

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

HOUSING AUTHORITY OF THE CITY OF OGDEN

PHA Plans

Annual Plan for Fiscal Year Beginning 7/1/2003

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

PHA Plan Agency Identification

PHA Name: Housing Authority of the City of Ogden

PHA Number: UT002

PHA Fiscal Year Beginning: 07/2003

Public Access to Information

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

- Main administrative office of the PHA, 2661 Washington Blvd., Ogden, UT 84401
- PHA development management offices
- PHA local offices

Display Locations For PHA Plans and Supporting Documents

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

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

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

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

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

A. Mission

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

- The mission of the PHA is the same as that of the Department of Housing and Urban Development: To promote adequate and affordable housing, economic opportunity and a suitable living environment free from discrimination.
- X The PHA's mission is: to promote & provide safe, affordable and sound housing, free from discrimination, with self sufficiency opportunities for persons of low to medium income in partnership with the communities we serve.

B. Goals

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

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

- X PHA Goal: Expand the supply of assisted housing
Objectives:
- X Apply for additional rental vouchers:
 - X Reduce public housing vacancies:
 - X Leverage private or other public funds to create additional housing opportunities:
 - X Acquire or build units or developments
 - Other (list below)
- X PHA Goal: Improve the quality of assisted housing
Objectives:
- X Improve public housing management: (PHAS score)
 - X Improve voucher management: (SEMAP score)
 - X Increase customer satisfaction:
 - Concentrate on efforts to improve specific management functions: (list; e.g., public housing finance; voucher unit inspections)
 - X Renovate or modernize public housing units:
 - Demolish or dispose of obsolete public housing:
 - Provide replacement public housing:

- Provide replacement vouchers:
- Other: (list below)

X PHA Goal: Increase assisted housing choices

Objectives:

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

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

X PHA Goal: Provide an improved living environment

Objectives:

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

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

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

Objectives:

- X Increase the number and percentage of employed persons in assisted families:
- X Provide or attract supportive services to improve assistance recipients' employability:
- X Provide or attract supportive services to increase independence for the elderly or families with disabilities.
- Other: (list below)

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

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

Other PHA Goals and Objectives: (list below)

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

i. Annual Plan Type:

Select which type of Annual Plan the PHA will submit.

Standard Plan

Streamlined Plan:

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

Troubled Agency Plan

ii. Executive Summary of the Annual PHA Plan

[24 CFR Part 903.7 9 (r)]

The Board of Commissioners and management staff held a strategic meeting on September 21, 2002 at which time a new mission statement was written and a five year plan drafted. We continue to strive to improve our public housing management score (PHAS) to the level of High Performer.

We plan to continue administering the Weber County Housing Authority's voucher program and have updated the resolutions in the incorporated cities of Weber County approving participation in inter local agreements with their cities to allow us, on behalf of the Weber County Housing Authority, to provide rental assistance within their boundaries

We have completed renovations necessary to meet wheelchair accessibility standards in a one bedroom apartment at 550 Grant Avenue which is a Public Housing site serving an elderly and disabled population. We will continue, within reasonable and practical boundaries, to adapt apartments and seek services and referrals to meet the needs of persons with disabilities. We will continue to issue vouchers and provide additional assistance to families with accessibility needs we are unable to meet in public housing units.

We have an increased presence in our communities through involvement with City planning activities, community policing, homeless coalition, etc. We have provided free training for landlords, tenants, and staff in the areas of Fair Housing, the Legal Eviction Process, How to Avoid Getting Evicted, Conflict Resolution and IRS Tips for Owners. These sessions have been very popular and well attended. We have hired professionals (CPAs, Legal Services, Attorneys, etc.) to teach these sessions followed by time for questions and answers. We feel that this outreach, partially funded by a Dept. of Justice grant through Ogden City, has been very valuable and worth continuing.

We have had Crime Prevention through Environmental Design (CPTED) audits of our sites and are using Capital Fund monies to improve lighting, landscaping, signage, etc.

In an effort to improve our Self Sufficiency Program, we are partnering with the Weber State University Psychology Dept. who will be accessing the program and making recommendations for improvement. They will be following up with willing participants for five years. Salt Lake City Housing Authority and Ogden City Housing Authority are both part of this endeavor which is a course of study at Weber State with 38 students participating.

We intend to develop or acquire units using our newly formed 501 C3 Non Profit where appropriate in order to increase and retain the stock of affordable decent, safe, sound and accessible housing in our community.

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:

- A Admissions Policy for Deconcentration
- FY 2000 Capital Fund Program Annual Statement –In body of plan
- Voluntary Conversion-In body of plan

Optional Attachments:

- B PHA Management Organizational Chart
- C FY 2000 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) Included in text of plan
- X Other
 - D Resident Assessment Subsystem (RASS) Follow Up Plan
 - E Revisions to Section 8 Administrative Plan
 - F Revisions to Public Housing Admissions and Continued Occupancy Plan (ACOP)
 - G Resident Advisory Board-Resident Commissioner
 - H Certifications-Board Resolution, Drug Free Workplace, Lobbying
 - I Local Government Certification of Consistency with the Consolidated Plan

Supporting Documents Available for Review

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

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
X	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
X	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans
X	Fair Housing Documentation: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions’ initiatives to affirmatively further fair housing that require the PHA’s involvement.	5 Year and Annual Plans
X	Consolidated Plan for the jurisdiction/s in which the PHA is located (which includes the Analysis of Impediments to Fair Housing Choice (AI)) and any additional backup data to support statement of housing needs in the jurisdiction	Annual Plan: Housing Needs
X	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources;
X	Public Housing Admissions and (Continued) Occupancy Policy (A&O), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
X	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public Housing Deconcentration and Income Mixing Documentation: 1. PHA board certifications of compliance with deconcentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/99 <i>Quality Housing and Work Responsibility Act Initial Guidance; Notice</i> and any further HUD guidance) and 2. Documentation of the required deconcentration and income mixing analysis	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public housing rent determination policies, including the methodology for setting public housing flat rents X check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X	Schedule of flat rents offered at each public housing development X check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X	Section 8 rent determination (payment standard) policies X check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
X	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	Annual Plan: Operations and Maintenance
X	Public housing grievance procedures X check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
X	Section 8 informal review and hearing procedures X check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
X	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
X	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	Annual Plan: Capital Needs
	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans or any other approved proposal for development of public housing	Annual Plan: Capital Needs
	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act	Annual Plan: Conversion of Public Housing
	Approved or submitted public housing homeownership	Annual Plan:

