

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

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# PHA Plans

5 Year Plan for Fiscal Years 2000 - 2004  
Annual Plan for Fiscal Year 2003

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

**PHA Plan  
Agency Identification**

**PHA Name:** City of De Pere Housing Authority

**PHA Number:** WI102

**PHA Fiscal Year Beginning:** 01/2003

**Public Access to Information**

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

- PHA office is in Nicolet Terrace, 850 Morning Glory Lane, De Pere Wisconsin,  
Executive Director, Barbara Wellens

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

The PHA Plans (including attachments) are available for public inspection at:

- PHA office

PHA Plan Supporting Documents are available for inspection at:

- Office of the PHA

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

**A. Mission**

State the PHA's mission for serving the needs of low-income, very low income, and extremely low-income families in the PHA's jurisdiction.

- The De Pere Housing Authority is committed to providing a safe environment of adequate, affordable housing in good repair; and to promote economic self-sufficiency without discrimination for the families we serve.

**B. Goals**

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

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

- PHA Goal: Manage existing public housing program in an efficient and effective manner thereby qualifying as at least a standard performer.

Objectives:

- HUD shall recognize De Pere Housing Authority as a high performer by December 31, 2004.

The De Pere Housing Authority shall maintain an occupancy rate of at least 98 percent every year through December 31, 2004

- PHA Goal: Improve efficiencies of management and staff

Objectives:

- Improve public housing management: Ensure new deputy director achieves PHM certification by December 31, 2000
- Improve public housing staff: Increase/train an additional person in maintenance by December 31, 2004

- PHA Goal: Improve the accessibility of existing housing

Objectives:

- Modify 1 of 15 existing 3-bedroom or 4-bedroom non-elderly scattered site units to be fully wheelchair accessible by December 31, 2002
- Undertake affirmative measures to ensure Apt 145 in Nicolet Terrace has the bathtub removed to accommodate an accessible shower by December 31, 2001

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

- PHA Goal: Provide an income balanced environment among residents and their community.

Objectives:

- Implement measures to deconcentrate poverty by bringing higher income public housing households into lower income concentrated areas: Utilize skipping over option, as needed, in tenant selection process
- Implement measures to promote income mixing in public housing by assuring access for lower income families wherever there is a concentration of higher income residents: Utilize skipping over option, as needed, in tenant selection process

EXEMPT (Ref. Section D, page 39 for explanation.)

**HUD Strategic Goal: Promote self-sufficiency and asset development of families and individuals (NOTE: The community service requirement served as the core of our agency's self-sufficiency program. Eff. 01/01/2002, HUD temporarily suspended enforcement of the community service requirement until further notice.)**

- PHA Goal: Promote self-sufficiency and asset development of assisted households  
Objectives:
  - Increase the number and percentage of employed persons in assisted families: On a bi-monthly basis, actively monitor/review status with eligible but non-working adult residents to achieve either active employment status or engaged in job training by December 31, 2000
  - Provide information as to area supportive services to improve assisted recipients' employability: Review individual's progress annually during recertification

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

- PHA Goal: Ensure equal opportunity and affirmatively further fair housing  
Objectives:
  - Undertake affirmative measures to ensure access to assisted housing regardless of race, color, religion national origin, sex, familial status, and disability: Keep record of basis of participant selection to ensure equal consideration, with priority preferences in mind, based on admissions and occupancy policy
  - Undertake affirmative measures to provide a suitable living environment for families living in assisted housing, regardless of race, color, religion national origin, sex, familial status, and disability: Keep record of basis of participant selection to ensure equal consideration, with priority preferences in mind, based on admissions and occupancy policy
  - Undertake affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required: Review Reasonable Accommodations for Persons with Disabilities with every participant applicant

**Annual PHA Plan  
PHA Fiscal Year 2002**

[24 CFR Part 903.7]

**i. Annual Plan Type:**

Select which type of Annual Plan the PHA will submit.

**Standard Plan**

**Streamlined Plan:**

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

**Troubled Agency Plan**

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

[24 CFR Part 903.7 9 (r)]

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

The De Pere Housing Authority has prepared this Agency Plan in compliance with Section 511 of the Quality Housing and Work Responsibility Act of 1998 and the ensuing HUD requirements. The Annual Plan outlines a comprehensive approach towards our goals and objectives and is consistent with the Consolidated Plan for the State of Wisconsin. Here are just a few highlights of our Annual Plan:

- We have adopted four (4) local preferences within each bedroom size category: (A) For the household head, or his/her spouse, who is 62 years of age or older; (B) For the household head, or his/her spouse, who receives state or federal benefit payments due to being unable to work (including Social Security disability benefits and Supplemental Security Income disability benefits); (C) For the household head, or his/her spouse, who is 55 to 62 years of age (near-elderly); (D) For the working family.
- We have an aggressive screening policy for public housing to ensure to the best of our ability that new admissions will be good neighbors. Our screening practices strive to meet all fair housing requirements.
- Applicants will be selected from the waiting list by preference and in order of the date and time they applied, except when conforming to the requirements that 40 % of new applicants must have extremely low income.
- We have established a minimum rent of \$0.
- We have established flat rents based on the HUD published Fair Market Rents (FMRs) and discontinued the use of ceiling rents in lieu of the non-reporting of incremental increases in earned income between annual recertifications.
- In an attempt to encourage work and advancement in the workplace, we are not requiring interim recertifications if a resident has an increase in income. Increases to income will be reported at the next annual recertification.

