

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: WINNEBAGO COUNTY HOUSING AUTHORITY

PHA Number: WI39-P213

PHA Fiscal Year Beginning: 07/01/2003

Public Access to Information

Information regarding any activities outlined in this plan can be obtained by contacting:

(select all that apply)

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

Display Locations For PHA Plans and Supporting Documents

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

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

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

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

5-YEAR PLAN

PHA FISCAL YEARS 2000 – 2004 [24 CFR Part 903.5]

A. Mission

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

- The mission of the PHA is the same as that of the Department of Housing and Urban Development: To promote adequate and affordable housing, economic opportunity and a suitable living environment free from discrimination.
- The PHA's mission: The Winnebago County Housing Authority, a non-profit enterprise, endeavors to assist the community in meeting the need for adequate and affordable housing opportunities for all people with a primary focus on service to low income households

B. Goals

The goals and objectives listed below are derived from HUD's strategic Goals and Objectives and those emphasized in recent legislation. PHAs may select any of these goals and objectives as their own, or identify other goals and/or objectives. Whether selecting the HUD-suggested objectives or their own, **PHAS ARE STRONGLY**

ENCOURAGED TO IDENTIFY QUANTIFIABLE MEASURES OF SUCCESS IN REACHING THEIR OBJECTIVES OVER THE COURSE OF THE 5 YEARS. (Quantifiable measures would include targets such as: numbers of families served or PHAS scores achieved.) PHAs should identify these measures in the spaces to the right of or below the stated objectives.

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

- PHA Goal: Expand the supply of assisted housing
 - Objectives:
 - Apply for additional rental vouchers:
 - Reduce public housing vacancies:
 - Leverage private or other public funds to create additional housing opportunities:
 - Acquire or build units or developments**
 - Other:
- PHA Goal: Improve the quality of assisted housing
 - Objectives:
 - Improve public housing management: PHAS score = 89
 - Improve voucher management: SEMAP score= 80
 - Increase customer satisfaction:
 - Concentrate on efforts to improve specific management functions: (list; e.g., public housing finance; voucher unit inspections)
 - Renovate or modernize public housing units:
 - Demolish or dispose of obsolete public housing:
 - Provide replacement public housing:**
 - Provide replacement vouchers:
 - Other: (list below)
- PHA Goal: Increase assisted housing choices
 - Objectives:
 - Provide voucher mobility counseling:
 - Conduct outreach efforts to potential voucher landlords
 - Increase voucher payment standards**
 - Implement voucher homeownership program:
 - Implement public housing or other homeownership programs:
 - Implement public housing site-based waiting lists:
 - Convert public housing to vouchers:
 - Other:

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

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

Other:

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

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

Objectives:

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

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

PHA Goal: Ensure equal opportunity and affirmatively further fair housing

Objectives:

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

Other PHA Goals and Objectives: (list below)

**Annual PHA Plan
PHA Fiscal Year 2003**

i. Annual Plan Type:

- Standard Plan
- Streamlined Plan:
- High Performing PHA
 - Small Agency (<250 Public Housing Units)
 - Administering Section 8 Only
- Troubled Agency Plan

ii. Executive Summary of the Annual PHA Plan

The Winnebago County Housing Authority (WCHA) is a HUD “High Performing” agency with a long and distinguished record of service to the community. The Oshkosh Housing Authority based on a mutual cooperation agreement conducts program administration for WCHA. The agency is principally involved in the ownership and management of thirty-unit “elderly” housing developments in Omro and Winneconne, eighty-six units of scattered-site family housing and the operation of a Housing Choice Voucher program for more than 347 households. The WCHA also owns three group homes and has repeatedly acted as a conduit for tax-exempt financing for private development of affordable housing options.

The goals and strategies adopted for the coming year center on effective management practices and affirmative marketing of existing programs. Despite the significant regulatory burden at hand, the Authority will continue to pursue funding for fair share vouchers and special purpose vouchers if an adequate supply of vouchers is available.

The Authority continues administering a low-income homebuyer program fueled by pending grant applications seeking in excess of \$500,000. Financial commitment of CDBG from the cities of Neenah, Menasha and Oshkosh have been pursued and federal HOME and state HCRI funds awards are anticipated.

iii. Annual Plan Table of Contents

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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.

Required Attachments:

- A: Resident Advisory Board Membership
- B: Progress Report on 5-Year Plan
- C: FY 2001 Capital Fund Program Annual Statement and Five Year Action Plan
- Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)

Optional Attachments:

- PHA Management Organizational Chart
- FY 2001 Capital Fund Program 5 Year Action Plan
- Public Housing Drug Elimination Program (PHDEP) Plan
- Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text)
- Other (List below, providing each attachment name)

Supporting Documents Available for Review

Indicate which documents are available for public review.

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

List of Supporting Documents Available for Review

Applicable & On Display	Supporting Document	Applicable Plan Component
	Administrative Plan	
X	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	Annual Plan: Operations and Maintenance
X	Public housing grievance procedures <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
X	Section 8 informal review and hearing procedures <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
X	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
n/a	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
X	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	Annual Plan: Capital Needs
n/a	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
n/a	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
n/a	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
n/a	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
n/a	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
n/a	Policies governing any Section 8 Homeownership program <input type="checkbox"/> check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
n/a	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
n/a	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
X	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
n/a	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

List of Supporting Documents Available for Review

Applicable & On Display	Supporting Document	Applicable Plan Component
n/a	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs

1. Statement of Housing Needs

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. (2=modest impact; 3=moderate impact 4=significant impact)

Housing Needs of Families in the Jurisdiction by Family Type

Family Type	Overall	Affordability	Supply	Quality	Access-ibility	Size	Loca-tion
Income <= 30% of AMI	2540	4	4	4	3	2	3
Income >30% but <=50% of AMI	2233	4	3	3	4	2	3
Income >50% but <80% of AMI	924	2	3	3	3	2	2
Elderly	1457	2	2	1	1	2	3
Families with Disabilities	n/a	n/a	n/a	n/a	n/a	n/a	n/a
White non-Hispanic	5503	n/a	n/a	n/a	n/a	n/a	n/a
White Hispanic	56	n/a	n/a	n/a	n/a	n/a	n/a
Black	20	n/a	n/a	n/a	n/a	n/a	n/a
Native American	27	n/a	n/a	n/a	n/a	n/a	n/a
Asian/Pacific Islndr.	91	n/a	n/a	n/a	n/a	n/a	n/a

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

- Consolidated Plan of the Jurisdiction/s
Indicate year: **2000**
- U.S. Census data: the Comprehensive Housing Affordability Strategy ("CHAS") dataset
- American Housing Survey data
Indicate year:
- Other housing market study
Indicate year:
- Other sources: (list and indicate year of information)

