

PHA Plans

5 Year Plan for Fiscal Years 2000–2004
Annual Plan for Fiscal Year 2004

Agency Identification

PHAName: VermontStateHousingAuthority

PHANumber: VT901

PHAFiscalYearBeginning:(mm/yyyy) 10/01/2004

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

Vermont State Housing Authority

One Prospect Street

Montpelier, VT 05602

Attention: Kathleen Berk

Phone: 802-828-3019

Email: kathyb@vsha.org

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 website @ www.vsha.org

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

Main business office of the PHA

PHA website @ www.vsha.org

Annual PHA Plan PHA Fiscal Year 2004

[24 CFR Part 903.7]

i. Annual Plan Type:

Select which type of Annual Plan the PHA will submit.

Standard Plan

Streamlined Plan:

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

Troubled Agency Plan

ii. Executive Summary of the Annual PHA Plan

[24CFR Part 903.79(r)]

This Annual Plan, along with the supported documentation identified, outlines VSHA's policies on the administration of the Housing Choice Voucher program. In addition, it sets forth significant changes to policy and provides HUD and the general public with information on any major initiatives that VSHA plans to implement during fiscal year 2004, which commences on October 1, 2003.

Consolidation of Waiting Lists:

During fiscal year 2004, VSHA plans to consolidate all county-based waiting lists into one statewide waiting list. This is a significant administrative undertaking that will impact applicants both positively and adversely, depending on where in the State the applicant is residing and which (county-based/regional) waiting list they are currently on. Given that there is significant disparity in the length of the waiting lists (for example Rutland County applicants can be expected to wait approximately 3 years for voucher assistance while applicants in Washington County only have a wait of approximately 6 months for the same assistance), VSHA staff believes that maintaining one waiting list will be administratively less burdensome for staff, and more importantly, a fairer way of allocating scarce rental assistance resources. Chapter 4 of VSHA's Admissions and Continued Occupancy Policies sets forth the details of Preferences and Waiting List Maintenance.

Major Initiatives:

VSHA plans to continue to expand the project-based voucher program, to the extent that funding is available. VSHA will grow the project-based voucher option to the maximum permitted by law.

In an effort to better serve our clients, we will undertake some programmatic and organizational changes. Namely, we will create an "Intake Office" for the Section 8 HCV tenant-based and project-based options. The Intake Office will be responsible for application processing, waiting list maintenance, and voucher issuance. Initially, this office will be staffed by 2.5 persons.

iii. Annual Plan Table of Contents

[24CFR Part 903.79(r)]

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Attachments

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

Required Attachments:

- Admissions Policy for Deconcentration
- FY2000 Capital Fund Program Annual Statement
- Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)

Optional Attachments:

- PHA Management Organizational Chart
- FY2000 Capital Fund Program 5 Year Action Plan
- Public Housing Drug Elimination Program (PHDEP) Plan
- Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text)
- Other (List below, providing each attachment name)
- Attachment A: Section 8 Homeownership Capacity Statement (vt901a)
- Attachment B: Statement of Progress in Meeting 5-Year Plan
- Attachment C: Membership of PHA Governing Board

Supporting Documents Available for Review

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

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
X	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
X	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans
X	Fair Housing Documentation: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdiction 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	Annual Plan: Housing Needs

	Housing Choice (AI)) and any additional backup data to support statement of housing needs in the jurisdiction	
na	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources;
Na	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
Na	Public Housing Deconcentration and Income Mixing Documentation: 1. PHA board certification of compliance with deconcentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/99 <i>Quality Housing and Work Responsibility Act Initial Guidance; Notice</i> and any further HUD guidance) and 2. Documentation of the required deconcentration and income mixing analysis	Annual Plan: Eligibility, Selection, and Admissions Policies
Na	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
Na	Schedule of flat rents offered each public housing development check here if included in the public housing A&O Policy	Annual Plan: Rent Determination
X	Section 8 rent determination (payment standard) policies check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
Na	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
Na	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
Na	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
Na	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
Na	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
Na	Approved HOPEVI applications or, if more recent, approved or submitted HOPEVI Revitalization Plans or any	Annual Plan: Capital Needs

	other approved proposal for development of public housing	
Na	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
Na	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
Na	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
Na	Approved or submitted public housing home ownership 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
X	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
NA	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
NA	The most recent Public Housing Drug Elimination Program (PHDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)	Annual Plan: Safety and Crime Prevention
X	The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	Annual Plan: Annual Audit
NA	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
X	Other supporting documents (optional) Project-based Voucher Allocation Plan & Request for Proposals	Annual Plan: Project-Based Voucher Option

1.StatementofHousingNeeds

[24CFRPart903.79(a)]

A. HousingNeedsofFamiliesintheJurisdiction/sServedbythePHA

CHASTable1C-AllHouseholds

NameofJurisdiction: Vermont		SourceofData CHASDataBook				DataCurrentasof: 1990			
	Renters					Owners			
Householdby Type, Income,& Housing Problem	Elderly 1&2 member households	Small elate (2to4)	Large Related (5or more)	AllOther ousehold	Total Renters	lderl	AllOther Owners	Total Owners	Total ousehold
	(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(I)
1. Very Low Income (0to50% MFI)	8,117	6,752	1,393	7,191	23,453	2,641	9,083	21,724	45,177
2. 0to30% MFI	4,852	3,398	611	3,665	12,526	5,429	3,622	9,051	21,577
3. % with any housing problems	58%	88%	78%	83%	74%	85%	79%	84%	78%
4. % Cost Burden > 30%	57%	87%	73%	81%	73%	83%	-1%	82%	77%
5. % Cost Burden > 50%	32%	76%	58%	73%	57%	51%	5%	56%	57%
6. 31to50% MFI	3,265	3,354	782	3,526	10,927	7,212	5,461	12,673	23,600
7. % with any housing problems	55%	78%	78%	82%	72%	51%	70%	59%	65%
8. % Cost Burden > 30%	54%	76%	69%	80%	70%	50%	7%	57%	63%
9. % Cost Burden > 50%	20%	30%	25%	33%	28%	11%	9%	20%	24%
10 Other Low-Income	1,891	5,580	1,025	5,948	14,444	8,303	15,253	23,556	38,000

(51to80% MFI)									
11.% with anyhousing problems	44%	37%	53%	47%	43%	17%	47%	35%	38%
12.% Cost Burden> 30%	44%	35%	31%	45%	40%	16%	16%	32%	35%
13.% Cost Burden> 50%	3%	2%	2%	6%	4%	2%	6%	8%	6%
14. Moderate Income (81to95% MFI)	547	2,606	361	2,611	6,125	3,052	10,579	13,631	19,756
15.% with anyhousing problems	15%	12%	31%	13%	14%	11%	35%	24%	21%
16.% Cost Burden> 30%	14%	9%	8%	12%	11%	10%	12%	22%	19%
17.% Cost Burden> 50%	0%	0%	0%	0%	0%	1%	2%	3%	2%
18.Total Households**	11,497	3,904	3,800	23,695	62,896	5,716	112,021	147,737	210,633
19.% with anyhousing problems	49%	35%	53%	40%	40%	30%	5%	24%	29%

**Includes all income groups--including those above 95% MFI

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:

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

American Housing Survey data

Indicate year:

Other housing market study

Indicate year:

Other sources: (list and indicate year of information)

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

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

Housing Needs of Families on the Waiting List			
Waiting list type: (select one) 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	2,218		400
Extremely low income <=30% AMI	1,732	78%	
Very low income (>30% but <=50% AMI)	486	22%	
Low income (>50% but <80% AMI)	0	0%	
Families with children	652	32%	
Elderly families	306	15%	
Families with Disabilities	978	48%	
Race/ethnicity Caucasian	2,018	99%	

1BR	998	45%	-----
2BR	781	35%	-----
3BR	372	17%	-----
4BR	67	3%	-----
5BR			
5+BR			
Isthewaitinglistclosed(selectone)?No Yes			
Ifyes:			
Howlonghasitbeenenclosed(#ofmonths)?NA			
DoesthePHAexpecttoreopentheListinthePHAPlanyear?NA			
DoesthePHApermitspecificcategoriesoffamiliesontothewaitinglist,evenifgenerallyclosed?NA			

C.StrategyforAddressingNeeds

InattemptingtoaddressthehousingneedsoffamiliesinourjurisdictionwewillapplyforanyandallrentalvouchersmadeavailablebyHUD.Further,VSHAwillmakeavailabletoitsfamiliesavarietyofhousingoptionsincludingSection8HomeownershipandSection8Project-BasedVouchers.

(1)Strategies

Need:Shortageofaffordablehousingforalleligiblepopulations

Strategy1.MaximizethenumberofaffordableunitsavailabletothePHAwithinitscurrentresourcesby:

Selectallthatapply

- Employeffectivemaintenanceandmanagementpoliciestominimizethenumberofpublichousingunitsoff-line
- Reducturnovertimeforvacatedpublichousingunits
- Reductimetorenovatepublichousingunits
- Seekreplacementofpublichousingunitslosttotheinventorythroughmixedfinancedevelopment
- Seekreplacementofpublichousingunitslosttotheinventorythroughsection8replacementhousingresources
- Maintainorincreasesection8lease-upratesbyestablishingpaymentstandards thatwillenablefamielstorentthroughoutthejurisdiction
- Undertakemeasurestoensureaccesstoaffordablehousingamongfamilies assistedbythePHA,regardlessofunitsizerequired
- Maintainorincreasesection8lease-upratesbymarketingtheprogramtoowners, particularlythoseoutsideofareasofminorityandpovertyconcentration
- Maintainorincreasesection8lease-upratesbyeffectivelyscreeningSection8 applicantstoincreaseowneracceptanceofprogram

Participate in the Consolidated Plan development process to ensure coordination with broader community strategies
Other (list below)
Expand Project-Based Voucher Program set as a side to maximum percentage (15%) allowed;
Promote/expand Section 8 Homeownership Option.

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

Select all that apply

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

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

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

Select all that apply

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

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

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

Select all that apply

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

Need: Specific Family Types: The Elderly

Strategy1: Targetavailableassistancetotheelderly:

Selectallthatapply

- Seekdesignationofpublichousingfortheelderly
- Applyforspecial-purposevoucher targetedtotheelderly,shouldtheybecome available
- Other:(listbelow)

Need:SpecificFamilyTypes:FamilieswithDisabilities

Strategy1: TargetavailableassistancetoFamilieswithDisabilities:

Selectallthatapply

- Seekdesignationofpublichousingforfamilieswithdisabilities
- Carryoutthomodificationsneededinpublichousingbasedonthesection504 NeedsAssessmentforPublicHousing
- Applyforspecial-purposevoucher targetedtofamilieswithdisabilities,should theybecomeavailable
- Affirmativelymarkettolocalnon-profitagencies thatassistfamilieswith disabilities
- Other:(listbelow)

Need:SpecificFamilyTypes:Racesorethnicitieswithdisproportionatehousing needs

Strategy1:IncreaseawarenessofPHAresourcesamongfamiliesofracesand ethnicitieswithdisproportionateneeds:

Selectifapplicable

- Affirmativelymarkettoraces/ethnicities showntohavedisproportionatehousing needs
- Other:(listbelow)

Strategy2:Conductactivitiestoaffirmativelyfurtherfairhousing

Selectallthatapply

- Counselsection8tenantsastolocationofunitsoutsideofareasofpovertyor minorityconcentrationandassistthemtolocatethoseunits
- Marketthesection8programtoownersoutsideofareasofpoverty/minority concentrations
- Other:(listbelow)

OtherHousingNeeds&Strategies:(listneedsandstrategiesbelow)

(2)ReasonsforSelectingStrategies

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

[24CFR Part 903.79(b)]

List the financial resources that are anticipated to be available to the PHA for the support of Federal public housing and tenant-based Section 8 assistance programs administered by the PHA during the Plan year.

Note: the table assumes that Federal public housing or tenant-based Section 8 assistance grant funds are expended on eligible purposes; therefore, uses of these funds need not be stated. For other funds, indicate these for those funds as one of the following categories: public housing operations, public housing capital improvements, public housing safety/security, public housing supportives services, Section 8 tenant-based assistance, Section 8 supportives services or other.

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
1. Federal Grants (FY 2000 grants)		
a) Public Housing Operating Fund		
b) Public Housing Capital Fund		
c) HOPEVI Revitalization		
d) HOPEVI Demolition		
e) Annual Contributions for Section 8 Tenant-Based Assistance	\$28,198,202	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)		
g) Resident Opportunity and Self-Sufficiency Grants		
h) Community Development Block Grant		
i) HOME		
Other Federal Grants (list below)		
McKinney (S+C/SHP/HOPWA)	\$485,794	Tenant-based rental assistance; Supportive housing operations/leasing
2. Prior Year Federal Grants (unobligated funds only) (list below)		
3. Public Housing Dwelling Rental Income		

4. Other income (list below)		
Section 8 Contract Administration	\$7,848,468	Rental Assistance
5. Non-federal sources (list below)		
Property Management	\$705,848	Other
Property Development	\$200,000	Other
Total resources	\$37,438,312	

3. PHA Policies Governing Eligibility, Selection, and Admissions

[24CFR Part 903.79(c)]

A. Public Housing

The Vermont State Housing Authority does not administer a Federal Public Housing Program. This section of the Housing Agency Plan does not pertain to the VSHA.

B. Section 8

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

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

(1) Eligibility

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

Criminal or drug-related activity only to the extent required by law or regulation

Criminal and drug-related activity, more extensively than required by law or regulation

More general screening than criminal and drug-related activity (list factors below)

Other (list below)

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

- c. Yes/No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?
- d. Yes/No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)
- e. Indicate what kinds of information you share with prospective landlords? (select all that apply)
- Criminal or drug-related activity
 - Other (describe below)
 - Any (known) documented information related to a prior Section 8 tenancy.**

(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)
 - Federal project-based voucher program**
- 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)
 - 1. Application can be accessed and downloaded from VSHA's website at www.vsha.org;**
 - 2. At any 1 of 15 monthly application sessions hosted locally throughout the State;**
 - 3. Most community action and social welfare offices;**
 - 4. By appointment, if necessary.**

(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. All families are provided an extension of up to 120 days upon request and upon receipt of documentation that the family is searching;

2. Extensions beyond 120 days are considered in response to the requests for reasonable accommodation or other verified need for an extension.