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
	programs/plans	Homeownership
	Policies governing any Section 8 Homeownership program <input type="checkbox"/> check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
X	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
X	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
X	The most recent Public Housing Drug Elimination Program (PHEDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)	Annual Plan: Safety and Crime Prevention
X	The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U. S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	Annual Plan: Annual Audit
	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)

1. Statement of Housing Needs

[24 CFR Part 903.7 9 (a)]

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

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

Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Overall	Afford-ability	Supply	Quality	Access-ibility	Size	Loca-tion
Income <= 30% of AMI	4124	5	3	4		4	
Income >30% but <=50% of AMI	1142	5	3	4		4	
Income >50% but <80% of AMI	728	3	3	3		3	
Elderly	615	4	3	3		2	

Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Overall	Afford-ability	Supply	Quality	Access-ibility	Size	Loca-tion
Families with Disabilities	327	4	4	3	3	3	
Race/Ethnicity W	4735						
Race/Ethnicity B	180						
Race/Ethnicity A/AI	96						
Race/Ethnicity OTHER	983						

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	2340		
Extremely low	2087	89	

Housing Needs of Families on the Waiting List			
income <=30% AMI			
Very low income (>30% but <=50% AMI)	224	10	
Low income (>50% but <80% AMI)	29	1	
Families with children	1054	45	
Elderly families	108	5	
Families with Disabilities	1178	50	
Race/ethnicity W	1844	79	
Race/ethnicity HISP	135	6	
Race/ethnicity B	126	5	
Race/ethnicity OTHER	235	10	
Characteristics by Bedroom Size (Public Housing Only)			
1BR	629	39	
2 BR	595	37	
3 BR	396	24	
4 BR			
5 BR			
5+ BR			
Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			
If yes:			
How long has it been closed (# of months)?			
Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input type="checkbox"/> Yes			

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 2000 grants)		
a) Public Housing Operating Fund	345,177	

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
b) Public Housing Capital Fund	366,268	
c) HOPE VI Revitalization		
d) HOPE VI Demolition		
e) Annual Contributions for Section 8 Tenant-Based Assistance	7,930,516	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)		
g) Resident Opportunity and Self- Sufficiency Grants	53,400	
h) Community Development Block Grant		
i) HOME		
Other Federal Grants (list below)		
2. Prior Year Federal Grants (unobligated funds only) (list below)		
CAPITAL FUND PROGRAM '02	33,526	
3. Public Housing Dwelling Rental Income	310,000	
4. Other income (list below)		
VENDING (LAUNDRY)	8,000	
FRAUD RECOVERY	6,000	
4. Non-federal sources (list below)		
HOPWA	19,886	
Total resources	9,090,773	

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)
- X When families are within a certain number of being offered a unit: (state number) top 20
 - X When families are within a certain time of being offered a unit: 3 mos.
 - Other: (describe)
- b. Which non-income (screening) factors does the PHA use to establish eligibility for admission to public housing (select all that apply)?
- X Criminal or Drug-related activity
 - X Rental history
 - X Housekeeping
 - X Other – Outstanding debt of any Housing Authority
- 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. X 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)
- X Community-wide list
 - Sub-jurisdictional lists
 - Site-based waiting lists
 - Other (describe)
- b. Where may interested persons apply for admission to public housing?
- X PHA main administrative office
 - PHA development site management office
 - Other (list below)
- c. If the PHA plans to operate one or more site-based waiting lists in the coming year, answer each of the following questions; if not, skip to subsection **(3) Assignment**
1. How many site-based waiting lists will the PHA operate in the coming year?
 2. Yes No: Are any or all of the PHA’s site-based waiting lists new for the upcoming year (that is, they are not part of a previously-HUD-approved site based waiting list plan)?

If yes, how many lists?

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

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

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

(3) Assignment

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

- One
 Two
X Three or More

- b.X 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 X 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)

- X Emergencies
X Over-housed
X Under-housed
X Medical justification
X Administrative reasons determined by the PHA (e.g., to permit modernization work)
X Resident choice: (state circumstances below)
If family has lived in unit longer than 2 years and has been an exceptional

- tenant and preferred unit is available at end of lease term.
- Other: (list below)

c. Preferences

1.X 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:

- X 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)

- X 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)
- X Households that contribute to meeting income requirements (targeting)
- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes
- Other preference(s) (list below)

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

X Date and Time

Former Federal preferences:

- 1 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)

- 2 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)
- 2 Households that contribute to meeting income requirements (targeting)
- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes
- Other preference(s) (list below)

4. Relationship of preferences to income targeting requirements:

- X The PHA applies preferences within income tiers when necessary
- 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)

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

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

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

(6) Deconcentration and Income Mixing

a. X 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. X 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:
- X Employing waiting list “skipping” to achieve deconcentration of poverty or income mixing goals at targeted developments
If selected, list targeted developments below:
All family developments: Apple Grove, Sierra, Lincoln Manor, Galloway
- Employing new admission preferences at targeted developments
If selected, list targeted developments below:
- Other (list policies and developments targeted below)

d. X 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
- X 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
- X List (any applicable) developments below:
All family developments: Apple Grove, Sierra, Lincoln Manor, Galloway

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)

- X 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)
- Outstanding debts to Housing Authorities
- 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)
- Name, address & telephone number of current and former 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)

(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:

As a reasonable accommodation due to disability and to households actively searching for housing.

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

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

Former Federal preferences

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

Other preferences (select all that apply)

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

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

1 Date and Time

Former Federal preferences

- 1 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)

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

4. Among applicants on the waiting list with equal preference status, how are applicants selected? (select one)

- X 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
- X 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)

- X The Section 8 Administrative Plan
- X Briefing sessions and written materials

Other (list below)

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

X Through published notices

X Other (list below)
Public Meetings

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)

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

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

When the family has lost eligibility for or is waiting an eligibility determination for a Federal, State, or local assistance program;

When the family would be evicted as a result of the imposition of the minimum rent requirement;

When the income of the family has decreased because of changed circumstances including loss of employment;

When a death has occurred in the family.