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

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

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input checked="" type="checkbox"/> Section 8 tenant-based assistance			
<input 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:			
<i>Joint OHA/WCHA</i>	# of families	% of total families	Annual Turnover
Waiting list total	449		149
Extremely low income <=30% AMI	437	97.4%	
Very low income (>30% to <50%)	11	1.9%	
Low income (>50% to <80%)	1	.6%	
Families with children	325	63.3%	
Elderly families	19	81%	
Families with Disabilities	118	33.1%	
Hispanic	33	4.2%	
Black	26	4.9%	
Native Indian	7	1.3%	
Asian/Pacific Islndr.	5	1.6%	
Bedroom Data			
1BR	109	25.7%	
2BR	251	59.2%	
3BR	55	13.0%	
4BR	7	1.7%	
5BR	2	0.5%	
6BR	0	0.0%	

Housing Needs of Families on the Waiting List

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

If yes:

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

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

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

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/sub-jurisdiction: **Neenah Scattered Sites**

	# of families	% of total families	Annual Turnover
Waiting list total	13		4
Extremely low income <=30% AMI	7	53.8%	
Very low income (>30% but <=50% AMI)	6	46.2%	
Low income (>50% but <80% AMI)	0	0.0%	
Families with children	13	100.0%	
Elderly families	0	0.0%	
Families with Disabilities	1	7.7%	
Hispanic	1	7.7%	
Black	0	0.0%	
Native Indian	0	0.0%	
Asian/Pacific Islndr.	0	0.0%	
Characteristics by Bedroom Size			
1BR	n/a	n/a	
2BR	n/a	n/a	
3BR	11	84.6%	
4BR	2	15.4%	
5BR	0	0.0%	

Housing Needs of Families on the Waiting List

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

If yes:

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

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

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

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/sub-jurisdiction: **Menasha Scattered Sites**

	# of families	% of total families	Annual Turnover
Waiting list total	22		28
Extremely low income <=30% AMI	12	54.6%	
Very low income (>30% but <=50% AMI)	10	45.4%	
Low income (>50% but <80% AMI)	0	0.0%	
Families with children	22	100%	
Elderly families	0	0.0%	
Families with Disabilities	0	0.0%	
Hispanic	2	9.1%	
Black	0	0.0%	
Native Indian	0	0.0%	
Asian/Pacific Islnr.	0	0.0%	

Characteristics by Bedroom Size

1BR	n/a	n/a	
2BR	15	68.8%	
3BR	7	31.2%	
4BR	0	0.0%	
5BR	0	0.0%	

Housing Needs of Families on the Waiting List

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

If yes:

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

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

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

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: **Oshkosh Scattered Sites**

<i>Joint OHA/WCHA</i>	# of families	% of total families	Annual Turnover
Waiting list total	152		19
Extremely low income <=30% AMI	124	81.6%	
Very low income (>30% but <=50% AMI)	27	17.8%	
Low income (>50% but <80% AMI)	1	0.6%	
Families with children	73	97.4%	
Elderly families	1	0.6%	
Families with Disabilities	8	5.3%	
Hispanic	10	6.6%	
Black	5	3.3%	
Native Indian	1	0.6%	
Asian/Pacific IsIndr.	5	3.3%	
Characteristics by Bedroom Size			
1BR		0.0%	

2 BR	140	92.1%
3 BR	10	6.6%
4 BR	2	1.3%
5 BR	0	0.0%

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

If yes:

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

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

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

C. Strategy for Addressing Needs

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

The Winnebago County Housing Authority has determined that aggressive utilization of existing resources can marginally help address identified affordable housing needs. However, given the onerous federal burdens generated in the past decade, existing funding and staffing can barely meet regulatory demands in the short term. Agency management hopes familiarity with new PHAS, FASS, MASS, RASS and PIC will eventually diminish that burden. If those compliance mandates can be met, the agency focus can be directed back to service delivery. In the interim the Authority has pledged to affirmatively market and implement existing programs and to apply for fair share housing vouchers if they become available.

(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:

- 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:

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

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

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

Select all that apply

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

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

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

Select all that apply

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

Need: Specific Family Types: The Elderly

Strategy 1: Target available assistance to the elderly:

Select all that apply

- Seek designation of public housing for the elderly
- Apply for special-purpose vouchers targeted to the elderly, should they become available
- Other: (list below)

Need: Specific Family Types: Families with Disabilities

Strategy 1: Target available assistance to Families with Disabilities:

Select all that apply

- Seek designation of public housing for families with disabilities
- Carry out the modifications needed in public housing based on the section 504 Needs Assessment for Public Housing
- Apply for special-purpose vouchers targeted to families with disabilities, should they become available

- Affirmatively market to local non-profit agencies that assist families with disabilities
- Other: (list below)

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

Strategy 1: Increase awareness of PHA resources among families of races and ethnicities with disproportionate needs (select if applicable):

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

Strategy 2: Conduct activities to affirmatively further fair housing (select all that apply)

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

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

(2) Reasons for Selecting Strategies

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

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

2. Statement of Financial Resources

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. Indicate the use for funds as one of the following categories: public housing operations, public housing capital improvements, public housing safety/security, public housing supportive services, Section 8 tenant-based assistance, Section 8 supportive services or other.

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
1. Federal Grants (FY 2000 grants)		
a) Public Housing Operating Fund	77,379	
b) Public Housing Capital Fund	187,870	
a) HOPE VI Revitalization	0	
b) HOPE VI Demolition	0	
c) Annual Contributions for Section 8 Tenant-Based Assistance	1,349,909	
d) Public Housing Drug Elimination Program (including any Technical Assistance funds)	0	
e) Resident Opportunity and Self-Sufficiency Grants	0	
f) Community Development Block Grant	0	
g) HOME	0	
Other Federal Grants (list below)		
2. Prior Year Federal Grants (unobligated funds only) list below	370,183	
3. Public Housing Dwelling Rental Income	233,896	PH Operating Budget
4. Other income (list below)		
<i>Interest</i>	15,000	PH Operating Budget
4. Non-federal sources (list below)		
Total resources	2,234,237	

3. PHA Policies Governing Eligibility/Selection/Admissions [24 CFR Part 903.7 9 (c)]

A. Public Housing

(1) Eligibility

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

- When families are within a certain number of being offered a unit: (state number)
- When families are within a certain time of being offered a unit: (**30-90 days**)
- Other: (describe)

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

- Criminal or Drug-related activity

- Rental history
 - Housekeeping
 - Other: Check for eligibility based on debt from prior "assisted" participation
- 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 (Neenah/Menasha or Oshkosh)
 - Site-based waiting lists (at Omro & Winneconne though **not** Public Housing)
 - Other (describe)
- b. Where may interested persons apply for admission to public housing?
- PHA main administrative office
 - PHA development site management office
 - Other (list below) Winnebago County Dept. of Human Services and Christine Ann Center
- c. If the PHA plans to operate one or more site-based waiting lists in the coming year, answer each of the following questions; if not, skip to subsection **(3) Assignment**
1. How many site-based waiting lists will the PHA operate in this year? NONE
 2. Yes No: Are any or all of the PHA's site-based waiting lists new for the upcoming year (that is, they are not part of a previously-HUD-approved site based waiting list plan)?
If yes, how many lists?
 3. Yes No: May families be on more than one list simultaneously
If yes, how many lists? All lists for which they are an eligible household
 4. Where can interested persons obtain more information about and sign up to be on the site-based waiting lists (select all that apply)?
 - PHA main administrative office
 - All PHA development management offices
 - Management offices at developments with site-based waiting lists
 - At the development to which they would like to apply
 - Other (list below)