(4) Admissions Preferences

a. Incometargeting

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)

Other preference(s) (list below)

- 1. Families who are displaced due to fire, flood, natural disaster, or condemnation by local, State, or Federal agency;**
- 2. Family with a child under the age of six in the household who has tested positive for lead paint poisoning (child must have an elevated blood level of 15 ug/dl, or higher) and are occupying a rental unit that contains lead-based paint.**
- 3. Victims of domestic violence: The HA will offer a local preference to individuals or families that are homeless due to domestic violence, or are currently living in a situation in which they are being subjected to domestic violence.**

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 points system), place the same number next to each. That means you can use “1” more than once, “2” more than once, etc.

2 Date and Time

Former Federal preferences

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

1 Victims of domestic violence

Substandard housing

Homelessness

High rent burden

Other preferences (select all that apply)

1 Other preference(s) (list below)

1. Families who are displaced due to fire, flood, natural disaster, or condemnation by local, State, or Federal agency;

2. Family with a child under the age of six in the household who has tested positive for lead paint poisoning (child must have a elevated blood level of 15 ug/dl, or higher) and are occupying a rental unit that contains lead-based paint.

3. Victims of domestic violence: The HA will offer a local preference to individuals or families that are homeless due to domestic violence, or are currently living in a situation in which they are being subjected to

domestic violence.

Note: All ‘Local Preferences’ are weighted equally.

4. Among applicants on the waiting list with the 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 plan to employ preferences for “residents who live and/or work in the jurisdiction” (select one) NA

This preference has previously been reviewed and approved by HUD

The PHA requests approval for this preference through this PHA Plan

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

ThePHAappliespreferenceswithinincometi
Notapplicable:thepoolofapplicantfamilie
incometargetingrequirements

(5) Special Purpose Section 8 Assistance Programs

a. In which documents or other reference materials are the policies governing eligibility, selection, and admission 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)

Throughout reach to specific non-profit groups that assist the targeted population.

4. PHA Rent Determination Policies

[24CFR Part 903.79(d)]

A. Public Housing

The Vermont State Housing Authority does administer a Federal Public Housing Program. This section of the Housing Agency Plan does not pertain to VSHA.

(B). Section 8 Tenant-Based Assistance

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

(1) Payment Standards

Describe the voucher payment standards and policies .

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

standard)

At or above 90% but below 100% of FMR

100% of FMR

Above 100% but at or below 110% of FMR

Above 110% of FMR (if HUD approved; describe circumstances below)

b. If the payment standard is lower than FMR, why has the PHA selected this standard?

(select all that apply)

FMRs are adequate to ensure success among assisted families in the PHA's segment of the FMR area

The PHA has chosen to serve additional families by lowering the payment standard

Reflects market or submarket

Other (list below)

c. If the payment standard is higher than FMR, why has the PHA chosen this level?

(select all that apply)

FMRs are not adequate to ensure success among assisted families in the PHA's segment of the FMR area

Reflects market or submarket

To increase housing options for families

Other (list below)

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

Annually

Other (list below)

At least annually, or more frequently if necessary.

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)

In response to market changes as evidenced by difficulty in ability to lease.

(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

[24CFR Part 903.79(e)]

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

A. PHA Management Structure

Describe the PHA's management structure and organization.

(select one)

An organization chart showing the PHA's management structure and organization is attached.

A brief description of the management structure and organization of the PHA follows:

B. HUD Programs Under PHA Management

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

Program Name	Units or Families Served at Year Beginning	Expected Turnover
Public Housing	NA	NA
Section 8 Vouchers	3105	400
Section 8 Certificates	NA	NA
Section 8 Mod Rehab	170	43
Special Purpose Section 8 Certificates/Vouchers (list individually)	NA	NA
Public Housing Drug Elimination Program (PHDEP)	NA	NA
Other Federal Programs (list		

individually)		
McKinney Homeless S+C/SHP/HOPWA	60	20

C. Management and Maintenance Policies

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

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

Not applicable to VSHA.

(2) Section 8 Management: (list below)

Section 8 Administrative Plan

6. PHA Grievance Procedures

[24CFR Part 903.79(f)]

The Vermont State Housing Authority does not administer a Federal Public Housing Program. This section of the Housing Agency Plan does not pertain to the VSHA.

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 addition to federal requirements below:

2. Which PHA offices 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

[24CFRPart903.79(g)]

The Vermont State Housing Authority does not administer a Federal Public Housing Program. This section of the Housing Agency Plan does not pertain to the VSHA.

8. Demolition and Disposition

[24CFRPart903.79(h)]

The Vermont State Housing Authority does not administer a Federal Public Housing Program. This section of the Housing Agency Plan does not pertain to the VSHA.

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

[24CFRPart903.79(i)]

The Vermont State Housing Authority does not administer a Federal Public Housing Program. This section of the Housing Agency Plan does not pertain to the VSHA.

10. Conversion of Public Housing to Tenant-Based Assistance

[24CFRPart903.79(j)]

The Vermont State Housing Authority does not administer a Federal Public Housing Program. This section of the Housing Agency Plan does not pertain to the VSHA.

11. Homeownership Programs Administered by the PHA

[24CFRPart903.79(k)]

A. Public Housing

The Vermont State Housing Authority does not administer a Federal Public Housing Program. This section of the Housing Agency Plan does not pertain to the VSHA.

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 streamlined submission due to high performer status. **High performing PHAs** may skip to component 12.)

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 903.79(l)]

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

A. PHA Coordination with the Welfare (TANF) Agency

1. Cooperative agreements:

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

If yes, what was the date that agreement was signed?

Date of the Memorandum of Understanding between Agency of Human Services and Vermont Housing Agencies (VSHA, DHCA, VHFA, VHCB): 10/31/1997

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)

Electronic data match of TANF grants for Section 8 program participants/applicants.

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 home ownership option participation
- Preference/eligibility for section 8 home ownership 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.)

(2) Family Self Sufficiency program/s

a. Participation Description

Family Self Sufficiency (FSS) Participation		
Program	Required Number of Participants (start of FY 2004 Estimate)	Actual Number of Participants (As of: 6/13/2003)
Public Housing	NA	NA
Section 8	150 – Action Plan 129 – SEMA Requirement	141

- 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 plan 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)
- 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

[24CFR Part 903.79(m)]

The Vermont State Housing Authority does not administer a Federal Public Housing Program. This section of the Housing Agency Plan does not pertain to the VSHA.

14. RESERVED FOR PET POLICY

[24CFR Part 903.79(n)]

The Vermont State Housing Authority does not administer a Federal Public Housing Program. This section of the Housing Agency Plan does not pertain to the VSHA.

15. Civil Rights Certifications

[24CFRPart903.79(o)]

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

16. Fiscal Audit

[24CFRPart903.79(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

[24CFRPart903.79(q)]

The Vermont State Housing Authority does not administer a Federal Public Housing Program. This section of the Housing Agency Plan does not pertain to the VSHA.

18. Other Information

[24CFRPart903.79(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 (Filename)
Provided below: One RAB member voiced concern that Fair Market Rents in her area were not adequate. All RAB members were supportive of the proposed changes to Chapter 4 (Preference and Waiting List Management) and Chapter 20 (Special Housing Types).