**iii. Annual Plan Table of Contents**

[24 CFR Part 903.7 9 (r)]

Provide a table of contents for the Annual Plan, including attachments, and a list of supporting documents available for public inspection. (NOTE: "CNA" means component is not applicable to activities of this PHA.)

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**Attachments**

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

Required Attachments:

- "A" - Deconcentration of Poverty and Income Mixing, pg 35
- FY 2002 Capital Fund Program Annual Statement (See Annual Plan, pg 21)
- Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)
- "B" - Resident Survey Follow-Up Plan (Safety) for 1999, 2000 and 2001, pg 35
- "C" - Membership of Resident Advisory Board, pg 35
- "D" - Voluntary Conversion Initial Assessment of PHA stock, pg 36

“E” - Capital Performance and Evaluation Report (of unexpended funds prior to 6-30-previous year), pg 37

“F” - PHA Plan Certifications, see Annual Plan, pg 40

Optional Attachments:

- PHA Management Organizational Chart
- FY 2000 Capital Fund Program 5-Year Action Plan (See Annual Plan, pg 24)
- Public Housing Drug Elimination Program (PHDEP) Plan
- Comments of Resident Advisory Board, see Annual Plan, pg 29)
- Other (List below, providing each attachment name)

**Supporting Documents Available for Review**

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

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
X	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
X	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans
X	Fair Housing Documentation: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions’ initiatives to affirmatively further fair housing that require the PHA’s involvement.	5 Year and Annual Plans
X	Consolidated Plan for the jurisdiction in which the PHA is located (which includes the Analysis of Impediments to Fair Housing Choice (AI) and any additional backup data to support statement of housing needs in the jurisdiction	Annual Plan: Housing Needs
X	Most recent board -approved operating budget for the public housing program	Annual Plan: Financial Resources;
X	Public Housing Admissions and (Continued) Occupancy Policy (A&O), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies
CNA	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
CNA	Public Housing Deconcentration and Income Mixing Documentation: 1. PHA board certifications of compliance with deconcentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/99 <i>Quality Housing and Work Responsibility Act Initial Guidance; Notice</i> and any further HUD guidance) and	Annual Plan: Eligibility, Selection, and Admissions Policies

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
CNA	2. Documentation of the required deconcentration and income mixing analysis:	
X	Public housing rent determination policies, including the methodology for setting public housing flat rents <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X	Schedule of flat rents offered at each public housing development <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
CNA	Section 8 rent determination (payment standard) policies <input type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
X	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	Annual Plan: Operations and Maintenance
X	Public housing grievance procedures <input type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
CNA	Section 8 informal review and hearing procedures <input type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
X	The HUD-approved Capital Fund Program Annual Statement for the active grant year	Annual Plan: Capital Needs
CNA	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
X	Most recent, approved 5 Year Action Plan for the Capital Fund Program, if not included as an attachment (provided at PHA option)	Annual Plan: Capital Needs
CNA	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans or any other approved proposal for development of public housing	Annual Plan: Capital Needs
CNA	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
CNA	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
CNA	Approved or submitted assessment 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
CNA	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
CNA	Policies governing any Section 8 Homeownership program <input type="checkbox"/> check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
CNA	Any cooperative agreement between the PHA and the TANF agency; however, mandatory community service requirement has been temporarily suspended eff. 01/01/02 until further notice from HUD.	Annual Plan: Community Service & Self-Sufficiency
CNA	FSS Action Plan/s for public housing and/or Section 8; however, mandatory community service requirement has been temporarily suspended eff. 01/01/02 until further notice from HUD.	Annual Plan: Community Service & Self-Sufficiency
CNA	Most recent self-sufficiency (ED/SS, TOP or ROSS or other	Annual Plan: Community

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
	resident services grant) grant program reports	Service & Self-Sufficiency
CNA	The most recent Public Housing Drug Elimination Program (PHEDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)	Annual Plan: Safety and Crime Prevention
X	The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U. S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	Annual Plan: Annual Audit
CNA	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)
X	Resident Survey Follow-Up Plan (Safety), 1999 --Not Required, 2000, 2001	Annual Plan: Other
X	Voluntary Conversion Initial Assessment of PHA stock	Annual Plan: Other

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

[24 CFR Part 903.7 9 (a)]

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

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

<b>Housing Needs of Families in the Jurisdiction (City) by Household Type, as of 2002</b>							
Family Type	Overall	Afford-ability	Supply	Quality	Access-ibility	Size	Loca-tion
Income <= 30% of AMI	351/ 1146, or 31%	5	5	N/A	N/A	N/A	N/A
Income >30% but <=50% of AMI	338/ 1146, or 29%	5	5	N/A	N/A	N/A	N/A
Income >50% but <80% of AMI	457/ 1146, or 40%	5	3	N/A	N/A	N/A	N/A
Elderly	366/ 1146, or 32%	5	5	NA	N/A	N/A	N/A

<b>Housing Needs of Families in the Jurisdiction (City) by Household Type, as of 2002</b>							
Family Type	Overall	Afford-ability	Supply	Quality	Access-ibility	Size	Loca-tion
Families with Disabilities	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Asian	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Hispanic	6/1146, or 0.5%	5	4	5	1	5	5
Black	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Race/Ethnicity							

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  
Indicate year: 2000, includes 2002/2003 Annual Plan Summary
- U.S. Census data: the Comprehensive Housing Affordability Strategy ("CHAS") As of Year: 2002 (Full current data not available as of 8-20-2002)
- American Housing Survey data  
Indicate year: (As of 8-20-2002, full current data not available.)
- Other housing market study  
Indicate year:
- Other sources: (list and indicate year of information)