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:

No change if increase is less than \$40. per month

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
- X 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
- X Any time the family experiences an income increase
- Any time a family experiences an income increase above a threshold amount or percentage: (if selected, specify threshold)_____
- Other (list below)

g. Yes X 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)

- X Annually
- X Other (list below)
With changes in market

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

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

(2) Minimum Rent

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

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

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

When the family has lost eligibility for or is waiting an eligibility determination for a Federal, State, or local assistance program;

When the family would be evicted as a result of the imposition of the minimum rent requirement;

When the income of the family has decreased because of changed circumstances including loss of employment;

When a death has occurred in the family

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	200	150
Section 8 Vouchers	821	309
Section 8 Certificates		
Section 8 Mod Rehab	256	180
Special Purpose Section 8 Certificates/Vouchers (list individually)		
Public Housing Drug Elimination Program (PHDEP)		
Other Federal Programs(list individually)		
Substantial Rehab.	100	35

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)

Public Housing Admissions and Continued Occupancy Policy
Maintenance Plan

- (2) Section 8 Management: (list below)
Section 8 Administrative Policy

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 X 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)

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

B. Section 8 Tenant-Based Assistance

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

If yes, list additions to federal requirements below:

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

- X PHA main administrative office
 Other (list below)

7. Capital Improvement Needs

[24 CFR Part 903.7 9 (g)]

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

A. Capital Fund Activities

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

(1) Capital Fund Program Annual Statement

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

Select one:

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

-or-

X The Capital Fund Program Annual Statement is provided below:

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 - We plan to use force account labor where it is cost-effective and appropriate to the scope and type of physical improvements being performed as long as our maintenance crew is maintaining an adequate level of routine maintenance.

Capital Fund Grant Number UT06P00250103 FFY of Grant Approval: (07/2003)

X Original Annual Statement

Line No.	Summary by Development Account	Total Estimated Cost
1	Total Non-CGP Funds	
2	1406 Operations	36,626
3	1408 Management Improvements	10,000
4	1410 Administration	31,392
5	1411 Audit	

6	1415	Liquidated Damages	
7	1430	Fees and Costs	10,000
8	1440	Site Acquisition	
9	1450	Site Improvement	10,000
10	1460	Dwelling Structures	243,250
11	1465.1	Dwelling Equipment-Nonexpendable	5,000
12	1470	Nondwelling Structures	15,000
13	1475	Nondwelling Equipment	5,000
14	1485	Demolition	
15	1490	Replacement Reserve	
16	1492	Moving to Work Demonstration	
17	1495.1	Relocation Costs	
18	1498	Mod Used for Development	
19	1502	Contingency	
20	Amount of Annual Grant (Sum of lines 2-19)		366,268
21	Amount of line 20 Related to LBP Activities		15,000
22	Amount of line 20 Related to Section 504 Compliance		5,000
23	Amount of line 20 Related to Security		13,650
24	Amount of line 20 Related to Energy Conservation Measures		67,250

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

Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Total Estimated Cost
HA-Wide 2004	Operations	1406	36,626
"	Set up on site office, training	1408	10,000
"	Administration, Salaries, Benefits	1410	31,392
HA Wide	Fees and Costs	1430	10,000
"	Fence, concrete repair-tree removal & repl.	1450	10,000
"	Dwelling Structures	1460	243,250
"	Non-Routine Vacancy Prep.-may use force acct. labor to reduce costs		\$5,000
"	Cabinets & Counter Tops		20,000
"	Exterior siding & ext. paint		65,000
"	Replace Elec. Htg. Baseboards		48,000
"	Replace furnaces		15,600
"	Replace roofs		41,000
"	Doors		13,650
"	Flooring		20,000
"	Ext. Stair repl./repair		8,000
"	Plumbing upgrades		7,000

“	Ranges, Refrigerators, H.W. Heaters etc.	1465.1	6,000
“	Addition to shop for storage	1470	15,000
“	Non dwelling equipment	1475	4,000
	Total		\$366,268

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)
HA Wide	All Funds 12/31/04	6/30/06

(2) Optional 5-Year Action Plan

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

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

b. If yes to question a, select one:

The Capital Fund Program 5-Year Action Plan is provided as an attachment to the PHA Plan at Attachment C

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

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

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

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

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

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

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

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

8. Demolition and Disposition

[24 CFR Part 903.7 9 (h)]

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

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

2. Activity Description

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

Demolition/Disposition Activity Description
1a. Development name:

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

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

[24 CFR Part 903.7 9 (i)]

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

1.X 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 X 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: Lomond Gardens and Kimi Lane
1b. Development (project) number: 2004
2. Designation type: Occupancy by only the elderly <input type="checkbox"/> Occupancy by families with disabilities <input type="checkbox"/> Occupancy by only elderly families and families with disabilities <input checked="" type="checkbox"/>
3. Application status (select one) Approved; included in the PHA's Designation Plan <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input checked="" type="checkbox"/>
4. Date this designation approved, submitted, or planned for submission: (10/01/03)
5. If approved, will this designation constitute a (select one) <input checked="" type="checkbox"/> New Designation Plan <input type="checkbox"/> Revision of a previously-approved Designation Plan?
6. Number of units affected: 100
7. Coverage of action (select one) <input type="checkbox"/> Part of the development <input checked="" type="checkbox"/> Total development

10. Conversion of Public Housing to Tenant-Based Assistance

[24 CFR Part 903.7 9 (j)]

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

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

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

2. Activity Description

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

Conversion of Public Housing Activity Description	
1a. Development name:	
1b. Development (project) number:	
2. What is the status of the required assessment?	
<input type="checkbox"/> Assessment underway	
<input type="checkbox"/> Assessment results submitted to HUD	
<input type="checkbox"/> Assessment results approved by HUD (if marked, proceed to next question)	