3. In what manner did the PHA address those comments? (select all that apply)
 Considered comments, but determined that no changes to the PHA Plan were necessary.
 The PHA changed portions of the PHA Plan in response to comments
 List changes below:
- Other: (list below)

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

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

3. Description of Resident Election Process

- a. Nomination of candidates for place on the ballot: (select all that apply)
 Candidates were nominated by resident and assisted family organizations
 Candidates could be nominated by any adult recipient of PHA assistance
 Self-nomination: Candidates registered with the PHA and requested a place on ballot
 Other: (describe)
 All program participants were asked (via direct mailing) if they would be interested in serving on the PHA board. Interested individuals were asked to send a letter of interest to the Governor, who appoints all commissionersto the VSHA Board. The Governor of the State of Vermont appointed a section 8 program participant to the PHA governing 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 (list)

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

The Governor of the State of Vermont makes all appointments to the PHA governing board.

C. Statement of Consistency with the Consolidated Plan

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

The PHA has based its statement of needs of families in the jurisdiction on the needs expressed in the Consolidated Plan/s.
The PHA has participated in any consultation process organized and offered by the Consolidated Plan agency in the development of the Consolidated Plan.
The PHA has consulted with the Consolidated Plan agency during the development of this PHA Plan.
Activities to be undertaken by the PHA in the coming year are consistent with the initiatives contained in the Consolidated Plan. (list below)
Other: (list below)

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

D. Other Information Required by HUD

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

Attachments

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

VermontStateHousingAuthority
AttachmentA
Section8HomeownershipCapacityStatement

TheVermontStateHousingAuthorityrequiresthatfinancingforpurchaseofa homeunderitssection8homeownershipprogramwill:beprovided,insuredor guaranteedbythestateorFederalgovernment;complywithsecondary mortgagemarketunderwritingrequirements;orcomplywithgenerallyaccepted privatesectorunderwritingstandards.

Attachment B : Vermont State Housing Authority --Annual Plan for FY2004

Statement of Progress in meeting 5 -Year Plan Mission and Goals

Following are the goals that were established in VSHA's 5 -Year Plan for fiscal years 2000 -2004. These goals were extracted from VSHA's Strategic Plan, dated September 1998 -following each goal is a brief progress statement.

Goal 1: Over the next three to five years, it will be essential that the VSHA obtain a level of diversification and organization structure, which will permit its non-Section 8 programs and activities to be self-sustaining.

Progress in meeting goal : This is an agency-wide goal that is evaluated on an ongoing basis to insure that our housing delivery system is economical, efficient and effective .

Goal 2: The VSHA will conduct an analysis of four administrative policies and make necessary changes in light of new federal policy affecting the Section 8 Program in order to meet the needs of four program participants.

Progress in meeting goal : This is an ongoing goal (or task). As part of the Annual Planning process for FY2004, we made several changes to the Section 8 Administrative Plan. The Resident Advisory Board reviewed the Administrative Plan changes and were provided an opportunity to comment. Changes to the Administrative Plan will occur as necessary -to meet the needs of four program participants and in response to changes in federal housing policy.

Goal 3: Develop Section 8 homeownership demonstration program and make available to Section 8 program participants.

Progress in meeting goal: VSHA received approval from HUD to offer a Section 8 homeownership demonstration program on May 1, 2000. Since then we have developed partnerships with the local Neighborworks centers throughout Vermont. On April 1, 2001, VSHA notified HUD of its intent to administer the homeownership program in accordance with the final rule, published September 12, 2000, and to offer the homeownership option to all program participants in its jurisdiction. VSHA has been administering a statewide Section 8 Homeownership program since 4/1/2001. To date, we have assisted 33 Section 8 HCV families become first-time home buyers. We anticipate an additional 20 families will purchase prior to the end of FY2004.

Goal 4: Increase voucher payment standards, where necessary, and encourage more Landlords in Vermont to participate in the Section 8 Program.

Progress in meeting goal : VSHA commissioned an RDD Rent Survey last April, in response to HUD's proposed FMR, and were instrumental in providing comments to HUD supporting higher FMR's in many areas throughout Vermont. Further, we have increased payment standards, up to 110% of FMR, where necessary to improve the success of families searching for housing. As a result, landlord participation in the Section 8 program is greater. VSHA continues to fund payment standards, in many areas, at 110% of FMR. Higher payment standards have helped increase utilization goals. To date our voucher program is 101% leased.

Goal 5: Apply for additional rental vouchers.

Progress in meeting goal : VSHA received \$500,000 in McKinney Homeless funds in FY2003. We have applied for 50 Mainstream vouchers in June 2003 and will be applying for \$750,000 in McKinney Homeless funds.

Goal 6: See opportunity to acquire and develop rental housing for low and moderate - income households throughout Vermont.

Progress in meeting goal : In response to the tremendous need for long-term affordable housing throughout the State of Vermont, VSHA intend to utilize up to 20% of its housing choice vouchers (total of 630 units to be set aside) for project basing under the Section 8 Project Based Voucher Option. We intend to accomplish this objective, over time, through the publication of several Request for Proposals. To date VSHA has set aside 369 units for project -basing. Further, on March 26, 2003 and May 28, 2003, the VSHA Board of Commissioners agreed to set

aside an additional 170 vouchers for the project -based initiative. Expansion of the project -based voucher program will continue to be a priority for VSHA during fiscal year 2004.

Goal 7: Ensure Equal Opportunity in Housing

Progress in meeting goal: VSHA strives to meet this goal on a daily basis through education of program participants, working with town governments and community based organizations to increase the supply of accessible housing so that individuals with physical limitations can remain in their community and be able to participate in the community in meaningful ways. Further VSHA continues to participate as a member of the Fair Housing Subcommittee. Housing agency staff will continue to attend Fair Housing training on a regular basis and part of ongoing professional development initiatives.

AttachmentC:MembershipofPHAGoverningBoard

VERMONTSTATEHOUSINGAUTHORITY
OneProspectStreet, Montpelier, Vermont05602-3556
802/828-3295(voice)800/798-3118(TDD)

BOARDOF COMMISSIONERS

ThomasP.Johnson (Chair)

PatriciaM.Kasprzak

MaryP.Miller(ViceChair)

JoAnnTroiano

CapriceB.Hover

AllenRobinson

CarynFeinberg

AttachmentD
Section8ResidentAdvisoryBoardMembership

FormationoftheResidentAdvisoryBoard
FiscalYear2004(10/1/2003 –9/30/2004)

OnMay13,2003aletterwassenttoallactiveSection8programparticipants
(includingthosefamiliesreceivingmortgageassistanceundertheSection8for
HomeownershipOption)invitingtheirparticipationintheRABprocess.

Ultimately,theRABwasdrawnbylottery.

