligibility criteria

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

If yes, list criteria below:

12. PHA Community Service and Self-sufficiency Programs

[24 CFR Part 903.7 9 (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 entered into a cooperative agreement with the TANF Agency, to share information and/or target supportive services (as contemplated by section 12(d)(7) of the Housing Act of 1937)?

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

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

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

B. Services and programs offered to residents and participants

(1) General

a. Self-Sufficiency Policies

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

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

C. Welfare Benefit Reductions

1. The PHA is complying with the statutory requirements of section 12(d) of the U.S. Housing Act of 1937 (relating to the treatment of income changes resulting from welfare program requirements) by: (select all that apply)

- Adopting appropriate changes to the PHA's public housing rent determination policies and train staff to carry out those policies
- Informing residents of new policy on admission and reexamination
- Actively notifying residents of new policy at times in addition to admission and reexamination.
- Establishing or pursuing a cooperative agreement with all appropriate TANF agencies regarding the exchange of information and coordination of services
- Establishing a protocol for exchange of information with all appropriate TANF agencies
- Other: (list below)

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

13. PHA Safety and Crime Prevention Measures

[24 CFR Part 903.7 9 (m)]

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

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

1. Describe the need for measures to ensure the safety of public housing residents
(select all that apply)

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

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

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

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

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

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

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

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

C. Coordination between PHA and the police

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

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

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

D. Additional information as required by PHDEP/PHDEP Plan

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

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

14. RESERVED FOR PET POLICY

[24 CFR Part 903.7 9 (n)]

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)

b. Eligible candidates: (select one)

- Any recipient of PHA assistance
- Any head of household receiving PHA assistance
- Any adult recipient of PHA assistance
- Any adult member of a resident or assisted family organization
- Other (list)

c. Eligible voters: (select all that apply)

- All adult recipients of PHA assistance (public housing and section 8 tenant-based assistance)
- Representatives of all PHA resident and assisted family organizations
- Other (list)

C. Statement of Consistency with the Consolidated Plan

For each applicable Consolidated Plan, make the following statement (copy questions as many times as necessary).

1. Consolidated Plan jurisdiction: **Eugene / Springfield**
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)
 - Increase the supply of rental housing and consider the related service needs of low and very low income households.
 - Expand the conservation and improvement of existing renter housing to support neighborhood stability and revitalization activities.
 - Increase the range of housing options and related services for special needs populations.
 - Ensure equal access to affordable and supportive housing for all individuals.
 - Work towards removing barriers to provide affordable and supportive housing

Other: (list below)

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

By certifying the consistency between the Consolidated Plan and the Agency Plan.

D. Other Information Required by HUD

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

On site police officer documentation included in Supporting Documents.

Attachments

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

PHA Plan Table Library

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

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

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

Original Annual Statement

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

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

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

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

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

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

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

Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
Total estimated cost over next 5 years				

Annual Statement / Performance and Evaluation Report					
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPHF) Part I : Summary					
PHA Name: Housing and Community Services Agency of Lane Co.		Grant Type and Number Capital Fund Program Grant No. OR16P006501 03 Replacement Housing Factor Grant No.			Federal FY of Grant 2003
<input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Revised Annual Statement (Revision no:) <input type="checkbox"/> Performance and Evaluation Report for Period Ending <input type="checkbox"/> Final Performance and Evaluation Report					
Line No	Summary of Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total Non-CFP Funds				
2	1406 Operations	227,632.20			
3	1408 Management Improvements	2,950.00			
4	1410 Administration (10% Plus A/E fees)	191,316.10			
5	1411 Audit	-			
6	1415 Liquidated Damages	-			
7	1430 Fees and Costs	4,000.00			
8	1440 Site Acquisition	-			
9	1450 Site Improvement	53,000.00			
10	1460 Dwelling Structures	640,100.00			
11	1465.1 Dwelling Equipment - Nonexpendable	9,900.00			
12	1470 Nondwelling Structures	-			
13	1475 Nondwelling Equipment	6,000.00			
14	1485 Demolition	-			
15	1490 Replacement Reserve	-			
16	1492 Moving to Work Demonstration	-			
17	1495.1 Relocation	15,000.00			
18	1499 Development Activities	-			
19	1501 Collaterization or Debt Services	-			
20	1502 Contingency	13,262.70			
21	Amount of Annual Grant (Sum of lines 2-20)	1,163,161.00			
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 compliance	208,500.00			
24	Amount of line 21 Related to Security - Soft Costs				
25	Amount of line 21 Related to Security - Hard Costs				
26	Amount of line 21 Related to Energy Conservation				

Annual Statement / Performance and Evaluation Report

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

PART II: Supporting Pages

PHA NAME: HOUSING AND COMMUNITY SERVICES AGENCY OF LANE CO		Grant Type and Number Capital Fund Program Grant No. OR16P006501 03 Replacement Housing Factor Grant No.			Federal FY of Grant: 2003			
Dev. No	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost Original	Revised	Total Actual Cost Obligated	Expended	Status of Work
Agency wide	Transfer Funds to PH Operations	1406		227,632.20				
Administration of Grant	Administration: Staff supervision and contract administration by Staff	1410	5-6 staff	116,316.10				
	A/E Services - Staff (Not subject to 10% limitation)	1410		75,000.00				
Fees and Sundries	Advertising for Bids, A/E and project manual printing and supplies; Environmental Review Fees	1430		4,000.00				
Management Improvements	Resident Advisory Group - Reimbursement for mileage and child care to meeting for Capital Fund Review	1408	20 people	150.00				
	Modernization Staff Training	1408	5 Staff	800.00				
	Software improvements: File Server storage and back up; other upgrades as related	1408		1,000.00				
	File server, computers and printers as required to maintain quality & timely services by Staff.	1475		6,000.00				
	Maintenance Department Tools as required for maintenance of upgraded equipment	1408		1,000.00				
PAGE TOTAL				431,898.30				

