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

PHA Plans

5 Year Plan for Fiscal Years 2000-2004
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

HUD 50075
OMB Approval No: 2577-0226
Expires: 03/31/2002

PHA Plan
Agency Identification

PHA Name: Housing Authority of Carbon County

PHA Number: UT016

PHA Fiscal Year Beginning: 04/2003

Public Access to Information

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

☒ Main administrative office of the PHA
☐ PHA development management offices
☒ PHA local offices-East Carbon

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-East Carbon
☒ Main administrative office of the local government-AOG Offices
☐ Main administrative office of the State government
☐ Public library
☒ PHA website sponsored by AOG
☐ Other (list below)

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

☒ Main business office of the PHA
☐ PHA development management offices
☒ Other-East Carbon

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

A. Mission

☒ 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 to ensure safe, decent, and affordable housing; create opportunities for residents, self-sufficiency and economic independence and assure fiscal integrity by all program participants.

In order to achieve this mission we will:

- Recognize the residents as our ultimate customer
- Improve PHA management and service delivery efforts through oversight, assistance and selective intervention by highly skilled, diagnostic, and results-oriented field personnel
- Seek problem-solving partnerships with PHA, resident, community, and government leadership
- Act as an agent for change when performance is unacceptable and we judge that local leadership is not capable or committed to improvement
- Efficiently apply limited HUD resources by using risk assessment techniques to focus our oversight efforts

B. Goals

The goals and objectives listed below are derived from HUD's strategic Goals and Objectives and those emphasized in recent legislation.

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

☒ PHA Goal: Expand the supply of assisted housing

Objectives:

☐ Apply for additional rental vouchers:

☒ Reduce public housing vacancies:

☒ Leverage private or other public funds to create additional housing opportunities: Within the 5 year period One additional housing opportunities completed.

☒ Acquire or build units or developments –Within the 5 year period two units in the community will be acquired or built.

☒ Other-At least 5 more units adapted for disabled.

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☒ PHA Goal: Improve the quality of assisted housing
Objectives:
- ☒ Improve public housing management: (PHAS score)-keep scores in the 90 percentile.
- ☒ Improve voucher management: (SEMAP score)-keep scores in the 90 percentile.
- ☒ Increase customer satisfaction:
- ☐ Concentrate on efforts to improve specific management functions: (list; e.g., public housing finance; voucher unit inspections)
- ☒ Renovate or modernize public housing units:
- ☐ Demolish or dispose of obsolete public housing:
- ☒ Provide replacement public housing: If funding becomes available.
- ☐ Provide replacement vouchers:
- ☐ Other: (list below)

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

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

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

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

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

Objectives:

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

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

☒ PHA Goal: Ensure equal opportunity and affirmatively further fair housing

Objectives:

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

Other PHA Goals and Objectives: (list below)

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

i. Annual Plan Type:

☒ **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

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, statements, budget summary, 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 have adopted three local preferences – for applicants who live in the Housing Authority of Carbon County jurisdiction.
- We have adopted an aggressive screening policy for public housing to ensure to the best of our ability that new admissions will be good neighbors. In our Section 8 program, we are screening applicants to the fullest extent allowable while not taking away the ultimate responsibility from the landlord. Our screening practices will meet all fair housing requirements.
- Applicants will be selected from the waiting list by time and date and preference.
- We have established a minimum rent of $50.00.
- In an attempt to encourage work and advancement in the workplace, we are not requiring interim recertifications if a Public Housing resident or Section 8 participants have an increase in income. The increase will be reported at the next regular recertification.
- We are going to utilize the published FMR's as our payment standard for the Section 8 program.

In summary, we are on course to improve the condition of affordable housing in Carbon County.

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iii. Annual Plan Table of Contents

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Attachments

Required Attachments:

☒ Admissions Policy for Deconcentration
☒ FY 2003 Capital Fund Program Annual Statement (Inserted in plan)
☐ 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 2000 Capital Fund Program 5 Year Action Plan
☒ Public Housing Drug Elimination Program (PHDEP) Plan
☒ Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text)
☒ Other : Pet Policy, Meeting the Five Year Plan Mission and Goals, Resident Membership of the PHA Governing Board, Membership of the Resident Advisory Board, Intergovernmental Agreement.

Supporting Documents Available for Review

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

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List of Supporting Documents Available for Review		
Applicable & On Display	**Supporting Document**	**Applicable Plan Component**
X	Section 8 rent determination (payment standard) policies ☒ 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 ☒ check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
X	Section 8 informal review and hearing procedures ☒ check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
X	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
X	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
X	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	Annual Plan: Capital Needs
	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans or any other approved proposal for development of public housing	Annual Plan: Capital Needs
	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act	Annual Plan: Conversion of Public Housing
	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
X	Policies governing any Section 8 Homeownership program ☒ 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
	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
X	The most recent Public Housing Drug Elimination Program (PHEDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)	Annual Plan: Safety and Crime Prevention

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List of Supporting Documents Available for Review		
Applicable & On Display	**Supporting Document**	**Applicable Plan Component**
X	The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U. S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	Annual Plan: Annual Audit
	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)

1. Statement of Housing Needs

[24 CFR Part 903.7 9 (a)]

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

Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Overall	Afford-ability	Supply	Quality	Access-ibility	Size	Loca-tion
Income <= 30% of AMI	15	5	3	4	2	5	3
Income >30% but <=50% of AMI	10	4	3	4	2	5	3
Income >50% but <80% of AMI	5	4	3	4	2	4	3
Elderly	50	5	3	4	4	3	3
Families with Disabilities	15	5	5	4	5	4	3
Race/Ethnicity	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Race/Ethnicity	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Race/Ethnicity	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Race/Ethnicity	N/A	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: 2002

☐ U.S. Census data: the Comprehensive Housing Affordability Strategy ("CHAS") dataset

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☐ 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

Housing Needs of Families on the Waiting List			
Waiting list type: (select one) ☐ Section 8 tenant-based assistance ☐ Public Housing ☒ Combined Section 8 and Public Housing ☐ Public Housing Site-Based or sub-jurisdictional waiting list (optional) If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	71		
Extremely low income <=30% AMI	56	79%	
Very low income (>30% but <=50% AMI)	15	21%	
Low income (>50% but <80% AMI)	0		
Families with children	54	76%	
Elderly families	8	11%	
Families with Disabilities	9	13%	
Race/ethnicity	White 52	73%	
Race/ethnicity	Black 0		
Race/ethnicity	Indian 0		
Race/ethnicity	Hispanic 19	27%	
Characteristics by Bedroom Size (Public Housing Only)			

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Housing Needs of Families on the Waiting List			
1BR	15		
2 BR	35		
3 BR	20		
4 BR	1		
5 BR			
5+ BR			

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

If yes:

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

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

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

C. Strategy for Addressing Needs

Over the next five years one and two bedroom units need to be increased considerably. Ground level handicapped accessible units need to be rehabed for Section 8 and Public Housing.