TheRABconsistsofthefollowingSection8programparticipants:

TheresaMitchell,WestRutland
PatriciaTobin,Rutland
JackieDeedman,Readsboro
MaryRakowsky,Hardwick
RobertClark,Vergennes
BrendaRiopel,Dummerston
ClaireMcManus,Burlington
MaureenGermain,Middlebury
WendyHandy,WhiteRiverJunction
GeraldWilson,Morrisville

PHA Plans

5 Year Plan for Fiscal Years 2000–2004
Annual Plan for Fiscal Year 2004

Agency Identification

PHAName: VermontStateHousingAuthority

PHANumber: VT901

PHAFiscalYearBeginning:(mm/yyyy) 10/01/2004

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

Vermont State Housing Authority

One Prospect Street

Montpelier, VT 05602

Attention: Kathleen Berk

Phone: 802-828-3019

Email: kathyb@vsha.org

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 website @ www.vsha.org

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

Main business office of the PHA

PHA website @ www.vsha.org

Annual PHA Plan PHA Fiscal Year 2004

[24 CFR Part 903.7]

i. Annual Plan Type:

Select which type of Annual Plan the PHA will submit.

Standard Plan

Streamlined Plan:

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

Troubled Agency Plan

ii. Executive Summary of the Annual PHA Plan

[24CFR Part 903.79(r)]

This Annual Plan, along with the supported documentation identified, outlines VSHA's policies on the administration of the Housing Choice Voucher program. In addition, it sets forth significant changes to policy and provides HUD and the general public with information on any major initiatives that VSHA plans to implement during fiscal year 2004, which commences on October 1, 2003.

Consolidation of Waiting Lists:

During fiscal year 2004, VSHA plans to consolidate all county-based waiting lists into one statewide waiting list. This is a significant administrative undertaking that will impact applicants both positively and adversely, depending on where in the State the applicant is residing and which (county-based/regional) waiting list they are currently on. Given that there is significant disparity in the length of the waiting lists (for example Rutland County applicants can be expected to wait approximately 3 years for voucher assistance while applicants in Washington County only have to wait approximately 6 months for the same assistance), VSHA staff believe that maintaining one waiting list will be administratively less burdensome for staff, and more importantly, a fairer way of allocating scarce rental assistance resources. Chapter 4 of VSHA's Admissions and Continued Occupancy Policies sets forth the details of Preferences and Waiting List Maintenance.

Major Initiatives:

VSHA plans to continue to expand the project-based voucher program, to the extent that funding is available. VSHA will grow the project-based voucher option to the maximum permitted by law.

In an effort to better serve our clients, we will undertake some programmatic and organizational changes. Namely, we will create an "Intake Office" for the Section 8 HCV tenant-based and project-based options. The Intake Office will be responsible for application processing, waiting list maintenance, and voucher issuance. Initially, this office will be staffed by 2.5 persons.

iii. Annual Plan Table of Contents

[24CFR Part 903.79(r)]

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Attachments

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

Required Attachments:

- Admissions Policy for Deconcentration
- FY2000 Capital Fund Program Annual Statement
- Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)

Optional Attachments:

- PHA Management Organizational Chart
- FY2000 Capital Fund Program 5 Year Action Plan
- Public Housing Drug Elimination Program (PHDEP) Plan
- Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text)
- Other (List below, providing each attachment name)
- Attachment A: Section 8 Homeownership Capacity Statement (vt901a)
- Attachment B: Statement of Progress in Meeting 5-Year Plan
- Attachment C: Membership of PHA Governing Board

Supporting Documents Available for Review

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

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
X	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
X	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans
X	Fair Housing Documentation: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdiction 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	Annual Plan: Housing Needs

	Housing Choice (AI)) and any additional backup data to support statement of housing needs in the jurisdiction	
na	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources;
Na	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
Na	Public Housing Deconcentration and Income Mixing Documentation: 1. PHA board certification of compliance with deconcentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/ 99 <i>Quality Housing and Work Responsibility Act Initial Guidance; Notice</i> and any further HUD guidance) and 2. Documentation of the required deconcentration and income mixing analysis	Annual Plan: Eligibility, Selection, and Admissions Policies
Na	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
Na	Schedule of flat rents offered each public housing development check here if included in the public housing A&O Policy	Annual Plan: Rent Determination
X	Section 8 rent determination (payment standard) policies check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
Na	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
Na	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
Na	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
Na	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
Na	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
Na	Approved HOPEVI applications or, if more recent, approved or submitted HOPEVI Revitalization Plans or any	Annual Plan: Capital Needs

	other approved proposal for development of public housing	
Na	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
Na	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
Na	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
Na	Approved or submitted public housing home ownership 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
X	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
NA	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
NA	The most recent Public Housing Drug Elimination Program (PHDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)	Annual Plan: Safety and Crime Prevention
X	The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	Annual Plan: Annual Audit
NA	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
X	Other supporting documents (optional) Project-based Voucher Allocation Plan & Request for Proposals	Annual Plan: Project-Based Voucher Option

1.StatementofHousingNeeds

[24CFRPart903.79(a)]

A. HousingNeedsofFamiliesintheJurisdiction/sServedbythePHA

CHASTable1C-AllHouseholds

NameofJurisdiction: Vermont		SourceofData CHASDataBook				DataCurrentasof: 1990			
	Renters					Owners			
Householdby Type, Income,& Housing Problem	Elderly 1&2 member households	Small elate (2to4)	Large Related (5or more)	AllOther ousehold	Total Renters	lderl	AllOther Owners	Total Owners	Total ousehold
	(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(I)
1. Very Low Income (0to50% MFI)	8,117	6,752	1,393	7,191	23,453	2,641	9,083	21,724	45,177
2. 0to30% MFI	4,852	3,398	611	3,665	12,526	5,429	3,622	9,051	21,577
3. % with any housing problems	58%	88%	78%	83%	74%	85%	79%	84%	78%
4. % Cost Burden > 30%	57%	87%	73%	81%	73%	83%	-1%	82%	77%
5. % Cost Burden > 50%	32%	76%	58%	73%	57%	51%	5%	56%	57%
6. 31to50% MFI	3,265	3,354	782	3,526	10,927	7,212	5,461	12,673	23,600
7. % with any housing problems	55%	78%	78%	82%	72%	51%	70%	59%	65%
8. % Cost Burden > 30%	54%	76%	69%	80%	70%	50%	7%	57%	63%
9. % Cost Burden > 50%	20%	30%	25%	33%	28%	11%	9%	20%	24%
10 Other Low-Income	1,891	5,580	1,025	5,948	14,444	8,303	15,253	23,556	38,000

(51to80% MFI)									
11.% with anyhousing problems	44%	37%	53%	47%	43%	17%	47%	35%	38%
12.% Cost Burden>30%	44%	35%	31%	45%	40%	16%	16%	32%	35%
13.% Cost Burden>50%	3%	2%	2%	6%	4%	2%	6%	8%	6%
14. Moderate Income (81to95% MFI)	547	2,606	361	2,611	6,125	3,052	10,579	13,631	19,756
15.% with anyhousing problems	15%	12%	31%	13%	14%	11%	35%	24%	21%
16.% Cost Burden>30%	14%	9%	8%	12%	11%	10%	12%	22%	19%
17.% Cost Burden>50%	0%	0%	0%	0%	0%	1%	2%	3%	2%
18.Total Households**	11,497	3,904	3,800	23,695	62,896	5,716	112,021	147,737	210,633
19.% with anyhousing problems	49%	35%	53%	40%	40%	30%	5%	24%	29%