(3) Assignment

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

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

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

(4) Admissions Preferences

a. Income targeting:

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

b. Transfer policies:

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

- Emergencies (fire/flood)
- Overhoused
- Underhoused
- Medical justification
- Administrative reasons determined by the PHA (e.g., to permit modernization work)
- Resident choice: (*if essential for established job or child care*)
- 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))

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) Graduates of approved transitional housing program

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

3 Date and Time

Former Federal preferences:

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

Other preferences (select all that apply)

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

4. Relationship of preferences to income targeting requirements:

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

(5) Occupancy

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

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

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

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

(6) Deconcentration and Income Mixing

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

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

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

- Adoption of site-based waiting lists
- If selected, list targeted developments below:

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

B. Section 8

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

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

(1) Eligibility

- a. What is the extent of screening conducted by the PHA? (select all that apply)
- Criminal or drug-related activity only to the extent required by law or regulation
- Criminal and drug-related activity, more extensively than required by law or regulation
- More general screening than criminal and drug-related activity (*check previous "assisted" tenancies for any debts*)
- 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 (*Identity of current and one previous landlord*)

(2) Waiting List Organization

a. With which of the following program waiting lists is the section 8 tenant-based assistance waiting list merged? (select all that apply)

- None
- Federal public housing
- Federal moderate rehabilitation
- Federal project-based certificate program
- Other federal or local program (list below)

b. Where may interested persons apply for admission to section 8 tenant-based assistance?

- PHA main administrative office
- Other Winnebago Cty. Dept. of Human Services & Christine Ann Center (RDAS)

(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: Evidence of medical incident that significantly impaired search and/or, complete search history documenting sustained and significant effort

(4) Admissions Preferences

a. Income targeting

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

b. Preferences

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

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

Former Federal preferences

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

Other preferences (select all that apply)

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

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

3 Date and Time

Former Federal preferences

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

Victims of domestic violence

Substandard housing

Homelessness

High rent burden

Other preferences (select all that apply)

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

Veterans and veterans’ families

Residents who live and/or work in your jurisdiction

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

Households that contribute to meeting income goals (broad range of incomes)

2 Households that contribute to meeting income requirements (targeting)

Those previously enrolled in educational, training, or upward mobility programs

Victims of reprisals or hate crimes

1 Other preference(s)) Graduates of WCHA approved transitional housing programs

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

Date and time of application

Drawing (lottery) or other random choice technique

5. If the PHA plans to employ preferences for “residents who live and/or work in the jurisdiction” (select one) Not Applicable

This preference has previously been reviewed and approved by HUD

The PHA requests approval for this preference through this PHA Plan

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

The PHA applies preferences within income tiers

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

(5) Special Purpose Section 8 Assistance Programs

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

The Section 8 Administrative Plan

Briefing sessions and written materials

Other (list below)

- b. How does the PHA announce the availability of any special-purpose section 8 programs to the public?
- Through published notices
- Other (list below)

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 : Case by case review

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: Flat Rents if selected by Lessee

Bedrooms	<i>Zero</i>	<i>One</i>	<i>Two</i>	<i>Three</i>	<i>Four</i>	<i>Five</i>
Max. Rent	\$250	\$300	\$400	\$500	\$600	\$700

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

f. Rent re-determinations:

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

- Never
 At family option (*Decreased household income*)
 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) \$100
 Other (list below) (*Any 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

(1) Payment Standards

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?

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

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

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

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

- Annually
 Other (list below)

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

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

(2) Minimum Rent

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

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

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

5. Operations and Management

A. PHA Management Structure

Describe the PHA's management structure and organization. (select one)

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

B. HUD Programs Under PHA Management

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

Program Name	Units or Families Served at Year Beginning	Expected Turnover
Public Housing	86	30
Section 8 Vouchers	383	119
Section 8 Certificates		
Section 8 Mod Rehab		
Special Purpose Section 8 Vouchers		
Public Housing Drug Elimination		
Other Federal Programs		

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)

Maintenance Plan Pest Policy Lease

- (2) Section 8 Management: Administrative Plan

6. PHA Grievance Procedures

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

A. Public Housing

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

If yes, list additions to federal requirements below:

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

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

B. Section 8 Tenant-Based Assistance

1. Yes No: Has the PHA established informal review procedures for applicants to the Section 8 tenant-based assistance program and informal hearing procedures for families

assisted by the Section 8 tenant-based assistance program in addition to federal requirements found at 24 CFR 982?

If yes, list additions to federal requirements below:

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

- PHA main administrative office
 Other (list below)

7. Capital Improvement Needs

A. Capital Fund Activities

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

(1) Capital Fund Program Annual Statement

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

Select one:

- The Capital Fund Program Annual Statement is provided as an attachment to the PHA Plan as: **Attachment C** (CFP # *WI39 P213- 501/03*)
 The Capital Fund Program Annual Statement is provided below: (if selected, copy the CFP Annual Statement from the Table Library and insert here)

(2) Optional 5-Year Action Plan

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

- a. Yes No: Is the PHA providing an optional 5-Year Action Plan for the Capital Fund? (if no, skip to sub-component 7B)
b. If yes to question a, select one:
 The Capital Fund Program 5-Year Action Plan is provided as an attachment to the PHA Plan at Attachment (state name **Attachment I**) -or-
 The Capital Fund Program 5-Year Action Plan is provided below:

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

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

b) Status of HOPE VI revitalization grant (complete one set of questions for each grant)

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

- Yes No: Activities pursuant to an approved Revitalization Plan underway
- Yes No: c) Does the PHA plan to apply for a HOPE VI Revitalization grant in the Plan year?
If yes, list development name/s below:
- Yes No: d) Will the PHA be engaging in any mixed-finance development activities for public housing in the Plan year?
If yes, list developments or activities below:
- Yes No: e) Will the PHA be conducting any other public housing development or replacement activities not discussed in the Capital Fund Program Annual Statement?
If yes, list developments or activities below:

8. Demolition and Disposition [24 CFR Part 903.7 9 (h)]

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

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

2. Activity Description

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

Demolition/Disposition Activity Description
1a. Development name
1b. Development (project) number:
2. Activity type: Demolition <input type="checkbox"/> Disposition <input type="checkbox"/>
3. Application status (select one) Approved <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/>
4. Date application approved, submitted, or planned for submission:
5. Number of units affected: (<i>6-12</i>)
6. Coverage of action (select one) <input type="checkbox"/> Part of the development <input type="checkbox"/> Total development
7. Timeline for activity: a. Actual or projected start date of activity: b. Projected end date of activity:

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

1. Yes No: Has the PHA designated or applied for approval to designate or does the PHA plan to apply to designate any public housing for occupancy only by the elderly families or only by families with disabilities, or by elderly families and families with disabilities or will apply for designation for occupancy by only elderly families or only families

with disabilities, or by elderly families and families with disabilities as provided by section 7 of the U.S. Housing Act of 1937 (42 U.S.C. 1437e) in the upcoming fiscal year? **(If “No”, skip to component 10.** If “yes”, complete one activity description for each development, unless the PHA is eligible to complete a streamlined submission; PHAs completing streamlined submissions may skip to component 10.)