### **B. Housing Needs of Families on the Public Housing 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.

<b>Housing Needs of Families on the Waiting List</b> As of 8-20-2002			
Waiting list type: (select one)			
<input type="checkbox"/>	Section 8 tenant-based assistance		
<input checked="" type="checkbox"/>	Public Housing		
<input type="checkbox"/>	Combined Section 8 and Public Housing		
<input type="checkbox"/>	Public Housing Site-Based or sub-jurisdictional waiting list (optional)		
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	29		16 (2001)
Extremely low income <=30% AMI	14	48%	
Very low income (>30% but <=50% AMI)	13	45%	

<b>Housing Needs of Families on the Waiting List</b>			
As of 8-20-2002			
Low income (>50% but <80% AMI)	2	7%	
Families with children	8	28%	
Elderly families	21	72%	
Families with Disabilities	4	14%	
White	28	97%	
Hispanic	1	3%	
Black	0	0%	
Race/ethnicity			
Characteristics by Bedroom Size (Public Housing Only)			
1BR	17	59%	13
2 BR	4	14 %	0
3 BR	6	21%	3
4 BR	2	7%	0
5 BR	0	0	0
5+ BR	0	0	0
Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			
If yes:			
How long has it been closed (# of months)?			
Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input type="checkbox"/> Yes			

**C. Strategy for Addressing Needs**

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

**(1) Strategies**

**Need: Shortage of affordable housing for all eligible populations**

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

Select all that apply

- Employ effective maintenance and management policies to minimize the number of public housing units off-line
- Reduce turnover time for vacated public housing units
- Reduce time to renovate public housing units

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

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

Select all that apply

- Apply for additional section 8 units should they become available
- Leverage affordable housing resources in the community through the creation of mixed-finance housing
- Pursue housing resources other than public housing or Section 8 tenant-based assistance.
- Other: When urgent need exists, refer participant applicant to area PHA's managing the Section 8 voucher program.

**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
- Ensure continued adherence to rent policies that 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
- Continue adherence to rent policies that support and encourage work
- Other: (list below)

**Need: Specific Family Types: The Elderly**

**Strategy 1: Target available assistance to the elderly:**

Select all that apply

- Seek designation of public housing for the elderly
- Apply for special-purpose vouchers targeted to the elderly, should they become available
- Continue priority preference in placement of the elderly family

**Need: Specific Family Types: Families with Disabilities**

**Strategy 1: Target available assistance to Families with Disabilities:**

Select all that apply

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

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

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

Select if applicable

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

**Strategy 2: Conduct activities to affirmatively further fair housing**

Select all that apply

- Counsel section 8 tenants as to location of units outside of areas of poverty or minority concentration and assist them to locate those units
- Market the section 8 program to owners outside of areas of poverty /minority concentrations
- Continue existing fair housing practices ensuring equality in placement consideration

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

**(2) Reasons for Selecting Strategies**

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

- Funding constraints
- Staffing constraints
- Limited availability of sites for assisted housing

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

## **2. Statement of Financial Resources**

[24 CFR Part 903.7 9 (b)]

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

<b>Financial Resources: Planned Sources and Uses</b>		
<b>(Our agency reserves the right to change this financial resources statement based on later, better information.)</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
<b>1. Federal Grants (FY 2003 grants)</b>		
a) Public Housing Operating Fund		
b) Public Housing Capital Fund	100,000	
c) HOPE VI Revitalization		
d) HOPE VI Demolition		
e) Annual Contributions for Section 8 Tenant-Based Assistance		
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)		
<b>2. Prior Year Federal Grants (unobligated funds only) (list below)</b>		
FFY 2002 Capital Fund	138,639	PHA operations, capital improvements

<b>Financial Resources: Planned Sources and Uses</b>		
(Our agency reserves the right to change this financial resources statement based on later, better information.)		
Sources	Planned \$	Planned Uses
<b>3. Public Housing Dwelling Rental Income</b>	290,000	PHA operations, capital improvements
<b>4. Other income</b> (list below)		When needed,
Investment Income	20,000	PHA operations
Work orders, laundry machines	12,000	PHA operations
<b>4. Non-federal sources</b> (list below)		
<b>Total resources</b>	\$560,639	

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

[24 CFR Part 903.7 9 (c)]

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

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

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

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

- When families are within a certain number of being offered a unit: (state number)
- When families are within two months of being offered a unit
- Whenever PHA has a very short waiting list, families are screened immediately after application intake. Income eligibility is verified prior to admission, unless applicant appears to be close to maximum income level

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

- Criminal or Drug-related activity
- Rental history
- Housekeeping
- Utility history (water, electric, gas)

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

**(2)Waiting List Organization**

- a. Which methods does the PHA plan to use to organize its public housing waiting list (select all that apply)
- Community-wide list
- Sub-jurisdictional lists
- Site-based waiting lists
- Other (describe)
- b. Where may interested persons apply for admission to public housing?
- PHA office
- PHA development site management office
- Other (list below)
- c. If the PHA plans to operate one or more site-based waiting lists in the coming year, answer each of the following questions; if not, skip to subsection **(3) Assignment** (Non-applicable to this PHA)

**(3) Assignment**

- a. How many vacant unit choices are applicants ordinarily given before they fall to the bottom of the waiting list? (select one)
- One
- Two
- Three or More
- b.  Yes  No: Is this policy consistent across all waiting list types?
- c. If answer to b is no, list variations for any other than the primary public housing waiting list/s for the PHA:

**(4) Admissions Preferences**

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

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

- Emergencies
- Overhoused
- Underhoused
- Medical justification
- Administrative reasons determined by the PHA (e.g., to permit modernization work)
- Resident choice: (state circumstances below)
- Other: (list below)

c. Preferences

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

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

Former Federal preferences:

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

Other preferences: (select below)

- Working families and those unable to work because of age or disability
- Veterans and veterans’ families
- Residents who live and/or work in the jurisdiction
- Those enrolled currently in educational, training, or upward mobility programs
- Households that contribute to meeting income goals (broad range of incomes)
- Households that contribute to meeting income requirements (targeting)
- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes
- Other preference(s) (list below)  
Person(s) age 55-62 whenever wait list has none older willing to accept unit assignment.