Annual Statement / Performance and Evaluation Report

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

PART II: Supporting Pages

PHA NAME: HOUSING AND COMMUNITY SERVICES AGENCY OF LANE CO	Grant Type and Number Capital Fund Program Grant No. OR16P006501 03 Replacement Housing Factor Grant No.	Federal FY of Grant: 2003
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Dev. No	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Obligated	Expended	
PHYSICAL IMPROVEMENTS								
OR6-01	Total rehabilitation of units - Stage 3 of 6.							
Laurelwood Homes Florence, OR	Asbestos abatement; replacement of all cabinets & counters, flooring, windows, reconfigure unit for liveability, doors, insulation. Exterior siding, roof. Improvements to sidewalks, driveways, and landscaping.	1460	6 units	484,100.00				
	Install all new appliances.	1450	6 units	33,000.00				
		1465	6 units	6,900.00				
			Site Total	524,000.00				
OR6-02,03								
McKenzie Village, Springfield, OR	'504 accesibility remodel in one unit, remodel interior for physical accessibility including kitchen and bath; abate asbestos floor tile. (#6 & 7 of 9 planned)	1460	2 Units	96,000.00				
	Replace stove, refrigerator and range hood adapted for use by a disabled resident	1465	2 Units	3,000.00				
	Install ramps and rails for access to unit.	1450	2 Units	20,000.00				
			Site Total	119,000.00				
OR6-04								
Parkview Terrace	Improve kitchen / bath which runs to a roof-top ventilation system. Replace motors and fans for all units. Seal system for leaks. (Not previously listed in 5 year plan; Maint. deferred due to funding and now a major resident complaint of poor air quality.)	1460	150 Units	60,000.00				
	<i>Physical Improvement totals</i>			703,000.00				
	TOTAL PAGE			703,000.00				

Annual Statement / Performance and Evaluation Report

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

PART II: Supporting Pages

PHA NAME: HOUSING AND COMMUNITY SERVICES AGENCY OF LANE CO		Grant Type and Number Capital Fund Program Grant No. OR16P006501 03 Replacement Housing Factor Grant No.			Federal FY of Grant: 2003			
Dev. No	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost Original	Revised	Total Actual Cost Obligated	Expended	Status of Work
OTHER:	RELOCATION: Expenses associated with relocating residents during OR6-01 Laurelwood work, and OR6-02 accessibility remodels.	1495.1	9 units	15,000.00				
	CONTINGENCY	1520		13,262.70				
	TOTAL PAGE			28,262.70				
	TOTAL GRANT			1,163,161.00				

Capital Fund Program Five-Year Action Plan

Part I: Summary

PHA NAME: Housing and Community Services Agency of Lane County				<input checked="" type="checkbox"/> Original 5-Year Plan <input type="checkbox"/> Revision No.	
Development Number/Name	Year 1	Work Statement for Year 2 FFY GRANT: 2004 PHA FY: 2005	Work Statement for Year3 FFY GRANT: 2005 PHA FY:2006	Work Statement for Year 4 FFY GRANT: 2006 PHA FY:2007	Work Statement for Year 5 FFY GRANT: 2007 PHA FY: 2008
1406 Transfer Funds		227,632.20	227,632.20	227,632.20	227,632.20
1408 Management Improvements		1,650.00	3,000.00	850.00	6,650.00
1410 Administration		116,316.10	116,316.10	116,316.10	116,316.10
1410 A/E Services (by staff) <i>Not subject to 10%</i>		72,098.00	72,098.00	72,098.00	72,098.00
1430 Sundries		5,000.00	4,000.00	3,500.00	4,000.00
1475 Non-dwelling Equipment		40,000.00	15,500.00	22,200.00	6,500.00
1495.1 Relocation		14,000.00	15,000.00	13,500.00	25,000.00
1502 Contingency		13,559.70	16,504.70	7,164.70	33,964.70
<i>TOTAL NON-PHYSICAL</i>		<i>490,256.00</i>	<i>470,051.00</i>	<i>463,261.00</i>	<i>492,161.00</i>
Physical Improvements:					
OR6-01 Laurelwood Homes		380,255.00	391,910.00	547,400.00	-
OR6-02 McKenzie Village		155,000.00	244,500.00	152,500.00	671,000.00
OR6-05 Lindeborg Place		102,650.00		-	
OR6-06 Cresview Villa		-	56,700.00		
OR6-07 Riverview Terrace		35,000.00			
<i>TOTAL PHYSICAL</i>		<i>672,905.00</i>	<i>693,110.00</i>	<i>699,900.00</i>	<i>671,000.00</i>
CFP Funds Listed for 5 year Planning		1,163,161.00	1,163,161.00	1,163,161.00	1,163,161.00
Replacement Housing Factor Funds					

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

Activities Year 1	Activities for Year: 2 FFY Grant: 2004 PHA FY: 2005			Activities for Year: 3 FFY Grant: 2005 PHA FY: 2006		
	Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
	MANAGEMENT IMPROVEMENTS	Resident Council Expenses Mod. Staff Training Maint Tools as required for equipment upgrade.	1,650.00	MANAGEMENT IMPROVEMENTS	Resident Council Expenses Mod. Staff Training Maint tools; Software Improvements as required Occupancy Dept. reporting.	3,000.00
		Computer Equip: Upgrades as needed Postage machine Maint. Dept. Field Communication System improvements/replacement.	40,000.00		Equip: Production Copier for Occupancy and Modernization Dept production and Computer Improvements.	15,500.00
	PHYSICAL IMPROVEMENTS			PHYSICAL IMPROVEMENTS		
	OR6-01 Laurelwood Homes	Reconstruction of 4 - 2 Bedroom and 2 - 3 Bedroom Units (stage 4 of 6)	380,255.00	OR6-01 Laurelwood Homes	Reconstruction of 4 - 3 bedroom units interior, exterior and site work. (Stage 5 of 6)	391,910.00
	OR6-02 McKenzie Village	504 Accessibility Remodel of 1 dwelling unit; Renovation for accessibility including kitchen, bath/shower, exterior ramps and hand rails. (#8 of 9 for development)	63,500.00	OR6-02 McKenzie Village	504 Accessibility Remodel of 1 dwelling unit; Renovation for accessibility including kitchen, bath/shower, exterior ramps and hand rails. (#9 of 9 for development)	63,500.00
	OR6-02 McKenzie Village	Interior upgrade work: Abate all asbestos floor tile, replace with new vinyl; Reconfigure and replace kitchen and bath cabinets and sinks; upgrade plumbing, sinks and laundry drain systems and equipment. - Stage 1 (3 units)	91,500.00	OR6-02 McKenzie Village	Interior upgrade work: Abate all asbestos floor tile, replace with new vinyl; Reconfigure and replace kitchen and bath cabinets and sinks; upgrade plumbing, sinks and laundry drain systems and equipment. - Stage 2 (6 units)	181,000.00
	OR6-05 Lindeborg Place	'504 Accessibility Remodel of 1 dwelling Unit: Renovation including kitchen, bath, and appliances.	43,350.00	OR6-06 Cresview Villa	'504 Accessibility Remodel of 1 dwelling Unit: Renovation including kitchen, bath, appliances, and exterior ramp and rails.	56,700.00
	OR6-05 Lindeborg Place	Replace all appliances: Stove tops and related counters, built-in wall ovens, and refrigerators	59,300.00			
	OR6-07 Riverview Terrace	Improve existing parking area for surface hazards, lighting and accessibility to building;	35,000.00			
		<i>Physcial Improvements Total</i>	672,905.00		<i>Physcial Improvements Total</i>	693,110.00
	Other Costs:	Administration;	116,316.10	Other Costs	Administration;	116,316.10
		Staff Architects	72,098.00		Staff Architects	72,098.00
		Fees and Sundries	5,000.00		Fees and Sundries	4,000.00
		Relocation	14,000.00		Relocation	15,000.00
		Transfer to Operations	227,632.20		Transfer to Operations	227,632.20
		Contingency	13,559.70		Contingency	16,504.70
		<i>Total Other Costs</i>	448,606.00		<i>Total Other Costs</i>	451,551.00
	TOTAL CFP Estimated Cost		1,163,161.00			1,163,161.00