2. Activity Description

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

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

10. Conversion of Public Housing to Tenant-Based Assistance

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

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

2. Activity Description

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

Conversion of Public Housing Activity Description

1a. Development name:

1b. Development (project) number:

2. What is the status of the required assessment?

- Assessment underway
- Assessment results submitted to HUD
- Assessment results approved by HUD (if marked, proceed to next question)
- Other (explain below)

3. Yes No: Is a Conversion Plan required? (If yes, go to block 4; if no, go to block 5.)

4. Status of Conversion Plan (select the statement that best describes the current status)

- Conversion Plan in development
- Conversion Plan submitted to HUD on: (DD/MM/YYYY)
- Conversion Plan approved by HUD on: (DD/MM/YYYY)
- Activities pursuant to HUD-approved Conversion Plan underway

5. Description of how requirements of Section 202 are being satisfied by means other than conversion (select one)

- Units addressed in a pending or approved demolition application (date submitted or approved: _____)
- Units addressed in a pending or approved HOPE VI demolition application (date submitted or approved: _____)
- Units addressed in a pending or approved HOPE VI Revitalization Plan (date submitted or approved: _____)
- Requirements no longer applicable: vacancy rates are less than 10 percent
- Requirements no longer applicable: site now has less than 300 units
- Other: (describe below)

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

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

11. Homeownership Programs Administered by the PHA

A. Public Housing

1. Yes No: Does the PHA administer any homeownership programs administered by the PHA under an approved section 5(h) homeownership program (42 U.S.C. 1437c(h)), or an approved HOPE I program (42 U.S.C. 1437aaa) or has the PHA applied or plan to apply to administer any homeownership programs under section 5(h), the HOPE I

program, or section 32 of the U.S. Housing Act of 1937 (42 U.S.C. 1437z-4). (If “No”, skip to component 11B; if “yes”, complete one activity description for each applicable program/plan, unless eligible to complete a streamlined submission due to small PHA or high performing PHA status. PHAs completing streamlined submissions may skip to component 11B.)

2. Activity Description

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

Public Housing Homeownership Activity Description (Complete one for each development affected)	
1a. Development name: WI 213/004	
1b. Development (project) number: Scattered Sites	
2. Federal Program authority:	
<input type="checkbox"/>	HOPE I
<input checked="" type="checkbox"/>	5(h)
<input type="checkbox"/>	Turnkey III
<input checked="" type="checkbox"/>	Section 32 of the USHA of 1937 (effective 10/1/99)
3. Application status: (select one)	
<input type="checkbox"/>	Approved; included in the PHA’s Homeownership Plan/Program
<input type="checkbox"/>	Submitted, pending approval
<input checked="" type="checkbox"/>	Planned application
4. Date Homeownership Plan/Program approved, submitted, or planned for submission: (09/30/2003)	
5. Number of units affected: 4	
6. Coverage of action: (select one)	
<input checked="" type="checkbox"/>	Part of the development
<input type="checkbox"/>	Total development

B. Section 8 Tenant Based Assistance

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

2. Program Description:

a. Size of Program

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

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

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

more than 100 participants

b. PHA-established eligibility criteria

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

If yes, list criteria: To be determined.

12. PHA Community Service and Self-sufficiency Programs

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

A. PHA Coordination with the Welfare (TANF) Agency

1. Cooperative agreements:

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

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

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

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

B. Services and programs offered to residents and participants

(1) General

a. Self-Sufficiency Policies

Which, if any of the following discretionary policies will the PHA employ to enhance the economic and social self-sufficiency of assisted families in the following areas

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

b. Economic and Social self-sufficiency programs

Yes No: Does the PHA coordinate, promote or provide any programs to enhance the economic and social self-sufficiency of residents? (If "yes", complete the following table; if "no" skip to sub-component 2, Family Self Sufficiency Programs. The position of the table may be altered to facilitate its use.)

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

(2) Family Self Sufficiency program/s

a. Participation Description

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

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

C. Welfare Benefit Reductions

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

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

D. Reserved for Community Service Requirement

13. PHA Safety and Crime Prevention Measures [24 CFR Part 903.7 9 (m)]

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

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

1. Describe the need for measures to ensure the safety of public housing residents
 - High incidence of violent and/or drug-related crime in some or all of the PHA's developments
 - High incidence of violent and/or drug-related crime in the areas surrounding or adjacent to the PHA's developments
 - Residents fearful for their safety and/or the safety of their children

- Observed lower-level crime, vandalism and/or graffiti
- People on waiting list unwilling to move into one or more developments due to perceived and/or actual levels of violent and/or drug-related crime
- Other (describe below)

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

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

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

B. Crime and Drug Prevention activities the PHA has undertaken or plans to undertake in the next PHA fiscal year

1. List the crime prevention activities the PHA has undertaken or plans to undertake:

- Contracting with outside and/or resident organizations for the provision of crime- and/or drug-prevention activities
- Crime Prevention Through Environmental Design
- Activities targeted to at-risk youth, adults, or seniors
- Volunteer Resident Patrol/Block Watchers Program
- Other (describe below)

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

C. Coordination between PHA and the police

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

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

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

D. Additional information as required by PHDEP/PHDEP Plan

PHAs eligible for FY 2000 PHDEP funds must provide a PHDEP Plan meeting specified requirements prior to receipt of PHDEP funds.

Yes No: Is the PHA eligible to participate in the PHDEP in the fiscal year covered by this PHA Plan?

- Yes No: Has the PHA included the PHDEP Plan for FY 2000 in this PHA Plan?
 Yes No: This PHDEP Plan is an Attachment. (Attachment Filename: ____)

14. PET POLICY see attachment

15. Civil Rights Certifications

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

16. Fiscal Audit

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

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

18. Other Information

A. Resident Advisory Board Recommendations

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

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

Attached at Attachment (File name)

Provided below:

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)

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 tenant-based assistance)

Representatives of all PHA resident and assisted family organizations

Other (list)

C. Statement of Consistency with the Consolidated Plan

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

1. Consolidated Plan jurisdiction: City of Oshkosh

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)

Concentrate assistance to needy very low and extremely low-income renters
Support efforts of low-income renters to move up to home ownership
Maintain and improve quality public housing properties and its management

Other: (list below)

3. The Consolidated Plan of the jurisdiction supports the PHA Plan with the following actions and commitments: CDBG funds allocated to home buyer program

1. Consolidated Plan jurisdiction: **City of Neenah**

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)

Concentrate assistance to needy very low and extremely low-income renters

Support efforts of low-income renters to move up to home ownership

Maintain and improve quality public housing properties and its management

Other: (list below)

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

Attachment A: Resident Advisory Board for 2003 Five Year and Annual Plan Update

Two meetings were held to gather input from residents on two different days in two different locations. No Winnebago County Housing Authority residents attended. A couple of suggestions were phoned in and incorporated in the Capital Fund Plan or the Operating Budget. The resident identified below attended and spoke at the Public Hearing.