Section 8 Fair Market Rents need to be increased to provide more suitable housing.

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:

☒ 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

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☒ Participate in the Consolidated Plan development process to ensure coordination with broader community strategies
☐ Other (list below)

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

☐ 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:

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

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

☒ 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

☐ 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:

☒ 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:

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

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

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

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

Strategy 2: Conduct activities to affirmatively further fair housing

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

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

(2) Reasons for Selecting Strategies

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

☒ Funding constraints
☒ Staffing constraints
☐ Limited availability of sites for assisted housing
☒ Extent to which particular housing needs are met by other organizations in the community
☒ Evidence of housing needs as demonstrated in the Consolidated Plan and other information available to the PHA
☒ Influence of the housing market on PHA programs
☒ Community priorities regarding housing assistance

☒ Results of consultation with local or state government
☒ Results of consultation with residents and the Resident Advisory Board
☒ Results of consultation with advocacy groups
☐ Other: (list below)

2. Statement of Financial Resources

[24 CFR Part 903.7 9 (b)]

Financial Resources: Planned Sources and Uses		
Sources	**Planned $**	**Planned Uses**
1. **Federal Grants (FY 2003 grants)**		
a) Public Housing Operating Fund	203,454	Management
b) Public Housing Capital Fund	268,511	
c) HOPE VI Revitalization		
d) HOPE VI Demolition		
e) Annual Contributions for Section 8 Tenant-Based Assistance	794,173	Management
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)		Drug Elimination Security
g) Resident Opportunity and Self-Sufficiency Grants		
h) Community Development Block Grant		Rehab of Public Housing and Infrastructure
i) HOME		
Other Federal Grants (list below)		
CFR Modernization		
2. Prior Year Federal Grants (unobligated funds only) (list below)		
3. Public Housing Dwelling Rental Income	220,125	Management

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Financial Resources: Planned Sources and Uses		
Sources	**Planned $**	**Planned Uses**
4. Other income (list below)		
4. Non-federal sources (list below)		
State	70,000	
Total resources	1,556,263	

3. PHA Policies Governing Eligibility, Selection, and Admissions

[24 CFR Part 903.7 9 (c)]

A. Public Housing

(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: 30 families
☒ When families are within a certain time of being offered a unit: 30 days
☐ Other:

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 : Bad debt history with the housing authority.

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

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

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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-Elderly, disabled sites
☐ Other (describe)

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

☒ PHA main administrative office
☐ PHA development site management office
☒ Other : Community Partners sponsor applications.

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

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

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

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

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

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

(3) Assignment

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

☒ 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: Work location, School location
☐ Other: (list below)

c. Preferences

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

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

Former Federal preferences:

☒ Involuntary Displacement (Disaster, Government Action, Action of Housing

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Owner, Inaccessibility, Property Disposition)

☒ Victims of domestic violence
☒ Substandard housing
☒ Homelessness
☒ High rent burden (rent is > 50 percent of income)

Other preferences: (select below)

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

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

1 Date and Time

Former Federal preferences:

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

Other preferences (select all that apply)

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

☐ Other preference(s) (list below)

4. Relationship of preferences to income targeting requirements:
☐ The PHA applies preferences within income tiers
☒ Not applicable: the pool of applicant families ensures that the PHA will meet income targeting requirements

(5) Occupancy

a. What reference materials can applicants and residents use to obtain information about the rules of occupancy of public housing (select all that apply)
☒ The PHA-resident lease
☒ The PHA's Admissions and (Continued) Occupancy policy
☒ PHA briefing seminars or written materials
☐ Other source (list)

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

(1) Eligibility

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

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

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

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

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

e. Indicate what kinds of information you share with prospective landlords? (select all that apply)
☒ Criminal or drug-related activity
☒ Other (Confidential information will not be released without client permission)

(2) Waiting List Organization

a. With which of the following program waiting lists is the section 8 tenant-based assistance waiting list merged? (select all that apply)
☐ None
☒ Federal public housing
☐ Federal moderate rehabilitation
☐ Federal project-based certificate program
☐ Other federal or local program (list below)

b. Where may interested persons apply for admission to section 8 tenant-based assistance? (select all that apply)
☒ PHA main administrative office
☐ Other (list below)

(3) Search Time

a. ☒ Yes ☐ No: Does the PHA give extensions on standard 60-day period to search for a unit?

If yes, state circumstances below:
1. Medical
2. Unable to find a unit

(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)

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

1 Date and Time

Former Federal preferences

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

Other preferences (select all that apply)

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

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

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

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

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

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

☐ The PHA applies preferences within income tiers

☒ Not applicable: the pool of applicant families ensures that the PHA will meet income targeting requirements

(5) Special Purpose Section 8 Assistance Programs

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

☒ The Section 8 Administrative Plan

☒ Briefing sessions and written materials

☐ Other (list below)

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

☒ Through published notices

☐ Other (list below)

4. PHA Rent Determination Policies

[24 CFR Part 903.7 9 (d)]

A. Public Housing

(1) Income Based Rent Policies

a. Use of discretionary policies: (select one)

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

---or---

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

b. Minimum Rent

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

☐ $0
☐ $1-$25
☒ $26-$50

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

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

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

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

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

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

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

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

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

e. Ceiling rents

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

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☐ Yes for all developments
☐ Yes but only for some developments
☒ No

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

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

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

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

f. Rent re-determinations:

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

☐ Never
☐ At family option
☐ Any time the family experiences an income increase
☒ Any time a family experiences an income increase above a threshold amount or percentage: (if selected, specify threshold)$50.00
☒ Other Decrease in family income.

