

PHA Plans

Streamlined 5-Year/Annual Version

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

OMB No. 2577-0226
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This information collection is authorized by Section 511 of the Quality Housing and Work Responsibility Act, which added a new section 5A to the U.S. Housing Act of 1937 that introduced 5-year and annual PHA Plans. The full PHA plan provides a ready source for interested parties to locate basic PHA policies, rules, and requirements concerning the PHA's operations, programs, and services, and informs HUD, families served by the PHA, and members of the public of the PHA's mission and strategies for serving the needs of low-income and very low-income families. This form allows eligible PHAs to make a streamlined annual Plan submission to HUD consistent with HUD's efforts to provide regulatory relief to certain PHAs. Public reporting burden for this information collection is estimated to average 11.7 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. HUD may not collect this information and respondents are not required to complete this form, unless it displays a currently valid OMB Control Number.

Privacy Act Notice. The United States Department of Housing and Urban Development, Federal Housing Administration, is authorized to solicit the information requested in this form by virtue of Title 12, U.S. Code, Section 1701 et seq., and regulations promulgated thereunder at Title 12, Code of Federal Regulations. Information in PHA plans is publicly available.

Streamlined 5-Year Plan for Fiscal Years 2001 - 2005

Streamlined Annual Plan for Fiscal Year 2004

NOTE: This PHA Plan template (HUD-50075-SA) is to be completed in accordance with instructions contained in previous Notices PIH 99-33 (HA), 99-51 (HA), 2000-22 (HA), 2000-36 (HA), 2000-43 (HA), 2001-4 (HA), 2001-26 (HA), 2003-7 (HA), and any related notices HUD may subsequently issue. Full reporting for each component listed in the streamlined Annual Plan submitted with the 5-year plan is required.

Streamlined Five-Year PHA Plan Agency Identification

PHA Name: City of Scottsdale Housing Agency

PHA Number: AZ032

PHA Fiscal Year Beginning: (mm/yyyy) 07/2004

PHA Programs Administered:

Public Housing and Section 8

Number of public housing units:
Number of S8 units:

Section 8 Only

Number of S8 units: 672

Public Housing Only

Number of public housing units:

PHA Consortia: (check box if submitting a joint PHA Plan and complete table)

Participating PHAs	PHA Code	Program(s) Included in the Consortium	Programs Not in the Consortium	# of Units Each Program
Participating PHA 1:				
Participating PHA 2:				

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 and attachments (if any) 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)

Streamlined Five-Year PHA Plan

PHA FISCAL YEARS 2001 - 2005

[24 CFR Part 903.12]

A. Mission

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

- The mission of the PHA is the same as that of the Department of Housing and Urban Development: To promote adequate and affordable housing, economic opportunity and a suitable living environment free from discrimination.
- The PHA's mission is: To improve the lives of Scottsdale families through the administration of federal housing grants to provide opportunities to low and moderate income people for: safe, sanitary and affordable housing; self-sufficiency; social services; economic growth; and reasonable accommodations for persons with disabilities.*

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 (list below)
- PHA Goal: Improve the quality of assisted housing
Objectives:
- Improve public housing management: (PHAS score)
 - Improve voucher management: (SEMAP score) 104
 - 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)
 - Provide homebuyer-assistance from sources other than Section 8 Housing Choice Vouchers.

PHA Goal: Increase assisted housing choices

Objectives:

- Provide voucher mobility counseling:
- Conduct outreach efforts to potential voucher landlords
- Increase voucher payment standards
- Implement voucher homeownership program:
- Implement public housing or other homeownership programs:
- Implement public housing site-based waiting lists:
- Convert public housing to vouchers:
- Other: (list below)
 - Provide homebuyer-assistance from sources other than Section Housing Choice Vouchers.

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

PHA Goal: Provide an improved living environment

Objectives:

- Implement measures to deconcentrate poverty by bringing higher income public housing households into lower income developments:
- Implement measures to promote income mixing in public housing by assuring access for lower income families into higher income developments:
- Implement public housing security improvements:
- Designate developments or buildings for particular resident groups (elderly, persons with disabilities)
- Other: (list below)
 - Recruit new Section 8 landlords in low-poverty areas.
 - Enlist current tenants in the recruitment of landlords.

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)
 - Maintain a career center funded under the Workforce Improvement Act.

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)

- Implement the Section 8 Homeownership program for the Scottsdale Housing Agency with an effective start date July 1, 2004.
- Ensure full compliance with all applicable standards and regulations including Generally Accepted Accounting Principles.
- The Scottsdale Housing Agency will submit all HUD financial reports in compliance with Generally Accepted Accounting Principles in a timely and secure basis.
- Develop new methods to communicate the availability of new and existing resources to Section 8 clients (e.g. Newsletters, Brochures, Resident Advisory Board)

Streamlined Annual PHA Plan PHA Fiscal Year 2004 [24 CFR Part 903.12(b)]

Table of Contents

Provide the following table of contents for the streamlined Annual Plan submitted with the Five-Year Plan, including all streamlined plan components, and additional requirements, together with the list of supporting documents available for public inspection.

A. ANNUAL STREAMLINED PHA PLAN COMPONENTS

- 1. Housing Needs
- 2. Financial Resources
- 3. Policies on Eligibility, Selection and Admissions
- 4. Rent Determination Policies
- 5. Capital Improvements Needs
- 6. Demolition and Disposition
- 7. Homeownership
- 8. Civil Rights Certifications (included with PHA Certifications of Compliance)
- 9. Additional Information
 - a. PHA Progress on Meeting 5-Year Mission and Goals
 - b. Criteria for Substantial Deviations and Significant Amendments
 - c. Other Information Requested by HUD
 - i. Resident Advisory Board Membership and Consultation Process
 - ii. Resident Membership on the PHA Governing Board
 - iii. PHA Statement of Consistency with Consolidated Plan
 - iv. (Reserved)
- 10. Project-Based Voucher Program
- 11. Supporting Documents Available for Review
- 12. FY 20__ Capital Fund Program and Capital Fund Program Replacement Housing Factor, Annual Statement/Performance and Evaluation Report
- 13. Capital Fund Program 5-Year Action Plan
- 14. Other (List below, providing name for each item)

B. SEPARATE HARD COPY SUBMISSIONS TO LOCAL HUD FIELD OFFICE

Form HUD-50077, PHA Certifications of Compliance with the PHA Plans and Related Regulations: Board Resolution to Accompany the Standard Annual, Standard Five-Year, and Streamlined Five-Year/Annual Plans;

Certification by State or Local Official of PHA Plan Consistency with Consolidated Plan.

For PHAs APPLYING FOR CAPITAL FUND PROGRAM (CFP) GRANTS:

Form HUD-50070, Certification for a Drug-Free Workplace;

Form HUD-50071, Certification of Payments to Influence Federal Transactions;

Form SF-LLL & SF-LLLa, Disclosure of Lobbying Activities.

Executive Summary (optional)

[903.7(r)]. If desired, provide a brief overview of the contents of the streamlined 5-Year/Annual Plan.

The City of Scottsdale Housing Agency has prepared this agency plan in compliance with Section 511 of the Quality Housing and Work Responsibility Act of 1998 and the ensuing HUD requirements.

This Agency Plan for AZ032 submitted on the template is intended to fulfill the regulatory requirement for submission in a manner consistent.

1. Statement of Housing Needs [24 CFR Part 903.12 (b), 903.7(a)]

A. 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 PHA’s Waiting Lists			
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:			
	# of families	% of total families	Annual Turnover
Waiting list total	593		120
Extremely low income <=30% AMI	463	78.1	
Very low income (>30% but <=50% AMI)	130	21.9	
Low income (>50% but <80% AMI)	0	0	
Families with children	401	67.6	
Elderly families	89	15.0	
Families with Disabilities	103	17.4	
White	437	73.7	
Black	109	18.4	
Indian/Alaskan	21	3.5	
Asian	7	1.2	
Characteristics by Bedroom Size (Public Housing Only)			
1BR	247	41.7	
2 BR	171	28.8	
3 BR	26	4.3	
4 BR	3	0.5	
5 BR	2	0.3	

Housing Needs of Families on the PHA's Waiting Lists			
5+ BR	0	0	
Is the waiting list closed (select one)? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes			
If yes:			
How long has it been closed (# of months)? 4			
Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed?			
<input type="checkbox"/> No <input type="checkbox"/> Yes			

B. Strategy for Addressing Needs

Provide a brief description of the PHA's strategy for addressing the housing needs of families on the PHA's public housing and Section 8 waiting lists **IN THE UPCOMING YEAR**, and the Agency's reasons for choosing this strategy.

(1) Strategies

Need: Shortage of affordable housing for all eligible populations

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

Select all that apply

- Employ effective maintenance and management policies to minimize the number of public housing units off-line
- Reduce turnover time for vacated public housing units
- Reduce time to renovate public housing units
- Seek replacement of public housing units lost to the inventory through mixed finance development
- Seek replacement of public housing units lost to the inventory through section 8 replacement housing resources
- Maintain or increase section 8 lease-up rates by establishing payment standards that will enable families to rent throughout the jurisdiction
- Undertake measures to ensure access to affordable housing among families assisted by the PHA, regardless of unit size required
- Maintain or increase section 8 lease-up rates by marketing the program to owners, particularly those outside of areas of minority and poverty concentration
- Maintain or increase section 8 lease-up rates by effectively screening Section 8 applicants to increase owner acceptance of program
- Participate in the Consolidated Plan development process to ensure coordination with broader community strategies
- Other (list below)
 - Provide periodic Fair Housing training to current tenants to help them become more successful in their relationships with current landlords and in their searches for future housing.

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

Select all that apply

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

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

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

Select all that apply

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

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

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

Select all that apply

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

Need: Specific Family Types: The Elderly

Strategy 1: Target available assistance to the elderly:

Select all that apply

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

Need: Specific Family Types: Families with Disabilities

Strategy 1: Target available assistance to Families with Disabilities:

Select all that apply

- Seek designation of public housing for families with disabilities
- Carry out the modifications needed in public housing based on the section 504 Needs Assessment for Public Housing
- Apply for special-purpose vouchers targeted to families with disabilities, should they become available
- Affirmatively market to local non-profit agencies that assist families with disabilities
- Other: (list below)
 - Accommodate applications by telephone during the application period for persons who can document a disability that prevents them from applying in person.

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

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

Select if applicable

- Affirmatively market to races/ethnicities shown to have disproportionate housing needs
- Other: (list below)
 - To the extent allowed by federal income targeting requirements, the agency houses all people on the wait list before the list is re-opened for new applications. Since the racial and ethnic distribution of people on the waiting list is more diverse than the population at large, the result is greater diversity among the housed population.

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)
 - Results of consultation with project based opt-out purchases

2. Statement of Financial Resources

[24 CFR Part 903.12 (b), 903.7 (c)]

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

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
1. Federal Grants (FY 2004 grants)		
a) Public Housing Operating Fund		
b) Public Housing Capital Fund		
c) HOPE VI Revitalization		
d) HOPE VI Demolition		
e) Annual Contributions for Section 8 Tenant-Based Assistance	5,615,474	HAPs
f) Resident Opportunity and Self-Sufficiency Grants	51,415	FSS Coordinator
g) Community Development Block Grant	1,111,200	Supportive Services, Residential Rehab, Homebuyer Assistance
h) HOME	390,619	Expansion of homeownership opportunities
Other Federal Grants (list below)		
2. Prior Year Federal Grants (unobligated funds only) (list below)		
3. Public Housing Dwelling Rental Income		
4. Other income (list below)		
4. Non-federal sources (list below)		
Section 8 Admin Fee Investment Income	2,500	Section 8 Operations
City of Scottsdale Affordable Housing Fund	100,000	Expansion of Affordable Housing
Total resources	7,271,208	

3. PHA Policies Governing Eligibility, Selection, and Admissions

[24 CFR Part 903.12 (b), 903.7 (b)]

A. Public Housing

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

(1) Eligibility

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

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

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

- Criminal or Drug-related activity
- Rental history
- Housekeeping
- Other (describe)

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

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

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

(2)Waiting List Organization

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

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

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

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

c. Site-Based Waiting Lists-Previous Year

1. Has the PHA operated one or more site-based waiting lists in the previous year? If yes, complete the following table; if not skip to d.