Capital Fund Program Five-Year Action Plan

Part II: Supporting Pages - Work Activities

Activities Year 1	Activities for Year: 4 FFY Grant: 2006 PHA FY: 2007			Activities for Year: 5 FFY Grant: 2007 PHA FY: 2008		
	Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
	MANAGEMENT IMPROVEMENTS	Resident Council Expenses Mod. Staff Training	850.00	MANAGEMENT IMPROVEMENTS	Resident Council Expenses Mod. Staff Training Software Improvements - Maintenance Supply Inventory Record System	6,650.00
		Equip: (1475) Computer & Network Improvements and printers Postage machine Architectural Drawings/ Plans Printer; Fax machines(2), and Grounds Maintenance Mower for 6-02 (improvements related to work)	22,200.00		Equip: (1475) computer system printer Improvements;	6,500.00
	TOTAL MGMT		23,050.00			13,150.00
	PHYSICAL IMPROVEMENTS			PHYSICAL IMPROVEMENTS		
	OR6-01 Laurelwood Homes	Reconstruction of 4 - 4 Bedroom Units, interior and exterior, and site work Upgrade of interior and exterior conditions of the Community Building and parking area, (stage 6 of 6)	547,400.00			
	OR6-02 McKenzie Village	Interior upgrade work: Abate all asbestos floor tile, replace with new vinyl; Reconfigure and replace kitchen and bath cabinets and sinks; upgrade plumbing, sinks and laundry drain systems and equipment. - Stage 3 (5 Units for a total of 13 units funded)	152,500.00	OR6-02 McKenzie Village	Interior upgrade work: Abate all asbestos floor tile, replace with new vinyl; reconfigure and replace kitchen and bath cabinets and sinks; upgrade plumbing, sinks and laundry drain systems and equipment. - Stage 4 (22 Units for a total of 35 units funded to date - work will continue with future funding)	671,000.00
		<i>Total Physical Improvements</i>	<i>699,900.00</i>		<i>Total Physical Improvements</i>	<i>671,000.00</i>
	OTHER COSTS:	Administration;	116,316.10	OTHER COSTS:	Administration;	116,316.10
		Staff Architects	72,098.00		Staff Architects	72,098.00
		Fees and Sundries	3,500.00		Fees and Sundries	4,000.00
		Relocation	13,500.00		Relocation	25,000.00
		Transfer to Operations	227,632.20		Transfer to Operations	227,632.20
		Contingency	7,164.70		Contingency	33,964.70
		<i>Total Other Costs</i>	<i>440,211.00</i>		<i>Total Other Costs</i>	<i>479,011.00</i>
	TOTAL CFP Estimated Cost		1,163,161.00			1,163,161.00

Annual Statement / Performance and Evaluation Report					
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPHF) Part I : Summary					
PHA Name: Housing and Community Services Agency of Lane Co.		Grant Type and Number Capital Fund Program Grant No. OR16P006501 02 Replacement Housing Factor Grant No.			Federal FY of Grant 2002
<input type="checkbox"/> Original Annual Statement Reserve for Disasters/Emergencies		<input checked="" type="checkbox"/> Revised Annual Statement (Revision no: TWO)			
<input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending 3/31/03		<input type="checkbox"/> Final Performance and Evaluation Report			
Line No	Summary of Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total Non-CFP Funds				
2	1406 Operations	291,219.00	291,219.00	291,219.00	291,219.00
3	1408 Management Improvements	31,500.00	30,600.00	17,098.00	90.00
4	1410 Administration	235,707.50	235,707.50	210,707.50	57,637.21
5	1411 Audit	-			
6	1415 Liquidated Damages	-			
7	1430 Fees and Costs	7,500.00	6,500.00	1,794.78	1,794.78
8	1440 Site Acquisition	-			
9	1450 Site Improvement	29,000.00	45,000.00	28,619.60	8,356.32
10	1460 Dwelling Structures	740,400.00	777,500.00	306,919.69	58,827.99
11	1465.1 Dwelling Equipment - Nonexpendable	10,200.00	10,200.00	1,254.00	-
12	1470 Nondwelling Structures	-			
13	1475 Nondwelling Equipment	36,390.50	36,390.50	24,134.78	-
14	1485 Demolition	-			
15	1490 Replacement Reserve	-			
16	1492 Moving to Work Demonstration	-			
17	1495.1 Relocation	21,000.00	11,000.00	2,747.85	2,747.85
18	1499 Development Activities				
19	1501 Collateralization or Debt Services				
20	1502 Contingency	53,178.00	11,978.00	-	-
21	Amount of Annual Grant (Sum of lines 2-20)	1,456,095.00	1,456,095.00	884,495.20	420,673.15
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 compliance	188,000.00	188,000.00		
24	Amount of line 21 Related to Security - Soft Costs				
25	Amount of line 21 Related to Security - Hard Costs				
26	Amount of line 21 Related to Energy Conservation				