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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

(1) Payment Standards

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

☐ At or above 90% but below100% of FMR
☐ 100% of FMR
☒ Above 100% but at or below 110% of FMR
☐ Above 110% of FMR (if HUD approved; describe circumstances below)

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

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

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

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

d. How often are payment standards reevaluated for adequacy? (select one)
☒ Annually
☐ Other (list below)

e. What factors will the PHA consider in its assessment of the adequacy of its payment standard? (select all that apply)
☒ Success rates of assisted families
☒ Rent burdens of assisted families
☐ Other (list below)

(2) Minimum Rent

a. What amount best reflects the PHA's minimum rent? (select one)
☐ $0
☐ $1-$25
☒ $26-$50

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

5. Operations and Management

[24 CFR Part 903.7 9 (e)]

A. PHA Management Structure

☒ 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

Program Name	Units or Families Served at Year Beginning	Expected Turnover
Public Housing	121	24
Section 8 Vouchers	273	30
Section 8 Certificates	N/A	N/A
Section 8 Mod Rehab	N/A	

Special Purpose Section 8 Certificates/Vouchers (list individually)	N/A	
Public Housing Drug Elimination Program (PHDEP)	N/A	
CFP	268,511	
CDBG	70,000	

C. Management and Maintenance Policies

(1) Public Housing Maintenance and Management: (list below)
Pest Control Policy, Public Housing Admissions and Occupancy

(2) Section 8 Management: (list below)
Administrative Plan

6. PHA Grievance Procedures

[24 CFR Part 903.7 9 (f)]

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)]

A. Capital Fund Activities

(1) Capital Fund Program Annual Statement

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)

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:12/01/03

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☒ Original Annual Statement

Line No.	Summary by Development Account	Total Estimated Cost
1	Total Non-CFP Funds	
2	1406 Operations	80,000
3	1408 Management Improvements	20,000
4	1410 Administration	10,000
5	1411 Audit	5,000
6	1415 Liquidated Damages	
7	1430 Fees and Costs	5,000
8	1440 Site Acquisition	
9	1450 Site Improvement	55,000
10	1460 Dwelling Structures	55,000
11	1465.1 Dwelling Equipment-Nonexpendable	
12	1470 Nondwelling Structures	40,000
13	1475 Nondwelling Equipment	10,000
14	1485 Demolition	
15	1490 Replacement Reserve	
16	1492 Moving to Work Demonstration	
17	1495.1 Relocation Costs	
18	1498 Mod Used for Development	
19	1502 Contingency	
20	**Amount of Annual Grant (Sum of lines 2-19)**	280,000
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	10,000
24	Amount of line 20 Related to Energy Conservation Measures	20,000

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

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16-1,2,3,4	Operations	1406	80,000
	FTE		
	Purchasing		
	Warehouse		
	M/O Staff for CFP		
16-1,2,3,4	Computers	1408	16,000
	Background Check		
	New Software		
	Upgrades		
	Office Supplies, Fax		
	Xerox		
16-1,2,3,4	Administration	1410	10,000
	Audit		5 ,000
	Fees & Costs		5,000
	Total Estimated Cost		116,000

16-1	Cart Paths	1450	11,000
	Security Lighting	1450	4,000
	ADA Compliance	1460	5,000
	Floor Leveling	1460	9,000
	Paint, Carpet Upgrades	1460	6,000
	Furnaces Check	1460	8,000
	Equipment		14,000
	Total Estimated Cost		57,000
16-2	Sidewalks/Paths	1450	
	Sewer Replacement		10,000
	New Mail Boxes		
	Parking Kiosks		
	Raingutters	1450	7,000
	Security Deadbolts Locks	1460	11,511
	Furnace Checks		
	Total Estimated Cost		28,511
16-3	Concrete Sidewalks	1450	15,000

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	Center Court Drainage		
	Tree Trimming	1450	4,000
	Furnace Checks	1460	3,000
	Total Estimated Cost		22,000
16-4	Rehab 2 Units	1460	10,000
	Landscape	1460	5,000
	Windows	1450	40,000
	Furnace Check		
	Total Estimated Cost		55,000

(2) Optional 5-Year Action Plan

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

b. If yes to question a, select one:

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

-or-

☒ 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)

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

Optional 5-Year Action Plan Tables			
Development Number	**Development Name (or indicate PHA wide)**	**Number Vacant Units**	**% Vacancies in Development**
16-1-2-3-4-	**Housing Authority Wide**		

Description of Needed Physical Improvements or Management Improvements	**Estimated Cost**	**Planned Start Date (HA Fiscal Year)**
Purchasing/ Warehouse/FT Employees/Project Help	**80,000**	**4/2003**
Seasonal Help	**20,000**	**4/2003**
Administration/Software/Staff Development	**20,000**	**4/2003**
Purchasing/Warehouse/FT Employees/Project Help	**80,000**	**4/2004**
Seasonal Help	**20,000**	**4/2004**
Administration/Software/Staff Development	**20,000**	**4/2004**
Purchasing/ Warehouse/FT Employees/Project Help	**80,000**	**4/2005**
Seasonal Help	**20,000**	**4/2005**
Administration/Software/Staff Development		

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Purchasing/Warehouse/FT Employees/Project Help **Seasonal Help** **Administration/Software/Staff Development**	**20,000** **80,000** **20,000** **20,000**	**4/2005** **4/2006** **4/2006** **4/2006**
Total estimated cost over next 5 years	**480,00**	

Optional 5-Year Action Plan Tables

Development Number	Develoment Name (or indcate PHA wide)	Number Vacant Units	% Vacancies in Development
16-1	**Mountain View Meadows**		