Site-Based Waiting Lists				
Development Information: (Name, number, location)	Date Initiated	Initial mix of Racial, Ethnic or Disability Demographics	Current mix of Racial, Ethnic or Disability Demographics since Initiation of SBWL	Percent change between initial and current mix of Racial, Ethnic, or Disability demographics

2. What is the number of site based waiting list developments to which families may apply at one time? ___

3. How many unit offers may an applicant turn down before being removed from the site-based waiting list? ___

4. Yes No: Is the PHA the subject of any pending fair housing complaint by HUD or any court order or settlement agreement? If yes, describe the order, agreement or complaint and describe how use of a site-based waiting list will not violate or be inconsistent with the order, agreement or complaint below:

d. Site-Based Waiting Lists – Coming Year

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

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

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

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

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

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

(3) Assignment

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

c. Preferences

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

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

Former Federal preferences:

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

Other preferences: (select below)

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

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.

- Date and Time

Former Federal preferences:

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

Other preferences (select all that apply)

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

4. Relationship of preferences to income targeting requirements:

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

(5) Occupancy

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

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

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

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

(6) Deconcentration and Income Mixing

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

b. Yes No: Do any of these covered developments have average incomes above or below 85% to 115% of the average incomes of all such developments? If no, this section is complete. If yes, list these developments on the following table:

Deconcentration Policy for Covered Developments			
Development Name	Number of Units	Explanation (if any) [see step 4 at §903.2(c)(1)(iv)]	Deconcentration policy (if no explanation) [see step 5 at §903.2(c)(1)(v)]

B. Section 8

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

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

(1) Eligibility

- a. What is the extent of screening conducted by the PHA? (select all that apply)
- Criminal or drug-related activity only to the extent required by law or regulation
 - Criminal and drug-related activity, more extensively than required by law or regulation
 - More general screening than criminal and drug-related activity (list factors):
 - Other (list below)
- b. Yes No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?
- c. Yes No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?
- d. Yes No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)
- e. Indicate what kinds of information you share with prospective landlords? (select all that apply)
- Criminal or drug-related activity
 - Other (describe below)

(2) Waiting List Organization

- a. With which of the following program waiting lists is the section 8 tenant-based assistance waiting list merged? (select all that apply)
- None
 - Federal public housing
 - Federal moderate rehabilitation
 - Federal project-based certificate program
 - Other federal or local program (list below)
- b. Where may interested persons apply for admission to section 8 tenant-based assistance? (select all that apply)
- PHA main administrative office
 - Other (list below)

(3) Search Time

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

unit?

If yes, state circumstances below:

- If the family documents their efforts and the additional time can reasonably be expected to result in success or when the family requests and accommodation for a person with a disability.

(4) Admissions Preferences

a. Income targeting

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

b. Preferences

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

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

Former Federal preferences

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

Other preferences (select all that apply)

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

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

1 Date and Time

Former Federal preferences:

- 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

2 Residents who live and/or work in your jurisdiction

- Those enrolled currently in educational, training, or upward mobility programs
- Households that contribute to meeting income goals (broad range of incomes)
- Households that contribute to meeting income requirements (targeting)
- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes
- Other preference(s) (list below)

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

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

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

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

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 903.12(b), 903.7(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 of the following two)

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

b. Minimum Rent

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

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

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

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

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

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

2. If yes to above, list the amounts or percentages charged and the circumstances under which

these will be used below:

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

- For the earned income of a previously unemployed household member
- For increases in earned income
- Fixed amount (other than general rent-setting policy)

If yes, state amount/s and circumstances below:

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

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

e. Ceiling rents

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

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

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

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

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

- Market comparability study
- Fair market rents (FMR)
- 95th percentile rents
- 75 percent of operating costs
- 100 percent of operating costs for general occupancy (family) developments
- Operating costs plus debt service

- The "rental value" of the unit
- Other (list below)

f. Rent re-determinations:

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

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

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

(2) Flat Rents

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

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

B. Section 8 Tenant-Based Assistance

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

(1) Payment Standards

Describe the voucher payment standards and policies.

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

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

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

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

- the FMR area
- The PHA has chosen to serve additional families by lowering the payment standard
- Reflects market or submarket
- Other (list below)

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

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

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

- Annually
- Other (list below)

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

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

(2) Minimum Rent

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

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

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

5. Capital Improvement Needs

[24 CFR Part 903.12(b), 903.7 (g)]

Exemptions from Component 5: Section 8 only PHAs are not required to complete this component and may skip to Component 6.

A. Capital Fund Activities

Exemptions from sub-component 5A: PHAs that will not participate in the Capital Fund Program may skip to component 5B. All other PHAs must complete 5A as instructed.

(1) Capital Fund Program

a. Yes No Does the PHA plan to participate in the Capital Fund Program in the

upcoming year? If yes, complete items 12 and 13 of this template (Capital Fund Program tables). If no, skip to B.

- b. Yes No: Does the PHA propose to use any portion of its CFP funds to repay debt incurred to finance capital improvements? If so, the PHA must identify in its annual and 5-year capital plans the development(s) where such improvements will be made and show both how the proceeds of the financing will be used and the amount of the annual payments required to service the debt. (Note that separate HUD approval is required for such financing activities.).

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

Applicability of sub-component 5B: All PHAs administering public housing. Identify any approved HOPE VI and/or public housing development or replacement activities not described in the Capital Fund Program Annual Statement.

(1) Hope VI Revitalization

- a. Yes No: Has the PHA received a HOPE VI revitalization grant? (if no, skip to next component; if yes, provide responses to questions on chart below 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)
Development name:
Development (project) number:
Status of grant: (select the statement that best describes the current status)
 Revitalization Plan under development
 Revitalization Plan submitted, pending approval
 Revitalization Plan approved
 Activities pursuant to an approved Revitalization Plan underway
- c. Yes No: Does the PHA plan to apply for a HOPE VI Revitalization grant in the Plan year? If yes, list development name/s below:
- d. Yes No: 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:
- e. Yes No: 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:

6. Demolition and Disposition

[24 CFR Part 903.12(b), 903.7 (h)]

Applicability of component 6: Section 8 only PHAs are not required to complete this section.

- a. Yes No: Does the PHA plan to conduct any demolition or disposition activities (pursuant to section 18 or 24 (Hope VI) of the U.S. Housing Act of 1937 (42 U.S.C. 1437p) or Section 202/Section 33 (Mandatory Conversion) in the plan Fiscal Year? (If “No”, skip to component 7; if “yes”, complete one activity description for each development on the following chart.)

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: (DD/MM/YY)
5. Number of units affected:
6. Coverage of action (select one) <input type="checkbox"/> Part of the development <input type="checkbox"/> Total development
7. Timeline for activity: a. Actual or projected start date of activity: b. Projected end date of activity:

7. Section 8 Tenant Based Assistance--Section 8(y) Homeownership Program

[24 CFR Part 903.12(b), 903.7(k)(1)(i)]

- (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 the next component; if “yes”, complete each program description below (copy and complete questions for each program identified.)

(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, what is the maximum number of participants this fiscal year? ___

b. PHA established eligibility criteria

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

Scottsdale Housing Agency's program description, Home Ownership Assistance Program (HOAP), is attached to this Agency Plan. Eligibility criteria include:

- First-Time Homeowner
- Minimum Income Requirement
- Employment History
- Completion of Initial Lease Term
- No Outstanding Debts to Any Housing Agency
- No Current Ownership
- FSS Participation
- No Prior Mortgage Defaults

b. What actions will the PHA undertake to implement the program this year (list)?

- Request 1 full-time equivalent (FTE) position through the City of Scottsdale Budget for FY 2004/05 to manage the Section 8 Homeownership program.

(3) Capacity of the PHA to Administer a Section 8 Homeownership Program

The PHA has demonstrated its capacity to administer the program by (select all that apply):

- a. Establishing a minimum homeowner downpayment requirement of at least 3 percent of purchase price and requiring that at least 1 percent of the purchase price comes from the family's resources.
- b. Requiring that financing for purchase of a home under its Section 8 homeownership will be provided, insured or guaranteed by the state or Federal government; comply with secondary mortgage market underwriting requirements; or comply with generally accepted private sector underwriting standards.
- c. Partnering with a qualified agency or agencies to administer the program (list name(s) and years of experience below).
- Community Services of Arizona – designated by HUD as a Community Development Housing Organization.
- d. Demonstrating that it has other relevant experience (list experience below).

8. Civil Rights Certifications

[24 CFR Part 903.12 (b), 903.7 (o)]

Civil rights certifications are included in the *PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations: Board Resolution to Accompany the Standard Annual,*

Standard Five-Year, and Streamlined Five-Year/Annual Plans, which is submitted to the Field Office in hard copy—see Table of Contents.

9. Additional Information

[24 CFR Part 903.12 (b), 903.7 (r)]

A. PHA Progress in Meeting the Mission and Goals Described in the 5-Year Plan

(Provide a statement of the PHA's progress against the goals and objectives established in the previous 5-Year Plan for the period FY 2000 - 2004.)

- The City of Scottsdale Housing Agency (SHA) continues to achieve its mission and state goals expand the supply of assisted quality housing, promote economic opportunity and ensure equal opportunity for housing in our community. SHA has been awarded an additional 232 vouchers since the beginning of the current 5-Year Plan, which includes two Opt-Out properties. Other significant achievements include 27 Family Self-Sufficiency participants graduating who earned over \$235,000 in escrow funds that were dispersed to FSS participants upon graduation.

B. Criteria for Substantial Deviations and Significant Amendments

(1) Amendment and Deviation Definitions

24 CFR Part 903.7(r)

PHAs are required to define and adopt their own standards of substantial deviation from the 5-year Plan and Significant Amendment to the Annual Plan. The definition of significant amendment is important because it defines when the PHA will subject a change to the policies or activities described in the Annual Plan to full public hearing and HUD review before implementation.

- a. Substantial Deviation from the 5-Year Plan - NONE
- b. Significant Amendment or Modification to the Annual Plan - NONE

C. Other Information

[24 CFR Part 903.13, 903.15]

(1) Resident Advisory Board Recommendations

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

If yes, provide the comments below: **See Attachment A**

- b. 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: See Attachment A

Other: (list below)

(2) Resident Membership on PHA Governing Board

The governing board of each PHA is required to have at least one member who is directly assisted by the PHA, unless the PHA meets certain exemption criteria. Regulations governing the resident board member are found at 24 CFR Part 964, Subpart E.

a. Does the PHA governing board include at least one member who is directly assisted by the PHA this year?

Yes No:

If yes, complete the following:

Name of Resident Member of the PHA Governing Board:

Method of Selection:

Appointment

The term of appointment is (include the date term expires):

Election by Residents (if checked, complete next section--Description of Resident Election Process)

Description of Resident Election Process

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)

- Resident Advisory Board members are eligible to serve on the Governing Board 30 day notice is given to the resident advisory board requesting participation to governing board.

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)

Eligible voters: (select all that apply)

All adult recipients of PHA assistance (public housing and section 8 tenant-based assistance)

Representatives of all PHA resident and assisted family organizations

Other (list)

a. If the PHA governing board does not have at least one member who is directly assisted by the PHA, why not?

- The PHA is located in a State that requires the members of a governing board to be salaried and serve on a full time basis
- The PHA has less than 300 public housing units, has provided reasonable notice to the resident advisory board of the opportunity to serve on the governing board, and has not been notified by any resident of their interest to participate in the Board.
- Other (explain):

- HUD regulations (24 CFR 964.425) provide a regulatory exception from the resident on the board requirements for PHAs that only administer section 8 tenant-based assistance. SHA meets the requirements of 964.425 (a)(2) through (a)(4).

b. SHA provided reasonable notice to the resident advisory board of the opportunity for residents to serve on the governing board. SHA did not receive a response from any resident to participate on the governing board within 30 days of the notice.