<input type="checkbox"/> Other (explain below)
3. <input type="checkbox"/> Yes <input type="checkbox"/> No: Is a Conversion Plan required? (If yes, go to block 4; if no, go to block 5.)
4. Status of Conversion Plan (select the statement that best describes the current status) <input type="checkbox"/> Conversion Plan in development <input type="checkbox"/> Conversion Plan submitted to HUD on: (DD/MM/YYYY) <input type="checkbox"/> Conversion Plan approved by HUD on: (DD/MM/YYYY) <input type="checkbox"/> Activities pursuant to HUD-approved Conversion Plan underway
5. Description of how requirements of Section 202 are being satisfied by means other than conversion (select one) <input type="checkbox"/> Units addressed in a pending or approved demolition application (date submitted or approved: <input type="checkbox"/> Units addressed in a pending or approved HOPE VI demolition application (date submitted or approved:) <input type="checkbox"/> Units addressed in a pending or approved HOPE VI Revitalization Plan (date submitted or approved:) X Requirements no longer applicable: vacancy rates are less than 10 percent <input type="checkbox"/> Requirements no longer applicable: site now has less than 300 units X Other: (describe below) We have only 200 units of public housing identified as project # 2004 scattered sites

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

2. Program Description:

a. Size of Program

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

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

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

b. PHA-established eligibility criteria

X 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:
Criteria to be determined

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

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

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

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

Family Self Sufficiency (FSS) Participation		
Program	Required Number of Participants (start of FY 2000 Estimate)	Actual Number of Participants (As of: DD/MM/YY)
Public Housing		
Section 8	16	45 03/30/03

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

C. Welfare Benefit Reductions

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

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

We will reactivate our mandatory Community Service Program to meet the requirements 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 use to determine the need for PHA actions to improve safety of residents (select all that apply).

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

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)
Family Developments

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)

- X Police involvement in development, implementation, and/or ongoing evaluation of drug-elimination plan
 - X 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)
 - X Police regularly testify in and otherwise support eviction cases
 - X Police regularly meet with the PHA management and residents
 - X Agreement between PHA and local law enforcement agency for provision of above-baseline law enforcement services
 - X Other activities (list below)
Community policing-residents have telephone # of their officer
2. Which developments are most affected? (list below)
Family Developments

D. Additional information as required by PHDEP/PHDEP Plan N/A

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

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.X 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
- X Development-based accounting
- X Comprehensive stock assessment
- X Other: (list below)

Completing deferred maintenance items, improving our preventative maintenance program, increasing curb appeal and security measures through CPTEP audit results, screening tenants more thoroughly and continuing with on site resident patrols/janitors.

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

- 2.X 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
 - X 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
 - X 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)
 - X 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: Ogden, Utah

- 2. The PHA has taken the following steps to ensure consistency of this PHA Plan with the Consolidated Plan for the jurisdiction: (select all that apply)
 - X The PHA has based its statement of needs of families in the jurisdiction on the needs expressed in the Consolidated Plan/s.
 - X The PHA has participated in any consultation process organized and offered by the Consolidated Plan agency in the development of the Consolidated Plan.
 - X The PHA has consulted with the Consolidated Plan agency during the development of this PHA Plan.

- X Activities to be undertaken by the PHA in the coming year are consistent with the initiatives contained in the Consolidated Plan. (list below)
 - Sponsor and provide Fair Housing, landlord, tenant training
 - Promote Home Ownership Programs and Referrals
 - Participate in the acquisition/development of mixed income developments.
 - Upgrade public housing stock and make a positive difference in the neighborhoods via coordination with police, etc.
 - Continue with adapting units to meet accessibility needs as practical & possible
- Other: (list below)

4. The Consolidated Plan of the jurisdiction supports the PHA Plan with the following actions and commitments: (describe below)
- Maintenance and improvement of public housing stock
 - Continue work with police and others through Resident Initiative in anti-drug activities
 - Continue to promote economic and social self sufficiency through referrals to agencies offering education, job training, child care, employment, building maintenance, budgeting, etc.
 - Apply for additional Section 8 Vouchers
 - Help improve the inner city housing rental stock through strict compliance with HQS and rent reasonable standards-we have upgraded some of the standards
 - Assist in homeownership opportunities

D. Other Information Required by HUD

Attachment A
Admissions Policy for Deconcentration

Since 89% of the applicants on our waiting list state that their income is at or below 30% of the median income for the area, we typically serve the most needy.

Our family properties have a disproportionate number of extremely low residents:

<u>Property</u>	<u>Number of Units</u>	<u>% of PHA-Wide Avg. Income</u>
Sierra	28	80.71% - below 85%
Lincoln Manor	32	88.57% - between 85 & 115% N/A
Apple Grove	28	83.5% - below 85%
Galloway	12	72.6% - below 85%
Lomond Gardens	75	125.37% - above 115% -elderly/disabled
Kimi Lane	24	104.33%-between 85 & 115%

We are making Deconcentration efforts at Sierra, Apple Grove, and Galloway which are all family properties and lower income complexes. Lomond Gardens and Kimi Lane are both elderly/disabled properties and tend to even out throughout the year even though this comparison rates Lomond Gardens as a higher income complex.

DECONCENTRATION POLICY (ACOP)

The policy and process for managing and promoting the de-concentration of poverty in the

public housing complexes is founded on the premise there are distinct social and agency benefits to be derived from promoting and maintaining affordable housing developments which are occupied by families that have a range of incomes and that are not concentrated by very-low income families. This premise is recognized not only as an agency policy and goal, but as a requirement of law.

De-concentration and income mixing for the OHA results in the formation of more stable and cohesive resident communities. Working families become positive role models for other families in the community who still rely on public assistance. The increased rental revenue also reduces the OHA's dependence on the federal government.