<u>RESIDENT ADVISORY BOARD</u>	<u>SCATTERED SITES & VOUCHERS</u>	<u>WINNEBAGO COUNTY</u>
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RESIDENT Leigh Splitt	ADDRESS 1259 Titan Ct.	
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Attachment B: Progress Report on 5-Year Plan

The Five year plan has been updated each year coincidental to development of the Annual Plan. Initial implementation of the site-based waiting lists has helped applicants and management to better hone their searches for apartments and residents, respectively.

As management has developed skills to coordinate the plan process and juggle the plan template it is beginning to be incorporated in strategic thinking. Significant remodeling plans are being finalized for the dwelling units in the oldest development unit and high-security deadbolt systems and replacement furnaces and water heaters are being specified.

The addition of 89 Housing Choice Vouchers helped address pent-up demand, but the stagnating economy generated hundreds of new application resulting in no appreciable decrease in households waiting for subsidized opportunity.

The Initial Assessment for Voluntary Conversion did not identify any properties that required action. Community Service Requirements were implemented and imposed. Subsequently residents have been notified that the policy is suspended until July 1, 2003, but will resume based on federal dictates, as it remains a leaseholder obligation where applicable.

Several one-time goals were removed as tasks were completed, policies revised and procedures refined. The diminished Capital Fund resources, cuts to the Operating Fund and the absence of fair-share Housing Choice Vouchers limit the Authority's capacity to respond to community needs. Nearly all work items under the Capital Fund were improvements previously identified and changes simply reflect additional information on projected costs and shifting priorities on which work needs to be expedited. The plans continue to preserve flexibility for opportunities for innovation and development as local circumstances may warrant.

Helen Patton Gray continues to serves as the Resident Commissioner.

Annual Statement/Performance and Evaluation Report

Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary

PHA Name: Winnnebago County Housing Authority	Grant Type and Number Capital Fund Program Grant No: WI39 P213 501/00 Replacement Housing Factor Grant No:	Federal FY of Grant: 2000
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Original Annual Statement
 Reserve for Disasters/ Emergencies
 Revised Annual Statement: Revision # 2
 Performance and Evaluation Report for Period Ending: 03/31/03
 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				
3	1408 Management Improvements Soft Costs				
	Management Improvements Hard Costs				
4	1410 Administration				
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	9,600	8,000	7,458	7,458
8	1440 Site Acquisition				
9	1450 Site Improvement	26,000	2,350	2,350	2,350
10	1460 Dwelling Structures	148,800	65,000	65,000	55,428
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Nondwelling Structures		105,174	105,174	88,411
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	1502 Contingency	461	4,337	0	0
	Amount of Annual Grant: (sum of lines.....)	184,861	184,861	0	0
	Amount of line XX Related to LBP Activities				
	Amount of line XX Related to Section 504 compliance				
	Amount of line XX Related to Security –Soft Costs				
	Amount of Line XX related to Security-- Hard Costs				
	Budgeted Costs Related to Energy Conservation Measures				
	Collateralization Expenses or Debt Service				

Annual Statement/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)
Part II: Supporting Pages

PHA Name: Winnnebago County Housing Authority		Grant Type and Number Capital Fund Program Grant No: WI39 P213 501/00 Replacement Housing Factor Grant No:				Federal FY of Grant: 2000			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories		Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
WI39 P213 - 001	Furnace Replacements		1460	30	0		0		
WI39 P213 - 001	Kitchen Appliance Replacements			40	0				
WI39 P213 - 001	Renovate Units(windows/floors/kitchens)				0				
WI39 P213 - 001	Garage Construction		1470	8	0				
WI39 P213 - 004	Addition to South Park		1460		65,000				90%
WI39 P213 - 005	Garage Construction		1470	9	105,174				obligated
HA-WIDE	Driveway Repairs		1450	20	0				
HA-WIDE	Sidewalk repairs		1450	46	2,350		2,350		completed
HA-WIDE	Landscaping		1450	40	0		0		
HA-WIDE	Architectural & Engineering		1430		8,000				obligated
HA-WIDE	Contingency				4,337				

Part III: Implementation Schedule

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	03/31/02	06/30/03		09/31/03	03/31/04		

Annual Statement/Performance and Evaluation Report

Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary

PHA Name: WIINEBAGO COUNTY HOUSING AUTHORITY	Grant Type and Number Capital Fund Program Grant No: WI39 P213 50101 Replacement Housing Factor Grant No:	Federal FY of Grant: 2001
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Original Annual Statement
 Reserve for Disasters/ Emergencies
 Revised Annual Statement Revision # 2
 Performance and Evaluation Report for Period Ending: 12/02
 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				
3	1408 Management Improvements Soft Costs				
	Management Improvements Hard Costs				
4	1410 Administration		6,000	6,000	3,525
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	16,000	9,600	8,000	
8	1440 Site Acquisition				
9	1450 Site Improvement		1,000		
10	1460 Dwelling Structures	100,000	116,000	80,000	
11	1465.1 Dwelling Equipment—Nonexpendable	15,000	52,800		
12	1470 Nondwelling Structures	48,000			
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	1502 Contingency	12,870	2,470		
	Amount of Annual Grant: (sum of lines.....)				
	Amount of line XX Related to LBP Activities				
	Amount of line XX Related to Section 504 compliance				
	Amount of line XX Related to Security –Soft Costs				
	Amount of Line XX related to Security-- Hard Costs				
	Amount of line XX Related to Energy Conservation Measures				
	Collateralization Expenses or Debt Service				

Annual Statement/Performance and Evaluation Report

Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)

Part II: Supporting Pages

PHA Name: WINNEBAGO COUNTY HOUSING AUTHORITY		Grant Type and Number Capital Fund Program Grant No: WI39P213501/01 Replacement Housing Factor Grant No:				Federal FY of Grant: 2001		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
WI39 P213-001	Replace Ranges		40	12,800				
WI39 P213-001	Renovate Units (windows, flooring, furnaces, cabinets, doors, fixtures)		40	40,000				
WI39 P213-001								
WI39 P213-001	Build Garages			0				
WI39 P213-004	Build Garages		10	116,000				
WI39 P213-004	Landscaping & Exterior Improvements			1,000				
HA-WIDE	Architectural & Engineering			9,600				
HA-WIDE	Administration			6,000				
HA-WIDE	Contingency			2,470				

Annual Statement/Performance and Evaluation Report

Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)

Part III: Implementation Schedule

PHA Name: WINNEBAGO COUNTY HOUSING AUTHORITY		Grant Type and Number Capital Fund Program No: WI39 P213 501/01 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	09/30/02	06/30/03		03/31/04	06/30/05			