Date of next term expiration of a governing board member:

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

(3) PHA Statement of Consistency with the Consolidated Plan

[24 CFR Part 903.15]

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

Consolidated Plan jurisdiction: (provide name here)

a. 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 on its waiting list on the needs expressed in the Consolidated Plan/s.
- The PHA has participated in any consultation process organized and offered by the Consolidated Plan agency in the development of the Consolidated Plan.
- The PHA has consulted with the Consolidated Plan agency during the development of this PHA Plan.
- Activities to be undertaken by the PHA in the coming year are consistent with the

- initiatives contained in the Consolidated Plan. (list below)
- Other: (list below)

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

The Housing Choice Voucher and the CDBG/HOME programs for Scottsdale are operated out of the same office. The Consolidated Plan and Five Year Plan are each incorporated into the other by reference and were approved by the City Council at the same public hearing. Both documents are based on the City's adopted *Strategy for the Creation and Preservation of High Quality, Safe and Affordable Housing* and incorporate the goals of that policy document.

(4) (Reserved)

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

10. Project-Based Voucher Program

- a. Yes No: Does the PHA plan to "project-base" any tenant-based Section 8 vouchers in the coming year? If yes, answer the following questions.
- b. Yes No: Are there circumstances indicating that the project basing of the units, rather than tenant-basing of the same amount of assistance is an appropriate option?

If yes, check which circumstances apply:

- Low utilization rate for vouchers due to lack of suitable rental units
- Access to neighborhoods outside of high poverty areas
- Other (describe below:)

- c. Indicate the number of units and general location of units (e.g. eligible census tracts or smaller areas within eligible census tracts):

11. List of Supporting Documents Available for Review for Streamlined Five-Year/ Annual PHA Plans

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

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Related Plan Component
X	<i>PHA Certifications of Compliance with the PHA Plans and Related Regulations and Board Resolution to Accompany the Standard Annual, Standard Five-Year, and Streamlined Five-Year/Annual Plans.</i>	Standard 5 Year and Annual Plans; streamlined 5 Year Plans
X	State/Local Government Certification of Consistency with the Consolidated Plan.	5 Year Plans
X	Fair Housing Documentation Supporting Fair Housing Certifications: 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	Housing Needs Statement of the Consolidated Plan for the jurisdiction(s) in which the PHA is located and any additional backup data to support statement of housing needs for families on the PHA’s public housing and Section 8 tenant-based waiting lists.	Annual Plan: Housing Needs
X	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources
	Public Housing Admissions and (Continued) Occupancy Policy (A&O/ACOP), which includes the Tenant Selection and Assignment Plan [TSAP] and the Site-Based Waiting List Procedure.	Annual Plan: Eligibility, Selection, and Admissions Policies
	Any policy governing occupancy of Police Officers and Over-Income Tenants in Public Housing. <input type="checkbox"/> Check here if included in the public housing A&O Policy.	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
	Public housing rent determination policies, including the method for setting public housing flat rents. <input type="checkbox"/> Check here if included in the public housing A & O Policy.	Annual Plan: Rent Determination
	Schedule of flat rents offered at each public housing development. <input type="checkbox"/> Check here if included in the public housing A & O Policy.	Annual Plan: Rent Determination
	Section 8 rent determination (payment standard) policies (if included in plan, not necessary as a supporting document) and written analysis of Section 8 payment standard policies. <input type="checkbox"/> Check here if included in Section 8 Administrative Plan.	Annual Plan: Rent Determination
	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
	Results of latest Public Housing Assessment System (PHAS) Assessment (or other applicable assessment).	Annual Plan: Management and Operations
	Follow-up Plan to Results of the PHAS Resident Satisfaction Survey (if necessary)	Annual Plan: Operations and Maintenance and Community Service & Self-Sufficiency
X	Results of latest Section 8 Management Assessment System (SEMAP)	Annual Plan: Management and Operations
	Any policies governing any Section 8 special housing types <input type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Operations and Maintenance

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Related Plan Component
X	Consortium agreement(s).	Annual Plan: Agency Identification and Operations/ Management
	Public housing grievance procedures <input 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
	The Capital Fund/Comprehensive Grant Program Annual Statement /Performance and Evaluation Report for any active grant year.	Annual Plan: Capital Needs
	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grants.	Annual Plan: Capital Needs
	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans, or any other approved proposal for development of public housing.	Annual Plan: Capital Needs
X	Self-evaluation, Needs Assessment and Transition Plan required by regulations implementing Section 504 of the Rehabilitation Act and the Americans with Disabilities Act. See PIH Notice 99-52 (HA).	Annual Plan: Capital Needs
	Approved or submitted applications for demolition and/or disposition of public housing.	Annual Plan: Demolition and Disposition
	Approved or submitted applications for designation of public housing (Designated Housing Plans).	Annual Plan: Designation of Public Housing
	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act, Section 22 of the US Housing Act of 1937, or Section 33 of the US Housing Act of 1937.	Annual Plan: Conversion of Public Housing
	Documentation for required Initial Assessment and any additional information required by HUD for Voluntary Conversion.	Annual Plan: Voluntary Conversion of Public Housing
	Approved or submitted public housing homeownership programs/plans.	Annual Plan: Homeownership
X	Policies governing any Section 8 Homeownership program (Section 21 of the Section 8 Administrative Plan)	Annual Plan: Homeownership
	Public Housing Community Service Policy/Programs <input type="checkbox"/> Check here if included in Public Housing A & O Policy	Annual Plan: Community Service & Self-Sufficiency
	Cooperative agreement between the PHA and the TANF agency and between the PHA and local employment and training service agencies.	Annual Plan: Community Service & Self-Sufficiency
X	FSS Action Plan(s) for public housing and/or Section 8.	Annual Plan: Community Service & Self-Sufficiency
	Section 3 documentation required by 24 CFR Part 135, Subpart E for public housing.	Annual Plan: Community Service & Self-Sufficiency
	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports for public housing.	Annual Plan: Community Service & Self-Sufficiency
	Policy on Ownership of Pets in Public Housing Family Developments (as required by regulation at 24 CFR Part 960, Subpart G). <input type="checkbox"/> Check here if included in the public housing A & O Policy.	Pet Policy
X	The results of the most recent fiscal year audit of the PHA conducted under the Single Audit Act as implemented by OMB Circular A-133, the results of that audit and the PHA's response to any findings.	Annual Plan: Annual Audit
	Consortium agreement(s), if a consortium administers PHA programs.	Joint PHA Plan for Consortia
	Consortia Joint PHA Plans ONLY: Certification that consortium agreement is in compliance with 24 CFR Part 943 pursuant to an opinion of counsel on file and available for inspection	Joint PHA Plan for Consortia
	Other supporting documents (optional). List individually.	(Specify as needed)

12. Capital Fund Program and Capital Fund Program Replacement Housing Factor Annual Statement/Performance and Evaluation Report

Annual Statement/Performance and Evaluation Report					
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary					
PHA Name:		Grant Type and Number Capital Fund Program Grant No: Replacement Housing Factor Grant No:			Federal FY of Grant:
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:) <input type="checkbox"/> Performance and Evaluation Report for Period Ending: <input type="checkbox"/> 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				
4	1410 Administration				
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs				
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures				
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1501 Collateralization or Debt Service				
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2 – 20)				
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 compliance				
24	Amount of line 21 Related to Security – Soft Costs				
25	Amount of Line 21 Related to Security – Hard Costs				
26	Amount of line 21 Related to Energy Conservation Measures				

Capital Fund Program Five-Year Action Plan

Part I: Summary

PHA Name				<input type="checkbox"/> Original 5-Year Plan <input type="checkbox"/> Revision No:	
Development Number/Name/HA-Wide	Year 1	Work Statement for Year 2 FFY Grant: PHA FY:	Work Statement for Year 3 FFY Grant: PHA FY:	Work Statement for Year 4 FFY Grant: PHA FY:	Work Statement for Year 5 FFY Grant: PHA FY:
	Annual Statement				
CFP Funds Listed for 5-year planning					
Replacement Housing Factor Funds					

Capital Fund Program Five-Year Action Plan

Part II: Supporting Pages—Work Activities

Activities for Year 1	Activities for Year : ____ FFY Grant: PHA FY:			Activities for Year: ____ FFY Grant: PHA FY:		
	Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
See						
Annual						
Statement						
Total CFP Estimated Cost			\$			\$

ATTACHMENTS

Attachment A: Resident Advisory Board Comments and Recommendations

Attachment B: Housing Agency Organization Chart

Attachment C: Ownership Choice: Homeownership Program Policy

Attachment D: Family Self-Sufficiency Action Plan (Updated)

Attachment E: Scottsdale Housing Board Minutes

**City Of Scottsdale Housing Agency
Resident Advisory Board (RAB)**

October 26, 2003

Minutes

In Attendance:

Stephanie Simonson, Chair

Jewel James, Housing Inspector

Rob Schweitzer, Housing Coordinator

We recapped events since the previous RAB meeting. We discussed HUD's requirement for our Agency to have a RAB member representation on our governing body. Per Pat Lindquist, our local HUD representative, we have again received exception to this requirement.

Monica Coffman and Elaine Vaughn have expressed their interest in remaining on the board for an additional year.

We have narrowed the field of clients whom have expressed interest in serving to seven.

We discussed the HCV Home Ownership program and it's implementation in the near future.

Established date for next meeting:

Monday, November 17, 2003 @ 11:00am

**City Of Scottsdale Housing Agency
Resident Advisory Board (RAB)**

November 17, 2003

A RAB meeting was held on November 17, 2003 at Scottsdale Housing Agency.

Invitees: Monica Coffman, Stephanie Simonson, Elaine Vaughan, Ida Patino, Dollie Foster, Carol Josserand, Wendy Thaden, Victoria Mendoza, and Marguertie Moreland.

Present: Stephanie Simonson, Rob Schweitzer and Jewel James

This was the final opportunity for those who expressed interest in participating in the RAB to attend. Due to failure to appear all of the above listed invitees, with the exception of Stephanie Simonson, will be notified that they will not be eligible to serve on the Resident Advisory Board for the Scottsdale Housing Agency.

Discussions:

The former and current Resident Advisory Board member, Stephanie Simonson, gave us verbal and written input on the Agency Plan that was distributed for board review. The following are some general viewpoints mentioned in particular relation to the proposed Home Ownership Program:

- 1.) (Pg 35)- Item 2 b- FSS participation should not be a requirement of this proposed program as it is a 5 yr program with no stipulation on how funds are spent at completion.

Median income for Scottsdale, not Maricopa County, should be taken into consideration.

Down payment criteria of 3% mostly unattainable by program participants.

- 2.) Disabled families or fixed income people are not represented
- 3.) Criteria could state that no one would be able to qualify for a house any other way. (See Wheaton, IL home ownership program website).
- 4.) Lenders would have to have workable criteria so that program could be utilized.