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

“1” Date and Time of Application

Former Federal preferences:

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

Other preferences (select all that apply)

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

4. Relationship of preferences to income targeting requirements:

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

#### **(5) Occupancy**

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

- The PHA-resident dwelling lease
- The PHA's Admissions and (Continued) Occupancy policy
- PHA briefing seminars or written materials
- Nonstandard Rental Provisions, lease attachment

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

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

**(6) Deconcentration and Income Mixing** - (This section has been disregarded by Notice PIH99-51; however, See ATCH A, pg 40

(EXEMPT: Confirmed by J. Finger, HUD, Milwaukee, WI on 2-2-2001 – De Pere Housing Authority operate only one (1) family development)

- a.  Yes  No: Did the PHA's analysis of its family (general occupancy) developments to determine concentrations of poverty indicate the need for measures to promote deconcentration of poverty or income mixing?
- b.  Yes  No: Did the PHA adopt any changes to its **admissions policies** based on the results of the required analysis of the need to promote deconcentration of poverty or to assure income mixing?
- c. If the answer to b was yes, what changes were adopted? (select all that apply)
- Adoption of site-based waiting lists  
If selected, list targeted developments below:
  - Employing waiting list "skipping" to achieve deconcentration of poverty or income mixing goals at targeted developments  
If selected, list targeted developments below:
  - Employing new admission preferences at targeted developments  
If selected, list targeted developments below
  - Other (list policies and developments targeted below)
- d.  Yes  No: Did the PHA adopt any changes to **other** policies based on the results of the required analysis of the need for deconcentration of poverty and income mixing?
- e. If the answer to "d" was yes, how would you describe these changes? (select all that apply)
- Additional affirmative marketing
  - Actions to improve the marketability of certain developments
  - Adoption or adjustment of ceiling rents for certain developments
  - Adoption of rent incentives to encourage deconcentration of poverty and income-mixing
  - Other (list below)
- f. Based on the results of the required analysis, in which developments will the PHA make special efforts to attract or retain higher-income families? (select all that apply)
- Not applicable: results of analysis did not indicate a need for such efforts
  -
- g. Based on the results of the required analysis, in which developments will the PHA make special efforts to assure access for lower-income families? (select all that apply)
- Not applicable: results of analysis did not indicate a need for such efforts
  - List (any applicable) developments below:

**B. Section 8 – COMPONENT NOT APPLICABLE.**

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

#### **4. PHA Rent Determination Policies**

[24 CFR Part 903.7 9 (d)]

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

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

##### **(1) Income Based Rent Policies**

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

a. Use of discretionary policies: (select one)

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

---or---

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

b. Minimum Rent

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

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

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

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

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

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

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

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

- For the earned income of a previously unemployed household member
- For increases in earned income
- Fixed amount (other than general rent-setting policy)  
If yes, state amount/s and circumstances below:
- Fixed percentage (other than general rent-setting policy)  
If yes, state percentage/s and circumstances below:
- For household heads
- For other family members
- For transportation expenses
- For the non-reimbursed medical expenses of non-disabled or non-elderly families
- Other (describe below)

e. Ceiling rents

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

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

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

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

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

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

f. Rent re-determinations:

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

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

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

## **(2) Flat Rents**

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

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

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

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

\*\*\*COMPONENT NOT APPLICABLE\*\*\*

## **5. Operations and Management**

[24 CFR Part 903.7 9 (e)]

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

\*\*\*This PHA is EXEMPT\*\*\*

## **6. PHA Grievance Procedures**

[24 CFR Part 903.7 9 (f)]

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

\*\*\*This PHA is EXEMPT\*\*\*

**7. Capital Improvement Needs**

[24 CFR Part 903.7 9 (g)]

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

**A. Capital Fund Activities**

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

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

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

The Capital Fund Program Annual Statement is provided below:

**Component 7**

**Capital Fund Program Annual Statement  
Parts I, II, and II**

**Annual Statement**

**Capital Fund Program (CFP) Part I: Summary**

Capital Fund Grant Number: WI39-P102-501-03

FY of Grant Approval: 01/2003

Original Annual Statement

Line No.	Summary by Development Account	Total Estimated Cost
1	Total Non-CGP Funds	\$ 10,000
2	1406 Operations	
3	1408 Management Improvements	
4	1410 Administration	
5	1411 Audit	
6	1415 Liquidated Damages	
7	1430 Fees and Costs	
8	1440 Site Acquisition	
9	1450 Site Improvement	
10	1460 Dwelling Structures	100,000
11	1465.1 Dwelling Equipment-Nonexpendable	
12	1470 Nondwelling Structures	
13	1475 Nondwelling Equipment	
14	1485 Demolition	