Annual Statement/Performance and Evaluation Report

Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary

PHA Name: WIINEBAGO COUNTY HOUSING AUTHORITY	Grant Type and Number Capital Fund Program Grant No: WI39 P213 501/02 Replacement Housing Factor Grant No:	Federal FY of Grant: 2002
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Original Annual Statement
 Reserve for Disasters/ Emergencies
 Revised Annual Statement
 Revision #1
 Performance and Evaluation Report for Period Ending: 031/31/03
 Final Performance and Evaluation Report

Line #	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations				
3	1408 Management Improvements Soft Costs Management Improvements Hard Costs				
4	1410 Administration	6,200	6,200		
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	7,400	2,400		
8	1440 Site Acquisition				
9	1450 Site Improvement	15,000	8,000		
10	1460 Dwelling Structures	100,000	100,000		
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Nondwelling Structures	68,000	60,000		
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	1502 Contingency	3,400	2,188		
	Amount of Annual Grant: (sum of lines.....)	200,000	178,788		
	Amount of line XX Related to LBP Activities				
	Amount of line XX Related to Section 504 compliance				
	Amount of line XX Related to Security –Soft Costs				
	Amount of Line XX related to Security-- Hard Costs				
	Amount of line XX Related to Energy Conservation Measures				
	Collateralization Expenses or Debt Service				

**Annual Statement/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)**

Part II: Supporting Pages

PHA Name: WINNEBAGO COUNTY HOUSING AUTHORITY		Grant Type and Number Capital Fund Program Grant No: WI39P213501/02 Replacement Housing Factor Grant No:				Federal FY of Grant: 2002		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
WI39 P213-001	Renovate Units (windows, flooring, furnaces, cabinets, doors, fixtures)		8	64,000				
WI39 P213-001	Landscaping & Exterior Improvements		8	8,000				
WI39 P213-001	Build Garages		8	60,000				
WI39 P213-004	Build Garages		0	0				
WI39 P213-004	Windows & Air Conditioning		6	36,000				
HA-WIDE	Architectural & Engineering			2,400				
HA-WIDE	Administration			6,200				
HA-WIDE	Contingency			2,188				

**Annual Statement/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)**

Part III: Implementation Schedule

PHA Name: WINNEBAGO COUNTY HOUSING AUTHORITY		Grant Type and Number Capital Fund Program No: WI39-213 501/02 Replacement Housing Factor No:				Federal FY of Grant: 2002		
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	06/30/04			06/30/05				

Annual Statement/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary

PHA Name: WIINEBAGO COUNTY HOUSING AUTHORITY	Grant Type and Number Capital Fund Program Grant No: WI39 P213 501/03 Replacement Housing Factor Grant No:	Federal FY of Grant: 2003
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Original Annual Statement Reserve for Disasters/ Emergencies Revised Annual Statement
 Performance and Evaluation Report for Period Ending: Final Performance and Evaluation Report

Line #	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations				
3	1408 Management Improvements Soft Costs				
	Management Improvements Hard Costs				
4	1410 Administration	9,600			
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	2,400			
8	1440 Site Acquisition				
9	1450 Site Improvement	8,000			
10	1460 Dwelling Structures	96,000			
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Nondwelling Structures	60,000			
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	1502 Contingency	2,188			
	Amount of Annual Grant: (sum of lines.....)	178,788			
	Amount of line XX Related to LBP Activities				
	Amount of line XX Related to Section 504 compliance				
	Amount of line XX Related to Security –Soft Costs				
	Amount of Line XX related to Security-- Hard Costs				
	Amount of line XX Related to Energy Conservation Measures				
	Collateralization Expenses or Debt Service				

**Annual Statement/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)**

Part II: Supporting Pages

PHA Name: WINNEBAGO COUNTY HOUSING AUTHORITY		Grant Type and Number Capital Fund Program Grant No: WI39P213 501/03 Replacement Housing Factor Grant No:				Federal FY of Grant: 2003		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
WI39 P213-001	Renovate Units (windows, flooring, furnaees, cabinets, doors, fixtures)		8	60,000				
WI39 P213-001	Landscaping & Exterior Improvements		8	8,000				
WI39 P213-001	Build Garages		8	60,000				
WI39 P213-004	Build Garages		0	0				
WI39 P213-004	Windows & Air Conditioning Update		6	36,000				
HA-WIDE	Architectural & Engineering			2,400				
HA-WIDE	Administration			9,600				
HA-WIDE	Contingency			2,188				

**Annual Statement/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)**

Part III: Implementation Schedule

PHA Name: WINNEBAGO COUNTY HOUSING AUTHORITY		Grant Type and Number Capital Fund Program No: WI39-213- 501/03 Replacement Housing Factor No:				Federal FY of Grant: 2003		
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	06/30/05			06/30/07				

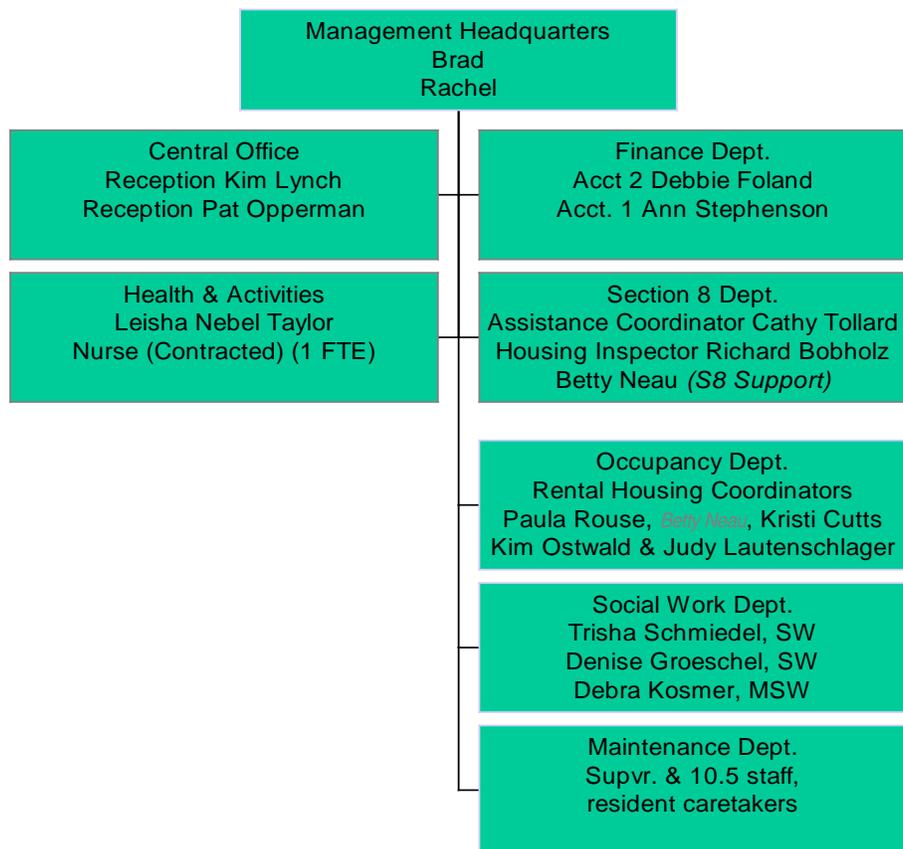
Capital Fund Program Five-Year Action Plan
Part II: Supporting Pages—Work Activities