Description of Needed Physical Improvements or Management Improvements	Estimated Cost	Planned Start Date (HA Fiscal Year)
Concrete/Leveling/Sewer Repair **Rehap/Carpet/Paint/Cabinets** **Signage/Lighting** **Landscape/Sprinkler/Canal Irrigation** **New Buffer/Zone Path/Landscape** **Sewer Lines** **Tree Trimming** **Paint Rehab/Carpet/Cabinets/Bathrooms** **Sewer Lines/Water Lines** **Landscape** **Kitchen/Bathrooms/Carpet/Cabinets**	**18,000** **20,000** **2,000** **20,000** **20,000** **20,000** **10,000** **10,000** **20,000** **5,000** **15,000**	**4/2003** **4/2003** **4/2003** **4/2004** **4/2004** **4/2005** **4/2005** **4/2005** **4/2006** **4/2006** **4/2006**
Total estimated cost over next 5 years	**160,000**	

Optional 5-Year Action Plan Tables

Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development
16-2	**Hidden Valley**		

Description of Needed Physical Improvements or Management Improvements	Estimated Cost	Planned Start Date (HA Fiscal Year)
Sewer Lines **Windows/Security** **Exterior Paint/Exterior Trim** **Canal Irrigation** **Tree Trimming** **Concrete** **Playground/Landscape** **Concrete/Exterior Sidewalks** **New Dumpster/Parking**	**20,000** **20,000** **20,000** **20,000** **10,000** **20,000** **10,000** **20,000** **20,000**	**4/2003** **4/2003** **4/2004** **4/2004** **4/2005** **4/2005** **4/2005** **4/2006** **4/2006**
Total estimated cost over next 5 years	**160,000**	

Optional 5-Year Action Plan Tables

Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development

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16-3	**Hillside Villa**		

Description of Needed Physical Improvements or Management Improvements	**Estimated Cost**	**Planned Start Date (HA Fiscal Year)**
Meads Wash/Tree Trimming	**20,000**	**4/2003**
Clothes Line	**5,000**	**4/2003**
Backyards/Privacy Fence	**15,000**	**4/2003**
Hand Rails	**10,000**	**4/2004**
Painting/Rehab 2 Units	**10,000**	**4/2004**
Canal Irrigation	**20,000**	**4/2004**
Tree Trimming	**10,000**	**4/2005**
Paint/Rehab-4 Units	**30,000**	**4/2005**
Meads Wash-Reclamation Stabilization	**40,000**	**4/2006**
Total estimated cost over next 5 years	**160,000**	

Optional 5-Year Action Plan Tables

Development Number	**Development Name (or indicate PHA wide)**	**Number Vacant Units**	**% Vacancies in Development**
16-4	**Bookcliff Gardens**		

Description of Needed Physical Improvements or Management Improvements	**Estimated Cost**	**Planned Start Date (HA Fiscal Year)**
Replace Roofs-All Buildings	**40,000**	**4/2003**
Irrigation System-Replace Outside Bib	**10,000**	**4/2004**
Rehab-ADA-2 Bedroom Unit	**30,000**	**4/2004**
Land Acquisition	**20,000**	**4/2005**
Replace Curb/Gutter	**20,000**	**4/2005**
Land Development	**20,000**	**4/2006**
Landscape Playground	**20,000**	**4/2006**
Total estimated cost over next 5 years	**160,000**	

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

☐ 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:

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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

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

2. Activity Description

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

Demolition/Disposition Activity Description
1a. Development name: 1b. Development (project) number:
2. Activity type: Demolition ☐

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Disposition ☐
3. Application status (select one) Approved ☐ Submitted, pending approval ☐ Planned application ☐
4. Date application approved, submitted, or planned for submission: (DD/MM/YY)
5. Number of units affected: 6. Coverage of action (select one) ☐ Part of the development ☐ 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)]

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

2. Activity Description

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

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

10. Conversion of Public Housing to Tenant-Based Assistance

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

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

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

Conversion of Public Housing Activity Description

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1a. Development name: 1b. Development (project) number:
2. What is the status of the required assessment? ☐ Assessment underway ☐ Assessment results submitted to HUD ☐ Assessment results approved by HUD (if marked, proceed to next question) ☐ Other (explain below)
3. ☐ Yes ☐ 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) ☐ Conversion Plan in development ☐ Conversion Plan submitted to HUD on: (DD/MM/YYYY) ☐ Conversion Plan approved by HUD on: (DD/MM/YYYY) ☐ 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) ☐ Units addressed in a pending or approved demolition application (date submitted or approved: ☐ Units addressed in a pending or approved HOPE VI demolition application (date submitted or approved:) ☐ Units addressed in a pending or approved HOPE VI Revitalization Plan (date submitted or approved:) ☐ Requirements no longer applicable: vacancy rates are less than 10 percent ☐ Requirements no longer applicable: site now has less than 300 units ☐ Other: (describe below)

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

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

11. Homeownership Programs Administered by the PHA

[24 CFR Part 903.7 9 (k)]

A. Public Housing

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

2. Activity Description

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

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

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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)]

A. PHA Coordination with the Welfare (TANF) Agency

1. Cooperative agreements:

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

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If yes, what was the date that agreement was signed? 10/01/05

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 Sufficiency Programs. The position of the table may be altered to facilitate its use.)

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

(2) Family Self Sufficiency program/s

a. Participation Description

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

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

C. Welfare Benefit Reductions

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

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

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

13. PHA Safety and Crime Prevention Measures

[24 CFR Part 903.7 9 (m)]

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

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

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

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

☒ Safety and security survey of residents
☒ Analysis of crime statistics over time for crimes committed "in and around" public housing authority
☒ Analysis of cost trends over time for repair of vandalism and removal of graffiti
☒ Resident reports
☐ PHA employee reports

☒ Police reports
☒ Demonstrable, quantifiable success with previous or ongoing anticrime/anti drug programs
☐ Other (describe below)

3. Which developments are most affected?
Hidden Valley

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) Officer next door

2. Which developments are most affected? (list below)
Hidden Valley-Hillside Villa

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)

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Hillside Villa, Hidden Valley

D. Additional information as required by PHDEP/PHDEP Plan

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

14. RESERVED FOR PET POLICY

[24 CFR Part 903.7 9 (n)]

15. Civil Rights Certifications

[24 CFR Part 903.7 9 (o)]

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

16. Fiscal Audit

[24 CFR Part 903.7 9 (p)]

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

17. PHA Asset Management

[24 CFR Part 903.7 9 (q)]

1. ☒ Yes ☐ No: Is the PHA engaging in any activities that will contribute to the long-term asset management of its public housing stock , including how the Agency will plan for long-term operating, capital investment, rehabilitation, modernization, disposition, and other needs that have **not** been addressed elsewhere in this PHA Plan?

