

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

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# PHA Plans

5 Year Plan for Fiscal Years 2000 - 2005  
Annual Plan for Fiscal Year 2003

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

**PHA Plan  
Agency Identification**

**PHA Name:** Housing Authority of Salt Lake City

**PHA Number:** UT004

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

**Public Access to Information**

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

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

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

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

- Main administrative office of the PHA
- PHA development management offices
- PHA local offices
- Main administrative office of the local government
- Main administrative office of the County government
- Main administrative office of the State government
- Public library
- PHA website
- Other (list below)
  - Community Action Program (CAP)                      Utah Issues
  - Utah Legal Services    Utah Independent Living Center
  - Disability Law Center

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 - 2005**  
[24 CFR Part 903.5]

**A. Mission**

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

- The mission of the PHA is the same as that of the Department of Housing and Urban Development: To promote adequate and affordable housing, economic opportunity and a suitable living environment free from discrimination.
- The PHA's mission is: (state mission here)  
Our mission is to provide safe, decent, affordable housing opportunities for lower income families, the elderly, and to people with disabilities as they strive to achieve self-sufficiency and improve the quality of their lives. This is accomplished in an environment of equal opportunity, that maintains the client's and employee's dignity, maintains the public's trust and is an asset to the community, without discrimination.

**B. Goals**

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

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

- PHA Goal: Expand the supply of assisted housing  
Objectives:
- Apply for additional rental vouchers:  
500 by June 30, 2004 – Increased Vouchers by 279 in 2000. In 2001 we increased our Housing Choice Vouchers by 175, we received 25 Shelter Plus Care vouchers and 24 vouchers under the HOPWA program, totaling 224 new subsidies. **In 2002 we received 200 designated vouchers for non-designated households residing in designated properties, 39 Fair Share Vouchers, 75 Mainstream Disabled Vouchers, 50 Family Unification Vouchers, 35 HOPWA AND 25 Shelter Plus Care Renewal, totaling 424 subsidies. We were also awarded funding for the Housing Search Assistance Program.**
- Reduce public housing vacancies:  
Achieve and sustain an occupancy rate of 98% by July 01, 2004.  
Reached 98% occupancy in December 2000. Maintained 98% average occupancy level throughout 2001. **Maintained a 98% average occupancy level throughout 2002.**

- Leverage private or other public funds to create additional housing opportunities: Leveraged funds for a 58 bed SRO project we are doing. The project is complete. The Valor House is a partnership between the Housing Authority of Salt Lake City and the Department of Veterans Affairs Salt Lake City Health Care System. The target population is any veteran eligible for VA services who is either currently homeless or in imminent danger of becoming so. The program was set up in two phases, with Wing C opening for occupancy on October 1, 2001. Wing C has 15 rooms with thirty- four beds. Two meals per day are provided to each person. Wing D opened for occupancy March 1, 2002. Wing D are all private rooms consisting of twenty-four beds with private or shared bathrooms. A full size kitchen is located on Wing D and laundry service is provided for all participants. As of March 31, 2002, thirty-six beds are occupied.
- Acquire or build units or developments  
88 additional units by October 01, 2002. Project currently under construction. Project is complete and leasing began March 1, 2002.
- Other (list below)  
When financially feasible we will go above ADA/504 requirements in providing handicap accessible units. When possible, we will also provide reasonable accommodations to people with disabilities. 3 units converted to handicap accessible (1 elderly unit & 2 family units) in 2000. One unit was converted to handicap accessible in one of our senior buildings. The unit was occupied by a current resident that was living in a unit that was not accessible. She is delighted to be in the newly remodeled unit where she can get around in her wheelchair.
- PHA Goal: Improve the quality of assisted housing  
Objectives:
- Improve public housing management: (PHAS score)  
Maintain and be recognized by HUD as a high performer from July 1, 2000 through June 30, 2004. Remain High Performer status in 2001. **The Housing Authority of Salt Lake City remains a High Performer.**
- Improve voucher management: (SEMAP score) The Housing Authority of Salt Lake City received a SEMAP score of 100%. **Current scores have not yet been published but we believe we still remain a high performer.**
- Increase customer satisfaction:  
Through resident involvement, resident surveys, and follow-up contact with residents Positive results on Resident Survey. **Survey results continue to be positive. We have been very successful through the Resident Advisory Board, Resident Council and our newsletter with communications on resident needs. This year our score was 9 out of a maximum of 10.**
- Concentrate on efforts to improve specific management functions:  
(list; e.g., public housing finance; voucher unit inspections)  
- Operate so that income exceeds expenses each year  
- Maintain our operating reserves at no less than 50% each year  
- Implement an effective anti-fraud program by June 30, 2001

- The HASLC shall promote a motivating work environment with a capable and efficient team of employees to operate as a customer-friendly and fiscally prudent leader in the affordable housing industry.

- The HASLC will implement its asset management plan no later than June 30, 2003.

**On-going**



Renovate or modernize public housing units:

- The HASLC will continue with annual planning and strategy meetings to assess the needs of each structure and prepare a modernization schedule in order to meet the needs.

**Planning, assessment, and implementation is on-going.**



Demolish or dispose of obsolete public housing:

- Assess structures and locations and prepare a disposition plan for submission to HUD by June 30, 2002. Property assessment has begun. Assessment on the properties is complete. We have not yet decided the best direction to take. We will hold off another year before submitting a disposition plan to HUD. **With the housing market as soft as it is in Salt Lake, our Board of Commissioners have requested that we wait and include this process over the next five years.**



Provide replacement public housing:

- Increase the number of public housing units by at least 1/3 when replacing units that have been disposed. **Remains our plan unless we take part in the Public Housing Reinvestment Initiative should it be implemented by HUD.**



Provide replacement vouchers:



Other: (list below)



PHA Goal: Increase assisted housing choices

Objectives: Conduct program information training to prospective landlords and the community. By doing this we have increased the number of participating landlords which has increased the number of units available to our program participants. **We continue to conduct program information training to landlords annually or as needed.**



Provide voucher mobility counseling:

- The needs of the client will be reviewed with them at the time of program orientation and again at their annual renewal. Information on voucher mobility and lists of affordable housing and participating landlords in other areas will be provided. **Continue providing above items**