Activities for Year 1	Activities for Year: FFY Grant: 2004 PHA FYE 06/30/2004			Activities for Year: FFY Grant: 2005 PHA FYE: 06/30/2006		
	Development Number / Name / HA-Wide	Work Category	Estimated Cost	Development Number / Name / HA-Wide	Work Category	Estimated Cost
	WI39 P213-001	Renovate Units (8)	60,000	WI39 P213-001	Renovate Units (8)	60,000
	WI39 P213-001	Build Garages (8)	60,000	WI39 P213-001	Build Garages (8)	60,000
	WI39 P213-001	Landscape/Exterior Improvements	8,000	WI39 P213-001	Landscape/Exterior Improvements	8,000
	WI39 P213-001	Replace Smoke Detectors	2,000	WI39 P213-001		
	WI39 P213-004	Build Garages (2)	16,500	WI39 P213-004		
	WI39 P213-004	Windows & A/C Update	36,000	WI39 P213-004	Windows & Air Conditioner Sleeves	36,000
	WI39 P213-004	Landscape/Exterior Improvements	1,200	WI39 P213-004	Landscape/Exterior Improvements	1,200
	WI39 P213-004	Replace Smoke Detectors	1,200	WI39 P213-004		
	WI39 P213-005	Build Garages (2)	12,000	WI39 P213-005		
	WI39 P213-005	Landscape/Exterior Improvements	0	WI39 P213-005		
	WI39 P213-005			WI39 P213-005		
	WI39 P213-005			WI39 P213-005		
	HA-WIDE	New Construction	1,200	HA-WIDE	New Construction	1,200
	HA-WIDE	Architectural & Eng.	1,200	HA-WIDE	Architectural & Eng.	1,200
	HA-WIDE	Administration	9,600	HA-WIDE	Administration	9,600
	HA-WIDE	Management Improvements	400	HA-WIDE	Management Improvements	400
	HA-WIDE	Contingency	1,188	HA-WIDE	Contingency	1,188

Capital Fund Program Five-Year Action Plan
Part II: Supporting Pages—Work Activities

Activities for Year 1	Activities for Year : FFY Grant: 2006 PHA FYE: 06/30/2007			Activities for Year: FFY Grant: 2007 PHA FYE: 06/30/2008		
	Development Number / Name / HA-Wide	Work Category	Estimated Cost	Development Number / Name / HA-Wide	Work Category	Estimated Cost
	WI39 P213-001	Renovate Units (8)	60,000	WI39 P213-001	Roof Replacements (10)	80,000
	WI39 P213-001	Build Garages (8)	60,000	WI39 P213-001	Build Garages	
	WI39 P213-001	Landscape/Exterior Improvements	8,000	WI39 P213-001	Landscaping	
	WI39 P213-001			WI39 P213-001		
	WI39 P213-004			WI39 P213-004	Build Garages	
	WI39 P213-004	Windows & Air Conditioner Update	36,000	WI39 P213-004	Renovate Units	
	WI39 P213-004	Landscape/Exterior Improvements	1,200	WI39 P213-004	Roof Replacements (2)	16,000
	WI39 P213-004			WI39 P213-004	Landscape/Exterior Improvements	15,000
	WI39 P213-005			WI39 P213-005	Renovate Units (1)	
	WI39 P213-005			WI39 P213-005	Roof Replacements (1)	8,000
	WI39 P213-005			WI39 P213-005		
	WI39 P213-005			WI39 P213-005		
	HA-WIDE	New Construction	1,200	HA-WIDE	Develop New Units	18,000
	HA-WIDE	Architectural & Eng.	1,200	HA-WIDE	Replace Pick-up Truck	24,000
	HA-WIDE	Administration	9,600	HA-WIDE	Architectural & Eng.	4,800
	HA-WIDE	Management Improvements	400	HA-WIDE	Administration	9,600
	HA-WIDE	Contingency	1,188	HA-WIDE	Management Improvements	1,200
				HA-WIDE	Contingency	2,188

21st Century Organization



PET POLICY

DATE ADOPTED:OHA & CCHC 3/26/01, WCHA 3/27/01

PURPOSE: The purpose of this policy is to establish procedures for the Housing Authority and tenants regarding pets.

PETS IN SUBSIDIZED HOUSING:

The Housing Authority allows for ownership in its developments with the **written pre-approval of the Housing Authority**. Residents are responsible for any damages caused by their pets, including the cost of fumigating or cleaning their units. In exchange for this right, residents assume full responsibility and liability for the pet, and agree to hold the Housing Authority harmless for any claims caused by any action or inaction of the pet. All State and local laws shall be enforced regarding pets.

APPROVAL:

Residents must have prior written approval of the Housing Authority **before moving a pet into their unit**. Residents must request approval on the **Authorization for Pet Ownership Form**. This form must be fully completed before the Housing Authority will consider and make a decision on the resident's request. Residents must give the Housing Authority a picture of the pet so it can be identified if it is running loose.

PETS PERMITTED:

The only pets allowed are a dog, cat, bird, hamster, guinea pig, gerbil, rabbit and fish that are traditionally kept in the home for pleasure rather than commercial purposes. All other animals including but not limited to insects, spiders, reptiles ferrets, rats, mice, pot-bellied pigs, and snakes are not allowed! A rabbit is not allowed in any building with three or more units.

NUMBER OF PETS PERMITTED

Dog-Maximum number: 1

Cat-Maximum number: 1

Bird-Maximum number: 2

Fish-one 20-gallon aquarium (or smaller)

Small Mammals-Maximum number: 1

(rabbit, guinea pig, hamster, gerbil)

** The Housing Authority will only permit residents to have one cat or one dog. The resident may not have one of each.

SECURITY DEPOSIT/NON-REFUNDABLE NOMINAL FEE:

A refundable Pet Security Deposit in the amount of \$100.00 has been paid for a dog or cat if the resident had the pet prior to April 1, 2001.

A refundable Pet Security Deposit in the amount of \$100.00 shall be paid for a dog or cat. This applies to the following projects only: Marian Manor, Court Tower, Mainview Apartments, Foxview Manor, and Riverside Apartments.

A **non-refundable** nominal fee in the amount of \$200.00 shall be paid for a dog or cat after April 1, 2001. (Guide Dogs/Service Animals exempt) This applies to scattered site family units in Oshkosh, Neenah, and Menasha.

A **non-refundable** nominal fee in the amount of \$200.00 shall be paid for a cat after April 1, 2001. This applies to **Cumberland Court only**.