Annual Statement / Performance and Evaluation Report

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

PART II: Supporting Pages

PHA NAME: Housing and Community Services Agency of Lane County		Grant Type and Number Capital Fund Program Grant No. OR16P006501 02 Replacement Housing Factor Grant No.				Federal FY of Grant: 2002		
Dev. No	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost Original	Revised	Total Actual Cost Obligated	Expended	Status of Work
OR6-01 Laurelwood Homes, Florence	Comprehensive modernization of units Funding Phase 2. Construction work Stage 2 and 3 of 6 total.		14 Units					
	New sidewalks, porches and storage buildings, all designed for better drainage and ease of accessibility; Access ramps to '504 units.	1450	6 Units	29,000.00	45,000.00	28,619.60	8,356.32	Stage 2 in progress; completion due early June 2003
	Phase 2: Total Interior and Exterior Rehab of the buildings, all new plumbing, electrical, insulation, siding, windows, doors, roofs. Includes abatement of asbestos floor tiles;	1460		595,400.00	563,000.00	306,919.69	58,827.99	'504 work planned but not previously identified in grant report
	Phase 3: Two '504 Units in 1 duplex; same rehab work adapted to accessibility standards. New appliances (6 units) Riding Lawn mower/tractor (1) for grounds at OR 6-01, relative to work at site.	1465 1475		10,200.00 4,000.00	10,200.00 3,900.50	1,254.00 3,495.00	- -	
TOTAL 6-01 PROJECT				638,600.00	622,100.50	340,288.29	67,184.31	
OR6-04 Parkview Terrace Eugene	Community Room furnishings ie: tables, chairs, storage, display boards, etc, for resident meeting equipment: ie <i>furniture for room completed under previous grant</i>	1475		19,000.00	19,000.00	18,686.78	-	Delivery scheduled May 5, 2003
OR6-16 Scattered Sites Eugene	Siding & Window Replacements for Scattered Sites Units (Stage 2 of 2) Pengra Ct. <i>completed with FY2000 grant</i>	1460	10 Units	145,000.00	145,000.00			
6-24 Maplewood Meadows	Exterior Siding Improvements: Treat for mold, seal and repaint all units in complex.	1460	38 Units	0	69,500.00	-	-	NEW for 2002 FUNGIBILITY MOVE from FY03
TOTAL PHYSICAL IMPROVEMENTS				802,600.00	855,600.50	358,975.07	67,184.31	
PAGE TOTAL				802,600.00	855,600.50	358,975.07	67,184.31	-

Annual Statement / Performance and Evaluation Report								
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)								
PART II: Supporting Pages								
PHA NAME: Housing and Community Services Agency of Lane County			Grant Type and Number Capital Fund Program Grant No. OR16P006501 02 Replacement Housing Factor Grant No.			Federal FY of Grant: 2002		
Dev. No	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost Original	Revised	Total Actual Cost Obligated	Expended	Status of Work
MANAGEMENT IMPROVEMENTS	Resident Council reimbursement for travel and child care during meetings	1408	15	1,000.00	1,400.00	-	-	
	Modernization/Grant Staff Training	1408	4	1,500.00	1,500.00	90.00	90.00	
	Software Improvements for Conventional and Maintenance Departments, and network improvements related to the software.	1408		9,500.00	9,500.00	-	-	
	Copiers for Resident Managers offices for distribution of notices & flyers; Completion of Management Improvement for faster, more efficient communication with residents and site managers	1408		18,500.00	17,200.00	17,008.00	-	
	Small Maintenance Department Tools for continued maintenance at sites	1408		1,000.00	1,000.00	-	-	
	<i>Total Management Improvements</i>			<i>31,500.00</i>	<i>30,600.00</i>	<i>17,098.00</i>	<i>90.00</i>	
EQUIPMENT IMPROVEMENTS	Computer Improvements for staff including network upgrade for backup of data. .	1475		11,500.00	11,500.00	-	-	
	Electric Binding Machine for Modernization Dept Bid/Project Manual Preparation	1475		1,890.50	1,990.00	1,953.00	-	
	<i>Total Equipment Purchases</i>			<i>13,390.50</i>	<i>13,490.00</i>	<i>1,953.00</i>	<i>-</i>	
	PAGE TOTAL			44,890.50	44,090.00	19,051.00	90.00	

Annual Statement / Performance and Evaluation Report								
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)								
PART II: Supporting Pages								
PHA NAME: Housing and Community Services Agency of Lane County			Grant Type and Number Capital Fund Program Grant No. OR16P006501 02 Replacement Housing Factor Grant No.			Federal FY of Grant: 2002		
Dev. No	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost Original	Revised	Total Actual Cost Obligated	Expended	Status of Work
OTHER	Administration of Grant & Contractors: Staff Salary and Fringe Benefits	1410		145,609.50	145,609.50	145,609.50	54,635.09	
	Architect Services (staff). Exempt from 10% cap according to 24CFR968.112	1410		90,098.00	90,098.00	65,098.00	3,002.12	
	Fees, Sundries, Advertising, Engineering Services and Environmental Review Fees, all relative to Grant	1430		7,500.00	6,500.00	1,794.78	1,794.78	
	Relocation costs relative to work in this grant	1495.1		21,000.00	11,000.00	2,747.85	2,747.85	
	Transfer Fund to Operations	1406		291,219.00	291,219.00	291,219.00	291,219.00	
	Contingency	1502		53,178.00	11,978.00	-	-	
	TOTAL PAGE			608,604.50	556,404.50	506,469.13	353,398.84	
	TOTAL GRANT			1,456,095.00	1,456,095.00	884,495.20	420,673.15	

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

PHA NAME: Housing and Community Services Agency of Lane County	Grant Type and Number Capital Fund Program Grant No. OR16P006501 02 Replacement Housing Factor Grant No.	Federal FY of Grant: 2002
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Development No /Name / HA Wide Activities	All Funds Obligated (Quarter Ending Date)			All Fund Expended (Quarter Ending Date)			Reason for Revised Target Dates
	Original	Revised	Final	Original	Revised	Final	
OR6-01 Laurelwood	9/30/2004			9/30/2005			
OR6-16 Scatterd Sites	9/30/2004			9/30/2005			
OR6-24 MapleWood		12/30/2003			6/30/2004		<i>Fungibility Move from Fy2003 in 5 Year Plan to this grant year - FY2002. (as of 3/31/03)</i>
Mgnt Improvements	9/30/2004			9/30/2005			
Equip. Purchases	9/30/2004			9/30/2005			