Conduct outreach efforts to potential voucher landlords

- The HASLC will conduct annual program orientations to property owners at the annual Apartment Association meeting. **Goal met in 2002.**  
- We will encourage landlords to accompany client to program orientations.  
- Conduct outreach to landlords by placing ads in local newspapers, do public broadcasts, and conduct program orientations to those who respond. **On-going**



Increase voucher payment standards

- Payment standards will be increased to 100% of FMR if 50% of voucher holders can't locate an affordable housing unit within 60 days. This will be monitored monthly. **Payment standard raised to 100% of the FMR for all bedroom sizes.**

- Implement voucher homeownership program:  
In 2001 we implemented a home ownership program. What we found was due to housing costs, our clients did not qualify for a mortgage loan. Either their income was not high enough or their debt to income ratio was too high. We worked throughout the year with Salt Lake City's First Time Home Buyers Program, Fanny Mae, and Washington Mutual Bank. With Salt Lake's housing market all partners agreed in order to be successful with the voucher home ownership program it would be best to use the subsidy for down payment assistance. When the final rule comes out allowing for down payment assistance we will implement the program. Everything is in place to begin the program. We still plan to start with five vouchers for home ownership and increase that number by three additional vouchers each year thereafter. **We will strive to create a more effective home ownership program with the use of Section 8 vouchers.**
- Implement public housing or other homeownership programs:  
- The HA Board is not interested at this time in depleting our Public Housing stock. We will continue with our partner agencies and their homeownership programs where they provide our program participants with a preference for homeownership. **Same**
- Implement public housing site-based waiting lists:
- Convert public housing to vouchers: **We plan to research the possibility of taking part in the Public Housing Reinvestment Initiative should it be implemented by HUD. As we understand this Initiative, it would allow us to take our public housing (excluding our elderly buildings) borrow money to fix them up, turn them into mixed income housing and receive a Section 8 project based rental subsidy.**
- Other: (list below)
  - The HASLC will achieve and maintain a utilization rate of at least 99% in its tenant based program by June 30, 2001. Reached 100% Feb. 2001. **We continue to maintain a utilization rate of 98% to 100%.**
  - Through outreach the HASLC will attract a minimum of five new landlords who want to participate in the program each year beginning July 1, 2000 **Goal achieved**

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

- PHA Goal: Provide an improved living environment  
Objectives: **This is achieved through strict lease enforcement, responding quickly to needed repairs, working closely with the Police Department and taking an active role in the community.**
- Implement measures to deconcentrate poverty by bringing higher income public housing households into lower income developments:  
- The HASLC may offer one or more incentives to encourage families whose income would help meet the de-concentration goals of a particular development. These incentives will be established and implemented by July 1, 2000. Postponed to July 30, 2001. **We have not yet had a problem placing a higher or lower income household**

**at any of our properties. We have decided to wait until there is a need for incentives before creating any.**

- Implement measures to promote income mixing in public housing by assuring access for lower income families into higher income developments:
  - The HASLC will skip families on the waiting list to reach other families with a lower or higher income. We will accomplish this in a uniform and non-discriminating manner. **Has not yet been necessary**
  - Affirmatively market our housing to all eligible income groups without steering. **On-going**
- Implement public housing security improvements:
  - The HASLC shall reduce crime in its developments so that the crime rate is less than the surrounding neighborhoods by June 30, 2004. **On-going**
  - Reduce evictions due to violations of criminal laws by 30% by June 30, 2004, through aggressive screening procedures and increased on-site management. **On going. This may become optimistic due to the loss of Public Housing Drug Elimination funds.**
  - The HASLC will have a police officer living at each of its developments by July 1, 2002. **Accomplished**
  - Remove gang graffiti from our properties within 24 hours. **On-going**
- Designate developments or buildings for particular resident groups (elderly, persons with disabilities) **The HASLC submitted a Elderly Only Designation Plan to HUD, it was approved. We also applied for and received 200 vouchers for the non-designated population.**
- Other: (list below)

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

- PHA Goal: Promote self-sufficiency and asset development of assisted households  
Objectives: Encourage participation in our Family Self-Sufficiency Program. We increased our program size voluntarily to 100 in an effort to provide more families the opportunity. We also provide resource information to all housing program participants to assist them in reaching their fullest potential. We have many partners who provide services such as budgeting, parenting classes, housekeeping, life skills, GED/High school diploma, home ownership, etc.
- Increase the number and percentage of employed persons in assisted families:  
Family paid rents increased 34% due to employment in 2001.
  - The HASLC will strengthen current partnerships and implement a minimum of one new partnership a year over the next five years in order to enhance self-sufficiency services to our residents.
  - Apply to at least two appropriate foundations for grant funds. These funds will allow us to expand our self-sufficiency program.
  - Provide incentive transfers to a scattered site house or duplex to those that are

- employed and meet the transfer criteria. **Met above objectives**
- Provide or attract supportive services to improve assistance recipients' employability:
    - Provide computer access at our Family Investment Center where the internet can be used to locate available jobs, enabling them to prepare their resume and/or to increase typing skills. Goal completed. **This has been moved to the Resident Advisory Board office. By July 1, 2003, we will have a resident library in the main Housing Authority office that will also have available computers with internet access for our clients.**
    - provide resume writing, budget management, time management and employment readiness classes at the Family investment Center by July 1, 2000. Goal completed. **This has been moved to either the main Housing Authority office and/or our partner agencies location.**
  - Provide or attract supportive services to increase independence for the elderly or families with disabilities. **Continuing work in this area**
    - Designate a portion of one of our public housing senior projects and implement an affordable assisted living program in the designated area by June 30, 2004. **Due to local Social Security laws needing to be changed for this to work we are extending the implementing date to June 30, 2006.**
    - Apply for available funds offering support services.
    - Expand our support service partners by three over the next five years.
    - Apply for additional rental vouchers designated for people with disabilities. **Receive 275 vouchers in 2002 for people with disabilities.**

Our objective is to increase the number of vouchers for people with disabilities by 150 over the next three years. **We are currently serving 54% of our voucher stock to people with disabilities as well as increasing vouchers targeted for people with disabilities by 275 in 2002.**
  - Other: (list below)
 

**Whenever possible the HASLC will make units visit-able by including wider doors and corridors as well as no step entrances when doing new construction or unit rehabilitation.**

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

- PHA Goal: Ensure equal opportunity and affirmatively further fair housing Objectives:
- Undertake affirmative measures to ensure access to assisted housing regardless of race, color, religion national origin, sex, familial status, and disability:
  - The HASLC will provide reasonable accommodations to people with disabilities in order for them to take full advantage of offered programs and services.
  - The Housing Authority of Salt Lake City has opened the Housing Choice Voucher program to disabled individuals receiving Medicaid Waiver through the use of shared housing, or group homes. This allows these individuals to move out of institutions and into the community.
  - The HASLC will provide information and resources to applicants and program participants who believe they may be victims of discrimination.