2. What types of asset management activities will the PHA undertake? (select all that apply)

☐ Not applicable
☐ Private management
☐ Development-based accounting
☒ Comprehensive stock assessment
☐ Other: (list below)

3. ☐ Yes ☒ No: Has the PHA included descriptions of asset management activities in the **optional** Public Housing Asset Management Table?

18. Other Information

[24 CFR Part 903.7 9 (r)]

A. Resident Advisory Board Recommendations

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

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

☐ Attached at Attachment (File name)
☒ Provided below:

Rent increases only at annual re-examination will be a great help for low income people to become more self-sufficient.
Knowing that a police officer is living in the complex gives us peace of mind.
The Housing Authority has one of the most progressive approaches to visibility and ADA access in the nation.
Broad, excellent and comprehensive plan.
Utilizes a number of community resources to preserve and spread dollars out as much as possible.

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.

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

☒ Other: (list below)
Provided positions for elected residents on the Planning Board – made decisions on consensus.

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: Residents had no interest to participate on the Board.

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
1. Community Members
2. Section 8 Families

c. Eligible voters: (select all that apply)
☒ All adult recipients of PHA assistance (public housing and section 8 tenant-based assistance)
☐ Representatives of all PHA resident and assisted family organizations
☐ Other (list)

C. Statement of Consistency with the Consolidated Plan

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1. Consolidated Plan jurisdiction: SouthEastern Utah Association of Government

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.
1. Rehabilitation of Accessible Housing Stock

☐ Other: (list below)

3. The Consolidated Plan of the jurisdiction supports the PHA Plan with the following actions and commitments:
Commitment to house low and very low income persons.

D. Other Information Required by HUD

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Attachments

Attachment a1

Deconcentration Policy
Housing Authority

The Housing Authority of Carbon County will affirmatively market our housing units to all eligible income groups. The Housing Authority of Carbon County is a rural Housing Authority that serves the Total County. Deconcentration occurs naturally by location and number of bedrooms contained in the rental units that are spread all over the County. Housing Authority does not have higher or lower income designation in developments. Persons live in our developments because of choice of location to City services that they desire and need for number of bedrooms. Prior to the beginning of each fiscal year, we will analyze the income levels of families residing in each of our developments, and the income levels of census tracts in which our developments are located. Based on analysis we will determine the level of marketing strategies and which deconcentration plans if any need to be implemented.

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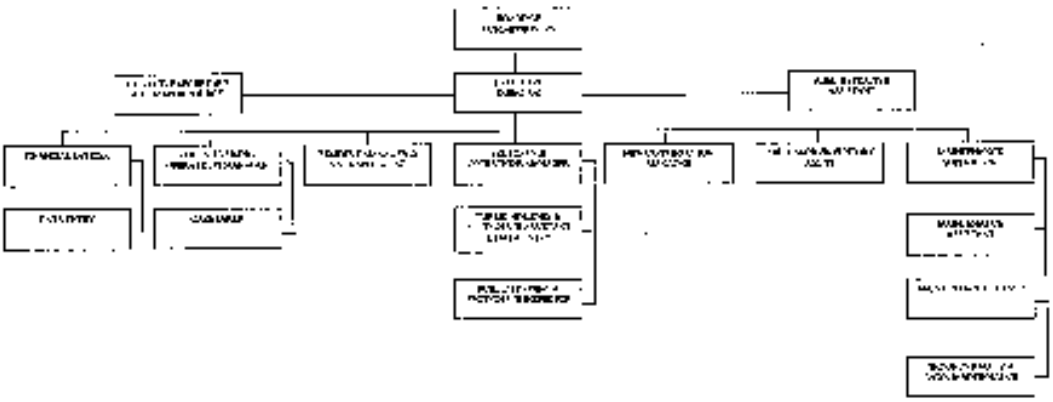
Attachment b01

HOUSING AUTHORITY OF CARBON COUNTY
MANAGEMENT



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Attachment c01

Plan for Addressing the Problem of Drug-Related Crime

Goal: That the Housing Authority of Carbon County aggressively seeks ways with the rest of the community to prevent drug abuse problems in Public Housing Developments.

Drug Prevention and Intervention plans for teens And pre-teens

Objectives: to provide alternative activities to involve the youth in programs to intervene in the cycle of abuse of drugs and teen pregnancy prevention for Youth in Housing Authority of Carbon County.

- Activities: Budget line 9160-9170
- Youth Basketball- The court was finished with the last 906 CIAP -grant. Carbon Recreation organizes and executes the program of instructional basketball. Which will be two times a week for 20 weeks, which will include a Hoopla. (A three on three tournaments will be the ending activity.)
- Cost to program: Contract $1000. 00
- Winter program of Teen pregnancy prevention programs. Organized to prevent first or second repeat pregnancy. Love and Logic Parenting program for learning discipline without anger or child abuse.
- Cost to program: Contract $2,500.00
- Publications and educational materials. For the costs of incentives and materials incidental to all training.
- Cost: $1,000.00

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- *Drug Prevention and Intervention programs for Children.*

- BackPack Club, which provides tutoring, mentoring and social skills. It is a program that provides Elementary Students that live in Housing to attend after-school BackPack Club. Educational materials, refusal skills, and resistance skills are taught during this time. Also arts and crafts as well as a snack is provided during this time. VISTA volunteers staff this program.