Page 2

- 5) (Pg 20) – Does not feel the current preferences should be changed. The preference including those enrolled in educational, training or upward mobility programs does not filter out anyone from the wait list for home ownership opportunity. The currently enrolled preference could even include people with degrees or cause single people going to school and living or working in Scottsdale to receive assistance before single family households or elderly and disabled

Other Issues of Discussion:

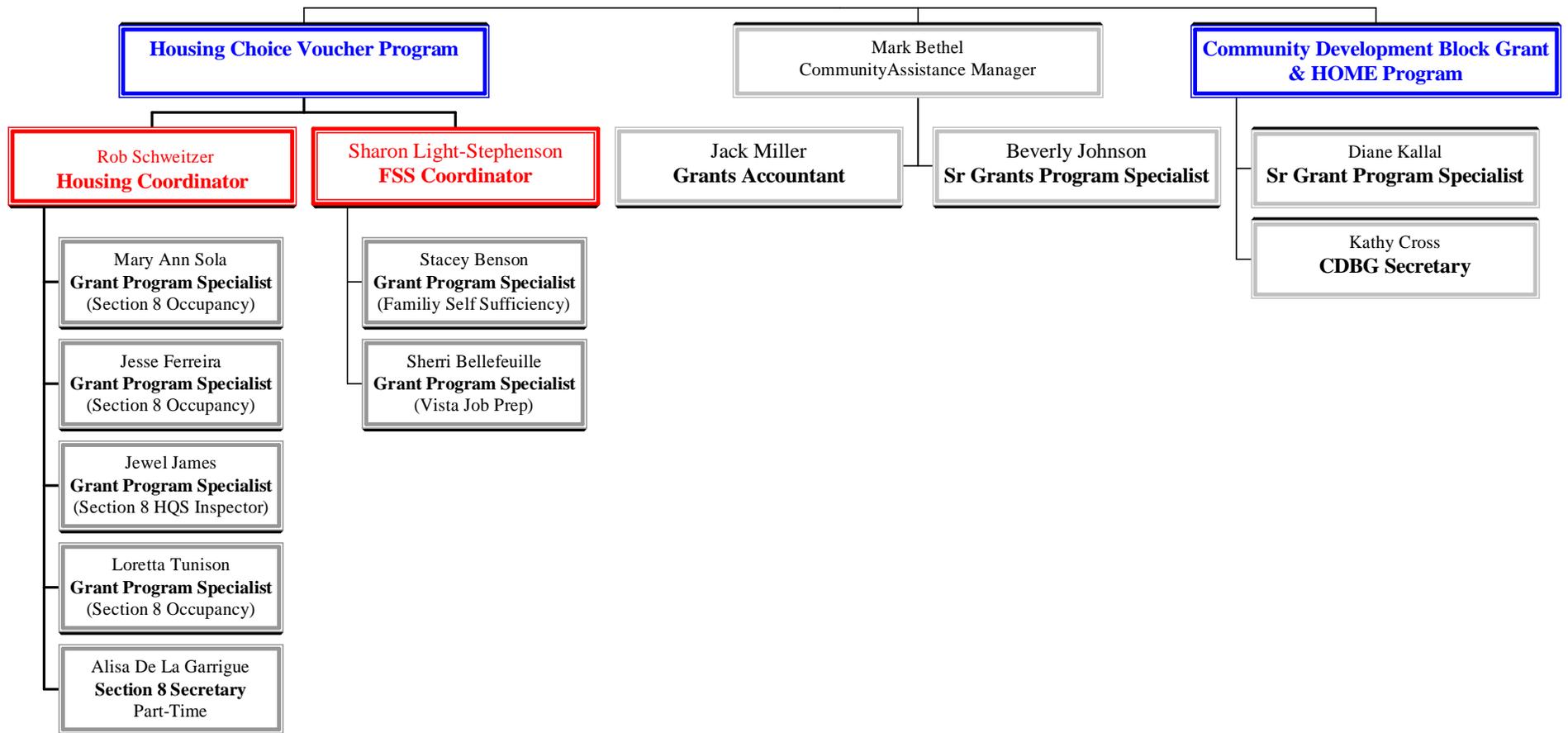
Page 26 – List of Council members suggested.

Make distinction between acronyms for Public Housing, Tenant based housing (PHA), etc. page 35 Part B in particular.

SHA should conduct more research into other cities/states homeownership programs.

Suggested Mark Bethel hears viewpoints of RAB directly.

CITY OF SCOTTSDALE COMMUNITY ASSISTANCE OFFICE ORGANIZATIONAL CHART



Home Ownership Assistance Program (HOAP)

An Option for Homeownership

By Housing Choice Voucher Participants

Of the Scottsdale Housing Agency

24CFR982.625

This program description, subsequent to adoption by the City Council on 3/16/2004, is hereby incorporated in the Administrative Plan for the Scottsdale Housing Agency Section 8 Program

HOME OWNERSHIP ASSISTANCE PROGRAM

An Option for Homeownership

By Housing Choice Voucher Participants

Of the Scottsdale Housing Agency

24CFR982.625

1. GENERAL PROVISIONS.

The Section 8 HOME OWNERSHIP ASSISTANCE PROGRAM of the Scottsdale Housing Agency (SHA) permits eligible participants in the Section 8 Housing Choice Voucher program, including participants with portable vouchers, the option of purchasing a home with their Section 8 assistance rather than renting. SHA's HOME OWNERSHIP ASSISTANCE PROGRAM provides one of two types of homeownership assistance for a family: monthly homeownership assistance payments or a single down payment assistance grant. An eligible applicant may choose either type of assistance but may not receive both.

Eligible applicants for the Section 8 Home Ownership Assistance Program must be a current Housing Choice Voucher holder and must have completed an initial Section 8 lease term in Scottsdale, may not owe SHA or any other Housing Agency an outstanding debt, and must meet the eligibility criteria set forth herein.

Section 8 Home Ownership Assistance may be used to purchase the following type of homes within the City of Scottsdale: new or existing single-family, condominium, planned use developments, or manufactured homes. SHA also will permit portability of Section 8 Home Ownership assistance to another jurisdiction, provided the receiving jurisdiction operates a Section 8 Home Ownership Program for which the Section 8 Home Ownership applicant qualifies.

Section 8 Homeownership Assistance is provided under applicable regulations published in the Code of Federal Regulations (24CFR982) and following. This Home Ownership Assistance Program description provides general guidance for the applicant. However, the published regulatory provisions of the program (24CFR982) take precedence in cases of discrepancy or change in the published federal regulations.

2. FAMILY ELIGIBILITY REQUIREMENTS.

Participation in the Section 8 Home Ownership Program is voluntary. The eligibility requirements for participation in SHA's Section 8 Home Ownership Program include:

A. First-Time Homeowner.

Each Section 8 family, except families with a disabled member, must be a first-time homeowner. No member of the family may have previously received Section 8 Homeownership Assistance from any Public Housing Agency (PHA). A "first-time homeowner" means that no member of the household has had an ownership interest in any residence during the three years preceding commencement of home ownership assistance. However, a single parent or displaced homemaker who, while married, owned a home with a spouse (or resided in a home owned by a spouse) is considered a "first-time homeowner" for purposes of the Section 8 homeownership option; and the right to purchase title to a residence under a lease-purchase agreement is not considered an "ownership interest."

B. Minimum Income Requirement.

(1) Amount of Income – Disabled families

Minimum income shall be equal to the monthly Federal Supplemental Security Income (SSI) benefit for an individual living alone multiplied by twelve.

(2) Amount of Income – Non-disabled families

At the time the family begins receiving homeownership assistance, the head of household, spouse, and/or other adult household members who will own the home, must have a gross annual income at least 30% of median income for family size (at or above the "extremely low" income level.)

In determining whether an elderly or disabled family meets the minimum income requirement, welfare assistance shall be included only for those adult elderly or disabled family members who will own the home.

C. Employment History.

With the exception of disabled and elderly households, each family must demonstrate that one or more adult members of the family who will own the home at commencement of home ownership assistance is employed full-time (an average of at least 32 hours per week) and has been so continuously employed for one year prior to execution of the sales agreement.

D. Completion of Initial Lease Term.

Applicants for and new participants in the Section 8 Housing Choice Voucher program shall be ineligible for participation in the Section 8 Home Ownership Program until completion of an initial Section 8 lease term of one year in Scottsdale and the participant's first annual recertification in the Section 8 Housing Choice Voucher program.

E. No Outstanding Debts to Any Housing Agency

Participants in the Section 8 Housing Choice Voucher program shall be ineligible for the homeownership program in the event any debt or portion of debt remains owed to SHA or any other Housing Agency.

F. No current ownership

No family member may have present ownership interest in a residence.

G. FSS Participation

In order to participate in the Home Ownership program, applicants for the Home Ownership Program are required to have been a graduate or a participant in SHA's Family Self Sufficiency ("FSS") program for at least one year and have met goals identified in an Individual Training and Service Plan (ITSP) related to pursuit of home ownership, as certified by the FSS Case Manager. There is an exception for elderly and disabled households that otherwise qualify for participation and provide documented grounds for a reasonable accommodation exception.

H. Prior Mortgage Defaults.

If a head of household, spouse, or other adult household member who will execute the contract of sale, mortgage and loan documents have previously defaulted on a mortgage obtained through the Section 8 Home Ownership Program, the family will be ineligible to participate in the Home Ownership Program.

3. FAMILY PARTICIPATION REQUIREMENTS.

Once a family is determined to be eligible to participate in the program, it must comply with the following additional requirements:

A. Home Ownership Counseling Program.

A family's participation in the Home Ownership Program is contingent on the family attending and successfully completing a home ownership and housing counseling program provided by a housing counseling agency approved by SHA prior to commencement of home ownership assistance. The home ownership and counseling program will include home maintenance responsibilities; budgeting and money management; credit counseling; negotiating purchase price; securing mortgage financing; finding a home; the advantages of purchasing and locating homes in areas that do not have a high concentration of low-income families, information on Fair Housing, Real Estate Settlement Procedures Act, truth-in-lending, and how to identify and avoid predatory lending practices.

The counseling agency providing the counseling program shall be approved by Housing and Urban Development. SHA will require families to participate in an SHA-approved home ownership counseling program on a continuing basis, at least one time each year prior to annual recertification.

B. Locating and Purchasing a Home.

(1) Locating A Home

Upon issuance of the Home Ownership Voucher, a family shall have one hundred eighty (180) days to locate a home to purchase. A home shall be considered located if the family submits a proposed sales agreement with the requisite components to SHA. For good cause, SHA may extend a Section 8 family's time to locate the home for additional thirty (30) day increments. During a Section 8 participant's search for a home to purchase, their Section 8 rental assistance shall continue pursuant to the Administrative Plan. If a Section 8 participant family is unable to locate a home within the time approved by SHA, their Section 8 rental assistance through the Section 8 Housing Choice Voucher program shall continue. Participant must regularly provide evidence of active search during the 180-day search period; SHA reserves the right to withdraw the homeownership voucher if participant does not pursue a sales agreement.

(3) Type of Home.

A family approved for Section 8 home ownership assistance may purchase the following type of homes within the City of Scottsdale: a new or existing home, a single-family home, a condominium, a home in a planned use development, or a manufactured home to be situated on a privately owned lot. The home must be built or under construction at the time the family enters into the contract of sale. The family also may purchase a home in a jurisdiction other than the City of Scottsdale, provided the Housing Authority in the receiving jurisdiction operates a Section 8 Home Ownership Program for which the Section 8 Home Ownership applicant qualifies. A family's participation in the Section 8 Home Ownership Program will be subject to the Section 8 Home Ownership Program and policies of the receiving jurisdiction.

(4) Purchasing a Home.

Once a home is located and a sales agreement approved by SHA and the pre-approved housing counseling agency is signed by the family, the family shall have up to three (3) months, or such other time as is approved by SHA's Executive Director to purchase the home.

(5) Failure to Complete Purchase.

If a Section 8 participant is unable to purchase the home within the maximum time permitted by SHA, SHA shall continue the family's participation in the Section 8 Housing Choice Voucher program. The family may not re-apply for the Section 8 Home Ownership Program until they have completed an additional year of participation in the Section 8 Housing Choice Voucher program following the initial determination of their eligibility for the home ownership option.

C. Sales Agreement.

The sales agreement must provide for inspection by SHA and the independent inspection referred to in Section 3(D) and must state that the purchaser is not obligated to purchase unless such inspections are satisfactory to SHA. The contract also must provide that the purchaser is not obligated to pay for any necessary repairs without approval by SHA. The sales agreement must provide that the purchaser is not obligated to purchase if the mortgage financing terms are not approved by SHA.