- The HASLC will provide discrimination complaint forms and assist any family that believes they have suffered discrimination in completing the forms.
- ☒ 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:
  - The HASLC shall mix its public housing development populations as much as possible with respect to ethnicity, race and income. They will also encourage Section 8 voucher recipients to move to areas of low poverty and low minority density.
- ☒ Undertake affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required:
  - larger unit sizes will be offered to people with disabilities to accommodate medical equipment, live-in aide and/or other needs.
- ☒ Other: (list below)
  - The HASLC will actively support other agencies and legislation that furthers fair housing.
  - The HASLC will be responsive with active and open communication with local and Federal fair housing offices.
    - The HASLC will continue to participate in fair housing training and presentations.
    - The HASLC sent three employees to Lead Based Paint training. All three are now licensed and certified Lead Based Paint Assessors and Inspectors.
    - All units occupied by families receiving assistance through the HASLC will be inspected by a certified Inspector/Assessor to ensure these families are not being contaminated through the dangerous effects of lead based paint.
  - The HASLC will maintain good working relationships with HUD's FHEO staff.

**Above listed goals remain and are on-going.**

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

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

**i. Annual Plan Type:**

Select which type of Annual Plan the PHA will submit.

**Standard Plan**

**Streamlined Plan:**

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

**Troubled Agency Plan**

**ii. Executive Summary of the Annual PHA Plan**

[24 CFR Part 903.7 9 (r)]

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

Our Annual plan is based on the premise that if we accomplish our goals and objectives we will be working towards the achievement of our mission.

The plans, policies, etc. set forth in the Annual Plan all lead towards the accomplishment of our goals and objectives. Taken as a whole, they outline a comprehensive approach towards our goals and objectives and are consistent with the Consolidated Plan. Here are just a few highlights of our Annual Plan:

- ⌚ We will apply for a low interest loan with Salt Lake City Corporation so that we can install central air conditioning in our public housing complex sites. This will assist in the marketing of the properties and will provide the much needed relief to our residents in the hot summer months. We will use our Capital Funds to repay the loan.
- ⌚ We will continue to work very close with the Salt Lake City Police Department in an effort to continue our drug and crime elimination in and around our public housing properties.
- ⌚ We will strive to create a more effective home ownership program with the use of Section 8 vouchers. Salt Lake City Corporation, Fannie Mae, and Washington Mutual Bank will be our partners in this program.
- ⌚ Pursue all available funding sources for continuation of existing programs and to increase, if possible, our Section 8 Voucher Program and our Homeless Programs.

- ⌚ In an attempt to encourage work and advancement in the workplace, we will not require an interim re-certifications if a public housing resident or Section 8 participant have an increase in income. The increase will take effect at the regular re-certification, unless, the client requests an adjustment for escrow account purposes.

In summary, we are on track to improve the condition and availability of affordable housing in Salt Lake City.

**iii. Annual Plan Table of Contents**

[24 CFR Part 903.7 9 (r)]

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

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**Attachments**

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

Required Attachments:

- Admissions Policy for Deconcentration
- FY 2002 Capital Fund Program Annual Statement
- Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)

Optional Attachments:

- PHA Management Organizational Chart
- FY 2002 Capital Fund Program 5 Year Action Plan
- Public Housing Drug Elimination Program (PHDEP) Plan
- Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text)
  
- Other (List below, providing each attachment name)

**Supporting Documents Available for Review**

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

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
x	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
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;

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
x	Public Housing Admissions and (Continued) Occupancy Policy (A&O), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies
x	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
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 <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
x	Schedule of flat rents offered at each public housing development <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
x	Section 8 rent determination (payment standard) policies <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
x	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	Annual Plan: Operations and Maintenance
x	Public housing grievance procedures <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
x	Section 8 informal review and hearing procedures	Annual Plan: Grievance

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
	<input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	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
x	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 programs/plans	Annual Plan: Homeownership
x	Policies governing any Section 8 Homeownership program <input checked="" 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
x	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 (PHDEP) 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)

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>

## **1. Statement of Housing Needs**

[24 CFR Part 903.7 9 (a)]

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

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

<b>Housing Needs of Families in the Jurisdiction by Family Type</b>							
<b>Family Type</b>	<b>Overall</b>	<b>Afford-ability</b>	<b>Supply</b>	<b>Quality</b>	<b>Access-ibility</b>	<b>Size</b>	<b>Loca-tion</b>
Income <= 30% of AMI	14,947	5	4	5	5	4	4
Income >30% but <=50% of AMI	6,946	4	4	4	4	4	4
Income >50% but <80% of AMI	7,256	3	3	3	4	3	3
Elderly	4,966	5	4	4	4	3	3
Families with Disabilities	4,233	4	5	4	5	4	4
Race/Ethnicity W	139,177	N/A	N/A	N/A	N/A	N/A	N/A
Race/Ethnicity B	2,752	N/A	N/A	N/A	N/A	N/A	N/A
Race/Ethnicity HISP	15,353	N/A	N/A	N/A	N/A	N/A	N/A

Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Overall	Afford-ability	Supply	Quality	Access-ibility	Size	Loca-tion
Race/Ethnicity OTHER	18,069	N/A	N/A	N/A	N/A	N/A	N/A

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

- Consolidated Plan of the Jurisdiction/s  
Indicate year: 28th
- 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	7,255		
Extremely low income <=30% AMI	6,124	85%	
Very low income (>30% but <=50% AMI)	1,038	14%	
Low income (>50% but <80% AMI)	93	1%	
Families with	5,506	76%	

<b>Housing Needs of Families on the Waiting List</b>			
children			
Elderly families	746	10%	
Families with Disabilities	2,074	29%	
Race/ethnicity W	5,711	79%	
Race/ethnicity B	254	4%	
Race/ethnicity H	902	12%	
Race/ethnicity Other	388	5%	
Characteristics by Bedroom Size (Public Housing Only)			
1BR	428	6%	
2 BR	911	13%	
3 BR	328	5%	
4 BR	122	2%	
5 BR	12	.17%	
5+ BR	0	0%	
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.