- The cost to this grant will be for materials to support the program.
  Cost: $2,000.00

- <u>Budget lines: 9160-9170 continued</u>

- *Drug Prevention and Intervention for Adults;*
- Adult Resident Services for Prevention and Intervention;
- Programs will include:
- Financial planning support groups to alleviate stress-related anxiety about paying bills and making ends meet.
- Support services and respite care for children and adults during extreme times of stress or problems that occur in the home will be provided on an as needed basis.
- Professional prevention experts in a support group format will provide drug Intervention and Prevention skills related to raising Drug free children.
- Cost: $1,500.00

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- Budget Line: 9110

- *Reimbursement for local law enforcement agencies for additional security and protective services.*
- Housing will continue to pursue a strong screening background check and incident-tracking procedure. Costs for background checks through a NCII computer system as well as screening management and the eviction process will be supported by this part of the grant. Effective communication between the Dispatch center and Housing is an appropriate process for investigation of the Drug and Violence "One Strike and You are OUT program.
- Cost: $4,000.00

Physical Improvements:

Budget Line item --9150

- Dead bolts, and locks all custom fix to each individual project as well as storage shed replacement locks will be replaced on a per unit basis. Window locks that need to be replaced will be taken care of in this grant.
- Cost: $1,000.00

- Removal of Concrete walls that are continually being "tagged" with gang graffiti and serve as hiding places for smoking and drinking youth to hide. Drug deals are suspect in these areas.
- Six areas are targeted for concrete cutting-three at Hidden Valley Circle
- One maybe two at Book Cliff Gardens at Wellington.

- Cost: $3,500.00

- Fencing costs to close wide open areas that allow access to back yards and places that are suppose to be private family areas to the public especially at night when the area is dark and isolated. Residents do not feel safe in their own back yards without this security fencing. Cost to the program this year $1,500.00

- Landscaping and reconfiguring common areas to discourage drug related crime and to encourage parental participation and observation at playground areas.
- Cost to program $8,000.00

Total Budget line item 9150
Physical improvements
Total Construction related costs $14,000.00

Budget line item 9190
Other program costs- Travel stipend- for the VISTA volunteer that coordinates the support groups and postage to cover the needs of the support groups.
Cost to the program $620.00

HA total funding requested

$26,620.00

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Enhancing Security / Physical Improvements

Enhancing Security

- Drug prevention, intervention, referral
- Prevention- Love and logic parenting classes - lease addendum
- Conflict management- Back Pack club with social skills
- Supportive services : including child care, youth sports, Resistance and Refusal Skills (R and R)
- Reimbursement for local law enforcement agencies for additional security and protective services
- Police Officer on additional patrol as well as one unit for a police officer presence.

Physical Improvements for Security

- Barriers removal
- Speed bumps
- Lighting Systems
- Fence
- Dead bolts
- Locks
- Landscaping for reconfiguring common areas to discourage drug-related crime. Playground observation places.
- ADA accessible on all improvements

Attachment d01

CARBON COUNTY HOUSING AUTHORITY
PET POLICY

The following is the pet policy of the Housing Authority of Carbon County and in keeping with federal law. The purpose of this policy is to provide standards to insure the best possible environment for both pet owners and non-pet owners and to insure the responsible care of pets. All residents and applicants will read and sign a copy of this policy.

1. Any resident or applicant who wishes to keep a pet shall so inform management. [1]

2. A pet Rider shall be signed immediately by the resident.

3. Common household pets shall include domesticated dogs, cats, rodents, fish, birds and turtles kept for pleasure. No resident shall have more than two cats or dogs.

4. The size of pets is not specifically limited.[2] However owners must be able to maintain control over their pets. No German Shepherds, Pitbulls, or Rotweillers will be allowed. In addition, no spiked collars or similar types of collars will be allowed.

5. All female dogs over the age of six months and all female cats over the age of five months must be spayed. All male dogs over the age of eight months and all male cats over the age of ten months must be neuters. If health problems prevent such spaying or neutering, a veterinarian's certificate will be necessary to allow the pet to become or continue to be a resident of the development.

6. Pets shall be restrained (cats and dogs must be leashed) when on development property outside the owner's unit or visiting in the unit of another resident.

7. Pet owners shall be liable for damage caused by their pets. While it is strongly suggested that pet owners obtain liability insurance, it is recognized that this **is** not possible for many residents. A pet deposit for each dog or cat of $250.00 will be required. The pet deposit is non refundable.

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[1] A voluntary community screening committee may be established to review the suitability of the pet and the ability of the resident to keep the pet, and forward its recommendations to the Housing Authority of Carbon County Management so that they can be alerted to potential problems and discuss them with the resident or applicant. Screening committee membership should include a Housing Authority of Carbon County Management, a member of the Pet Committee in the housing unit if such a group exists and representatives of responsible and knowledgeable community pet groups (e.g. animal trainers, animal behavior specialists, humane society personnel). They shall use written procedures for the screening process. The committee could also assist residents seeking to acquire a suitable pet.

[2] Size of a dog is not directly related to its desirability as a resident. Larger dogs are often more docile, quieter and more affectionate than smaller dogs. An older dog will probably be quieter than a younger dog no matter what its size.

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8. Pet owners shall provide the name and address of a pet caretaker who will assume responsibility for the care of their pets should the owner be unable to, as well as the name and address of the veterinarian responsible for the pet's healthcare. If the resident is unable to provide the name of a pet caretaker, he/she shall make alternative arrangements for pet care in an emergency and shall notify management of these arrangements.[3] This information will be updated annually.

RESIDENT MAINTENANCE OBLIGATIONS

Resident agrees to promptly and regularly perform the following obligations in respect to ownership of a pet:

1. Keep the unit and its patios, if any, clean and free of pet odors, insect infestation and pet feces, urine, waste and litter.

2. Restrain and prevent the pet from gnawing, chewing, scratching or otherwise defacing the doors, walls, windows and floor coverings of the unit, other units and the common area, buildings, landscaping and shrubs.

3. Immediately remove, clean up and appropriately dispose of any pet feces, waste and litter deposited by the resident's pet on the common grounds, shrubs, flowerbeds, sidewalks, access ways, parking lots and streets of the project. Dispose of pet waste and litter using procedures for the resident's specific building.