D. Independent Initial Inspection Conducted.

To assure the home complies with the housing quality standards of the Section 8 program, home ownership assistance payments may not commence until SHA first inspects the home. A professional selected by the family must complete an independent inspection of existing homes covering major building systems. SHA will not pay for the independent inspection. The independent inspection report must be provided to SHA. SHA may disapprove the unit due to information contained in the report or for failure to meet federal housing quality standards.

E. Financing Requirements.

The proposed financing terms must be submitted to and approved by the homebuyer counseling agency designated by the SHA and by the SHA prior to SHA close of escrow. SHA shall determine the affordability of the family's proposed financing. In making such determination, SHA may take into account other family expenses, including but not limited to child care, unreimbursed medical expenses, education and training expenses and the like. Certain types of financing, including but not limited to balloon payment mortgages, are prohibited and will not be approved by SHA. Seller-financing mortgages shall be considered by SHA on a case-by-case basis. If a mortgage is not FHA-insured, SHA will require the lender to comply with generally accepted mortgage underwriting standards.

In the event that mortgage financing is made available contingent upon the Section 8 assistance, all parties to the financing agreement shall acknowledge in writing that the Section 8 assistance is contractual, subject to performance of family obligations and that neither the SHA or the City of Scottsdale are in any way obligated to either the lender or the assisted applicant if Section 8 homebuyer assistance to the applicant is terminated for cause.

F. Compliance With Family Obligations.

A family must agree, in writing, to comply with all family obligations under the Section 8 program and SHA's Home Ownership policies. Failure to comply with these obligations may result in termination of assistance payments under this program. These obligations are stated in the Family Obligations document, as shown here:

1. **Family Obligations:** You must comply with the requirements listed below and all Family Obligations of the Section 8 Housing Choice Voucher Program, excepting only the prohibition against owning or having an interest in the unit and those obligations related to the landlord/tenant relationship.
2. **Housing Counseling:** All participating family members (i.e. those signing the purchase offer and loan documents) must satisfactorily complete a SHA provided or approved home ownership counseling program prior to commencement of home ownership assistance. SHA may require any or all participating family members to attend additional housing counseling classes as a condition of continued assistance.
3. **Purchase Contract:** You must include contract conditions in any Offer to Purchase that give SHA a reasonable time (a) to inspect the home for compliance with HUD's Housing Quality Standards (**HQS**); (b) to review and **approve** a professional home **inspection report** obtained by you from a licensed home inspector; and (c) **approve the terms of your proposed financing**. You must advise your Realtor of these requirements.
4. **Mortgage Obligations:** You must comply with the terms of any mortgage incurred in the purchase of the property and must notify SHA's HOME OWNERSHIP ASSISTANCE Program Coordinator **within five (5) days of receipt** of any late payment or default notice. You also agree that SHA will be automatically notified by the lender (or lender's agent) of any late payment/default.
5. **Occupancy:** You must occupy the unit as your principal residence. You may not transfer, sell, or assign any interest in the property without SHA's prior written consent. You may not rent or lease any part of the premises without SHA's prior written consent. You must notify SHA in writing **at least 30 days prior to moving out of the house for a period of 30 days or longer** or **prior to any sale, transfer, assignment, lease** or other form of alienation of the assisted property.
6. **Maintenance:** You must maintain the property in a decent, safe and sanitary manner. SHA shall conduct an HQS inspection prior to approving any request to finance or refinance the home. If you fail to adequately maintain the property, SHA may take measures with local code compliance or any other appropriate course of action.
7. **Annual Re-examination:** You must annually provide SHA with current information regarding family income and composition in a format required by SHA.
8. **Refinancing:** You must notify SHA in writing of any proposal to refinance the original purchase mortgage or of any proposal to encumber the property with secondary financing and obtain SHA's written approval

of such financing prior to executing any loan documents. The compliance lien will only be subordinated in those cases where the new mortgage will have a lower interest rate, will include only pre-approved closing costs and result in a lower payment for the assisted home owner.

9. Default: In the event of a default on your mortgage obligation, you must cooperate with SHA and the lender to minimize any loss to the lender in order to maintain your eligibility to continue as a participant in the Section 8 Housing Choice Voucher Program.

10. During the time the family receives homeownership assistance, no family member may have any ownership interest in any other residential property.”

G. Compliance Lien

- (1) Upon purchase of a home, the family must execute documentation as required by HUD and SHA, consistent with State and local law.
- (2) Recorded document shall include refinancing limitations and similar agreements listed in Family Obligations document.
- (3) The City manager or designee is authorized to subordinate this compliance lien for refinancing when no cash will be remitted to the assisted owner or any third party and the sole purpose of the new mortgage is to pay off the balance of the first mortgage and pre-approved closing cost and lower the interest rate and mortgage payment.

4. AMOUNT OF ASSISTANCE.

A. Monthly Assistance Payment. The amount of the monthly assistance payment will be based on three factors: the voucher payment standard for which the family is eligible; the monthly home ownership expense; and the family’s household income. SHA will pay the lower of either the payment standard minus the Total Tenant Payment ("TTP" is 30% of family’s adjusted monthly income) or the family’s monthly home ownership expenses minus the TTP. The Section 8 family will pay the difference.

- (1) Determining the Payment Standard for monthly assistance.

The voucher payment standard is the fixed amount the SHA annually establishes as the "fair market" rent for a unit of a particular size located within the SHA jurisdiction. In the Home Ownership Program, the initial payment standard will be the lower of either the payment standard for which the family is eligible based on family size, or the payment standard which is applicable to the size of the home the family decides to purchase.

The payment standard for subsequent years will be based on the higher of the payment standard in effect at commencement of the home ownership

assistance, or the payment standard in effect at the most recent regular reexamination of the family's income and size.

The initial payment standard, for purposes of this comparison, shall not be adjusted even if there is a subsequent decrease in family size. SHA may request HUD approval of a higher payment standard, up to 120% of the published Fair Market Rent limit, where warranted as a reasonable accommodation for a family.

(2) Determining the Monthly Home Ownership Expense.

Monthly home ownership expense includes all of the following: principal and interest on the initial mortgage and any mortgage insurance premium (MIP) incurred to finance the purchase and any refinancing of such debt; real estate taxes and public assessments; homeowner's insurance; maintenance expenses and costs of major repairs and replacements per SHA allowance; utility allowance per SHA's schedule of utility allowances; homeowner association dues, fees or regular charges assessed; and principal and interest on mortgage debt incurred to finance changes needed to make the home accessible. (The monthly allowance for maintenance is set at one half of one percent of the original purchase price of the home divided by twelve. The allowance for major repair and replacement is set at one quarter of one percent of the original purchase price of the home divided by twelve. These allowances are set at the original purchase and do not change throughout the course of the assistance.)

(3) Determining the Total Family Contribution

The TFC is that portion of the home ownership expense that the family must pay. It is generally 30% percent of the family's monthly-adjusted income, plus any gap between the payment standard and the actual housing cost. All family income (including public assistance) will be counted to determine the family's adjusted monthly income for purposes of determining the amount of assistance. TFC may not exceed 50% of adjusted monthly income at the time of the initial purchase of the home.

(4) Housing Assistance Payment

SHA will pay the HAP directly to the lender (or lender's agent,) unless otherwise required by the lender. The family will be responsible to submit their portion of the mortgage payment directly to the lender (or lender's agent.)

(5) Down Payment Requirement

SHA has established that the minimum down payment for purchase of a home will be 3% of sale price. Family's contribution toward down payment: at least

1% of sale price comes from family's personal resources. "Personal resources" may come from the family's FSS escrow account but shall not include loans or gifts from anyone outside the family.

B. Down payment Assistance Grant*(DAG).

The amount of the down payment assistance grant will be based on two factors: the Voucher payment standard for which the family is eligible and family's household income. A one-time grant will be paid at closing equal to 12 times the difference between the payment standard and total tenant payment (TTP.) Homeownership expenses are not considered in the calculation.

- (1) Parts "F" & "G" of the "Family Participant Requirements" section do not apply to the Down payment Assistance Grant (DAG) option
- (2) The down payment assistance grant amount is paid at the time of closing to the closing agent.
- (3) Down payment assistance grant amount is not to be applied toward closing costs

Returning to rental assistance: A family who has received a DAG may apply for, and receive, tenant-based rental assistance in accordance with program requirements and PHA policies. However, the PHA may not commence tenant-based rental assistance for occupancy of the new unit so long as any family member owns any title or other interest in the home purchased with homeownership assistance. Further, 18 months must have passed since receipt of the DAG.

**The DAG provision is subject to publication of HUD Notice in Federal Register that appropriated funds are available for this use.*

5. TERMINATION OF SECTION 8 HOME OWNERSHIP ASSISTANCE.

A. Grounds for Termination of Home Ownership Assistance

- (1) Failure to Comply with Family Obligations Under Section 8 Program or SHA's Home Ownership Policies.

A family's home ownership assistance may be terminated if the family fails to comply with its obligations under the Section 8 program, SHA home ownership policies, or if the family defaults on the mortgage. The family must comply with the terms of any mortgage incurred to purchase and/or refinance the home. The family must provide SHA with written notice of any sale or transfer of any interest in the home; any plan to move out of the home prior to the move; the family's household income and home ownership expenses on an annual basis; any notice of mortgage default received by the family; and any other notices which may be

required according to SHA home ownership policies. The family may not convey or transfer the home to any entity or person other than a member of the assisted family while receiving home ownership assistance.

(2) Occupancy of Home.

Home ownership assistance will only be provided while the family resides in the home. If the family moves out of the home, SHA will not continue home ownership assistance commencing with the month after the family moves out. Neither the family nor the lender is obligated to reimburse the SHA for home ownership assistance paid for the month the family moves out.

(3) Changes in Income Eligibility.

A family's home ownership assistance may be changed in the month following annual recertification of the household income, but participation in the Section 8 Home Ownership Program shall continue until such time as the assistance payment amounts to \$0 for a period of six (6) consecutive months.

(4) Maximum Term of Home Ownership Assistance.

A family may receive Section 8 home ownership assistance for not longer than ten (10) years from the date of close of escrow unless the initial mortgage incurred to finance purchase of the home has a term that is 20 years or longer, in which case the maximum term is 15 years. Families that qualify as elderly at the commencement of home ownership assistance are not subject to a maximum term limitation. Families that qualify as disabled families at the commencement of home ownership assistance or at any time during the provision of home ownership assistance are not subject to a maximum term limitation. If a disabled family or elderly family ceases to qualify as disabled or elderly, the appropriate maximum term becomes applicable from the date home ownership assistance commenced; provided, however, that such family shall be eligible for at least six additional months of home ownership assistance after the maximum term becomes applicable. The time limit applies to any member of the household who has an ownership interest in the unit during any time that home ownership payments are made, or is a spouse of any member of the household who has an ownership interest.

B. Procedure for Termination of Home Ownership Assistance.

A participant in the Section 8 Home Ownership Program shall be entitled to the same termination notice and informal hearing procedures as set forth in the Administrative Plan of the SHA for the Section 8 Housing Choice Voucher

program.

6. CONTINUED PARTICIPATION IN SECTION 8 HOUSING CHOICE VOUCHER PROGRAM.

A. Default on FHA-Insured Mortgage.

If the family defaults on an FHA-insured mortgage, SHA may permit the family to move with continued Section 8 housing choice rental assistance if the family demonstrates that it has (1) conveyed title to the home to HUD or its designee, as required by HUD; and (2) moved from the home within the period established or approved by HUD.

B. Default on non-FHA-Insured Mortgage.

If the family defaults on a mortgage that is not FHA-insured, SHA may permit the family to move with continued Section 8 Housing Choice Voucher rental assistance if the family demonstrates that it has (1) conveyed title to the home to the lender, to SHA or to its designee, as may be permitted or required by the lender; and (2) moved from the home within the period established or approved by the lender and/or SHA.

7. SHA ADMINISTRATIVE FEE.

A. Monthly assistance payments

For each month that home ownership assistance is paid by SHA on behalf of the family, SHA shall be paid the ongoing administrative fee described in 24 C.F.R. §982.152(b).