**Includes all income groups--including those above 95% MFI

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:

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

American Housing Survey data

Indicate year:

Other housing market study

Indicate year:

Other sources: (list and indicate year of information)

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

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

Housing Needs of Families on the Waiting List			
Waiting list type: (select one) 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	2,218		400
Extremely low income <= 30% AMI	1,732	78%	
Very low income (> 30% but <= 50% AMI)	486	22%	
Low income (> 50% but < 80% AMI)	0	0%	
Families with children	652	32%	
Elderly families	306	15%	
Families with Disabilities	978	48%	
Race/ethnicity Caucasian	2,018	99%	

1BR	998	45%	-----
2BR	781	35%	-----
3BR	372	17%	-----
4BR	67	3%	-----
5BR			
5+BR			
Isthewaitinglistclosed(selectone)?No Yes			
Ifyes:			
Howlonghasitbeenenclosed(#ofmonths)?NA			
DoesthePHAexpecttoopentheListinthePHAPlanyear?NA			
DoesthePHApermitspecificcategoriesoffamiliesontothewaitinglist,evenifgenerallyclosed?NA			

C.StrategyforAddressingNeeds

InattemptingtoaddressthehousingneedsoffamiliesinourjurisdictionwewillapplyforanyandallrentalvouchersmadeavailablebyHUD.Further,VSHAwillmakeavailabletoitsfamiliesavarietyofhousingoptionsincludingSection8HomeownershipandSection8Project-BasedVouchers.

(1)Strategies

Need:Shortageofaffordablehousingforalleligiblepopulations

Strategy1.MaximizethenumberofaffordableunitsavailabletothePHAwithinitscurrentresourcesby:

Selectallthatapply

- Employeffectivemaintenanceandmanagementpoliciestominimizethenumberofpublichousingunitsoff-line
- Reducturnovertimeforvacatedpublichousingunits
- Reductimetorenovatepublichousingunits
- Seekreplacementofpublichousingunitslosttotheinventorythroughmixedfinancedevelopment
- Seekreplacementofpublichousingunitslosttotheinventorythroughsection8replacementhousingresources
- Maintainorincreasesection8lease-upratesbyestablishingpaymentstandards thatwillenablefamielstorentthroughoutthejurisdiction
- Undertakemeasurestoensureaccesstoaffordablehousingamongfamilies assistedbythePHA,regardlessofunitsizerequired
- Maintainorincreasesection8lease-upratesbymarketingtheprogramtoowners, particularlythoseoutsideofareasofminorityandpovertyconcentration
- Maintainorincreasesection8lease-upratesbyeffectivelyscreeningSection8 applicantstoincreaseowneracceptanceofprogram

Participate in the Consolidated Plan development process to ensure coordination with broader community strategies
Other (list below)
Expand Project-Based Voucher Program set as a side to maximum percentage (15%) allowed;
Promote/expand Section 8 Homeownership Option.

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

Select all that apply

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

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

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

Select all that apply

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

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

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

Select all that apply

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

Need: Specific Family Types: The Elderly

Strategy1: Targetavailableassistancetotheelderly:

Selectallthatapply

- Seekdesignationofpublichousingfortheelderly
- Applyforspecial-purposevoucher targetedtotheelderly,shouldtheybecome available
- Other:(listbelow)

Need:SpecificFamilyTypes:FamilieswithDisabilities

Strategy1: TargetavailableassistancetoFamilieswithDisabilities:

Selectallthatapply

- Seekdesignationofpublichousingforfamilieswithdisabilities
- Carryoutthomodificationsneededinpublichousingbasedonthesection504 NeedsAssessmentforPublicHousing
- Applyforspecial-purposevoucher targetedtofamilieswithdisabilities,should theybecomeavailable
- Affirmativelymarkettolocalnon-profitagenciesthatassistfamilieswith disabilities
- Other:(listbelow)

Need:SpecificFamilyTypes:Racesorethnicitieswithdisproportionatehousing needs

Strategy1:IncreaseawarenessofPHAresourcesamongfamiliesofracesand ethnicitieswithdisproportionateneeds:

Selectifapplicable

- Affirmativelymarkettoraces/ethnicitiesshowntohavedisproportionatehousing needs
- Other:(listbelow)

Strategy2:Conductactivitiestoaffirmativelyfurtherfairhousing

Selectallthatapply

- Counselsection8tenantsastolocationofunitsoutsideofareasofpovertyor minorityconcentrationandassistthemtolocatethoseunits
- Marketthesection8programtoownersoutsideofareasofpoverty/minority concentrations
- Other:(listbelow)

OtherHousingNeeds&Strategies:(listneedsandstrategiesbelow)

(2)ReasonsforSelectingStrategies

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

[24CFR Part 903.79(b)]

List the financial resources that are anticipated to be available to the PHA for the support of Federal public housing and tenant-based Section 8 assistance programs administered by the PHA during the Plan year.

Note: the table assumes that Federal public housing or tenant-based Section 8 assistance grant funds are expended on eligible purposes; therefore, uses of these funds need not be stated. For other funds, indicate these for those funds as one of the following categories: public housing operations, public housing capital improvements, public housing safety/security, public housing supportives services, Section 8 tenant-based assistance, Section 8 supportives services or other.

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
1. Federal Grants (FY 2000 grants)		
a) Public Housing Operating Fund		
b) Public Housing Capital Fund		
c) HOPEVI Revitalization		
d) HOPEVI Demolition		
e) Annual Contributions for Section 8 Tenant-Based Assistance	\$28,198,202	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)		
g) Resident Opportunity and Self-Sufficiency Grants		
h) Community Development Block Grant		
i) HOME		
Other Federal Grants (list below)		
McKinney (S+C/SHP/HOPWA)	\$485,794	Tenant-based rental assistance; Supportive housing operations/leasing
2. Prior Year Federal Grants (unobligated funds only) (list below)		
3. Public Housing Dwelling Rental Income		

4. Other income (list below)		
Section 8 Contract Administration	\$7,848,468	Rental Assistance
5. Non-federal sources (list below)		
Property Management	\$705,848	Other
Property Development	\$200,000	Other
Total resources	\$37,438,312	

3. PHA Policies Governing Eligibility, Selection, and Admissions

[24CFR Part 903.79(c)]

A. Public Housing

The Vermont State Housing Authority does not administer a Federal Public Housing Program. This section of the Housing Agency Plan does not pertain to the VSHA.

B. Section 8

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

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

(1) Eligibility

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

Criminal or drug-related activity only to the extent required by law or regulation

Criminal and drug-related activity, more extensively than required by law or regulation

More general screening than criminal and drug-related activity (list factors below)

Other (list below)

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

- c. Yes/No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?
- d. Yes/No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)
- e. Indicate what kinds of information you share with prospective landlords? (select all that apply)
- Criminal or drug-related activity
 - Other (describe below)
 - Any (known) documented information related to a prior Section 8 tenancy.**

(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)
 - Federal project-based voucher program**
- 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)
 - 1. Application can be accessed and downloaded from VSHA's website at www.vsha.org;**
 - 2. At any 1 of 15 monthly application sessions hosted locally throughout the State;**
 - 3. Most community action and social welfare offices;**
 - 4. By appointment, if necessary.**

(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. All families are provided an extension of up to 120 days upon request and upon receipt of documentation that the family is searching;

2. Extensions beyond 120 days are considered in response to the requests for reasonable accommodation or other verified need for an extension.