De-concentration Efforts (ACOP)

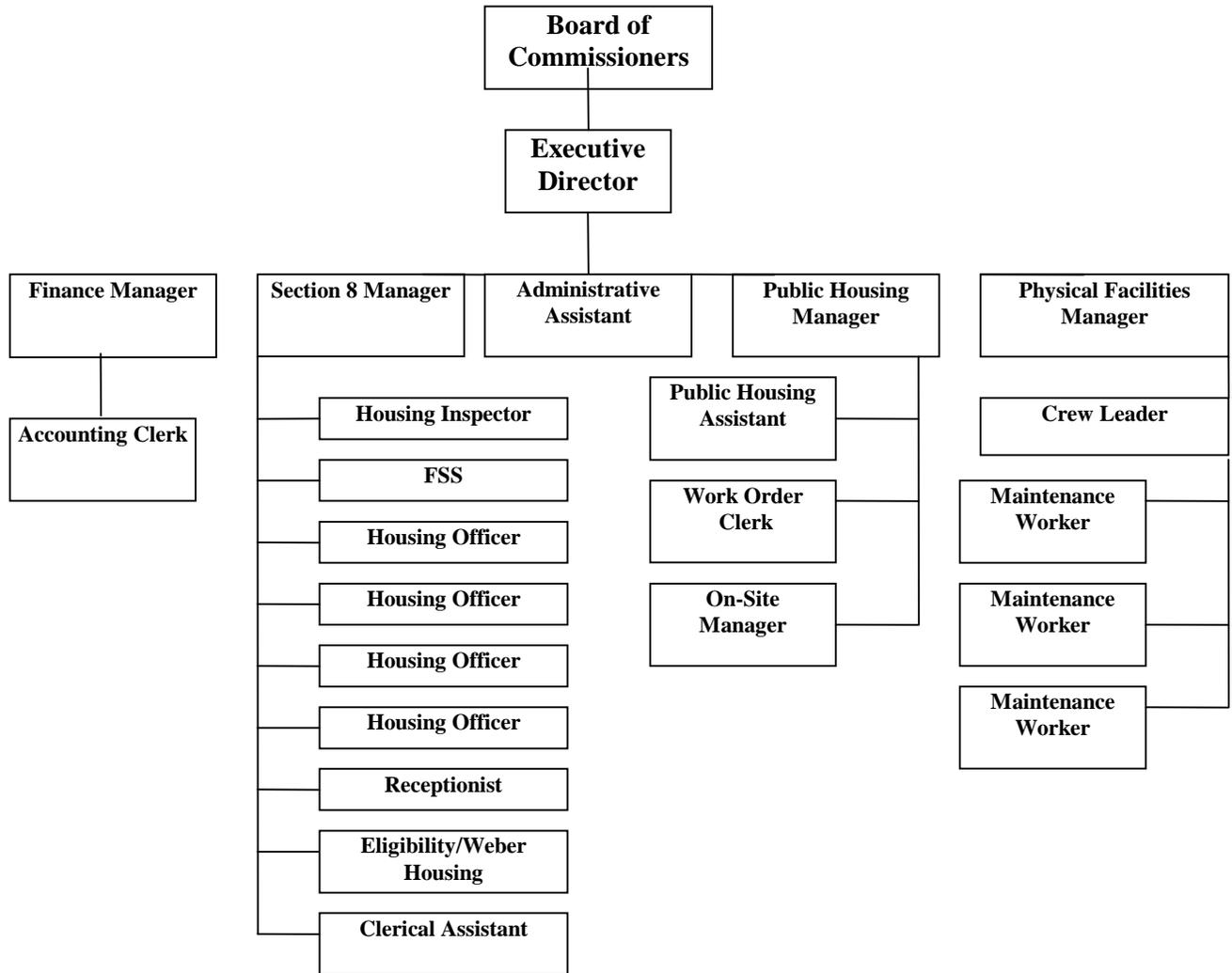
The OHA will achieve de-concentration of poverty and income-mixing at the developments by bringing higher income families into the lower income complexes. Each year the OHA will conduct an analysis of tenant income and income mix within the complex. If the analysis shows a mix of tenant incomes that are predominately higher, the complex will be designated a "higher income complex." It will be designated a "lower income complex" if the tenant income mix is predominately lower.

The OHA will not take any adverse action toward any family member that chooses not to accept occupancy of an offered unit. The skipping of a family on the waiting list to reach another family in order to implement the policy under this section shall not be considered an adverse action and shall not be contestable.

In order for the OHA to maintain its "Three Housing Offer and Cancellation" rule for *applicant* families, the OHA will only offer a move to a mixed income development to the eligible family. This first housing offer shall be considered an offer outside the Three Housing Offer rule. If the family rejects the complex offered, the family will remain eligible for three additional offers. Each of these offers will count under the Three Offer Rule.

ATTACHMENT B

HOUSING AUTHORITY OF THE CITY OF OGDEN ORGANIZATIONAL CHART



Attachment C

Five-Year Action Plan C

Capital Fund Program Five-Year Action Plan We plan to use force account labor where it is cost-effective and appropriate to the scope and type of physical improvements being performed as long as our maintenance crew is maintaining an adequate level of routine maintenance.

Part I: Summary

PHA Name Housing Authority of the City of Ogden		<input type="checkbox"/> Original 5-Year Plan <input checked="" type="checkbox"/> Revision No: 1			
Development Number/Name/HA-Wide	Year 1	Work Statement for Year 2 FFY Grant: 2004 PHA FY: 2004	Work Statement for Year 3 FFY Grant: 2005 PHA FY: 2005	Work Statement for Year 4 FFY Grant: 2006 PHA FY: 2006	Work Statement for Year 5 FFY Grant: 2007 PHA FY: 2007
	Annual Statement				
2004/HA Wide		180,268	171,200	178,268	174,200
1460 Dwell Structure		186,000	195,068	188,000	192,068
CFP Funds Listed for 5-year planning		366,268	366,268	366,268	366,268
Replacement Housing Factor Funds					

Attachment D

Resident Assessment Subsystem (RASS) Follow Up Plan

There were three areas out of 5 that require a follow up plan due to scores below 75%. In every category: Maintenance and Repair, Communication, Safety, Services, and Neighborhood Appearance our scores improved over last year with an average increase of 8.16% over the previous year.

Communication 67.2%

We are distributing a monthly newsletter addressing issues that are of concern to the residents. We remind them of lease changes, rules of occupancy, meetings, events, major repairs/modernization projects, etc. We will continue to upgrade our newsletter. Staff is involved in ongoing sensitivity training and proper telephone etiquette.

We have given individual maintenance repair men “ownership and responsibility” for specific sites. This will help foster a good working relationship with the residents. We perform quality checks by calling residents after work is performed asking them if it was completed timely, to their satisfaction, courteously, etc. We will continue sharing the results with maintenance staff enabling them to know where improvement is needed.

Question: Are you involved in a resident/tenant organization in your housing development?
We have small scattered site projects with no tenant organization per site. We have tenant monitors at each site and will attempt to form tenant organizations, however it’s very difficult with no family site over 32 units. We feel that the answer to this question will be “no” and will unfairly lower our score in communication.