Annual Statement / Performance and Evaluation Report					
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPHF) Part I : Summary					
PHA Name: Housing and Community Services Agency of Lane Co.		Grant Type and Number Capital Fund Program Grant No. OR 16P006 501 01 Replacement Housing Factor Grant No.			Federal FY of Grant 2001
<input type="checkbox"/> Original Annual Statement Reserve for Disasters/Emergencies		<input checked="" type="checkbox"/> Revised Annual Statement (Revision No: 2)			
<input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending 3/31/03		<input type="checkbox"/> Final Performance and Evaluation Report			
Line No	Summary of Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total Non-CFP Funds				
2	1406 Operations	296,327.80	296,327.80	296,327.80	296,327.80
3	1408 Management Improvements	1,474.20	1,411.82	1,411.82	1,397.76
4	1410 Administration <i>(includes A/E exempt)</i>	229,261.00	217,482.12	217,482.12	210,256.62
5	1411 Audit	-			-
6	1415 Liquidated Damages	-			-
7	1430 Fees and Costs	18,000.00	9,778.88	9,778.88	9,778.88
8	1440 Site Acquisition	-			-
9	1450 Site Improvement	88,787.69	142,084.22	142,084.22	69,971.46
10	1460 Dwelling Structures	790,300.00	773,890.16	773,890.16	455,445.14
11	1465.1 Dwelling Equipment - Nonexpendable	13,500.00	14,532.00	14,532.00	5,616.00
12	1470 Nondwelling Structures	-			
13	1475 Nondwelling Equipment	27,000.00	18,932.00	18,932.00	13,932.00
14	1485 Demolition	-			-
15	1490 Replacement Reserve	-			-
16	1492 Moving to Work Demonstration	-			-
17	1495.1 Relocation	12,750.00	7,200.00	7,200.00	4,708.96
18	1499 Development Activities	-			
19	1501 Collateralization or Debt Services	-	-	-	
20	1502 Contingency	4,238.31	-	-	
21	Amount of Annual Grant (Sum of lines 2-20)	1,481,639.00	1,481,639.00	1,481,639.00	1,067,434.62
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 compliance	348,990.00	333,724.91	333,724.91	148,555.49
24	Amount of line 21 Related to Security - Soft Costs				
25	Amount of line 21 Related to Security - Hard Costs				
26	Amount of line 21 Related to Energy Conservation				

Annual Statement / Performance and Evaluation Report								
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)								
PART II: Supporting Pages								
Housing and Community Services Agency of Lane County			Grant Type and Number Capital Fund Program Grant No. OR 16P 006 501 01 Replacement Housing Factor Grant No.			Federal FY of Grant: 2001		
Dev. No	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost Original	Revised	Total Actual Cost Obligated	Expended	Status of Work
PHYSICAL IMPROVEMENTS								
OR6-01 Laurelwood Homes, Florence OR	Comprehensive Modernization of Units: Stage 1 of 5; Reconstruction of Interior and Exterior of Unit includes total remodel and upgrade, cabinets, fixtures, windows, doors, siding. All new Appliances Replacement of porches, sidewalks, and driveways All new appliances: stoves, ovens and refrigerators.	1460	4 Units	242,000.00	257,751.39	257,751.39	252,763.07	Complete - final payment to be made
		1450		38,787.69	40,267.27	40,267.27	39,543.46	
		1465		4,000.00	3,616.00	3,616.00	3,616.00	
	<i>Project Total</i>			284,787.69	301,634.66	301,634.66	295,922.53	
OR6-02 McKenzie Village Springfield, OR	504 Remodel for Accessibility Interior: doorways, bath, cabinets, lighting Access Ramps and Porches All new appliances	1460	1 unit of a duplex	68,000.00	56,222.96	56,222.96	261.20	Work initiates in April 2003
		1450		5,000.00	15,000.00	15,000.00	-	
		1465		1,000.00	1,500.00	1,500.00	-	
	<i>Project Total</i>			74,000.00	72,722.96	72,722.96	261.20	
OR6-04 Parkview Terrace Eugene, OR	'504 Remodel for Accessibility' Remodel for Accessibility All interior work , includes cabinets, fixtures, walls, bath and fixtures Replace Appliances with Accessible units	1460	2 units	100,400.00	99,687.98	99,687.98	99,687.98	Completed
		1465		2,000.00	2,000.00	2,000.00	2,000.00	
	<i>Project Total</i>			102,400.00	101,687.98	101,687.98	101,687.98	
	PAGE			461,187.69	476,045.60	476,045.60	397,871.71	

Annual Statement / Performance and Evaluation Report

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

PART II: Supporting Pages

Housing and Community Services Agency of Lane County		Grant Type and Number Capital Fund Program Grant No. OR 16P 006 501 01 Replacement Housing Factor Grant No.				Federal FY of Grant: 2001		
Dev. No	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost Original	Revised	Total Actual Cost Obligated	Expended	Status of Work
OR6-09 Veneta Villa, Veneta OR	Comprehensive Modernization: (Stage 4 of 4; final), Interior and Siding/Windows of 6 plex including 2 Units remodeled for '504 accessibility. Sidewalks, porches, ramps and landscaping and drainage corrections Appliance replacements for units, including adaptable accessibility use.	1460	6 units	379,900.00	360,227.83	360,227.83	102,732.89	In Progress massive Drainage problems
		1450		45,000.00	86,816.95	86,816.95	30,428.00	
		1465		6,500.00	7,416.00	7,416.00	-	
	<i>Project Total</i>			431,400.00	454,460.78	454,460.78	133,160.89	
	TOTAL PHYSICAL IMPROVEMENTS			892,587.69	930,506.38	930,506.38	531,032.60	
MANAGEMENT IMPROVEMENTS								
	Resident Council reimbursement for travel and child care during meetings	1408	30	1,474.20	1,411.82	1,411.82	1,397.76	
	Equipment for management and maintenance of programs Production Copier for Fairview Office to do bid packages; Maintenance Department Tools for on-going Maintenance Computer Improvements -Network and desk; printers	1475		27,000.00	18,932.00	18,932.00	13,932.00	Network computer equipment obligated, all other purchasing complete.
	PAGE TOTAL			459,874.20	474,804.60	474,804.60	148,490.65	