15	1490	Replacement Reserve	
16	1492	Moving to Work Demonstration	
17	1495.1	Relocation Costs	
18	1498	Mod Used for Development	
19	1502	Contingency	
20	<b>Amount of Annual Grant (Sum of lines 2-19)</b>		<b>\$100,000</b>
21	Amount of line 20 Related to LBP Activities		
22	Amount of line 20 Related to Section 504 Compliance		
23	Amount of line 20 Related to Security		
24	Amount of line 20 Related to Energy Conservation Measures		

**Annual Statement**

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

City of De Pere Housing Authority

Project No. WI39-P102-501-03

Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Total Estimated Cost
001-Nicolet Terrace, West (community room, public hallways, elevator & office)	Replace carpet	1460	\$60,000
002-Nicolet Terrace, East (public hallways, elevator & stairs)	Replace carpet, and possibly vinyl flooring in bathroom/kitchen of 32 apts, depending on end positioning of replacement cabinets and bathtub completed in previous year	1460	50,000

**Annual Statement**

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

Development Number/Name HA-Wide Activities	All Funds Obligated (Quarter Ending Date)	All Funds Expended (Quarter Ending Date)
001-Nicolet Terrace, West	09/30/2004	12/31/2005
002-Nicolet Terrace, East	09/30/2004	12/31/2005

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

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

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

b. If yes to question a, select one:

The Capital Fund Program 5-Year Action Plan is provided below:

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

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

Optional 5-Year Action Plan Tables			
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development
WI102 001/002	Nicolet Terrace & Scattered Sites	0	0%
Description of Needed Physical Improvements or Management Improvements		Estimated Cost	Planned Start Date (HA Fiscal Year)
<u>HA-Wide</u>			01/2001
Administration		\$ 3,000 [Deleted]	
Purchase riding lawnmower		7,000 [Added]	
Replace 100-gallon water heater		3,500 [Deleted]	
Seal cost/restripe two (2) parking lots off Morning Glory Lane		2,200 [Added]	
Install sheer curtains over interior windows of community room for noise absorption (for hearing -aid assisted)		8,000 [Added]	
<u>001 – Scattered Sites (15 dwellings)</u>			
Modify one 4-BR to a 3-BR accessible unit, including relocation costs plus side-by-side refrigerator		70,000 [Deleted]	
Lower dining room ceiling, allowing sufficient height for ceiling fan w/light [ADDED: and replace basement windows]		30,000	
Install ceiling fan in master bedroom		750 [Added]	
A/E Fees		5,000	
Stain exterior, plus paint exterior doors		35,000 [Deleted]	
Replace inlaid flooring in bathroom		3,000	
Lawn – weed ‘n’ feed		600	
<u>001 – Nicolet Terrace, West (53 apts &amp; 7 public areas)</u>		11,800 [Added]	
Replace zone valves, install vent tee shut-offs on baseboard heaters			
Replace hot water heater system		11,000 [Added]	
<u>002 – Nicolet Terrace, East (32 apts)</u>			
Replace bathtub with accessible shower module[ADD: and wheelchair accessible washbasin] in Apt 145		6,500	
Replace hot water heater system		9,000 [Added]	
Replace 30 electric ranges		10,500 [Added]	

Estimated Year 2001 Costs	<u>\$105,350</u>	
<u>001 – Nicolet Terrace, West (53 apts)</u>		01/2002
Replace one laundry room washer w/front-loading model	\$ 1,000	
Replace 5 washers/6 clothes dryers	7,350	
Shrubbery replacements (outside Apt 107)	400 [Added]	
Mulch shrub beds	1,500	
<u>001 – Scattered Sites (15 dwellings)</u>		
Mulch shrub beds, replace/add trees/shrubs	3,500	
Lawn, annual weed ‘n’ feed program	650	
<u>002 – Nicolet Terrace, East (32 apts)</u>		
Overlay existing roof w/new shingles, flashing, to include gallery and garage roofs	30,000	
Replace apt draperies w/vertical blinds	19,000	
Replace one laundry room washer w/front-loading model	1,000	
Replace one washer, two clothes dryers	1,950	
Mulch shrub beds	500	
Estimated Year 2002 Total Costs	<u>\$ 66,850</u>	
<u>HA-Wide, WI-102</u>		01/2003
A/E Fees & Costs	14,240 [Added]	
<u>001 – Nicolet Terrace, West (53 apts)</u>		
Replace apt refrigerators w/o handles, self-defrost	21,500 [Deleted]	
<u>001 – Nicolet Terrace, West, Apt 101</u>		
Modify bathroom & kitchen, combine 2 -bdrms into one (1) to achieve another unit w/full wheelchair accessibility	37,000 [Added]	
<u>001 – Nicolet Terrace, West</u>		
Replace one (1) commercial water softener	5,000 [Added]	
<u>001 – Scattered Sites (15 dwellings)</u>		
Lawn, annual weed ‘n’ feed program	675	

<u>002 – Nicolet Terrace, East (32 apts)</u> Replace kitchen & bathroom cabinetry, sinks/faucets, garbage disposals and install GFCI's	85,000	
Replace bathtub w/model having extra grab bars	25,000	
<u>002 – Nicolet Terrace, East, Apt 145</u> Renovate kitchen & dining area to complete previous unit rehab work to achieve another unit w/full wheelchair access	15,000 [Added]	
<u>002 – Nicolet Terrace, East</u> Replace all unit gate shut-off valves, requires replacement of drop ceiling in public area halls	10,000 [Added]	
<u>002 – Nicolet Terrace, East</u> Replace commercial water softener	5,000	
Estimated Year 2003 Total Costs	<u>\$196,915</u>	
<u>001 – Nicolet Terrace, West (office &amp; public areas)</u> Replace carpet	50,000	01/2004
Replace 100-gallon hot water heaters w/single insulated system	7,000 [Deleted]	
<u>001 – Scattered Sites (15 dwellings)</u> Mulch shrub beds, replace/add needed trees/shrubs	3,000	
Lawn, annual weed 'n' feed	700	
<u>002 – Nicolet Terrace, East (public areas)</u> Replace carpet in public areas	60,000	
Replace carpet in 32 apartments	20,000 [Deleted]	
Replace 100-gallon hot water heaters w/single insulated system	7,000 [Deleted]	
Estimated Year 2004 Total Costs	<u>113,700</u>	
<b>Total Estimated Over Next 5 Years</b>	<b>\$445,875 [Revised-482,815]</b>	