RESTRICTIONS

Resident agrees to properly and at all times observe the following restriction on ownership of a pet:

1. Resident shall exercise proper restraining of a pet so as to prevent it from becoming a nuisance to any other resident or person. Cats and dogs will wear an identification collar at all times.

2. The pet shall be maintained and properly licensed and inoculated as required by local, county or state statute, ordinance of health code. Certification of such inoculations must be presented to the Housing Authority of Carbon County each year, to be placed in the residents file.

3. Each year a dog must be able to pass the "Canine Good Citizen" test before it can be accepted onto Housing Authority of Carbon County property. If the dog can not pass this test after two consecutive tries, the animal will not be allowed on Housing Authority of Carbon County property.

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[3] An owner's absence or inability to care for a pet is a short-term emergency should not mean that the pet is necessarily removed for the unit. Some animals, especially cats, become very attached to their homes and are better off if they are cared for in the home.

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4. Pets of vicious or dangerous disposition shall not be permitted. Any pet duly determined to constitute under state or local law as a nuisance or threat may be required to be immediately removed. If determined by the committee to be a danger or nuisance to any employees, community members, or other residents, the animal will be removed.

5. A pet will not be permitted to disturb the health, safety, rights, comfort or peaceful and quiet enjoyment of other residents.

6. Pets will not be permitted to enter eating or gathering areas, except where properly restrained and where such is not offensive to the other residents of the project. Pets will not enter areas designated as no-pet areas by the Housing Manager.

7. Residents shall be responsible for the proper care and feeding of their pets. If the death or incapacity of the pet owner threatens the health or safety of the pet or if the pet is left unattended for 24 hours, the Project Manager may contact the responsible party designated by the pet owner in the pet registration. If that person is unavailable or unwilling to care for the pet, the Project Manager may contact the appropriate state or local authority to remove and care for the pet. If neither source of aid is available, the manager may enter the premises, remove the pet and arrange for pet care for no less than 30 days to protect the pet. Funds for such care will come from the resident's pet deposit.

PET COMMITTEE

Each housing project shall consider a Pet Committee made up of interested owners of pets in the project. The Pet Committee could visit with each new pet owner to explain specific procedures in the project and distribute a Pet Owner's Packet containing helpful materials, such as documents listing telephone numbers of community resource groups that can assist per owners.

The committee will receive any written complaints against pet owners given to the Management and work with the pet owner to resolve the complaints. The committee could also suggest policies appropriate to their pets particular building and might compile a list of non-pet owners willing to exercise or care for pets in an emergency for a reasonable fee.

_____ _____

Public Housing Manager Date

_____ _____

Resident Date

NOTE: Animals individually trained and certified to do work or perform tasks for the benefits of a person with a disability are excluded from this policy.

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PET AGREEMENT AND RIDER

This pet rider to the lease between_____and
Resident

_____is made part of the lease entered into
Management

between the parties on_____.

1. Both parties have read and signed the pet policy in effect for the complex, which is attached.

2. The resident shall keep the following pet(s) in a responsible manner and provide proper care for them.

Type of Pet	Number	Inoculations (Types & Dates)	Spay/Neuter (Date)	License (Date)
Dog	_____	_____ _____	_____ _____	_____ _____
Cat	_____	_____ _____	_____ _____	_____ _____
Other (List)	_____	_____ _____	_____ _____	_____ _____
Birds	_____	_____ _____	_____ _____	_____ _____
Aquarium	_____	Size in Gallons. May not exceed 20 gallons.		

3. The resident shall be liable for any damage or injury caused by his/her pet(s). If the resident's security deposit does not cover the damages, management and the resident will agree on a payment plan to pay for the damage as well as replace the security deposit.

4. Resident shall show proof of spaying or neutering, licensing and inoculations if such procedures are require for the animal(s),

5. Resident shall provide the following information (to be updated annually):

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Pet Caretaker

Name: _____

Address: _____

_____

Telephone: _____

Veterinarian

Name: _____

Address: _____

_____

Telephone: _____

If the resident is unable to provide the name of a pet caretaker, he/she has made the following arrangement for care of pet(s).

_____

_____

_____

6. Resident shall keep the pet(s) in a manner that is in keeping with the cleanliness standards of the complex. Resident shall clean up after a dog and properly dispose of cat box filler and litter from birds and rodents.

7. Residents shall not leave the pet(s) unattended outside his/her unit.

8. Management shall inform the resident any written and signed complaint received concerning resident's pet(s). No credence shall be give by management to verbal or unsigned complaints. Management shall also inform the resident in writing of any violations of this Pet Rider or Pet Policy which management observes the resident or his/her pet(s) committing. The Pet Committee may be actively involved in attempting to resolve ant problems that arise concerning pets. Housing Authority Management is the ultimate decision maker and reserves the right to expel any animal that does not meet approved standards. If residents become belligerent over the matter, they may be evicted.

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9. Management and the resident shall confer informally concerning any written and signed complaints received by management. If the complaints are not resolved informally and if there have been three serious violations of the Pet Rider or Pet Policy which have not been resolved within the previous twelve (12) months.

Management may inform the residents that procedures will be initiated with ten (10) days to have the pet removed, terminate the pet owner's tenancy or both. The unresolved complaints may be the subject of a grievance by the resident under the established grievance procedure.

_____ _____

Public Housing Manager Date

_____ _____

Resident Date

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Attachment e02

POLICY ON COMMUNITY SERVICE:

Residents who do not fall under volunteer exempt status will be required to participate in 8 hours of community service per month in order to remain in the HUD assisted unit.

Exempt families:
Working 19 hrs. A week or more
Primary care giver of a blind or disabled child (verified disability)
Recipients of Welfare to Work Program and are actively seeking employment
Actively participating in FSS with the Housing Authority
Actively participating in PT school or FT school in a training program which will lead to a certification of completion.
Elderly or disabled head of household

Residents who do not follow the policy will be allowed to finish out their lease agreement, but will not have the option to renew at the end of the term of the lease.
All residents will be notified of this requirement and their exempt status at the time of entrance to the program and at recertification. Any resident whose status changes mid-lease will be required to participate in the Community Service Requirement.