B. Down payment assistance grant

The single, one time administrative fee will be equal to six months of SHA's ongoing regular administrative fee.

8. WAIVERS OR MODIFICATION OF HOME OWNERSHIP POLICIES.

The Community Assistance Manager shall have the discretion to waive or modify any provision of the Section 8 Home Ownership Program, which is required to comply with changes in HUD regulations or directives.

**City of Scottsdale
Housing Agency**

**Family Self-Sufficiency Program
Action Plan**

**Revised and updated
November 2003**

**SECTION 8
FAMILY SELF-SUFFICIENCY PROGRAM
ACTION PLAN**

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**SECTION 8 HOUSING CHOICE VOUCHER
FAMILY SELF-SUFFICIENCY PROGRAM
ACTION PLAN**

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I. INTRODUCTION

The City of Scottsdale Housing Agency (SHA) administers the Housing Choice Voucher Program.

The goal of the City of Scottsdale's Family Self-Sufficiency Program (FSS) is to assist low and very low income families in becoming economically and socially self sufficient. The minimum FSS Program size will be determined by United States Department of Housing and Urban Development (HUD). A service plan and FSS contract will be developed and maintained for each qualified participating family member.

This revised and updated FSS Action Plan is hereby made a part of the Scottsdale Housing Administrative Plan. This Action Plan describes how Scottsdale Housing Authority will administer the FSS Program.

II. FAMILY DEMOGRAPHICS

The required Family Self-Sufficiency Program size was 50 participants. The Quality Housing and Work Responsibility Act of 1998 allows the program size to decrease by one for each family that after October 1, 1999, fulfills their obligation under the FSS Contract of Participation. SHA will voluntarily increase the program size to 60 FSS participants. This will include the mandatory FSS program size and a voluntary FSS program. As the mandatory FSS program decreases the voluntary program size will increase. All FSS slots will be filled with current Section 8 Housing Choice Voucher participants who have volunteered for the program.

Following is a demographic profile of current (as of November 2003) Section 8 Housing Choice Voucher families. The Family Self-Sufficiency participants are predominately very low income, single, female head of household. Elderly, disabled, and handicapped populations are expected to be under-represented in the Family Self-Sufficiency Program, although participation will not be restricted on the basis of age or physical or mental ability.

CITY OF SCOTTSDALE SECTION 8 TENANT PROFILE	
Head of Household	
Male	17%
Female	83%
Couple (male or female headed)	4%
Elderly, Disabled, Handicapped	65%
Race/Ethnicity	
White	86%
Black	12%
Indian	1%
Hispanic	12%
Non-Hispanic	87%
Income Limits	
Very Low Income Household	11%
Extremely Low Income Household	47%
Average Annual Adjusted Income	
0 Bedroom Families	\$6,446
1 Bedroom Families	\$7,625
2 Bedroom Families	\$9,461
3 Bedroom Families	\$12,611
4 Bedroom Families	\$13,926
5 Bedroom Families	\$0
Source of Income	
Percentages equal more than 100% due to families having more than one source of income.	
Asset Income	67%
Child Support	10%
AFDC	7%
Pension	7%
SSI	32%
Social Security	46%
Unemployment	8%
Other Wage	23%
No Income	3%

III. ESTIMATE OF PARTICIPATING FAMILIES

The City of Scottsdale's Family Self-Sufficiency Program will provide case management and supportive services to 60 participants in the Section 8 Housing Choice Voucher Program. An individual on the housing wait list will become eligible for the FSS Program once he/she has secured a lease under the Section 8 Housing Choice Voucher Program.

Families are recruited to fill all FSS federally mandated slots. It is anticipated that 100% of the FSS participants will be recipients of various types of supportive services. The type of supportive services received will depend on the participant's individual goals and objectives listed in their service plan. The quantity and quality of supportive services received will depend on the resources available in the community and the availability of federal and private funding.

IV. FSS FAMILY SELECTION PROCEDURES

a) Outreach/Recruitment

To recruit participants for the FSS Program, the SHA markets the program to all current Housing Choice Voucher Program participants. During the annual reexamination process, Section 8 Housing Choice Voucher participants are asked if they are interested in learning more about the FSS Program. Their Section 8 Housing specialist has a supply of FSS Interest Forms to hand out to interested participants.

New Section 8 Housing Choice Voucher participants will receive FSS information in each briefing packet, and an FSS presentation will be made at all group-briefing meetings.

FSS brochures and interests forms in the reception area provide information on education, employment and homeownership opportunities, as well as information concerning community support systems.

Presentations to Vista del Camino and Maximus caseworkers help them provide FSS information to Section 8 Housing Choice Voucher participants who receive their assistance.

b) Selection of Participants

The SHA screens families for interest and motivation to participate in the FSS Program as follows:

1. Any Section 8 Housing Choice Voucher participant may complete an FSS Interest Form. Each Section 8 caseworker is provided with FSS brochures and interest forms and supplies a form to any tenant that shows an interest in FSS on their annual reexamination forms. There are FSS forms also available in the SHA reception area. All interest forms are date and time stamped when received by SHA.
2. All families who have submitted an FSS Interest Form will be required to attend a mandatory FSS briefing session. The FSS briefing session will

explain the FSS Program in depth and will answer questions from the participants.

3. After the briefing session, those families interested in participating in the FSS Program must complete an FSS Request for Participation Form within fourteen (14) calendar days of the briefing session.
4. Families or individuals that complete an FSS Request for Participation Form will be required to meet with an FSS specialist to develop their Individual Training and Services Plan (ITSP) prior to signing an FSS Contract of Participation.
5. Should more individuals submit an FSS Request for Participation Form than slots are available, individuals will be placed on an FSS wait list in accordance with the process outlined below. These procedures are intended to ensure that individuals are selected without regard to race, color, religion, sex, handicap, familial status, or national origin. Families on the FSS wait list will be brought into the FSS program according to:
 - Date and time stamp of the returned Interest Form
 - Attendance of mandatory FSS Briefing
 - Date and time stamp of the returned Request for Participation Form
 - If a family does not attend the mandatory briefing session, his/her name will be removed from the FSS Participant Wait List
 - If an individual is removed from the FSS Wait List, he/she may resubmit an FSS Interest Form with a new date and time stamp.
6. Portable Family Self-Sufficiency participants, whose voucher is absorbed by SHA, will immediately be eligible for the FSS Program if there is an FSS slot available in Scottsdale's program.
7. Families owing debts to any housing authority may participate in the Family Self-Sufficiency Program; however, full payment of the debt will be an interim goal as part of their Individual Training and Services Plan. The debt must be paid in full as a requirement for completion of the FSS Program and the collection of the family's escrow account.

V. FSS Program Eligibility

FSS program eligibility requirements include, but are not limited to, the following:

1. Participant must be currently participating in and in good standing with the Housing Choice Voucher Program
2. Participant must attend a mandatory FSS orientation session
3. Participant must have an overall goal to obtain self-sufficiency and be off public assistance as required by the FSS contract
4. Participant must be willing to seek and maintain employment during the FSS contract period
5. Participant must be willing to receive case management as part of his/her supportive services.

VI. INCENTIVES

The City of Scottsdale Family Self-Sufficiency Program will offer three primary incentives: individualized case management, the establishment of an escrow account, and for those who qualify, homeownership opportunities.

A. Case Management

The FSS specialist will provide client-centered services which are flexible in accounting for individual differences and responsive to changing needs. The level of assistance provided will vary based upon the individual's needs, capabilities, and available support systems. Through the completion of a General Information Form, Family Assessment Scale, and development of an Individual Training and Service Plan, the FSS specialist will assist the participant in identifying and mobilizing appropriate resources. The FSS specialist will provide continuous supportive services to include advocacy and monitoring of service effectiveness.

B. FSS Escrow Accounts

Each FSS participant will be provided the opportunity to escrow funds in accordance with 24 CFR 984.305. Scottsdale Housing Agency will deposit the FSS account funds of all participating families into a single account in a HUD approved investment. The balance applicable to each individual family will be supported by a ledger identifying escrow transactions by date and amount including interest accrued, and interim and final disbursements. Applicable credits will be made to each family's account at least annually. Each family will receive an annual report to minimally include: balance at the beginning of the reporting period, amount of escrow credited during the reporting period, any interim disbursements or deductions made from the account for amounts owed to the housing agency, the amount of interest accrued during the reporting period, and the final account balance.

When an FSS participant has completed his/her Contract of Participation as provided in 24 CFR 984.303 and certifies that no member of the household has been a welfare recipient for the past 12 months, the participant will successfully graduate from the FSS Program. Within 60 days, the Housing Agency will issue a check to the head of household for the escrow amount, minus any money owed to the Housing Agency by the family. Families will also graduate from the program whenever 30% of the family's monthly adjusted income equals or exceeds the existing housing Fair Market Rent (FMR) for the voucher size issued in Section 8 Housing Choice Voucher based on the SHA's occupancy standard and jurisdiction (even if the five years are not up).

A participant may request a disbursement of a portion of his or her escrow account during the contract period for contract-related expenses. The request must be submitted in writing with documentation showing that the purpose is goal related, will assist the participant in becoming self sufficient, and the participant has attempted to secure other resources. The housing manager and the FSS coordinator or FSS specialist will make a determination on a case-by-case basis for the early escrow release and the interim goals that must be completed prior to an early escrow release. Any interim disbursement will be deducted from the escrow balance.

FSS families will automatically forfeit their FSS escrow when any of the following conditions apply:

1. The family violates the Contract of Participation
2. The family voluntarily withdraws from the FSS Program
3. The family moves to a new Housing Authority's jurisdiction which does not have an FSS program
4. The family is removed from the Section 8 Housing Choice Voucher program for non-compliance of lease agreement of Section 8 policy and rule
5. The family continues to receive public assistance (welfare) at the end of the FSS contract term. (This does not include Medicaid, child care assistance, or housing subsidies.)

If the head of the FSS family ceases to reside with other family members in the Section 8 Housing Choice Voucher assisted unit, such as a result of divorce or death, the remaining members of the FSS family, in consultation with the Housing Agency, may designate another family member as head of household. The newly designated head of the FSS family may collect any escrow funds accrued in accordance with provisions outlined above.

C. Homeownership Opportunities

Family Self-Sufficiency participants who desire to purchase a home will have interim goals in their Individual Training and Service Plans that prepare them for homeownership. The City of Scottsdale offers various assistance and programs to help residents become home owners.

1. *Down Payment Assistance* – The City of Scottsdale through CDBG and Home funds awards sub-recipients funds to administer the 1st Time Home Buyer Program. This program provides HUD approved homeownership education and down payment assistance of up to \$25,000 for first time homebuyers and low-income families.
2. *IDEA Grant* – The City of Scottsdale FSS Program applied for and was awarded funding with the Federal Home Loan Bank of San Francisco through a member bank for an IDEA Grant. When funds are available, FSS participants are eligible to receive a 3:1 matching funds grant for up to \$15,000 to help with down payment or closing costs for homeownership. The participants must have earned escrow for at least 10 months and use the funds for closing costs and down payment. The funding multiplies the buying power of the FSS 1st time homebuyer.
3. *Homeownership Education* - The City of Scottsdale's FSS Program provides homeownership counseling and education on an ongoing basis. If a family wishes to purchase a home outside of the City of Scottsdale, they will be directed to a non-profit homeownership counseling group that is aware of the funding opportunities in that community. The FSS East Valley Alliance has a homebuyer's club that is dedicated to education, homeownership counseling, credit counseling, and offers a variety of workshops to prepare FSS participants to become knowledgeable and prepared homeowners.
4. Home Ownership Choice Program – Contingent on City Council approval in March 2004, the City of Scottsdale will offer the Home Ownership Choice

Program. This program will allow eligible participants in the Section 8 Housing Choice Voucher Program the option of purchasing a home with their Section 8 assistance rather than renting.