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

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

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

- Yes  No: c) Does the PHA plan to apply for a HOPE VI Revitalization grant in the Plan year?
- Yes  No: d) Will the PHA be engaging in any mixed-finance development activities for public housing in the Plan year?
- Yes  No: e) Will the PHA be conducting any other public housing development or replacement activities not discussed in the Capital Fund Program Annual Statement?

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

[24 CFR Part 903.7 9 (h)]

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

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

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

[24 CFR Part 903.7 9 (i)]

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

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

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

[24 CFR Part 903.7 9 (j)]

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

- A. Assessments of Reasonable Revitalization Pursuant to section 202 of the HUD FY 1996 HUD Appropriations Act (See also Atch D, pg 39 re: Required Initial Voluntary Conversion Assessment)**

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

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

[24 CFR Part 903.7 9 (k)]

### **A. Public Housing**

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

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

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

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

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

[24 CFR Part 903.7 9 (l)]

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

\*\*\*\*This PHA is EXEMPT\*\*\*\*

## **13. PHA Safety and Crime Prevention Measures**

[24 CFR Part 903.7 9 (m)]

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

\*\*\*Not Applicable\*\*\*

**14. PET POLICY**

[24 CFR Part 903.7 9 (n)] \*\*\*This PHA is Exempt\*\*\*

However, Pet Policy was updated 10-12-1999 and continues to meet HUD requirements. It has been incorporated into the Admissions and Occupancy Policy. It allows for one pet per household with restrictions as to weight and category.

**15. Civil Rights Certifications**

[24 CFR Part 903.7 9 (o)]

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

**16. Fiscal Audit**

[24 CFR Part 903.7 9 (p)]

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

**17. PHA Asset Management**

[24 CFR Part 903.7 9 (q)]

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

\*\*\*This PHA is EXEMPT\*\*\*

**18. Other Information**

[24 CFR Part 903.7 9 (r)]

**A. Resident Advisory Board Comments/Recommendations**

**For Year 2001 Plan:**

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

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

Attached at Attachment (File name)

Provided below:

COMMENT: Could the PHA furnish a van/driver for transport to appointments as Red Cross in so unreliable due to a shortage of drivers available.

RESPONSE: The PHA will contact the local taxi company and the Commission on Aging to see if any discounts are available to our elderly/disabled resident population. If not, this PHA will

investigate the possibility of furnishing a subsidy to the local taxi company versus leasing a van and hiring a driver.

COMMENT: Could the lighting be improved in the community room for card playing?

RESPONSE: Some of the fluorescent tubes are pink and do not illuminate as well as the white tubes. Before maintenance purchases all white fluorescent tubes, he is exploring the cost to replace the four large fixtures, as it is very difficult to safely remove the 4'x4' plastic dome over the existing fixtures while standing on scaffolding.

COMMENT: Request by two residents from scattered site units to not lower high-pitched ceiling in dining area next year, as they like the aesthetic appearance as is.

RESPONSE: The PHA has found from previous unit inspections that it is seemingly difficult for residents to keep cobwebs swept down or the walls/ceiling washed from wintertime condensation streaking in units having smokers. Plus, in spite of having a ceiling fan in this area to return the heat back to the floor, the fan was installed on the pitched ceiling with an exceptionally long stem that causes the fan to wobble when operated. However, the PHA will survey all scattered site residents for their preference based on all the known PHA concerns.

COMMENT: Could the range and refrigerator in the elderly apartment complex be moved out annually for cleaning beneath and behind?

RESPONSE: Maintenance will try to accommodate this request during the quieter months of January/February/March depending on workload.

COMMENT: Why couldn't residents have their preference as to how the new pantry bi-fold door swing could be in the west building apartments?

RESPONSE: This is a matter PHA staff took to the Board at the August regular monthly meeting. The Board approved standardization in the swing to preclude future requests to again change the swing that leaves a scar on the door surface when moving the doorknob, and eliminates the 1/2 hour of maintenance time to make the adjustment.

COMMENT: When the PHA replaces the electric ranges in the east building elderly apartments next January, could the appliance have an oven light, if not a self-cleaning oven?

RESPONSE: The PHA is required to be conservative in its' selection of kitchen appliance replacements. Request for an oven light, however, is not an unreasonable request and shall be so ordered.

### **For Year 2002 Plan:**

COMMENT: Why can't some parking spaces in the Visitor Lot be reserved for residents who live in the center of the elderly building, instead of having to walk what feels like a block to the resident parking lot located off the ends of the structure?

RESPONSE: This matter will be addressed at the next regular monthly meeting of the Board of Commissioners. However, when a resident has a bonafide physical disability where walking is very difficult, the Housing Authority will assign a parking space, whether temporarily or permanent, in the Visitor Lot.

COMMENT: Why can't the resident parking lots be plowed more frequently in winter?