(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)

Other preference(s) (list below)

- 1. Families who are displaced due to fire, flood, natural disaster, or condemnation by local, State, or Federal agency;**
- 2. Family with a child under the age of six in the household who has tested positive for lead paint poisoning (child must have an elevated blood level of 15 ug/dl, or higher) and are occupying a rental unit that contains lead-based paint.**
- 3. Victims of domestic violence: The HA will offer a local preference to individuals or families that are homeless due to domestic violence, or are currently living in a situation in which they are being subjected to domestic violence.**

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 points system), place the same number next to each. That means you can use “1” more than once, “2” more than once, etc.

2 Date and Time

Former Federal preferences

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

1 Victims of domestic violence

Substandard housing

Homelessness

High rent burden

Other preferences (select all that apply)

1 Other preference(s) (list below)

1. Families who are displaced due to fire, flood, natural disaster, or condemnation by local, State, or Federal agency;

2. Family with a child under the age of six in the household who has tested positive for lead paint poisoning (child must have a elevated blood level of 15 ug/dl, or higher) and are occupying a rental unit that contains lead-based paint.

3. Victims of domestic violence: The HA will offer a local preference to individuals or families that are homeless due to domestic violence, or are currently living in a situation in which they are being subjected to

domestic violence.

Note: All ‘Local Preferences’ are weighted equally.

4. Among applicants on the waiting list with the 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 plan to employ preferences for “residents who live and/or work in the jurisdiction” (select one) NA

This preference has previously been reviewed and approved by HUD

The PHA requests approval for this preference through this PHA Plan

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

ThePHAappliespreferenceswithinincometi
Notapplicable:thepoolofapplicantfamilie
incometargetingrequirements

(5) Special Purpose Section 8 Assistance Programs

a. In which documents or other reference materials are the policies governing eligibility, selection, and admission 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 program to the public?

- Through published notices
- Other (list below)

Throughout reach to specific non-profit groups that assist the targeted population.

4. PHA Rent Determination Policies

[24CFR Part 903.79(d)]

A. Public Housing

The Vermont State Housing Authority does administer a Federal Public Housing Program. This section of the Housing Agency Plan does not pertain to VSHA.

(B). Section 8 Tenant-Based Assistance

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

(1) Payment Standards

Describe the voucher payment standards and policies .

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

standard)

At or above 90% but below 100% of FMR

100% of FMR

Above 100% but at or below 110% of FMR

Above 110% of FMR (if HUD approved; describe circumstances below)

b. If the payment standard is lower than FMR, why has the PHA selected this standard?

(select all that apply)

FMRs are adequate to ensure success among assisted families in the PHA's segment of the FMR area

The PHA has chosen to serve additional families by lowering the payment standard

Reflects market or submarket

Other (list below)

c. If the payment standard is higher than FMR, why has the PHA chosen this level?

(select all that apply)

FMRs are not adequate to ensure success among assisted families in the PHA's segment of the FMR area

Reflects market or submarket

To increase housing options for families

Other (list below)

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

Annually

Other (list below)

At least annually, or more frequently if necessary.

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

(select all that apply)

Success rates of assisted families

Rent burdens of assisted families

Other (list below)

In response to market changes as evidenced by difficulty in ability to lease.

(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

[24CFR Part 903.79(e)]

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

A. PHA Management Structure

Describe the PHA's management structure and organization.

(select one)

An organization chart showing the PHA's management structure and organization is attached.

A brief description of the management structure and organization of the PHA follows:

B. HUD Programs Under PHA Management

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

Program Name	Units or Families Served at Year Beginning	Expected Turnover
Public Housing	NA	NA
Section 8 Vouchers	3105	400
Section 8 Certificates	NA	NA
Section 8 Mod Rehab	170	43
Special Purpose Section 8 Certificates/Vouchers (list individually)	NA	NA
Public Housing Drug Elimination Program (PHDEP)	NA	NA
Other Federal Programs (list		

individually)		
McKinney Homeless S+C/SHP/HOPWA	60	20

C. Management and Maintenance Policies

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

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

Not applicable to VSHA.

(2) Section 8 Management: (list below)

Section 8 Administrative Plan

6. PHA Grievance Procedures

[24 CFR Part 903.79(f)]

The Vermont State Housing Authority does not administer a Federal Public Housing Program. This section of the Housing Agency Plan does not pertain to the VSHA.

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 addition to federal requirements below:

2. Which PHA offices 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

[24CFRPart903.79(g)]

The Vermont State Housing Authority does not administer a Federal Public Housing Program. This section of the Housing Agency Plan does not pertain to the VSHA.

8. Demolition and Disposition

[24CFRPart903.79(h)]

The Vermont State Housing Authority does not administer a Federal Public Housing Program. This section of the Housing Agency Plan does not pertain to the VSHA.

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

[24CFRPart903.79(i)]

The Vermont State Housing Authority does not administer a Federal Public Housing Program. This section of the Housing Agency Plan does not pertain to the VSHA.

10. Conversion of Public Housing to Tenant-Based Assistance

[24CFRPart903.79(j)]

The Vermont State Housing Authority does not administer a Federal Public Housing Program. This section of the Housing Agency Plan does not pertain to the VSHA.

11. Homeownership Programs Administered by the PHA

[24CFRPart903.79(k)]

A. Public Housing

The Vermont State Housing Authority does not administer a Federal Public Housing Program. This section of the Housing Agency Plan does not pertain to the VSHA.

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 streamlined submission due to high performer status. **High performing PHAs** may skip to component 12.)

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 903.79(l)]

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

A. PHA Coordination with the Welfare (TANF) Agency

1. Cooperative agreements:

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

If yes, what was the date that agreement was signed?

Date of the Memorandum of Understanding between Agency of Human Services and Vermont Housing Agencies (VSHA, DHCA, VHFA, VHCB): 10/31/1997

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)

Electronic data match of TANF grants for Section 8 program participants/applicants.

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 home ownership option participation
- Preference/eligibility for section 8 home ownership 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.)

(2) Family Self Sufficiency program/s

a. Participation Description

Family Self Sufficiency (FSS) Participation		
Program	Required Number of Participants (start of FY 2004 Estimate)	Actual Number of Participants (As of: 6/13/2003)
Public Housing	NA	NA
Section 8	150 – Action Plan 129 – SEMA Requirement	141

- 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 plan 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)
- 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

[24CFR Part 903.79(m)]

The Vermont State Housing Authority does not administer a Federal Public Housing Program. This section of the Housing Agency Plan does not pertain to the VSHA.

<u>14. RESERVED FOR PET POLICY</u>

[24CFR Part 903.79(n)]

The Vermont State Housing Authority does not administer a Federal Public Housing Program. This section of the Housing Agency Plan does not pertain to the VSHA.

15. Civil Rights Certifications

[24CFRPart903.79(o)]

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

16. Fiscal Audit

[24CFRPart903.79(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

[24CFRPart903.79(q)]

The Vermont State Housing Authority does not administer a Federal Public Housing Program. This section of the Housing Agency Plan does not pertain to the VSHA.