VII. ACTIVITIES AND SUPPORTIVE SERVICES

The FSS specialist will provide supportive services necessary for participants to attain economic independence. The FSS specialist will maintain on-going personal and telephone contact with each participant to provide necessary emotional support, as well as assistance with problem solving, decision making, and barrier resolution.

The FSS specialist will remain knowledgeable of resources within the community and will assist participants in identifying and mobilizing needed services. The City of Scottsdale has developed partnerships with several local public and private entities in an effort to address family needs. Following is a list of anticipated service needs of FSS families and a sampling of collaborating agencies. Additional partnerships will be developed as needed to meet emerging needs.

Child Care

Arizona Department of Economic Security
Boys and Girls Club
Head Start
City of Scottsdale After School Recreation Program
Child Care Resource and Referral
Maximus

Emergency Assistance

City of Scottsdale Vista Del Camino
Salvation Army
St. Vincent De Paul

Transportation

WorkLinks
Maximus
Valley Metro
City of Scottsdale Transportation
City of Scottsdale Vista Del Camino

Individual/Family Counseling

Jewish Family and Children's Services
Value Options
South West Behavioral

Credit/Financial Counseling

American Family Credit Counseling
Arizona State University Educational Opportunity Center
Consumer Credit Counseling
Family Self-Sufficiency East Valley Alliance Conference
AZ Saves

Career Counseling/Training

Scottsdale Community College Career Services
Arizona State University Career Services
AWEE
Voc Rehab/DES

WIA
Mesa Community College Career Reentry
Maricopa Skills Center
Gateway Community College

Parenting Skills

Jewish Family and Children's Services
Parents Anonymous
City of Scottsdale Youth and Family Services
Planned Parenthood
Scottsdale Prevention Institute

Adult Basic Education

Literacy Volunteers
Maricopa Skills Center
Rio Salado Adult Education Center

English as a Second Language

Rio Salado Adult Education Center
Paiute Neighborhood Center
Scottsdale Community College

Housing/Home Ownership

City of Scottsdale Community Assistance Office
Community Services of Arizona
Housing for Mesa
Neighborhood Housing Services
FSS East Valley Alliance Conference and Home Ownership Club

Post Secondary Education

Arizona State University
Maricopa Community Colleges

VIII. IDENTIFICATION OF SUPPORT NEEDS

All families participating in the FSS Program will be interviewed by a case manager who will assess their individual needs. From the information gathered from the participant, the case manager and potential participant will develop an Individual Training and Service Plan (ITSP). The service plan will contain the participant's goals, objectives, and tasks which will enable him/her to accomplish the goal of becoming economically self sufficient. The ITSP will be reviewed by the participant and his or her case manager annually and may be adjusted to meet the participant's changing needs. The case manager and participant will determine the supportive services that are needed to accomplish the stated goals. The FSS participant has the ultimate responsibility of pursuing all community resources listed in their service plan.

IX. PORTABILITY

The housing specialists will notify any FSS Section 8 family that requests portability that they must complete a Request for FSS Portability prior to their being approved for portability to another jurisdiction.

Portability for an FSS participant will be approved if all of the following apply:

- The family has resided in Scottsdale for at least 12 months from the effective date of their FSS Contract of Participation
- The family has met all their other family obligations under the Section 8 Housing Choice Voucher Program

If the family wishes to go portable to another jurisdiction, but does not plan to continue in the FSS Program at the new jurisdiction, the family's FSS Contract of Participation will be terminated and the family will forfeit any funds in the escrow account.

If the family requests portability to another jurisdiction's FSS program, it will be approved if:

1. The receiving housing authority absorbs the Section 8 Housing Choice Voucher assistance
2. The family signs an FSS Contract of Participation with the receiving housing authority's FSS Program within 30 days after they lease in the receiving jurisdiction
3. The receiving jurisdiction requests, in writing, transfer of the family's escrow account.

The family's FSS Contract of Participation will be terminated if the receiving housing authority does not allow the family to participate in its FSS Program. The family will lose the funds in their escrow account.

The family's FSS Contract of Participation will be terminated if the receiving HA does not absorb the family's housing assistance. The family will lose any funds in their escrow account.

X. FSS PROGRAM TERMINATION

The FSS family will be terminated from the FSS Program if the family does not fulfill the requirements of the Contract of Participation and/or violates the Section 8 Housing Choice Voucher Program regulations. FSS families will be thoroughly briefed prior to signing the Contract of Participation on the conditions under which the family will be terminated from the FSS Program.

Scottsdale Housing Authority may terminate participants from the FSS Program for the following reasons:

1. Mutual consent of both SHA and the family
2. Failure of the FSS family to meet its obligation under the Contract of Participation without good cause. This includes failure of the head of household to seek and maintain suitable employment during the contract period or failure of the household members to become independent of welfare assistance for a period of one year prior to the termination date of the FSS contract.
3. Termination or violation of the Section 8 Housing Choice Voucher Housing Program regulations.
4. Failure to comply with the FSS Contract of Participation due to relocation to a new HA jurisdiction.

Reapplication - Any family terminated from the FSS Program as provided above, will not be allowed to participate in the City of Scottsdale FSS Program for five years from the termination effective date.

XI. GRIEVANCE PROCEDURE

The Grievance Procedure for FSS families will be the same as for non-FSS Section 8 Housing Choice Voucher participants described by the City of Scottsdale Section 8 Housing Choice Voucher Administrative Plan.

XII. ASSURANCE OF NON-INTERFERENCE

Participation in the Family Self-Sufficiency Program is voluntary. The Scottsdale Housing Agency will assure that a family's election to not participate in the FSS Program will not affect the family's admission to the Section 8 Housing Choice Voucher program or the family's right to occupancy in accordance with their lease.

XIII. TIMETABLE FOR IMPLEMENTATION

The City of Scottsdale Housing Agency's implementation of its FSS Program has met the requirements of CFR 984.301. Since October 25, 1993, Scottsdale has received HUD notifications of funding for 50 new units. On September 22, 1995, Scottsdale Housing Agency received notification of extension of the program implementation deadline. In accordance with this extension, Scottsdale's FSS program was operational by October 25, 1996 and full enrollment and delivery of services was established by March 25, 1997. As of December 2003, the mandatory program size was 23, and SHA will increase the voluntary program size to 60.

XIV. CERTIFICATION OF COORDINATION

The SHA, by approval of this plan, certifies that the development of the services and activities under the Family Self-Sufficiency Program has been coordinated with the relevant employment, child care, transportation, training and education programs available in its area of operation and that implementation of such services and activities will continue to be coordinated, not only to maximize their effectiveness but to avoid duplication of services and activities.

XV. EAST VALLEY ALLIANCE

The Cities of Scottsdale, Chandler, Mesa and Tempe have united to form one Program Coordinating Committee, (PCC). Many of the businesses, social service agencies and educational institutions serve the participants in each of these cities.

The PCC board meets on a quarterly basis and supports the FSS programs in all four cities. Each of the city's FSS specialists is a member of the PCC. In addition, two FSS participants selected from the four cities serve on the PCC.

The East Valley Alliance's PCC fully supports the FSS Programs, sponsors programs for the participants and works diligently to obtain support from the community for the FSS families.



**CITY OF SCOTTSDALE
FAMILY SELF-SUFFICIENCY PROGRAM
(FSS)**

INTEREST FORM

I have read the FSS Program Brochure and am interest in learning more about the FSS Program. I understand that I will be required to attend an FSS orientation session.

Print Name: _____
Head of Household

Address: _____

Telephone Number: _____

Message Number: _____

Signed: _____

Date: _____



**CITY OF SCOTTSDALE
FAMILY SELF-SUFFICIENCY PROGRAM
(FSS)**

REQUEST FOR PARTICIPATION FORM

I _____ have been briefed by the Scottsdale Housing Agency on the Family Self-Sufficiency Program, and I am interested in participating in it.

I understand that I must return this form prior to _____ or my name will be removed from the FSS Wait List.

Print Name: _____
Head of Household

Address: _____

Telephone Number: _____

Message Number: _____

Signed: _____

Date: _____

**City of Scottsdale
FSS Portability Notice**

FSS Participant _____ Date: _____
FSS Contract: Effective Date: _____ Expiration Date _____
FSS Escrow Balance: \$ _____ Effective Date _____
Initial FSS Caseworker: _____
Address: _____
City/State/Zip _____
Phone _____ Fax _____

I authorize the Scottsdale Housing Authority's Family Self-Sufficiency Program to release information to the receiving Housing Authority. I understand that my FSS Contract of Participation, the Individual Training and Services Plan and the escrow amount will be forwarded to the receiving FSS Program if I am absorbed into their program.

FSS Participant Signature Date

The above referenced family is currently enrolled in the Family Self-Sufficiency Program through Scottsdale Housing Authority. This family has lived in our jurisdiction for at least 12 months from the effective date of the Contract of Participation and has complied with the family obligations under the Section 8 Housing Choice Voucher rental certificate or rental voucher program. The family is requesting to transfer their contract and Individual Training and Services Plan to your FSS Program.

I, _____, am requesting to participate in the FSS Program in the following location:

RECEIVING FSS Program

Name of Receiving FSS Coordinator: _____
FSS Program (Housing Authority) _____
Address: _____
City/State/Zip _____
Phone: _____ FAX _____

Part II PHA use only: Please complete this form and return a copy to the Scottsdale Housing Authority (Fax 480 312-7761. Address: 7522 E. 1st Street, Scottsdale, AZ 85251)

- _____ The above referenced family has failed to submit a request for participation in our FSS Program.
- _____ The above referenced family will not be absorbed into our FSS Program.
- _____ The above referenced family has been absorbed into our FSS Program. We are requesting a copy of the FSS Contract of Participation, the ITSP, and the escrow funds

FSS Coordinator Signature Date

Notes:

***CERTIFICATION OF COORDINATION
WITH SUPPORTIVE SERVICE PROGRAMS***

This is to certify that the development of the services and activities under the Family Self-Sufficiency (FSS) Program has been coordinated with the relevant child care, transportation, social service, employment, training and education programs available in our area of operation and that implementation of such services and activities will continue to be coordinated in order to maximize effectiveness and avoid duplication.

Mark Bethel
Community Assistance Manager
February 4, 2003

January 15, 2004

U. S. Dept. of HUD
Margaret Skiffer
Arizona State Office
1 North Central Ave Ste 600
Phoenix, Arizona 85004-4414

Dear Ms. Skiffer:

Please find enclosed a revised Family Self-Sufficiency Action Plan for the City of Scottsdale.

Our records indicate that an FSS Action Plan was previously approved by HUD in November 1994. The enclosed document supersedes any previously approved version.

Please contact Sharon Light-Stephenson, FSS Coordinator, at (480) 312-7635 with any questions.

Sincerely,

Mark Bethel
Community Assistance Manager



SCOTTSDALE HOUSING BOARD
One Civic Center 3rd Floor Conference Room
7447 E. Indian School Road, Scottsdale AZ 85251
January 13, 2004

MINUTES

PRESENT: Barbara Williams, Chair
Robert Southworth, Vice Chair
Del Monte Edwards
Tamela Nagy
Joseph Priniski

ABSENT: Jeffrey Burg

STAFF: Molly Edwards, Staff Liaison
Sharon Light-Stephenson, Human Services Coordinator
Mark Bethel, Community Assistance Manager
Paul Ludwick
Diane Kallal

OTHERS PRESENT FOR ALL OR PORTIONS OF THE MEETING:

Judy Register, General Manager Citizen Neighborhood Resources
Beverly Johnson

CALL TO ORDER

Chair Williams called the regular meeting of the Scottsdale Housing Board to order at 5:00 p.m.

APPROVAL OF MINUTES

Board member Priniski made a motion to approve the minutes of the December 16, 2003 meeting as presented. The motion was seconded by Board member Southworth and passed unanimously.