Annual Statement / Performance and Evaluation Report								
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)								
PART II: Supporting Pages								
Housing and Community Services Agency of Lane County			Grant Type and Number Capital Fund Program Grant No. OR 16P 006 501 01 Replacement Housing Factor Grant No.			Federal FY of Grant: 2001		
Dev. No	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost Original	Revised	Total Actual Cost Obligated	Expended	Status of Work
OTHER	Transfer to Operations (20%)	1406		296,327.80	296,327.80	296,327.80	296,327.80	
	Administration of Grant & Contracts	1410		148,163.00	148,163.00	148,163.00	147,304.13	
	Architect services by staff (not subject to 10% limitation)	1410		81,098.00	69,319.12	69,319.12	62,952.49	
	Environmental Review Preparation Fees by Responsible Entities & Sundries for support of procurement of grant work	1430		18,000.00	9,778.88	9,778.88	9,778.88	Entities did not charge for Env. Reviews
	Relocation	1495		12,750.00	7,200.00	7,200.00	4,708.96	
	Contingency	1502		4,238.31	-	-	-	
	PAGE			560,577.11	530,788.80	530,788.80	521,072.26	
	TOTAL GRANT			1,481,639.00	1,481,639.00	1,481,639.00	1,067,434.62	

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

PHA NAME: HACSA OF LANE COUNTY	Grant Type and Number Capital Fund Program Grant No. 16P 006 501 01 Replacement Housing Factor Grant No.	Federal FY of Grant: 2001
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Development No./Name / HA Wide Activities	All Funds Obligated (Quarter Ending Date)			All Fund Expended (Quarter Ending Date)			Reason for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
OR6-01 Laurelwood Homes. Florence	3/31/2003		3/31/2003	6/30/2004			
OR6-02 McKenzie Village, Springfield	3/31/2003		3/31/2003	6/30/2004			
OR6-04 Parkview Terrace, Eugene	3/31/2003		3/31/2003	6/30/2004		3/31/2003	
OR6-09 Veneta Villa, Veneta	3/31/2003		3/31/2003	6/30/2004			
Mgmt Improvements	3/31/2003		3/31/2003	6/30/2004		3/31/2003	

HACSA certifies that it has completed an initial review of all of its public housing developments, that are for general occupancy, to determine if it is feasible to converting them to tenant-based assistance. HACSA has concluded that these general occupancy developments should not be converted at this time. In making this determination, HACSA has concluded that it would be more expensive than continuing to operate the developments as public housing, and that the conversion would not principally benefit residents or the community, and any such conversion would adversely affect the availability of affordable housing in these various community's.

Component 10 (B) Voluntary Conversion Initial Assessments

How many of the PHA's developments are subject to the Required Initial Assessments?

Nine.

How many of the PHA's developments are not subject to the Required Initial Assessments based on exemptions (e.g., elderly and/or disabled developments not general occupancy projects)?

Six.

SUBSTANTIAL DEVIATIONS
TO THE AGENCY'S ANNUAL PLAN

OCTOBER 1, 2003 - SEPTEMBER 30, 2004

Substantial Deviations are defined as deviations to the annual plan that would require the Agency to seek public comment on the proposed changes.

1. Changes to Section 8 or Public Housing Admission Policies.
2. Significant dollar or work item changes to Comp Grant (Capital Fund). Significant dollar change to be defined as more than 10% of the total annual grant. Moving a work item from one year to another will not be considered a significant change even if that change produces a dollar change over 10%.
3. Three or more findings on the Agency audit.
4. Any change with regard to demolition or disposition, designation, homeownership programs, or conversion activities.

**IN THE BOARD OF COUNTY COMMISSIONERS
OF LANE COUNTY, OREGON**

ORDER NO. 02-4-17-3

**)In the Matter of Appointing Two
)Resident Commissioners to the
)HACSA Board of Commissioners**

WHEREAS, ORS 456.095 (1)(b) requires the appointment of at least one but no more than two resident commissioners; and

WHEREAS, a direct solicitation was made to all public housing residents, and applications were reviewed; and

WHEREAS, the Board recommends that two resident commissioners be appointed to the HACSA Board of Commissioners

NOW THEREFORE, IT IS HEREBY ORDERED that the following named persons be appointed as the HACSA Board resident Commissioners.

<u>NAME</u>	<u>TERM</u>
<u>June Gallagher</u>	<u>2 years</u>
<u>Judith Pothier</u>	<u>4 years</u>

DATED this 17th day of April, 2002.

Chair, Lane County Board of Commissioners

In the Matter of Appointing Two Resident Commissioners to the HACSA Board of Commissioners

~RAB ROSTER 2003~

Complex	Representative	Alternate Representative
Laurelwood Homes	Frances Webster 1336 11 th Street/PO Box 2545 Florence OR 97439 541/997-7683	-Vacant-
McKenzie Village	Nan Southerland 1695 Kelly St Springfield OR 97477 747-1598	Rick Taylor 1583 N 1 st Springfield OR 97477 736-3040
Parkview Terrace	Janice Carleton 255 High St. #428 Eugene, OR 97401 344-7094	Diana Uren 255 High St. #337 Eugene, OR 97401 434-9107
Lindeborg Place	Amy Feinberg 840 Holly Street #116 Junction City, OR 97448 998-6857 amymf1@myexcel.com	-Vacant-
Cresview Villa	Judith Pothier 350 South 2 nd #30 Creswell OR 97426 895-5438 / jpothier@att.net	Elsie Brock 350 So. 2nd #3 Creswell, OR 97426 895-4351

Riverview Terrace	Ray Dean 925 W Main St. #106 Cottage Grove, OR 97424 942-4683	
Pengra Court	Tammy Strehlow 1112 R Street Springfield, OR 97477 726-2998	-Vacant-
Scattered Sites	Mae Brownlee 1672 City View Eugene OR 97402 342-8004 / maeb77@hotmail.com	-Vacant-
Maple Wood Meadows	-Vacant-	-Vacant-
Veneta	<u>Rep for Veneta Villa</u> Marilyn Krueger 25115 E Broadway #11 Veneta, OR 97487 935-0153	<u>Rep for Veneta Scattered Sites</u> Cathy Ramsey 24923 Dunham Avenue/POB 94 Veneta, OR 97487 935-0866 / ramseycas@aol.com
Village Oaks	Suzanne Birnkrant 3608 W 18 th #8 Eugene, OR 97402	Cheryl Kiser 3616 W 18 th #3 Eugene, OR 97402
Abbie Lane Courts	Rhianna Evans 1011 Abbie Lane #4 Eugene, OR 97401 465-9429 / wychykitty@yahoo.com	Echo Tallerday 1011 Abbie Lane #13 Eugene, OR 97401 302-2986 or 870-1505
Fourteen Pines	Greg Ewert 2714 Willakenzie Eugene, OR 97401 685-9097 / gewert@hacsatag.or	-Vacant-

"The Tenant Advisory Group (TAG) has been designated as HACSA's Resident Advisory Board (RAB) for Agency Plan purposes."