Non-exempt families will report to any service agency such as schools, United Way, Hospitals or HeadStart for volunteer assignments. Residents will be responsible to report monthly to Housing Authority, verifying hours completed. Every effort will be made to refer residents to Equal Opportunity Agencies for volunteer positions.

The PHA will provide notification to residents of noncompliance every 6 months. In the event the resident is not fulfilling his or her obligation, at the yearly re-exam the Housing Authority reserves the right to terminate the lease due to non-participation. The family will have the right to full grievance procedures.

_____ _____
Board Date

HUD 50075
OMB Approval No: 2577-0226
Expires: 03/31/2002

Attachment f02

Narrative:

It is the Mission of the Housing Authority of Carbon County to promote adequate and affordable housing, economic opportunity and a suitable living environment free from discrimination.

Goal One: We have increased the availability of decent, safe and affordable housing by leveraging Olene Walker Trust Funds and CDBG funds to purchase and rehabilitate safe and affordable housing in the Carbon County area. Two new houses owned by Coal Country Housing & Development Corporation, a private non-profit corporation, and 11 units of Public Housing have been rehabbed to provide decent, safe and affordable housing. Seven of the 11 rehabs have been adapted for the disabled.

Goal Two: The Housing Authority of Carbon County continues to work on public housing management and voucher management. We are concentrating on public housing finance. In the past year our accomplishments have been to change to a more responsive fee accountant and to research software products that will be more user friendly. Internet access has been refined and electronic submission has been completed. In the coming year we plan to continue our efforts in lease enforcement and tenant receivables.

Goal Three: In the past year we have entered into a statewide consortium to conduct outreach efforts to potential voucher landlords and public housing clients. This has increased public housing and voucher waiting lists. Client inquiries have increased to an average of 15 visitors daily at our front desk. Housing Authority of Carbon County sponsored a mobility counseling class for clients that felt that they could afford their own homes. Housing Authority of Carbon County also sponsored a 10-week class for Family Self-Sufficiency for persons not presently on housing.

Goal Four: Quality of life and economic vitality. In our efforts over the last year to implement public housing security, two officers have been given units in public housing in return for community service and safety oversight of two of our low-income developments. Neighborhood watch has been formed with regular meetings for our elderly disabled apartment complexes. New signs and parking lot safety policies were designed and implemented after resident comment. Safety meetings and background check screenings have been continued.

Goal Five: To promote self-sufficiency and asset development of assisted households by increasing community service requirement to get head of households in temporary employment by community service. We have attracted supportive services to increase independence for the elderly by introducing senior luncheon and active senior games for emotional support.

Goal Six: An affirmative fair housing plan to assist persons regardless of race, religion, national origin, gender, familial status and/or disability is provided and strictly adhered to. Our plan focuses on background screening and criminal activity as the only reasons that a person

can be denied housing. All waiting lists are determined by time and date to ensure accessible housing to persons with all varieties of disabilities regardless of unit size.

Attachment g02

The Housing Authority of Carbon County government board does not have at least one member who is directly assisted by the Housing Authority because the Housing Authority of Carbon County has less than 300 public housing units, has provided reasonable notice to the resident advisory board of the opportunity to serve on the governing board, and has not been notified by any resident of their interest to participate in the Board.

The date of the next term expiration of a governing board member is June 11, 2001, which is Commissioner Number 3.

The name and title of appointing official(s) for governing board (indicate appointing official for the next position):

Carbon County Commissioners
Michael Milovich
Tom Matthews
William Krompel

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Attachment h02

MEMBERSHIP OF THE RESIDENT ADVISORY BOARD

The residents of each complex elect members of the Resident Council. The term of the members is for a full year. Elections are held each year in the month of November. If a certain member has to leave the board he or she appoints their successor.

MEMBERS

1. Nadine Reynolds-East Carbon
2. Troy Dennis-Mountain View Meadows
3. Gena Beaco-Mountain View Meadows
4. Nathan Dunn-Hidden Valley Circle
5. Chris Hall-Hillside Villa
6. Annette Sadler-Bookcliff Gardens
7. Shirley Shellenburger-Section 8

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OMB Approval No: 2577-0226
Expires: 03/31/2002

Attachment i02

Intergovernmental Agreement

This Agreement is made to coordinate the efforts between the Housing Authority of Carbon County and the TANF Agency of the State of Utah in the jurisdiction of Carbon County.

The parties agree as follows:

1. To participate in client referrals between the TANF Agency of the State of Utah in the jurisdiction of Carbon County and the Housing Authority of Carbon County.
2. To share information (with the express written permission) of mutual clients for rent determination and other such information that will promote self-sufficiency and housing assistance.
3. To be community partners in the Welfare Reform Demonstration Project.
4. To exchange information and target supportive services and programs to all eligible families on a day to day and by individual case.
5. Employees or agents of either party to this Agreement shall not knowingly use confidential information for actual or anticipated personal gain.
6. Any services performed or any expenditures made in connection with furnishing mutual aid and information shall be deemed within the normal and daily scope of work and employment of all parties and no additional compensation shall be required or expected from either party to this Agreement.

Personnel who are exchanging the information should expect mutual aid. The names of persons authorized to send and receive such requests will be covered by correspondence between the appropriate department supervisors.

General directions relative to the information that will be needed will be given by the appropriate employees of each agency.

Compensation for services rendered shall adhere to the following code of conduct, consistent with applicable federal, state and local laws and shall comply with limitations imposed on the Housing Authority and the TANF Agency under the right to privacy acts.

Further, no Housing Authority agent or Department of Workforce Services agent will accept gratuities, kickbacks or solicit or accept favors or anything of monetary value from potential or current clients.

In witness whereof, the parties to this Agreement have caused their names to be affixed hereto by their proper officers on this _____ day of _____, 2005.

Housing Authority of Carbon County

By:_____

TANF Agency

By:_____

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Expires: 03/31/2002