The HASLC's strategy for addressing the housing needs of families in our jurisdiction and on our waiting list is to provide as much safe, decent, affordable and accessible housing as possible. This will be accomplished through effective management and maintenance, pursuing housing resources other than HUD programs, leveraging resources for mixed-finance housing and, whenever possible, responding to HUD's notices of funding availability to increase the amount of affordable housing. We conduct landlord briefings at least annually to encourage participation in the Section 8 Voucher Program. This has proven successful in expanding housing choices for our program participants.

Our reason for choosing this strategy is that it is within our ability to accomplish our goals and objectives, it fits in with the needs stated in Salt Lake City's Consolidated plan, and it addresses the desire of our community.

#### **(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)  
The HASLC opened the Housing Choice Voucher program to disabled individuals receiving a Medicaid Waiver through the use of shared housing, or group homes.

**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)  
Rehabilitate units to handicap accessible when unit and funds are available. Undertake affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required. Larger sized units will be offered to accommodate medical equipment, live-in aide and/or other needs. Allow for shared housing and group home settings with the use of Section 8 Vouchers

**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)
  - Actively support legislation and other agencies in furthering fair housing
  - Responsive with active and open communication with local and Federal fair housing offices
  - Participate in Fair housing presentations and training
  - Work closely with HUD FHEO staff.

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

**(2) Reasons for Selecting Strategies**

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

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

**2. Statement of Financial Resources**

[24 CFR Part 903.7 9 (b)]

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

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
<b>1. Federal Grants (FY 2000 grants)</b>		
a) Public Housing Operating Fund	1,208,058	
b) Public Housing Capital Fund		
c) HOPE VI Revitalization		
d) HOPE VI Demolition		
e) Annual Contributions for Section 8 Tenant-Based Assistance	11,579,292	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)	0	
g) Resident Opportunity and Self-Sufficiency Grants	5,000	
h) Community Development Block Grant		
i) HOME		
Other Federal Grants (list below)		

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
<b>2. Prior Year Federal Grants (unobligated funds only) (list below)</b>		
<b>3. Public Housing Dwelling Rental Income</b>	1,468,980	
<b>4. Other income (list below)</b>		
Interest Earned on RSRV	15,000	
Other Income	12,400	
Late Charges	12,000	
Maintenance Charges	39,000	
<b>4. Non-federal sources (list below)</b>		
<b>Total resources</b>	14,339,730	

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

[24 CFR Part 903.7 9 (c)]

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

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

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

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

- When families are within a certain number of being offered a unit: (state number)
- When families are within a certain time of being offered a unit: Three months
- Other: (describe)

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

- Criminal or Drug-related activity
- Rental history
- Housekeeping
- Other (describe)  
Previous and current landlord reference.

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

**(2)Waiting List Organization**

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

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

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

- PHA main administrative office
- PHA development site management office
- Other (list below)  
Public Housing Senior properties, Aging Services, Independent Living Center, Disabled Rights Action Committee (DRAC), and the Community Action Program (CAP).

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? N/A

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

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

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

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

**(3) Assignment**

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

- One
- Two
- Three or More

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

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

**(4) Admissions Preferences**

a. Income targeting:

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

b. Transfer policies:

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

- Emergencies
- Overhoused
- Underhoused
- Medical justification
- Administrative reasons determined by the PHA (e.g., to permit modernization work)
- Resident choice: (state circumstances below)
- Other: (list below)  
If the resident needs to be closer to family support, place of employment or child care provider to enable the resident to maintain their employment, a transfer will be granted.

c. Preferences

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

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

Former Federal preferences:

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

Other preferences: (select below)

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

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

2 Date and Time

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

1 Those enrolled currently in educational, training, or upward mobility programs.

Former Federal preferences:

Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)

Victims of domestic violence

Substandard housing

Homelessness

High rent burden

Other preferences (select all that apply)

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

4. Relationship of preferences to income targeting requirements:

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

**(5) Occupancy**

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

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

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

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

**(6) Deconcentration and Income Mixing**

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

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

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

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

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

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

- Additional affirmative marketing
- Actions to improve the marketability of certain developments
- Adoption or adjustment of ceiling rents for certain developments
- Adoption of rent incentives to encourage deconcentration of poverty and income-mixing
- Other (list below)

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

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

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

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

## **B. Section 8**

Exemptions: PHAs that do not administer section 8 are not required to complete sub-component 3B.

**Unless otherwise specified, all questions in this section apply only to the tenant-based section 8 assistance program (vouchers, and until completely merged into the voucher program, certificates).**

### **(1) Eligibility**

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

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

Those who have or are participating in a federally subsidized housing program that owes either a PHA or landlord money based on their program participation.

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)  
Current and previous landlord's name, address and phone number.

**(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)  
Dept. of Workforce Services, State of Utah, Department of Human Services  
Division of Services for People with Disabilities, Community Action Program (CAP), Disabled Rights Action Committee (DRAC), Independent Living Center, and Aging Services.

**(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:

1. If client can demonstrate that they have looked but was unable to find anything by providing a list of all units they have applied for;
2. If the client was ill or hospitalized; or
3. Accommodating for disability.