Housing And Community Services Agency (HACSA)
of Lane County

Agency Plan
5-Year and Annual Plan Update
May 12,2003

This update to HACSA's 5-Year and Annual Plan has been prepared in accordance with the requirements of Section 511 of the Quality Housing and Work Responsibilities Act of 1998 and ensuing HUD requirements. This document outlines the changes and updates to both the 5-Year and Annual Plan.

5-Year Plan

For each year of the original 5-year plan (fiscal years 2001 through 2005), HUD requires a progress report on our goals. The following is an update of the goals listed in our original 5-year plan.

HUD Strategic Goals

HACSA is either meeting or exceeding the HUD Strategic Goals. The status of HUD's goals are incorporated in the following update of HACSA's goals.

HACSA Goals

Goal 1: Increase the number of affordable housing units by September 2005.

- In early 2002, HACSA completed the development of the 43 unit Sheldon Village (Phase I), an affordable housing project, using CDBG, HOME, Low-income housing tax credits, and other State and local sources.
- In November 2002, HACSA completed the 35 unit Sheldon Village (Phase II) for low-income families and individuals.
- HACSA has completed the purchase and rehabilitation of a 16-unit apartment complex, that is being used to house mentally ill residents of the Shelter Plus Care program. During 2002, a \$175,000 rehabilitation program was carried out, including accessibility improvements, exterior residing and painting, and replacing the roof.
- HACSA is working on the acquisition and preservation of two United States Department of Agriculture Rural Development (RD) projects: (1) the 44 unit Munsel Park Apartments in Florence; (2) the 44 unit Norseman Apartments in Junction City. Both projects are for senior and disabled residents.

Goal 2: Continue to receive high performer status through September 2005.

- For the most recent scoring period, FY 02', HACSA received a PHAS score of 96 (out of 100). HACSA has been a high performer since PHAS went into effect.

Goal 3: Maintain a PHAS financial score of at least 27 (out of 30) or 90% through September 2005.

- As of 9/30/02, PHAS score of 30 out of 30.

Goal 4: Continue to reduce crime in Public Housing through September 2005.

- Currently meeting or exceeding all indicators.
- HUD has eliminated the Public Housing Drug Elimination Program (PHDEP); which will negatively impact HACSA's ability to continue meeting all indicators. HACSA's 2001 PHDEP grant is scheduled to end February 2004.

Goal 5: Continue to encourage and promote resident involvement through September 2005.

- Currently exceeding all indicators.
- HACSA has a Resident Participation Fund (RPF) for the purpose of encouraging and promoting resident involvement, in support of HACSA's Agency Plan. The RPF budget was developed cooperatively with the TAG. A TAG bank account is being established to facilitate TAG members having more control over the disbursement of RPF monies.

Goal 6: Maintain a minimum enrollment of one hundred and two (102) Section 8 and twenty-eight (28) Public Housing families in the Family Self-Sufficiency Program.

- Currently meeting or exceeding all indicators.
- HACSA was awarded a 2002 Resident Opportunities and Supportive Services (ROSS) grant which calls for the enrollment of additional Public Housing families in the FSS Program. Increase goal to thirty-five (35) Public Housing families.

Goal 7: Increase educational opportunities for Public Housing residents.

- Currently meeting the indicator.

Goal 8: Create two local preferences for persons with disabilities and for victims of domestic violence who are leaving transitional housing. (Section 8 tenant-based assistance only)

- Currently meeting or exceeding all indicators.
- Expand domestic violence preference to include Florence Women's Center. Maximum number of 10 Housing Choice Vouchers to be used during a 5 year period for victims of domestic violence and who have completed a transitional housing program.

Goal 9: To provide decent, safe, and sanitary housing for very low income families while maintaining their rent payments at an affordable level.

- Change indicator two from 120 inspections per year to 60.

Goal 10: To increase our allocation of Housing Choice Vouchers to meet the needs of very low income families in our area.

- Received 57 Fair Share vouchers.
- Anticipate 37 additional vouchers through expiring Moderate Rehabilitation contracts.

Goal 11: To promote a housing program which maintains quality services and integrity while providing an incentive to private property owners to rent to very low income families.

- The Section 8 Division Director continues to serve as a board member on the local Rental Owners Association.

Goal 12: Establish a Section 8 Homeownership Program.

- Program established. No longer a pilot program.
- One Section 8 participant has purchased a home.

Goal 13: To maintain Section 8 lease rate at 98 percent through 2005.

- Currently meeting or exceeding the indicators.

Annual Plan, Required Attachments, and Supporting Documents.

The Annual Plan template has been updated to reflect changes for the fiscal year beginning October 1, 2003. Along with the template update, the supporting documents have been updated to reflect changes for the coming fiscal year.

- General updates: Table of Contents, page numbering, updates to Waiting List statistics, budget update, inclusion of new items (detailed below).
- Updated Resident Police Officer attachment to include one police officer at Maple Wood Meadows in Eugene and one officer at Laurelwood Homes in Florence.
- Updated the Deconcentration attachment.
- Added FY 03 Capital Fund. FY 03 presented to the TAG in April.
- Added an additional year to the 5-Year Capital Fund Plan. The Five Year Plan for FY2003 through FY2007 is very similar to the Five Year Plan submitted in FY2002. The largest project is for reconstruction of the units at Laurelwood Homes initiated in FY2001, and continuing through 2006, with the community room building being improved. The years 2003-2006 have major accessibility alternations to duplex units in Springfield, a unit in Junction City, and one unit in Creswell. By the end of the 2004 funding year, no less than 5% of our Public Housing units will have been remolded for accessibility. Beginning with FY2004 funding, a full remodel and upgrade of the kitchens and baths at McKenzie Village will initiate, including abatement of the asbestos floor tile. Work will continue to progress as funding becomes available.
- Annual Report FY 01 Capital Fund.
- Annual Report FY 02 Capital Fund.
- Annual Report FY 01 PHDEP.
- Updated names of TAG/RAB members as a required attachment.
- Updated the 5-Year Plan Update attachment.
- Updated Plan certifications.
- Updated Operating Budget.