HOHOKAM AREA REVITALIZATION PLAN UPDATE

Judy Register, General Manager for Citizen and Neighborhood Resources provided a brief update about the status of the Hohokam Revitalization Team and their efforts. She reported months ago they started looking at ways of helping neighborhoods south of Chaparral and do abbreviated neighborhood planning process to get a sense from the neighbors as to what they feel the issues are facing their neighborhoods. She noted that included in the Board's packet is an overview of how the process was started. She further noted that they decided to bite size pieces being quarter sections of neighborhoods and they arbitrarily chose the Hohokam. She commented they have received quite a bit of information from the neighbors in that area. She further commented that there is a lot of information in the Board's packet and they have a full agenda so she would be happy to come back in February with follow up information after they have read the information.

Chair Williams inquired if while they are doing this if they are noting what the percentage of rental is in that area. Ms. Register replied that would be included in the report from the consultant. She noted that the report would be significant for them as well.

Board member Edwards stated it is noted that the meeting participation has been minimal. Ms. Register replied in the affirmative. She stated they have sent out electronic post cards and they have had it in the newspaper. She further stated she felt that some of the reasons are because the area is 40 percent rental and lots of families with young children who don't have time in the evenings.

Chair Williams inquired if they have cross-matched this area with the census. Ms. Register replied it is highly Hispanic and non-English speaking so the information went out in Spanish. She noted they need to start educating people on the responsibilities they have as renters as well as homeowners for property maintenance.

Chair Williams stated they had a similar problem in Phoenix and they found it worked if they went through the schools. Ms. Register replied they held all of the meetings at Hohokam Elementary School and the Principal was supportive of the events.

CITY OF SCOTTSDALE FAMILY SELF-SUFFICIENCY (FSS) PROGRAM

Sharon Light-Stephenson, Human Services Coordinator, provided an update of the FSS Program and the status of participants. She reported FSS is a component of the Housing

Choice Voucher Program that encourages communities to develop local strategies to help assisted families obtain employment that will lead to economic independence and self-sufficiency.

Ms. Light-Stephenson provided information on the FSS Action Plan. She discussed the goal and services of the FSS program. She reviewed the statistics on the FSS current participants. She reported they had 24 graduates and four people have used their escrow for down payments on homes.

Chair Williams inquired if any of the four graduates whom purchased a home if the home was in Scottsdale. She also inquired if there are any requirements. Ms. Light-Stephenson replied that there are not any requirements. She noted that they can go to CSA for the first time homeowner down payment assistance in Scottsdale. If they receive assistance then they would have to buy in Scottsdale. She reported that three of the four received money from CSA and purchased in Scottsdale.

Chair Williams stated there are other programs that East Valley cities are using that are similar to this and some banks provide matches. Mr. Bethel stated at the County or State level funds are managed through the banks and that is a matter of referral. Ms. Light-Stephenson stated in order to receive IDA funds they must work with non-profits, which is different than this. Mr. Bethel stated that staff could double check on the procedures for apply for those funds.

REVIEW OF CDBG/HOME HOUSING APPLICATIONS

Mark Bethel, Community Assistance Manager, reviewed the recommendation process and funding allocations for this fiscal year 2004/2005. He reported the Housing Board would be reviewing the housing activities. The Board's recommendation will then be presented to the Human Services Commission. The Human Services Commission will consider the Housing Board's recommendation when they make their formal recommendation at their March 11th Meeting. He further reported the Human Services Commission has appointed one of their Commissioner's to sit in the discussion of the housing activity proposals.

Mr. Bethel reviewed the total funding allocation to the City of Scottsdale for fiscal year 2004/2005. He also reviewed the funding requests. He noted that the City of Scottsdale has general funds in the amount of \$200,000 that has been appropriated by the City Council for affordable housing activities. He provided an overview on decisions that are being made on the budget. He further noted the final budget would be approved by City Council.

Chair Williams inquired if they were reprogramming any of the program dollars. Mr. Bethel stated that \$1,556 has been reprogrammed from prior CDBG awarded activities that have completed their activities but did not full expend their allocation.

Chair Williams noted that it indicates that 20 percent is for administrative. Mr. Bethel replied it pays for building rent, office supplies, staff training and the salaries of staff. He discussed how the administrative portion is accounted for separately noting that each year a percentage of the hours for each staff member dedicated to the CDBG program.

Board member Edwards inquired if the funds that were not used could be taken back. Mr. Bethel replied that is a concern so it is important to put them in the allocation process now.

Diane Kallal, Senior Grants Program Specialist, presented binders containing all housing related applications to Housing Board members. She reviewed the proposal process. She present an overview of the proposals and the dates and times of public presentations in addition to reviewing the blue evaluation sheets which discuss the eligibility of the activity and any staff concerns or comments.

Ms. Kallal stated there are eight applicants and in the past, they have allowed each applicant ten minutes to give their presentation and allowed unlimited time for questions and answers. She reviewed the calendar for the funding allocation meetings. She reported it is extremely important that they have a quorum at these meetings because of the tight timeline.

Chair Williams stated the Board never received an end of the year report for the City Rehab Program. Ms. Edwards stated they are currently working on a better reporting system and they would be putting information together for that program on a quarterly basis.

Mr. Bethel provided a brief overview on the projects completed and projects pending for the rehab program.

Board member Priniski requested that they report by location. Ms. Edwards stated the database would track that information. Chair Williams stated it would be nice to have a map. Ms. Edwards stated staff would include that.

Mr. Bethel reported that they are starting to receive payments on the deferred loans so those funds would be put back into the allocation system for rehab program use.

Chair Williams passed out a memorandum on the progress of the City of Scottsdale's Housing Rehabilitation Program for the Fiscal Year 2003/2004 (July 1, 2003 to June 30, 2004).

Mr. Bethel noted that it is important to give equal treatment to all proposals.

Chair Williams inquired if there was a waiting list for the Emergency Repair Program. Mr. Bethel replied that it is an emergency program and should not have a waiting list. He

noted that they have had to refine the program and define what is considered an emergency.

Board member Edwards inquired about the cause for the increase for the FSL Home Improvement funds. Ms. Kallal replied the current year's contract is to complete 6 rehabs while this request is to complete 10 rehabs.

Chair Williams stated going back to the City's rehab program how much staff time is spent working on this program. She requested information on how they budget staff time and what are the percentages. Mr. Bethel provided information on how the staff time is budgeted. Chair Williams stated the additional duties should be included in the information.

Chair Williams stated regarding the Community Services of Arizona first time homebuyers program, if there are not any houses to buy if this program is ineffective. Mr. Bethel stated that past performance by the agency relative to this activity has been effective and that the number of 1st Time Homebuyer closings proposed was the actual number of closing completed by the agency. Mr. Bethel noted that additional questions by the Board could be addressed at the presentation.

Chair Williams stated she would like to disclose for the record that she ran into Arron Kuhl at a meeting. She further stated that he inquired if he should apply for some of the City funds, and she replied that he was certainly welcome to but, advised him it would probably help if he find a non-profit to work with. Mr. Bethel stated that was an appropriate conversation but that it would not be appropriate for any of the Board members to have discussions related to the proposals because they are in the middle of a procurement process.

Chair Williams commented that she would like to see some of these programs leveraging their funds with other sources of funding.

PUBLIC HEARING: Annual Update of Housing Choice Voucher (Section 8) Agency Plan

Mr. Bethel reported the Quality Housing and Work Responsibility Act of 1998 established new requirements for Five-Year and Annual Plans for Housing Plans for Housing Authorities and cities that participate in the Housing Choice Voucher rental assistance program. Three clients of the city's Housing Choice Voucher Program currently serve on the Resident Advisory Board and assist with the preparation of this year's annual update to the Agency Plan.

Mr. Bethel stated the Section 8 Agency Plan is a comprehensive guide to public housing agency policies, programs operations, and strategies for meeting local housing needs and goals. There are two parts to the Plan: the 5 Year Plan, which each Housing Agency submits to HUD once every 5 years, and the Annual Plan, which is submitted to HUD every year.

Mr. Bethel stated Section 511 of the Quality Housing and Work Responsibility Act (QHWRA) of 1998 created the public housing agency 5 Year and Annual Plan requirement. Any local, regional or State agency that receives funds to operate Federal public housing or Section 8 tenant-based programs must submit an Agency Plan. With the creation of the Agency Plan requirement, the law specified both the type of information that should be included in the plan and the steps an Agency must go through to obtain resident and public involvement in the plan. HUD provided a template for the Annual Plan to ensure that the Housing Agencies comply with QHWRA.

Mr. Bethel reported the Scottsdale Housing Agency's Annual Plan for Fiscal Year 2004 will be submitted on the template to fulfill the regulatory requirement for submission in a manner consistent with the City's adopted Affordable Housing Strategy. Key issues identified in the plan include

- The opting-out of a property that have had long term assistance through their HUD assisted mortgage: Casa de Amigos (35 units)
- The application for new Fair Share allocations when HUD makes them available
- The capacity of current staff to serve additional clients
- Resident Advisory Board's participation in updating the Plan; and
- Implementation Voucher Home Ownership Program

Mr. Bethel reported the Agency Plan would go to City Council on March 15, 2004.

Mr. Ludwick provided an overview of the Home Ownership Assistance Program (HOPA). He reported this program is a resource for ownership and is available to eligible participants in the City of Scottsdale Section 8 Housing Choice Voucher Program. He further reported on the benefits of the program. He reviewed the eligibility and participant requirements. He also discussed the expectations of the program.

Board member Edwards inquired if there was a situation where the entire housing note could be paid. Mr. Ludwick replied in the case of a person with a low-income with disabilities and a dependent would be eligible for other kinds of assistance programs.

Chair Williams inquired if there are any other down payment assistance programs available such as tax credit on the loan. Mr. Ludwick replied in the affirmative. He stated they would work to see if they could combine those programs.

Chair Williams stated that it is her personal feeling that as the Board starts to embrace new programs they should be confident that they would work noting that down payment assistance is critical. Mr. Bethel stated that could be addressed in the bid.

Mr. Bethel requested the Board to recommend that the City Council adopt and submit the plan to HUD for the fiscal year beginning July 1, 2004.

Board member Nagy moved to recommend that the City Council adopt and submit the plan to HUD for the fiscal year beginning July 1, 2004. Second by Board member Edwards and passed unanimously.

STAFF REPORT

Mr. Bethel stated the Scottsdale Housing Agency final Section 8 Management Assessment Program (SEMAP) score for fiscal year end June 30, 2003 is 104%. He further stated as of January 2004, Scottsdale Housing Agency's Utilization Rate is 97.8%.

Mr. Bethel reported the Scottsdale Housing Agency accepted applications for the Section 8 Housing Choice Voucher Program for one day, November 12th from 8am to 2pm. A total of 561 individuals and families applied for the wait list.

ADDITIONAL MEETING IN JANUARY

Chair Williams stated Rick Brammer and Rich Crystal has requested an additional meeting in January to go over the Housing Data and status of information. She further stated they are recommending that meeting be held on January 27, 2004.

Ms. Edwards commented that it is important for the Housing Board to hear this information and provide feedback.

Chair Williams suggested after the report from the Consultant they should discuss their goals noting that they have spend a lot of time of presentations and drifted away from where they are with their objectives. Ms. Edwards stated when the Board developed their Strategic Plan they created an educational piece and requested regular updates about things going on in the City that are connected to their efforts.

Chair Williams commented on the fact that role of the Board seems to have changed and it would be beneficial to include Judy Register, Ed Gawf and Raun Keagy at the January 27th meeting.

CHAIR'S REPORT

Chair Williams reported a regional faith based initiative meeting will be held on February 14, 2004. She suggested that next year maybe they could coordinate with them to include a housing component. She further reported that on January 21st there is a Homes for Arizona Day at the Capitol. She suggested they might want to have a booth at the event.

OPEN CALL TO THE PUBLIC (A.R.S. 38-431.02)

No members of the public were present.

ADJOURNMENT

With no further business to discuss, the regular meeting of the Scottsdale Housing Board was adjourned at 7:50 p.m.

Respectfully Submitted,

"For the Record" Court Reporters