Safety 67.1%

We will continue to work with Ogden’s Community Policing Division who has assigned a neighborhood officer per site. Our residents have their telephone number and are welcome to call “ their officer” with any concerns. We will continue promoting Neighborhood Watch meetings at our sites.

We are modernizing an elderly site by replacing exterior lamp posts to provide additional exterior lighting this year. We are accessing and upgrading all lighting as necessary and making other improvements according to our recent CPTED audit.

Neighborhood Appearance 74.6%

We continue to improve our curb appeal. We have installed new playgrounds, have an aggressive tree trimming and fence repair program in place, and have a tenant monitor at each site to report any disturbances or concerns and pick up trash as necessary.

We will be replacing all property signs and enclosing dumpsters this coming year.

We will continue to improve our occupancy rates during the coming year to average 98%.

Attachment E

Amendment Section 8 Administrative Policy

Chapter 1 – Mission Statement: (Page 7) This section will be revised to incorporate the newly adopted Mission Statement of the Agency. “The purpose of the Ogden Housing Authority is to promote & provide safe, affordable and sound housing, free from discrimination, and self sufficiency opportunities for persons of low to medium income in partnership with the communities we serve.”

Chapter 1, M. – Owner Outreach (Page 15)

Two lines are being removed, since the agency no longer maintains a list, but maintains a listing book available to all participants:

“OHA maintains a list of owners available for the Section 8 Program and updates periodically. The list will indicate bedroom size.”

“They are give a list of landlords or other parties who are willing to lease units or help families who desire to live outside areas of poverty or minority concentration (this information is also give to families who port into the Agency’s jurisdiction.)”

Chapter 1, N. Special Outreach for Self-Sufficiency: (Page 15)

In the second paragraph, the first line is revised to read:

Selection for participation in the Family Self-Sufficiency Program is on a first-come, first served basis, with preference given for length of time on the Voucher program.”

Chapter 2, A. Family Composition, Live-In Attendants: (Page 18)

The agency is adding this clause:

A Live In Aide will be subject to the same criminal background screening as all voucher participants.

Chapter 2, E. Other Criteria For Admissions, 7.: (Page 21)

In compliance with the Department of Housing & Urban Development final rule on criminal background checks, Section 7 is changed to read:

“OHA will check criminal record for all adults in the household to determine whether any member of the family has violated any of the prohibited behaviors as referenced in the “One Strike” or criminal background policy in this document. OHA will also check the Sexual Offenders Registry in accordance with State and Federal requirements. The check of adult family members will be done just prior to the issuance of the Voucher and upon request to add adult members to the household.”

Chapter 3., C. Application Procedures: (Page 25)

The agency is removing this clause:

- “Arrests/Convictions for Drug Related or ~~or~~ Violent Criminal Activity or Crimes which require registration on Sex Crime Registration Listing”

The agency is changing the last sentence on Page 25 to read:

“Families may be required to provide all appropriate verification when they submit their application. “

Chapter 3, E. Time of Selection (Page 26)

The first paragraph is changed to read:

“When funding is available, families will be selected from the waiting list based on their preference, then date/time sequence, regardless of family size. “

Chapter 3., F. Completion of An Application (Page 26)

The second paragraph is revised to read:

“If OHA determines at or after the interview that additional information or document(s) are needed, the family will be given or sent a Need More Information Letter, requesting the family to provide the information within ten (10) business days.

Chapter 4., Maintaining the Waiting List, E., Eligibility, Changes in Circumstances is changed to read: (Page 30)

“Applicants are required to notify OHA in writing within 10 days of when their circumstances change.”

Chapter 4., Maintaining the Waiting List, G. Removal From Waiting List and Purging is changed to read: (Page 30)

“The Waiting List will be updated ~~every six months~~ as necessary -by ~~a~~-mailing to all applicants to ensure that the waiting list is current and accurate. The mailing will ask for confirmation of continued interest. Any mailings to the applicant which require a response will state that failure to respond within 10 calendar days will result in the applicant’s name being dropped from the waiting list.”

And Paragraph 6, last sentence is revised to read:

“Withdrawn applications will be discarded after two years.”

Chapter 5, Factors Related to Tenant Rent Determination, B. I. Definition of Temporarily or Permanently Absent, Fourth Paragraph (Page 33) is revised to read: (Page 33)

“It is the responsibility of the head of household to report changes in family composition within ten (10) days of the change in writing. “

and in the same section, under Absence of Entire Family, paragraph 2 is revised to read:

“Families are required both to notify OHA in writing before they move out of a unit and to give OHA information about any family absence from the unit within 10 days of the absence and in writing.”

Chapter 6, A. Methods of Verification and Time Allowed (Page 45) is revised read:

“The ~~HA~~OHA will allow ten (10) business days for return of third-party verifications and ten (10) business days to obtain other types of verifications before going to the next method.” ~~HA~~

Chapter 7, Subsidy Standards Occupancy with Respect to Persons of the Opposite Sex, is revised to read: (Page 60)

“Housing should be assigned so it will not be necessary for older persons of the opposite sex, to occupy the same bedroom, except that:

1. Children, five (5) years of age or under, may occupy the same bedroom with a sibling or single parent of the opposite sex.

Chapter 8, Voucher Issuance and Briefings, Expirations, Page 70 is revised to read:

“The Voucher is valid for a period of at least sixty calendar days from the date of issuance. Vouchers issued to participants porting to another jurisdiction may be issued for 120 days.”

Chapter 9, Owner Disapproval and Restriction, Section A, (Page 74) is revised to read:

The owner has a history or practice of renting units that fail to meet State or local housing codes. Owners of triplexes or above will be required to submit proof of proper business licensing with their Request for Tenancy Approval.

Chapter 10, REQUEST FOR ~~LEASE~~TENANCY APPROVAL AND CONTRACT EXECUTION, Disapproval of RFTA, second paragraph (page 76) is revised to read:

“The owner will be given ten (10) business days to submit an approvable ~~RFLARFTA~~ RAT from the date of written disapproval.”