RESPONSE: This matter will be addressed at the next regular monthly meeting of the Board of Commissioners. As many residents complain when they have to frequently go out to move their vehicles so the lot can be plowed, maintenance merely plows the driving path when "light" snow has fallen and the resident is responsible for sweeping or shoveling around their car.

COMMENT: The current garbage drop-off schedule is not very convenient.

RESPONSE: This matter had been addressed by the Board earlier this year. It will be brought up again. However, residents have always been encouraged to utilize the other two scheduled times in the adjoining building.

COMMENT: Most of the residents in attendance expressed complete satisfaction with the operations at Nicolet Terrace elderly building.

RESPONSE: It is the personal opinion of the executive director that the majority of the residents are satisfied with the living environment furnished to them. It is extremely difficult, however, to keep 100% of the resident population satisfied, but we keep trying...

**For Year 2003 Plan:**

COMMENT: Will Housing Authority treat premises for bug invasion this Fall?

RESPONSE: The Board approved a proposal today for monthly spraying for bugs around Nicolet Terrace and seven different apartments each month.

COMMENT: What is the status for requesting the City to develop a crosswalk at Ninth and Park Streets?

RESPONSE: The Housing Authority sent the City Engineer a letter nearly a month ago, and placed a follow-up telephone call a few days ago. The City Engineer is still making inquiries as to feasibility/practicality. Residents are encouraged to contact their city alderman both in writing and by telephone about their desire for this request.

COMMENT: A resident expressed her appreciation for the wonderful facility provided for the residents to live in, and for the excellent work the staff does. All other residents present applauded in agreement.

COMMENT: Could a covered sidewalk be constructed at the main entrance to the elderly complex?

RESPONSE: The executive director explored this idea 2-3 years ago and found that a canopy would fail under heavy snow, and a permanent structure is cost prohibitive at this time. The idea, however, is still on the back burner.

COMMENT: Next year, when kitchens are remodeled in the East building, could the single basin sink be replaced with a double basin?

RESPONSE: Residents in that building will be surveyed as to preference, and then the architect will be so informed.

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: Is the resident who will serve on the PHA Board be elected by the residents? (If no, skip to sub-component C.)
3. Resident Membership on PHA Board:  
Method of Selection: Appointment—Leola M. Dillhunt  
Term: Until 12-31-2003 - To finish term of a retiring commissioner

**C. Statement of Consistency with the Consolidated Plan**

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

1. Consolidated Plan jurisdiction: State of Wisconsin
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)  
See pages 11-14. Additionally, in light of limited options due to a persistently short tenant-applicant waiting list even with on-going advertising, the De Pere Housing Authority shall seek every opportunity to comply with the high priority needs assessment in accordance with the State of Wisconsin Consolidated Plan.

#### **D. Other Information Required by HUD**

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

#### **Section 903.7 (1) - PHA's progress in meeting the mission and goals described in the 5-Year Plan:**

##### For 2001 PHA Plan:

- PHA maintained a 99% averaged occupancy rate for FYE 12-31-99.
- New deputy director, who was hired 5-99, achieved Public Housing Manager certification in April, 2000.
- Survey results of area federally-assisted housing operations in May, 2000 clearly indicates current wheelchair accessible units of 2-bedroom or more in size are being under-utilized. Thus, De Pere Housing Authority shall not modify one of its' 3-bedroom or 4-bedroom scattered site units, but rather make referrals to those operations surveyed.
- Per Federal Register dated 8-14-2000, this PHA is awaiting final rule addressing further direction to PHAs on the implementation of deconcentration and affirmatively furthering fair housing.
- All non-elderly scattered site adult residents are employed, or drawing disability.
- This PHA's consistently practices affirmative measures to assure equal opportunity and further fair housing as documented on each application for rental assistance.

##### For 2002 PHA Plan:

- PHA maintained a 99% averaged occupancy rate for FYE 12-31-2000
- Effective 11-06-2000, PHA hired Cleaner No.2 (new position) on parttime basis for maintenance department
- In 04/2001, PHA modified bathroom in Apt 145, Nicolet Terrace, East, per code, for wheelchair accessibility
- 

##### For 2003 PHA Plan:

- PHA maintained a 99.67% averaged occupancy rate for FYE 12-31-2001
- On 06-14-02, maintenance staff increased by one additional person on part-time basis as Custodian & Maintenance Helper. Former employees, Cleaner No. 1 resigned effective 05-30-02 and Cleaner No. 2 resigned effective 02-28-02.
- In 2003, PHA plans to rehab kitchen in Apt 145 in Nicolet Terrace for full unit wheelchair accessibility. Also intend to modify a 2-BR unit, Apt 201, to full unit wheelchair accessibility. This shall insure Nicolet Terrace conforms to 5% federal rule for accessibility.
- 

**Section 903.7(r)(2)(i) - Substantial deviations** or significant amendments or modifications are defined as discretionary changes in the plans or policies of the housing authority that fundamentally change the mission, goals, objectives, or plans of the agency and which require formal approval of the Board of Commissioners. Such examples are as follows:

- Changes to rent or admissions policies, or changes to organization of the waiting list;

- Additions of non-emergency work items (items not included in the current Annual Statement or 5-Year Action Plan) having a work item value of \$25,000 or more;
- Change in use of replacement reserve funds under the Capital Fund having a work item value of \$25,000 or more;
- Any change with regard to demolition or disposition, designation, homeownership programs or conversion activities.