**(4) Admissions Preferences**

a. Income targeting

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

b. Preferences

1.  Yes  No: Has the PHA established preferences for admission to section 8 tenant-based assistance? (other than date and time of application) (if no, skip to subcomponent (5) Special purpose section 8 assistance programs)
2. Which of the following admission preferences does the PHA plan to employ in the coming year? (select all that apply from either former Federal preferences or other preferences)

Former Federal preferences

- Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- Victims of domestic violence

- Substandard housing
- Homelessness
- High rent burden (rent is > 50 percent of income)

Other preferences (select all that apply)

- Working families and those unable to work because of age or disability
- Veterans and veterans' families
- Residents who live and/or work in your jurisdiction
- Those enrolled currently in educational, training, or upward mobility programs
- Households that contribute to meeting income goals (broad range of incomes)
- Households that contribute to meeting income requirements (targeting)
- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes
- Other preference(s) (list below)  
Single applicants 18 to 21 years of age in foster care and graduates of Transitional Housing Programs.

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

- 2 Date and Time
- 1 Working families and those unable to work because of age or disability.
- 1 Those enrolled currently in educational, training or upward mobility program.
- 1 Single applicants 18 to 21 years of age in foster care and graduates of the HASLC's Transitional Housing Program.

Former Federal preferences

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

Other preferences (select all that apply)

- Working families and those unable to work because of age or disability
- 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)  
Single applicants 18 to 21 years of age in foster care, and graduates of the HASLC's Transitional Housing programs.

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

- Date and time of application
- Drawing (lottery) or other random choice technique

5. If the PHA plans to employ preferences for "residents who live and/or work in the jurisdiction" (select one)

- This preference has previously been reviewed and approved by HUD
- The PHA requests approval for this preference through this PHA Plan

6. Relationship of preferences to income targeting requirements: (select one)

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

**(5) Special Purpose Section 8 Assistance Programs**

a. In which documents or other reference materials are the policies governing eligibility, selection, and admissions to any special-purpose section 8 program administered by the PHA contained? (select all that apply)

- The Section 8 Administrative Plan
- Briefing sessions and written materials
- Other (list below)

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

- Through published notices
- Other (list below)  
Reports to the Resident Advisory Board, Resident Council, specialized organizations, and advocacy groups.

**4. PHA Rent Determination Policies** [24 CFR Part 903.7 9 (d)]

**A. Public Housing**

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

**(1) Income Based Rent Policies**

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

a. Use of discretionary policies: (select one)

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

---or---

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

b. Minimum Rent

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

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

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

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

The hardship requirements established by HUD.

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

1.  Yes  No: Does the PHA plan to charge rents at a fixed amount or percentage less than 30% of adjusted income?  
2. If yes to above, list the amounts or percentages charged and the circumstances under which these will be used below:

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

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

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

- For household heads  
 For other family members  
 For transportation expenses  
 For the non-reimbursed medical expenses of non-disabled or non-elderly families

Other (describe below)

e. Ceiling rents

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

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

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

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

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

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

f. Rent re-determinations:

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

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

g.  Yes  No: Does the PHA plan to implement individual savings accounts for residents (ISAs) as an alternative to the required 12 month

disallowance of earned income and phasing in of rent increases in the next year?

**(2) Flat Rents**

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

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

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

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

**(1) Payment Standards**

Describe the voucher payment standards and policies.

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

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

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

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

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

- FMRs are not adequate to ensure success among assisted families in the PHA's segment of the FMR area
- Reflects market or submarket

- To increase housing options for families
- Other (list below)

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

- Annually
- Other (list below)  
quarterly

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

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

**(2) Minimum Rent**

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

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

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

The HASLC Board adopted the five hardship criteria established by HUD.

**5. Operations and Management** [24 CFR Part 903.7 9 (e)]

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

**A. PHA Management Structure**

Describe the PHA’s management structure and organization.

(select one)

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

**B. HUD Programs Under PHA Management**

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

Program Name	Units or Families Served at Year Beginning	Expected Turnover

Public Housing		
Section 8 Vouchers		
Section 8 Certificates		
Section 8 Mod Rehab		
Special Purpose Section 8 Certificates/Vouchers (list individually)		
Public Housing Drug Elimination Program (PHDEP)		
Other Federal Programs(list individually)		

**C. Management and Maintenance Policies**

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

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

(2) Section 8 Management: (list below)

**6. PHA Grievance Procedures**[24 CFR Part 903.7 9 (f)]

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

**A. Public Housing**

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

If yes, list additions to federal requirements below:

2. Which PHA office should residents or applicants to public housing contact to initiate the PHA grievance process? (select all that apply)

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

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

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

If yes, list additions to federal requirements below:

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

## **7. Capital Improvement Needs**

[24 CFR Part 903.7 9 (g)]

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

### **A. Capital Fund Activities**

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

#### **(1) Capital Fund Program Annual Statement**

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

Select one:

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

-or-

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

# PHA Plan Table Library

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

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

Capital Fund Grant Number 501 FFY of Grant Approval: (2003)

Original Annual Statement

Line No.	Summary by Development Account	Total Estimated Cost
1	Total Non-CGP Funds	
2	1406 Operations	3,000.00
3	1408 Management Improvements	94,400.00
4	1410 Administration	91,787.00
5	1411 Audit	0
6	1415 Liquidated Damages	0
7	1430 Fees and Costs	18,000.00
8	1440 Site Acquisition	0
9	1450 Site Improvement	32,000.00
10	1460 Dwelling Structures	518,350.00
11	1465.1 Dwelling Equipment-Nonexpendable	19,000.00
12	1470 Nondwelling Structures	61,000.00
13	1475 Nondwelling Equipment	75,000.00
14	1485 Demolition	0
15	1490 Replacement Reserve	0
16	1492 Moving to Work Demonstration	0
17	1495.1 Relocation Costs	0
18	1498 Mod Used for Development	0
19	1502 Contingency	5,000.00
20	<b>Amount of Annual Grant (Sum of lines 2-19)</b>	<b>917,537.00</b>
21	Amount of line 20 Related to LBP Activities	0
22	Amount of line 20 Related to Section 504 Compliance	0
23	Amount of line 20 Related to Security	0
24	Amount of line 20 Related to Energy Conservation Measures	75,000.00