- Updated Statement of Policies (governing PH and Assisted Housing). Changes to the Statement of Policies include the following items:
 - General updates: Corrections of grammar, numbering, lettering, page numbers, spelling, and table of contents as needed throughout.
 - Change effective date from July 10, 2002 to July 16, 2003.
 - Add “sexual orientation” to list of those HACSA shall not discriminate against. (Page 1)
 - Add clarifying statement regarding priority given to elderly/disabled applicants at the traditionally elderly units at Village Oaks and Fourteen Pines. (Page 13)
 - Add clarifying statement that accessible units are first offered to residents or applicants with a need for such features. (Page 13)
 - Revised wording to clarify Local Preference 4 to comply with Income Targeting required by HUD. (Page 13)
 - Add Community Service Requirement Policy. (Section XXI and Appendix G)
 - Revise policy allowing HACSA to forgo increases in rent due to income increases until annual re-certification for Public Housing residents, unless the resident has asked for a decrease in rent during that certification year.
- Updated Section 8 Admin Plan (governing Section 8 tenant based assistance). Changes to the Admin Plan include the following items:
 - General updates: All changes in the plan are reflected in bold type, grammatical, spelling, page numbering, and new effective dates. Corrections have been made to Code of Federal Regulations citations and any rewording of language that was required by HUD.
 - Added to Money Owing: If the money owing is a result of residing in Agency owned housing there is no expiration of the debt.
- Updated Public Housing Flat Rent Methodology and Schedule. Flat rents have been reviewed for the period January 1, 2002 through December 31, 2002. There are no changes to the flat rent amounts.
- Updated Maintenance Policy to reflect budgetary changes in the upcoming fiscal year.
- Included FY02’ audited financial statements.

Component 3, (6) Deconcentration and Income Mixing

a. X Yes No: Does the PHA have any general occupancy (family) public housing developments covered by the deconcentration rule? If no, this section is complete. If yes, continue to the next question.

b. X Yes No: Do any of these covered developments have average incomes above or below 85% to 115% of the average incomes of all such developments? If no, this section is complete.

If yes, list these developments as follows:

Deconcentration Policy for Covered Developments			
Development Name:	Number of Units	Explanation (if any) [see step 4 at §903.2(c)(1)(iv)]	Deconcentration policy (if no explanation) [see step 5 at §903.2(c)(1)(v)]
6-16	22	Scattered site housing	
6-17	27	Scattered site housing	
6-20	20	Scattered site housing	
6-23	40	Scattered site housing	

Deconcentration Report Introduction

Statement of Policy Revision to Include a Local Preference for De-concentration

In compliance with the Quality Housing and Work Responsibility Act (QHWRA) of 1998, the Housing Authority and Community Services Agency of Lane County (HACSA) changed its Statement of Policies effective October 1, 1999, to include provisions, if needed, that allow the agency to “de-concentrate poverty:”

HACSA Statement of Policies, Section VI, Ranking of Applications by Local Preference, Local Preferences (LP) for Public Housing, Local Preferences 4 and 5;

LP 4 This preference will be implemented when HACSA has determined that the preference is needed to meet HUD regulations that 40% of all new admissions must be at or below 30% of area median income as defined by HUD.*

LP5 This preference will be implemented when HACSA determines it is needed to meet HUD regulations for the de-concentration of poverty in Public Housing complexes.

Analysis of Poverty in HACSA's Developments

In April of 2001, HACSA statistically analyzed its public housing family developments to determine if any concentrations of poverty existed; none were found except those that are scattered sites, and by their very definition they are not subject to concentration or the need to deconcentrate. The results of our analysis is contained in the body of this report titled “deconcentration summary”. This summary does not use any adjustments for the number of bedrooms, and therefore, those developments with more bedrooms are slightly higher than those developments with fewer bedrooms, but all are within HUD's definition of not needed deconcentration.

Public Housing Applicants Are Given Their Choice of Geographic Locations of PH Units

For the last decade, HACSA has had a procedure by which public housing applicants make their own choice of geographic areas in which they apply for, and ultimately accept a public housing unit. In all stages of the application process, from the initial step - being put on a waiting list, until the last step - accepting a public housing unit, it is the applicant (rather than the housing authority) who ultimately makes the decision regarding the location of the public housing unit s/he accepts.

* Currently, at least 50% of HACSA's admissions have been at or below 30% of the median income as defined by HUD.

HACSA Proactive Strategy: Locate Public Housing Throughout Lane County

For nearly twenty years, HACSA has actively worked to make deconcentrates of poverty in public housing developments none existent in Lane County. HACSA has consistently worked to provide as broad a range of income levels as possible in all public housing developments. Additionally, a concerted effort has been made to locate public housing developments in both metropolitan and rural cities throughout Lane County. HACSA also owns 112 scattered site units which are located throughout the two metropolitan cities of Eugene and Springfield, as well as rural Veneta.

HACSA's Current Methodology

The Housing Authority is committed to assuring that the income levels in its family developments are not significantly different from one another. In compliance with HUD's current de-concentration policy, the Agency has adopted local preferences that allow "skipping over" families who are at the top of the waiting list, in order to offer units to families whose income would correct any income disparities found in that development (either upwards or downwards.) In keeping with this local preference, the Agency annually reviews the income levels of all families living in our family developments to determine if the local preferences should be applied.

DECONCENTRATION SUMMARY

The following table represents the percentage of the average annual income in all Public Housing family complexes. The combined average annual income for all family units is \$10,645. HUD's final rule on deconcentration requires that all family units fall between 85 and 115 percent of the average. Any exceptions to this range are noted and explained in both the Agency Annual Plan and the supporting documents to the Plan.

Project Number	Project Name	% of Average Income
6-1	Laurelwood Homes	92%
6-2	McKenzie Village	95%
6-3	McKenzie Village	Exempt
6-4	Parkview Terrace	Exempt
6-5	Lindeborg Place	Exempt
6-6	Cresview Villa	Exempt
6-7	Riverview Terrace	Exempt
6-9	Veneta Villa	89%
6-15	Scattered Sites	96%
6-16	Pengra Court	102%
6-17	Scattered Sites	119%
6-18	Cresview Villa	Exempt
6-20	Scattered Sites	121%
6-23	Scattered Sites	138%
6-24	Maple Wood Meadows	79%

Figures based on annual income as of May 2003.