A **non-refundable** nominal fee in the amount of \$50.00 shall be paid for small mammals (i.e. rabbit, guinea pig, hamster, gerbil) This applies to scattered site family units in Oshkosh, Neenah, and Menasha, and Cumberland Court.

If the resident had the pet prior to April 1, 2001 the Pet Security Deposit, less damage, will be returned upon termination of occupancy even if the pet is removed from the rental unit prior to termination.

RULES AND REGULATIONS:

The Pet Policy and the right of ownership shall be subject to a pet review by the Housing Authority upon every annual re-certification. Documentation of current license, rabies and distemper vaccinations must be submitted to the Housing Authority at the annual re-certification.

The resident of the rental unit where the animal is fed and sheltered is defined as the owner, and shall be responsible for meeting the requirements of the Pet Policy. Residents living in a unit owned by the Housing Authority **ARE NOT** allowed to care for a pet, which is owned by a non-resident.

The pet owner shall be solely responsible for damage, destruction or injury caused by the pet. Also, any pet related insect infestation in the pet owner's unit will be the financial responsibility of the pet owner. The Housing Authority reserves the right to exterminate the unit if infestation occurs and charge the resident.

When an animal is taken outside of the owner's rental unit, the animal must be on a leash or caged. At no time shall the animal be left unaccompanied in the yard of the rental unit.

Pet owners must have a kennel, cage, or pet carrier to confine their pet in during the times when Housing Authority employees, agents of the Housing Authority or others must enter the resident's unit to conduct business, provide services, enforce lease terms etc.

RULES AND REGULATIONS CONTINUED

The pet and its living quarters must be maintained in a manner to prevent odors and any other unsanitary conditions in the owner's unit and surrounding areas.

Repeated substantiated complaints by neighbors to Housing Authority personnel regarding pets disturbing the peace of neighbors through noise, odor, animal waste, or other nuisance may result in the owner having to remove the pet or vacate the property.

Pets who make noise continuously and/or incessantly for a period of 10 minutes or intermittently for one-half hour or more to the disturbance of any person at any time of night or day shall be considered a nuisance.

REQUIREMENTS FOR APPROVAL OF OWNERSHIP OF DOGS AND CATS

A dog or cat over five months of age shall be licensed in accordance with the City in which the resident resides. Dogs and cats must wear the license at all times.

All dogs and cats must be spayed/neutered, except when a written opinion by a veterinarian confirms that such action would be detrimental to the animal's health and well-being.

All cats shall be declawed (front paws only) and sterilized.

All pet owners will be subject to a screening process by Housing Authority personnel, which will include, but not limited to the suitability of the pet for the rental unit and financial and physical ability of the owner to care for the pet. No vicious or intimidating dogs are allowed. The following breeds are not allowed: Dobermans, Rottweilers, Pit Bulls, German Shephard, American Staffordshire Terrier.

The maximum size of a dog at Foxview Manor, Riverside Apartments, Mainview Apartments, Court Tower, and Marian Manor is 30 lbs or less.

The maximum size of a dog at the scattered site family units is 50 lbs or less.

(Dogs are not permitted at Cumberland Court Apartments)

Guide dogs, signal dogs, and service dogs used by residents who are visually disabled, deaf, or physically disabled are exempt from the weight requirements.

Tenants that fail to follow the screening process of a pet are subject to termination of tenancy.

All pet owners shall have a sponsor to be responsible for the pet if disability or absence of the owner occurs. If the owner is absent from the rental unit more than 24 hours, the pet must be removed from the premises. Sponsors shall remove the pet from the rental unit within 24 hours of notification by the Housing Authority.

Residents owning cats shall maintain waterproof litter boxes for cat waste. Refuse from litter boxes shall not accumulate or become unsightly or unsanitary. Litter shall be disposed of in an appropriate manner.

REQUIREMENTS OF OWNERSHIP OF CAGED PETS

For Birds or fish a non-refundable nominal fee is not required

For small mammals (i.e. rabbit, guinea pig, hamster, gerbil) a non-refundable nominal fee is required in the amount of \$50.00

Small mammals and birds must be caged at all times.

Cages of small animals must be kept clean and sanitary at all times.

UNAUTHORIZED PET AREAS AND ANIMAL CONTROL

Marian Manor, Mainview Apartments, Court Tower, Foxview Manor, Riverside Apts.

Pet owners must clean up after their pet and dispose of pet waste in appropriate manner. Pet waste may not be put in garbage chutes. Owners are to only take their pets to designated areas.

Pets shall be prohibited from the common areas such as meeting rooms, community rooms, kitchen, laundry rooms, public toilets, etc. Service dogs are exempt from this rule. Pets will be permitted in the hallways only if accompanied by an adult and restrained by a leash.

Should a pet in a rental unit create a sanitary problem, the Humane Society will be called and they may order the removal of the pet.

Family Units

The pet owner shall be responsible for picking up and disposing of pet waste.

All damage to yards from digging etc., will be immediately corrected by the pet owner upon notification by the Housing Authority.

Should a pet in a rental unit create a sanitary problem, the Humane Society will be called and they may order the removal of the pet.

INSURANCE AND HOLD HARMLESS PROVISIONS

Pet owners are encouraged to carry a minimum of \$25,000 in liability insurance covering damages or injury caused by their pet(s) during the time they are residents of Housing Authority property. Such insurance shall indemnify, defend and hold the Housing Authority and its appointees harmless from and against any and all claims, actions, suits, judgments, and demands brought by any other party on account of, or in connection with, any activity of or damage caused by their pet(s).

COMPLAINT PROCEDURE

Pet owners shall be subject to a complaint procedure. The tenant will receive a 5-day warning notice to correct the violation the first time a violation occurs. The second time a violation occurs the Housing Authority will issue the tenant a standard 30-day termination of tenancy notice.

A tenant that violates the pet policy is subject to termination procedures. This includes but is not limited to having visiting pets, ignoring the required Housing Authority screening process, having more pets than allowed under the policy and/or having a pet that is not allowed under the Housing Authority policy and not keeping pets caged as required.

The Housing Authority Manager has the discretion to terminate tenancy or fine the resident if they violate the pet policy. Under the fine system, the first violation is \$20, the second violation is \$50, and the third violation will be a termination notice.

ANIMAL BITES

The pet owner must report all animal bites to the Police Department, and the Housing Authority within 24 hours of occurrence. Should a pet bite a person the pet must be isolated at a veterinarian's office for a period of time as determined by local animal control standards..

REMOVAL OF PET

The Housing Authority or an appropriate community authority shall require the removal of any pet from a development if the pet's conduct or condition is determined to be a nuisance or threat to the health or safety of other occupants of the development or of other persons in the community where the unit is located.

In event of illness or death of pet owner, or in the case of emergency which would prevent the pet owner from properly caring for the pet, the Housing Authority has permission to call the pet sponsor designated by the resident or the Humane Society to take the pet and care for it until family or friends would claim the pet and assume responsibility for it. Any expenses incurred will be the responsibility of the pet owner.