**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 Mgmt. Improvement	Preventative Maintenance	1408	46,200.00
	Procurement Improvement	“	46,200.00
	Training for Mod. and Maint. Staff	“	2,000.00
HA-Wide Admin.	Non-Tech. Salaries	1410	91,787.00
HA-Wide Fees and Costs	Architectural and Engineering	1430	18,000.00
HA-Wide	Nonroutine vacancy prep.	1460	69,000.00
	Nonroutine PM repair and Paint	1460	65,100.00
	Vehicle replacement and maint. Equip.	1460	55,000.00
UT402 CityPlaza	Surveillance cameras	1470	10,000.00
	Card entry system	1470	7,000.00
UT403 Central City	Dumpster enclosure	1450	1,000.00
	Windows	1460	68,000.00
UT406 Phillips Plaza	Mechanical & Electrical	1460	5,000.00
	Building exterior	1460	60,000.00
	Interior common areas	1470	2,000.00
UT407 Scattered Sites	Landscape	1450	17,000.00
	Furnaces	1460	37,000.00
	Lighting	1460	1,000.00
	Siding	1460	14,000.00
	Roofing	1460	10,000.00
	Windows	1460	6,000.00
	Kitchens & Baths	1460	1,000.00
UT414 Peery House	Concrete	1450	1,000.00
	HVAC	1460	1,000.00
	Deadbolt locks	1460	2,000.00

UT415 Romney Plaza	Generator upgrade	1460	10,000.00
	HVAC	1460	1,000.00
	Parcel mail boxes	1470	1,000.00
	Carpet, dividers	1470	10,000.00
UT417 Mead/Amer	Roofing	1460	25,000.00
UT418 Reedwood,330,Pc	Landscape	1450	5,000.00
	Concrete	1450	2,000.00
	Fencing	1450	3,000.00
	Site lighting	1450	3,000.00
	Hvac	1460	56,250.00
	Siding	1460	90,000.00
	Screens	1460	12,000.00
	Flooring,doors	1460	16,000.00
UT420 Pacific Heights	Kitchens	1460	19,000.00
HA-Wide Offices	Copiers	1475	18,000.00
	Phone cable	1475	2,000.00

**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 Preventative Maintenance	06/30/05	06/30/07
HA-Wide Procurement Improvement	06/30/05	06/30/07
HA-Wide Training for Mod. and Maint.	06/30/05	06/30/07
HA-Wide Nonroutine vacancy prep.	06/30/05	06/30/07
HA-Wide Nonroutine PM and paint	06/30/05	06/30/07
HA-Wide Vehicle replacement & maint. Equip.	06/30/05	06/30/07
UT402 City Plaza	06/30/05	06/30/07
UT403 <i>Central City</i>	06/30/05	06/30/07
UT405 American	06/30/05	06/30/07
UT406 Phillips Plaza	06/30/05	06/30/07
UT407 Scattered	06/30/05	06/30/07
UT408 Faultline	06/30/05	06/30/07
UT409 Scattered	06/30/05	06/30/07
UT410 Scattered	06/30/05	06/30/07
UT411 Scattered	06/30/05	06/30/07
UT412 Faultline	06/30/05	06/30/07
UT413 Scattered	06/30/05	06/30/07
UT414 Peery House	06/30/05	06/30/07
UT415 Romney Plaza	06/30/05	06/30/07
UT417 Mead/Amer	06/30/05	06/30/07
UT418 Red, 330, Pacific	06/30/05	06/30/07
UT420 Pacific Heights	06/30/05	06/30/07
UT424 Scattered	06/30/05	06/30/07
UT427 Scattered	06/30/05	06/30/07
UT428 Scattered	06/30/05	06/30/07
UT429 Scattered	06/30/05	06/30/07
UT430 Scattered	06/30/05	06/30/07

**(2) Optional 5-Year Action Plan**

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

- a.  Yes  No: Is the PHA providing an optional 5-Year Action Plan for the Capital Fund? (if no, skip to sub-component 7B)
- b. If yes to question a, select one:
  - The Capital Fund Program 5-Year Action Plan is provided as an attachment to the PHA Plan at Attachment (state name) B and electronically transmitted under ut004b02
  - or-
  - The Capital Fund Program 5-Year Action Plan is provided below: (if selected, copy the CFP optional 5 Year Action Plan from the Table Library and insert here)

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

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

- Yes  No:
  - a) Has the PHA received a HOPE VI revitalization grant? (if no, skip to question c; if yes, provide responses to question b for each grant, copying and completing as many times as necessary)
  - b) Status of HOPE VI revitalization grant (complete one set of questions for each grant)
    - 1. Development name:
    - 2. Development (project) number:
    - 3. Status of grant: (select the statement that best describes the current status)
      - Revitalization Plan under development
      - Revitalization Plan submitted, pending approval
      - Revitalization Plan approved
      - Activities pursuant to an approved Revitalization Plan underway
- Yes  No:
  - c) Does the PHA plan to apply for a HOPE VI Revitalization grant in the Plan year?  
If yes, list development name/s below:
- Yes  No:
  - d) Will the PHA be engaging in any mixed-finance development activities for public housing in the Plan year?  
If yes, list developments or activities below:

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

### **8. Demolition and Disposition**

[24 CFR Part 903.7 9 (h)]

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

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

#### 2. Activity Description

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

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

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

[24 CFR Part 903.7 9 (i)]

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

1.  Yes  No: Has the PHA designated or applied for approval to designate or does the PHA plan to apply to designate any public housing for occupancy only by the elderly families or only by families with disabilities, or by elderly families and families with disabilities or will apply for designation for occupancy by only elderly families or only families with disabilities, or by elderly families and families with disabilities as provided by section 7 of the U.S. Housing Act of 1937 (42 U.S.C. 1437e) in the upcoming fiscal year? (If “No”, skip to component 10. If “yes”, complete one activity description for each development, unless the PHA is eligible to complete a streamlined submission; PHAs completing streamlined submissions may skip to component 10.)

2. Activity Description

Yes  No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? If “yes”, skip to component 10. If “No”, complete the Activity Description table below.