Chapter 11, Housing Quality Standards and Inspections:, C. Annual HQS Inspections, Fifth paragraph (page 81) is revised to read:

“The ~~HA~~ OHA will notify the family in writing at least 24 hours prior to any inspection, unless the request is for a 24 hour violation and requested by the family.~~72~~ “

and Paragraph 8, is revised to read:

“Re-inspection: Within five working days of the failed inspection, the inspector will notify the family and owner of all corrections to be made, the date of a follow-up inspection and a warning of abatement (in the case of owner responsibility), and a notice of the owner's responsibility to notify the family, except for 24 hour violations. Notice of Violations which require correction within 24 hours will be left with the tenant whenever possible and either faxed or telephoned to the owner by the inspector. A written copy will be mailed the same day.

Chapter 13, Recertifications, Procedures when the change is not reported by the Tenant in a timely manner, is corrected to read: (Page 97)

“If the family does not report the change as described under Timely Reporting, the family will have caused an unreasonable delay in the interim reexamination processing and the following guidelines will apply:

Increase in Tenant Rent will be effective retroactive to the first of the month following the the change. The family will be liable for any overpaid housing assistance and may be required to make a lump sum payment.

Chapter 16, Denial or Termination of Assistance, H. Missed Appointments and Deadlines, Procedure when Appointments are Missed or Information not Provided is revised to read: (Page 119)

“Unless otherwise stated in this Plan, the family will be given two (2) opportunities (one scheduled and one rescheduled appointment) before being issued a notice of termination or denial for breach of a family obligation.”

Chapter 18, Owner or Family Debts to the HA, B. Owner Debts to the OHA, is revised to read: (Page 130)

If future Housing Assistance or Claim Payments are insufficient to reclaim the amounts owed, the ~~HA~~ OHA will:

- Require the owner to pay the amount in full within 30 days from the date of notice.
- Pursue collections through the local court system.
- Pursue collection through collection agency.
- May request the Board of Commissioners to bar the owner from future participation in the program.

GLOSSARY:

Natural Disaster is revised to read: “A disaster declared by either a state or Federal agency, qualifying the area or community for disaster relief, or a natural (no cause by the family) fire, that displaces the family. “

WORKING FAMILY is revised to read:

A family of two persons or more, with at least one adult member who can document that they have either been employed and/or enrolled and active in either a formal education or vocational program for a minimum of 20 hours per week over the last six months.

Attachment F

Amendment Public Housing Admissions & Occupancy Policy

Chapter 1 - Mission Statement [Page 7] [add]

“The purpose of the Ogden Housing Authority is to promote and provide safe, affordable, and sound housing, free from discrimination, and self sufficiency opportunities for persons of low to median income in partnership with the communities we serve.”

[The Fair Housing statement will follow the mission statement.]

Chapter 3 - Taking Applications and Maintaining the Waiting List [Pages 12 & 13]

The word “application[s] should be changed to add the prefix “pre-” because in each case we are referring to, [a] the initial contact between the applicant and the OHA, and [b] the procedure that is followed to initiate the paperwork to be placed on the waiting list [“pre-application process”]

Chapter 3 - Taking Applications and Maintaining the Waiting List [Page 13]

The last paragraph is being revised to read: “The application will be accepted when the family submits complete verification of income, family composition birth certificates for all minor children, citizenship or eligible immigrant social security information, qualification for preference, photo identification for all adults, landlord references, authorization for Consent to Release Information, and screening form.”

Note: Bold text indicates changes. birth certificates for all minor children was added; landlord references was added.

Chapter 3 - Types of Applicants with Preference Over “Other Singles” [Page 14]

The fourth paragraph is being revised to read: “The OHA will not remove applicant from waiting list if the applicant has received or refused assistance in another housing program. However, if the applicant refuses three (3) suitable public housing units, they will be withdrawn from the waiting list. The family will be required to reapply for housing assistance, if the Agency is taking applications.

Note: Bold text indicates changes. Original paragraph read: “The OHA will not remove applicant from waiting list if the applicant has received or refused assistance in another housing program or if applicant refuses up to three (3) suitable units. If applicant refuses three (3) suitable public housing unites, they will be moved to the bottom of the waiting list for public housing.

Chapter 3 - Types of Applicants with Preferences Over -”Singles” [Page 14]

The last paragraph is being revised to read: “The applicant must at any time report changes in their applicant status including changes in family composition, address, telephone number[s], income, or eligibility factors. All requests for changes must be made in writing. The OHA will

annotate the applicant's file and will update their place on the waiting list. The OHA will provide a copy of the "change request form" to the applicant upon request for his/her records, if the form is completed at the Agency offices or hand-carried."

Note: Bold text indicates changes. The word "may" was replaced with the words must at any time; address, telephone numbers was added to the sentence; the sentence "Confirmation of the changes will be confirmed with the family in writing" was replaced with the sentence "The OHA will provide a copy....."

Chapter 3 - Families Nearing the Top of the Waiting List [Page 15]

This paragraph is being revised to read: "When a family appears to be within three [3] months of being offered a unit, or if units are readily available for occupancy] the family will be sent an [application update packet. The family will be given ten (10) calendar days to complete the forms and submit all requested documents. When the packet is returned, the family's waiting list preference will be verified. If the family no longer qualifies to be near the top of the list, the family's name will be returned to the appropriate spot on the waiting list. The OHA will notify the family in writing of this determination, and offer an informal hearing.

Note: Bold text indicates changes. The original paragraph read: "When a family appears to be within three (3) months of being offered a unit, the family will be sent an interest questionnaire. When the questionnaire is returned, the family's waiting list preference will be verified. If the family no longer qualifies to be near the top of the list, the family's name will be returned to the appropriate spot on the waiting list. The OHA will notify the family in writing of this determination, and offer and informal hearing."

Chapter 3 - Updating the Waiting List [Page 15]

Change the number of days to confirm interest in the program from "14" to "10" calendar days. Add the following sentence to the end of the paragraph: "Withdrawn applications will be discarded after two (2) years."

Note: Bold text indicates changes. The original paragraph read: The OHA will update its waiting list every 6 months or as determined by the OHA to ensure that the pool of applicants reasonably represents the interested families for whom the OHA has current information, i.e. applicant's address, family composition and income category. Families will be given 14 calendar days to confirm their continued interest in public housing. Families who fail to respond to the update of information request will be denied admission. The application will be withdrawn for failure to respond to update request, or loss of contact, if the mail is returned as "undeliverable as addressed".