18. Other Information

[24CFRPart903.79(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 (Filename)
Provided below: One RAB member voiced concern that Fair Market Rents in her area were not adequate. All RAB members were supportive of the proposed changes to Chapter 4 (Preference and Waiting List Management) and Chapter 20 (Special Housing Types).

3. In what manner did the PHA address those comments? (select all that apply)
 Considered comments, but determined that no changes to the PHA Plan were necessary.
 The PHA changed portions of the PHA Plan in response to comments
 List changes below:
- Other: (list below)

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

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

3. Description of Resident Election Process

- a. Nomination of candidates for place on the ballot: (select all that apply)
 Candidates were nominated by resident and assisted family organizations
 Candidates could be nominated by any adult recipient of PHA assistance
 Self-nomination: Candidates registered with the PHA and requested a place on ballot
 Other: (describe)
 All program participants were asked (via direct mailing) if they would be interested in serving on the PHA board. Interested individuals were asked to send a letter of interest to the Governor, who appoints all commissionersto the VSHA Board. The Governor of the State of Vermont appointed a section 8 program participant to the PHA governing 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 (list)

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

The Governor of the State of Vermont makes all appointments to the PHA governing board.

C. Statement of Consistency with the Consolidated Plan

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

The PHA has based its statement of needs of families in the jurisdiction on the needs expressed in the Consolidated Plan/s.
The PHA has participated in any consultation process organized and offered by the Consolidated Plan agency in the development of the Consolidated Plan.
The PHA has consulted with the Consolidated Plan agency during the development of this PHA Plan.
Activities to be undertaken by the PHA in the coming year are consistent with the initiatives contained in the Consolidated Plan. (list below)
Other: (list below)

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

D. Other Information Required by HUD

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

Attachments

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

VermontStateHousingAuthority
AttachmentA
Section8HomeownershipCapacityStatement

TheVermontStateHousingAuthorityrequiresthatfinancingforpurchaseofa homeunderitssection8homeownershipprogramwill:beprovided,insuredor guaranteedbythestateorFederalgovernment;complywithsecondary mortgagemarketunderwritingrequirements;orcomplywithgenerallyaccepted privatesectorunderwritingstandards.

Attachment B : Vermont State Housing Authority --Annual Plan for FY2004

Statement of Progress in meeting 5 -Year Plan Mission and Goals

Following are the goals that were established in VSHA's 5 -Year Plan for fiscal years 2000 -2004. These goals were extracted from VSHA's Strategic Plan, dated September 1998 -following each goal is a brief progress statement.

Goal 1: Over the next three to five years, it will be essential that the VSHA obtain a level of diversification and organization structure, which will permit its non-Section 8 programs and activities to be self-sustaining.

Progress in meeting goal : This is an agency-wide goal that is evaluated on an ongoing basis to insure that our housing delivery system is economical, efficient and effective .

Goal 2: The VSHA will conduct an analysis of four administrative policies and make necessary changes in light of new federal policy affecting the Section 8 Program in order to meet the needs of four program participants.

Progress in meeting goal : This is an ongoing goal (or task). As part of the Annual Planning process for FY2004, we made several changes to the Section 8 Administrative Plan. The Resident Advisory Board reviewed the Administrative Plan changes and were provided an opportunity to comment. Changes to the Administrative Plan will occur as necessary -to meet the needs of four program participants and in response to changes in federal housing policy.

Goal 3: Develop Section 8 homeownership demonstration program and make available to Section 8 program participants.

Progress in meeting goal: VSHA received approval from HUD to offer a Section 8 homeownership demonstration program on May 1, 2000. Since then we have developed partnerships with the local Neighborworks centers throughout Vermont. On April 1, 2001, VSHA notified HUD of its intent to administer the homeownership program in accordance with the final rule, published September 12, 2000, and to offer the homeownership option to all program participants in its jurisdiction. VSHA has been administering a statewide Section 8 Homeownership program since 4/1/2001. To date, we have assisted 33 Section 8 HCV families become first-time home buyers. We anticipate an additional 20 families will purchase prior to the end of FY2004.

Goal 4: Increase voucher payment standards, where necessary, and encourage more Landlords in Vermont to participate in the Section 8 Program.

Progress in meeting goal : VSHA commissioned an RDD Rent Survey last April, in response to HUD's proposed FMR, and were instrumental in providing comments to HUD supporting higher FMR's in many areas throughout Vermont. Further, we have increased payment standards, up to 110% of FMR, where necessary to improve the success of families searching for housing. As a result, landlord participation in the Section 8 program is greater. VSHA continues to fund payment standards, in many areas, at 110% of FMR. Higher payment standards have helped increase utilization goals. To date our voucher program is 101% leased.

Goal 5: Apply for additional rental vouchers.

Progress in meeting goal : VSHA received \$500,000 in McKinney Homeless funds in FY2003. We have applied for 50 Mainstream vouchers in June 2003 and will be applying for \$750,000 in McKinney Homeless funds.

Goal 6: See opportunity to acquire and develop rental housing for low and moderate - income households throughout Vermont.

Progress in meeting goal : In response to the tremendous need for long-term affordable housing throughout the State of Vermont, VSHA intend to utilize up to 20% of its housing choice vouchers (total of 630 units to be set aside) for project basing under the Section 8 Project Based Voucher Option. We intend to accomplish this objective, over time, through the publication of several Request for Proposals. To date VSHA has set aside 369 units for project -basing. Further, on March 26, 2003 and May 28, 2003, the VSHA Board of Commissioners agreed to set

aside an additional 170 vouchers for the project -based initiative. Expansion of the project -based voucher program will continue to be a priority for VSHA during fiscal year 2004.

Goal 7: Ensure Equal Opportunity in Housing

Progress in meeting goal: VSHA strives to meet this goal on a daily basis through education of program participants, working with town governments and community based organizations to increase the supply of accessible housing so that individuals with physical limitations can remain in their community and be able to participate in the community in meaningful ways. Further VSHA continues to participate as a member of the Fair Housing Subcommittee. Housing agency staff will continue to attend Fair Housing training on a regular basis and part of ongoing professional development initiatives.

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BOARDOF COMMISSIONERS

ThomasP.Johnson (Chair)

PatriciaM.Kasprzak

MaryP.Miller(ViceChair)

JoAnnTroiano

CapriceB.Hover

AllenRobinson

CarynFeinberg

AttachmentD
Section8ResidentAdvisoryBoardMembership

FormationoftheResidentAdvisoryBoard
FiscalYear2004(10/1/2003 –9/30/2004)

OnMay13,2003aletterwassenttoallactiveSection8programparticipants
(includingthosefamiliesreceivingmortgageassistanceundertheSection8for
HomeownershipOption)invitingtheirparticipationintheRABprocess.

Ultimately,theRABwasdrawnbylottery.

TheRABconsistsofthefollowingSection8programparticipants:

TheresaMitchell,WestRutland
PatriciaTobin,Rutland
JackieDeedman,Readsboro
MaryRakowsky,Hardwick
RobertClark,Vergennes
BrendaRiopel,Dummerston
ClaireMcManus,Burlington
MaureenGermain,Middlebury
WendyHandy,WhiteRiverJunction
GeraldWilson,Morrisville