**Section 903.7(r)(2)(ii) -The significant amendment or modification(s) to the 5-Year Action Plan and Annual Plan are as follows :** NONE, by the above definition. However, updates have been annotated by use of brackets [Added] [Deleted] to provide sufficient clarity for Year 01/2001 portion of the 5-Year Action Plan and for any adjustments each year thereafter.

## **Attachments**

### **ATCH A** – Admissions Policy for Deconcentration of Poverty:

24CFR903, Final Rule dated 12-22-2000, Section 903.2(b)(2)(ii) and (iii) states which developments are not subject to deconcentration of poverty and income mixing requirements. Per letter dated 02-02-2001 from John Finger, HUD, Milwaukee, Wisconsin wherein he verifies that our agency is EXEMPT because Nicolet Terrace, WI102001/002 houses only elderly persons or persons with disability, or both. Additionally, under WI102001, our scattered sites consist of one general occupancy, family public housing development.

### **Component 3, (6) Deconcentration and Income Mixing**

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

### **ATCH B** – Section 903.7 (r) 3

#### **Resident Survey Follow-Up Plan (Safety) for Year 1999**

(Re-Survey Results of PHA residents are available for public review.)

On 2-9-2000, PHA re-surveyed all residents regarding the Safety portion only. Results indicated a lack of awareness of available crime prevention programs. All residents, as well as new resident applicants, were/are provided information re: local Neighborhood Watch program. However, the local police dept does not feel this PHA's 15 scattered site units, nor the PHA's elderly LIPH apartment building in and of themselves are a viable means for such an organizational effort. Nevertheless, this PHA will offer any assistance to those residents who indicate an interest in pursuing such a program.

#### **Resident Survey Follow-Up Plan for Year 2000**

Not required based on assessment results, which were posted 10-03-2001 on Nicolet Terrace resident bulletin boards, and on 11-01-2001 passed out to residents at scattered sites.

#### **Resident Survey Follow-Up Plan for Year 2003**

Not required based on assessment results, which were posted 10-04-2002 on Nicolet Terrace resident bulletin Boards, and on 11-01-2002 passed out to residents at scattered sites.

### **ATCH C** – Membership of Resident Advisory Board

Nicolet Terrace: Leola Dillhunt, Irene Chandonais, Eunice Van Dyck; Scattered Sites: Julie Janus, Karen Farrell.

**ATCH D – Component 10 (B) Voluntary Conversion Initial Assessments**

- a. How many of the PHA’s developments are subject to the Required Initial Assessments?  
One (1) – Scattered Sites
  
- b. How many of the PHA’s developments are not subject to the Required Initial Assessments based on exemptions (e.g., elderly and/or disabled developments not general occupancy projects)?  
One (1) – Nicolet Terrace
  
- c. How many Assessments were conducted for the PHA’s covered developments?  
One (1) -- Scattered Sites (15 family units).
  
- d. Identify PHA developments that may be appropriate for conversion based on the Required Initial Assessments: None.

**ATCH E – (Per PIH Notice 2001-4) Capital Performance and Evaluation Report, for  
period ending 6-30-2001)**

**CAPITAL FUND PROGRAM TABLES START HERE**

**Annual Statement/Performance and Evaluation Report**

**Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary**

<b>PHA Name:</b> City of De Pere Housing Authority	<b>Grant Type and Number</b> Capital Fund Program Grant No: WI39P10250101 Replacement Housing Factor Grant No:	<b>Federal FY of Gra</b> 2001
-------------------------------------------------------	----------------------------------------------------------------------------------------------------------------------	----------------------------------

Original Annual Statement  Reserve for Disasters/ Emergencies  Revised Annual Statement (revision no: )  
 Performance and Evaluation Report for Period Ending: 06-30-2002  Final Performance and Evaluation Report

Line No	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations	\$145,621	\$85,321	\$75,000	\$75,000
3	1408 Management Improvements				
4	1410 Administration				
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs				
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures	-0-	30,000	17,150	-0-
11	1465.1 Dwelling Equipment—Nonexpendable	-0-	30,300	20,184	20,184
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1501 Collateralization or Debt Service				
20	1502 Contingency				

**Annual Statement/Performance and Evaluation Report**

**Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary**

<b>PHA Name:</b> City of De Pere Housing Authority	<b>Grant Type and Number</b> Capital Fund Program Grant No: WI39P10250101 Replacement Housing Factor Grant No:	<b>Federal FY of Gra</b> 2001
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Original Annual Statement
  Reserve for Disasters/ Emergencies
  Revised Annual Statement (revision no: )
  Performance and Evaluation Report for Period Ending: 06-30-2002
  Final Performance and Evaluation Report

Line No	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expende
21	Amount of Annual Grant: (sum of lines 2 – 20)	\$136,129	\$145,621	\$112,334	\$95,184
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 compliance				
24	Amount of line 21 Related to Security – Soft Costs				
25	Amount of Line 21 Related to Security – Hard Costs				
26	Amount of line 21 Related to Energy Conservation Measures				



**Annual Statement/Performance and Evaluation Report**  
**Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)**  
**Part III: Implementation Schedule**

PHA Name: City of De Pere Housing Authority		Grant Type and Number Capital Fund Program No: WI39P10250101 Replacement Housing Factor No:				Federal FY of Grant: 2001	
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
HA Wide, WI102-001/002	06/30/02	12/31/02		06/30/03			Pending possible changeorders on remaining contrac
N.T. West, WI102-001	06/30/02			06/30/03			
N.T. East, WI102-002	06/30/02			05/30/03			

**ATCH F** – PHA Plan Certifications (See attached pages....)