<b>Designation of Public Housing Activity Description</b>
1a. Development name: City Plaza, Phillips Plaza and Romney Plaza 1b. Development (project) number: UT004-002, UT 004-006 and UT 004-015
2. Designation type: Occupancy by only the elderly <input checked="" type="checkbox"/> Occupancy by families with disabilities <input type="checkbox"/> Occupancy by only elderly families and families with disabilities <input type="checkbox"/>
3. Application status (select one) Approved; included in the PHA’s Designation Plan <input checked="" type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/>
4. Date this designation approved, submitted, or planned for submission: <u>(09/19/02)</u>
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: 319 7. Coverage of action (select one) <input type="checkbox"/> Part of the development <input checked="" type="checkbox"/> Total development

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

[24 CFR Part 903.7 9 (j)]

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

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

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

**2. Activity Description**

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

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

<input type="checkbox"/> Units addressed in a pending or approved HOPE VI demolition application (date submitted or approved:            )
<input type="checkbox"/> Units addressed in a pending or approved HOPE VI Revitalization Plan (date submitted or approved:            )
<input type="checkbox"/> Requirements no longer applicable: vacancy rates are less than 10 percent
<input type="checkbox"/> Requirements no longer applicable: site now has less than 300 units
<input type="checkbox"/> Other: (describe below)

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

See Attachment B

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

**11. Homeownership Programs Administered by the PHA**

[24 CFR Part 903.7 9 (k)]

**A. Public Housing**

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

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

2. Activity Description

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

<b>Public Housing Homeownership Activity Description  (Complete one for each development affected)</b>
1a. Development name: 1b. Development (project) number:

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

**B. Section 8 Tenant Based Assistance**

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

2. Program Description:

a. Size of Program

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

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

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

b. PHA-established eligibility criteria

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

If yes, list criteria below:

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

[24 CFR Part 903.7 9 (l)]

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

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

1. Cooperative agreements:

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

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

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

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

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

**(1) General**

a. Self-Sufficiency Policies

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

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

b. Economic and Social self-sufficiency programs

- Yes  No: Does the PHA coordinate, promote or provide any programs to enhance the economic and social self-sufficiency of residents? (If “yes”, complete the following table; if “no” skip to sub-component 2, Family Self



- 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**

The HASLC will administer the Community Service Requirement. Adult members of households (excluding elderly and disabled individuals) not participating in employment, an educational program or the Family Self-Sufficiency Program will be required to perform 8 hours of community service per month. We will provide a list of volunteer opportunities that may be available throughout the community.

**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)

The HASLC will continue to the best of our ability and funds permitting activities that reduce criminal and drug related activities in and around our public housing complexes. When planning for capital repairs we will include environmental design concepts whenever possible. We will also use our capital funds for security/ surveillance equipment. Our H.O.M.E. Resident Council is currently working with the Salt Lake City Police Department in an effort to start up Neighborhood Watch Programs. Due to funding cuts we have had to reduce the number of off-duty police officers that provide security at our public housing complexes. We will continue these security patrols as long as our operating budget can accommodate the cost. In 2002 we eliminated two officers and we are planning to reduce one more officer position in 2003, which takes us from 7 officers to 4.

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

Our west side properties have a higher crime rate surrounding our public housing but all of our public housing complexes are affected.

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

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

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

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

West side complexes

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

PHAs eligible for FY 2002 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 2003 in this PHA Plan?
- Yes  No: This PHDEP Plan is an Attachment.

**14. RESERVED FOR PET POLICY**

[24 CFR Part 903.7 9 (n)]

**HOUSING AUTHORITY OF SALT LAKE CITY  
Pet Policy for Public Housing Families  
Effective February 26, 2001**

**POLICY**

It is the policy of the Housing Authority of Salt Lake City to allow pet ownership in public housing units for families. This policy does not pertain to service animals for people with disabilities.

## **PURPOSE AND OBJECTIVE**

Establish clear guidelines for residents to follow in order to make pet ownership a positive experience for all. The Housing Authority is aware that pet ownership may create problems with the peaceful enjoyment of other residents, that some persons are allergic to pets or become nervous around pets, and that pets may create damage to housing units. The purpose of this policy is to define the position and remedial actions to be taken by the Housing Authority of Salt Lake City to assist in the elimination of any negative effects pet ownership may cause.

## **SECTION 1 DEFINITIONS**

1. The term “HASLC” shall mean the Housing Authority of Salt Lake City, a public housing authority organized under the laws of the State of Utah.
2. The term “Resident” shall mean a person who occupies a housing unit in the Public Housing for Families Program.
3. The term “Housing Unit” means an apartment, duplex, four plex, eight plex, or single family dwelling (house) that is used for housing purposes. The term Housing Unit includes all yards, community areas, common areas, and other real or personal property owned, leased, or operated by the Housing Authority under its Public Housing Program.
4. The term “Premises” shall mean a housing unit, grounds, and other rental property in the Public Housing for Families Program owned by the Housing Authority and used for housing purposes.
5. The term “Pet” shall mean the following domesticated animals:
  - (A) A dog, cat, caged bird or fish that is:
    - (i) the type, kind, breed, or species of pet traditionally kept in a home or apartment unit for pleasure;
    - (ii) does not weigh more than 30 pounds;
    - (iii) does not emit odors which are noxious that could interfere with the enjoyment of other residents and neighbors;
    - (iv) does not emit noise which disturbs other residents or neighbors;
    - (v) is not kept or used for commercial purposes.

- (B) A pet does not include dogs considered a dangerous breed, farm animals, exotic pets, breeding animals, wild or feral animals, and other dangerous animals.

## **SECTION 11 GENERAL POLICY PROVISIONS**

In order to provide reasonable assurances that allowing pet ownership will not be detrimental to the quality of life of all residents residing in public housing for families, and to significantly reduce the long term possibilities of negative results of allowing residents to have pets, the Housing Authority of Salt Lake City has established the following rules for the privilege of pet ownership and the resident agrees in writing to abide by these rules:

- 1 No more than one animal per unit.
- 2 Maximum adult weight of pet will not exceed 30 pounds.
- 3 Resident will obtain written pet ownership approval from the Housing Authority prior to bringing the animal to the unit.
- 4 Guests of residents will not be permitted to bring pets onto the premises except for service dogs.
- 5 The resident will pay in addition to the security deposit, a refundable pet deposit, and a non-refundable pet fee. The pet deposit is \$150 and the pet fee is \$100. The deposit and fee are due prior to bringing the pet to the premises.