Chapter 4 - Suitability [Page 23]

Sub-paragraph (2) has been revised to read as follows: "Based upon the date in the information provided by the family, the housing staff will review the results of the screening report which includes criminal background history, prior evictions, financial history and credit rating".

Note: The original paragraph read: Based upon the data in the information provided by the family, the housing staff will review Ogden County Court records for criminal background and/or obtain out-of-County or out-of-state data.

Chapter 4 - Grounds for Denial [page 26]

Were evicted from assisted housing within five years of the projected date of admission because of drug-related criminal activity involving the personal use or possession for personal use.

Note: The original paragraph read: “Were evicted from assisted housing within three years of the projected date of admission because of drug-related criminal activity involving the personal use or possession for personal use;

Chapter 4 - Informal Review - Procedure for Review [Page 27]

First paragraph - Change the number of days to request an informal review from “five (5) business days” to “five (5) calendar days” Change the number of days that the informal review is to be scheduled from “five (5) business days” to “five (5) calendar days”

Note: Bold text indicates changes.

Chapter 4 - Informal Review - Procedure for Review [Page 27]

Fifth paragraph - first sentence. Change the word “business” to “calendar”.

Note: Bold text indicates changes.

Chapter 5: Tenant Selection and Assignment Plan - Waiting List [Page 29]

Revise the first paragraph to read: “An applicant will not be admitted if any member of the family has been evicted from assisted housing under the 1937 Housing Act Program during the past five (5) years because of drug-related criminal activity.”

Note: Bold text indicates changes. Original paragraph read: “An applicant will not be admitted if any member of the family has been evicted from housing assisted under a 1937 Housing Act program during the past three years because of drug-related criminal activity.”

Chapter 5: Tenant Selection and Assignment Plan -Process for consideration of Live-In Aid Request [Page 32]

Second paragraph - last sentence Change the word “business” to “calendar”.

Note: Bold text indicates change. Original sentence read: “The tenant is entitled to request an informal hearing to appeal the decision within 10 business days of the date of the denial letter.

Chapter 5: Tenant Selection and Assignment Plan - Offer of a Unit [Page 35]

Second paragraph is being revised to read: “The OHA will contact the family and they will be notified of a unit offer via first class mail. The family will be given five (5) calendar days from the date the letter was mailed to contact the OHA regarding the offer.”

Note: Bold text indicates change. Original sentence read: “business days”

Chapter 7: Verification - Minimum Rent [Page 53]

First paragraph - Change the \$25.00 minimum rent amount to \$50.00 to conform to the policy change adopted on March 20, 2002.

Note: Bold text indicates change/additions:.

Chapter 8: Determination of Total Tenant Payment and Tenant Rent - Paying Rent [Page 56]

First paragraph is revised to read: "Rent and other charges are due and payable in full on the first day of each month. Payments will be accepted from 8:00 a.m. to 3:30 p.m., Monday through Friday, except holidays [as posted]. Rent payments may be mailed to the office. All payments postmarked by the 5th day of the month in which the rent is due will not be assessed a late fee; provided that there is no delinquent balance carried-over from the previous month."

Note: Bold text indicates change/additions: Original paragraph read: "Rent and other charges are due and payable in full on the first day of each month. Payments will be accepted from 8:00 am. To 4:30 p.m., Monday through Friday, except holidays (as posted). The payment may be dropped in the appropriate receptacle at the Administration Office 24 hours a day, 7 days a week.

Chapter 9: Leasing - Execution of Lease [Page 58]

Number 3. - first sentence - second line - Change the word "resolve" to "resolved"

Note: Bold text indicates change/additions: Original sentence read: "Grievances or appeals concerning the obligations of the Tenant or the Authority under the lease provisions shall be processed and resolve in accordance....."

Chapter 11: Recertifications - Missed Appointments [Page 63]

Add a sentence at the end of the paragraph to read: "The family will be given two (2) opportunities (one scheduled and one rescheduled appointment) before being issued a Notice of Lease Termination.

Note: Bold text indicates change/additions: Original paragraph read: "Failure to respond during the recertification process may result in termination of occupancy for failure to comply with the terms and conditions of occupancy as indicated in the Lease."

Chapter 11: Recertifications - Interim Reexaminations [Page 65]

Second paragraph - add sub-paragraphs "C & D".

Sub-paragraph "C" will read: "The household's income cumulatively increased by \$40.00 or more per month."

Sub-paragraph "B" will read: "An adult member of the household who was reported as unemployed on the most recent recertification obtains employment."

Chapter 11: Interim Reexaminations [Page 65]

Second paragraph - Delete the words at the end of the last sentence "to Owner"

Note: Bold text indicates change/additions. Original sentence read: “Upon such request, the OHA will take timely action to process the interim reexamination and recalculate the Family’s Rent to Owner.”

Chapter 11: Recertifications – Temporary Absence [Page 66]

Add the words “in any twelve [12] month period” to the first sentence of the paragraph.

Note: bold text indicates changes/additions. Original sentence read: “A family may not be absent from the unit for more than 90 consecutive calendar days in any twelve [12] month period.”

Chapter 11: Recertifications - Visitors [Page 68]

Add the following sentences: The OHA will permit accommodations of tenant’s guests or visitors for a period of three (3) days without any notification or approval. Tenant must make a request, in writing with justification, to the manager to allow a visitor or guest to remain in the unit four (4) to fourteen (14) days. The manager will respond to the request within five (5) calendar days, in writing, from the date of receipt of said written request informing the tenant whether the request is granted or denied.

Any visitation requiring more than fourteen (14) days must be approved by the Executive Director. Said request must be made in writing with justification. The Director will respond to the request within seven (7) calendar days, in writing, from the date of receipt of said written request informing the tenant whether the request is granted or denied.

Note: Bold text indicates change/additions:

Chapter 16: Terminations [Page 79]

Delete the words “per year”. “L” is revised to read: “Permitting persons not on the lease to reside in the unit more than fourteen [14] days without the prior written approval of the OHA; and

Note: Bold text indicates change/additions: Original paragraph read: “Permitting persons not on the lease to reside in the unit more than fourteen (14) days each year without the prior written approval of the OHA: and”

Attachment G

Resident Advisory Board

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