The pet deposit will be refunded, without interest provided:

- a. There are no pet caused damages to the premises;
  - b. The animal has been taken to the resident's new home;
  - c. If the animal was not taken to the resident's home, the animal is placed with a person who is identified by name, address and phone number and that person has written authority to have the pet at his/her residence; or documentation that the resident has taken the pet to a local animal shelter or rescue organization.
- 6 All residents' pets, in particular cats and dogs, are required to be spayed or neutered prior to bringing the pet to the premises, or as soon as the animal is medically considered old enough to be spayed or neutered, whichever occurs first.
  - 7 All residents' pets must maintain all required vaccinations and a rabies vaccination.

- 8 The resident is required to provide the Housing Authority with a photograph of the pet, certificate of the spay or neuter and records of current vaccinations. Every pet must have and wear a city animal license, a valid rabies tag, and a current license tag bearing the resident's name, address and phone number. Updated vaccination records and photograph will be required annually with resident re-certification.
- 9 The resident will provide the Housing Authority with the name, address and phone number of a responsible person that will take possession of the pet should the resident vacate the premises without taking the pet with them.
- 10 The resident is responsible for their pet. This includes cleaning up after them both inside the unit and outside areas and disposing of the excrement properly.
- 11 The resident must accompany the pet at all times and must maintain control of the pet at all times. The resident must keep the pet leashed or in a cage when transporting the pet outside the unit. The resident must never leave the pet alone outside tethered or chained.
- 12 The resident will not care for a pet owned by another resident or another person. If the resident leaves the housing unit for a period longer than the pet can be left unattended, the resident will have the pet cared for by someone outside the premises.
- 13 No alteration of the housing unit or premises may be made to accommodate a pet, except for sight impaired person or disabled person as authorized by the Executive Director of the Housing Authority in writing.
- 14 To accommodate a resident who may have an allergic reaction to a pet, the Housing Authority reserves the right to restrict all or portions of the housing units from one or more kinds of pets.
- 15 A resident will not care for or feed stray pets or other animals. The feeding of stray pets or other animals will be considered keeping a pet without permission. A pet or other animals kept without permission will be a violation of a resident's lease and the pet policy and may constitute grounds for eviction.

I have read and I fully understand the Public Housing for Families Pet Policy and my obligation for pet ownership while residing in public housing.

-----  
 Resident (Print Name) -----  
Date

-----  
Resident Signature

## **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. Attachment E

## **16. Fiscal Audit**

[24 CFR Part 903.7 9 (p)]

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

## **17. PHA Asset Management**

[24 CFR Part 903.7 9 (q)]

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

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

4. **18. Other Information**

[24 CFR Part 903.7 9 (r)]

**A. Resident Advisory Board Comments**

1.  Yes  No: Did the PHA receive any comments on the PHA Plan from the Resident Advisory Board/s?
2. If yes, the comments are: (if comments were received, the PHA **MUST** select one)
- Attached at Attachment (File name)
- Provided below:  
The Resident Advisory Board congratulated the HASLC for a fine job with the Agency Plan and stated they had no questions and were very pleased with all we provide to our program participants.  
The Agency Plan was accepted as presented with all voting "Aye".
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)

We expressed our appreciation for their involvement and interest in our programs.

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

1.  Yes  No: Does the PHA meet the exemption criteria provided section 2(b)(2) of the U.S. Housing Act of 1937? (If no, continue to question 2; if yes, skip to sub-component C.)
2.  Yes  No: Was the resident who serves on the PHA Board elected by the residents? (If yes, continue to question 3; if no, skip to sub-component C.)

3. Description of Resident Election Process

- a. Nomination of candidates for place on the ballot: (select all that apply)
- Candidates were nominated by resident and assisted family organizations
- Candidates could be nominated by any adult recipient of PHA assistance
- Self-nomination: Candidates registered with the PHA and requested a place on ballot
- Other: (describe)

b. Eligible candidates: (select one)

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

c. Eligible voters: (select all that apply)

- All adult recipients of PHA assistance (public housing and section 8 tenant-based assistance)
- Representatives of all PHA resident and assisted family organizations
- Other (list) Salt Lake City Mayor and City Council Members.

**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: (Salt Lake City)

2. The PHA has taken the following steps to ensure consistency of this PHA Plan with the Consolidated Plan for the jurisdiction: (select all that apply)

- The PHA has based its statement of needs of families in the jurisdiction on the needs expressed in the Consolidated Plan/s.
- The PHA has participated in any consultation process organized and offered by the Consolidated Plan agency in the development of the Consolidated Plan.
- The PHA has consulted with the Consolidated Plan agency during the development of this PHA Plan.
- Activities to be undertaken by the PHA in the coming year are consistent with the initiatives contained in the Consolidated Plan. (list below)  
Providing affordable housing, reducing to the greatest extent possible, crime related activities in Salt Lake City, participate in the City's First Time Home Buyers Program by providing FSS referrals, partnering with the City in many affordable housing projects, etc.
- Other: (list below)

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

**D. Other Information Required by HUD**

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

**RESIDENT ADVISORY BOARD MEMBERS  
For  
The Housing Authority of Salt Lake City  
2003**

Elena Trujillo, Chair  
475 East 900 South #24  
Salt Lake City, Utah 84111

Ken Henline  
524 Wilson Ave  
Salt Lake City, Utah 84105

Bonnie Sawaya, Vice Chair  
660 South 300 East #807  
Salt Lake City, Utah 84111

Christine Beard  
330 North 800 West #6  
Salt Lake City, Utah 84116

Doug Sterling  
1099 South West Temple #B106  
Salt Lake City, Utah 84115

Ralph Lorange  
1992 South 200 East #624  
Salt Lake City, Utah 84115

Margaret Nakai  
1841 West Morton Drive #E12  
Salt Lake City, Utah 84116

**RESIDENT BOARD MEMBER**

Doug Sterling  
1099 South West Temple # B106  
Salt Lake City, Utah 84115

## **Attachments**

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

# PHA Plan Table Library

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

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

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

Original Annual Statement

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

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

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

**Annual Statement**

**Capital Fund Program (CFP) Part III: Implementation Schedule**

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

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

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

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

