

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

PHA Plans

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

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

**PHA Plan
Agency Identification**

PHA Name: The Housing Authority of the City of Madera

PHA Number: CA069

PHA Fiscal Year Beginning: (07/2004)

Public Access to Information

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

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

Display Locations For PHA Plans and Supporting Documents

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

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

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

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

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

A. Mission

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

- The mission of the PHA is the same as that of the Department of Housing and Urban Development: To promote adequate and affordable housing, economic opportunity and a suitable living environment free from discrimination.
- The PHA's mission is: (state mission here)
To provide decent, safe, affordable and fair housing while promoting opportunities that encourage and support those we serve towards achieving self-sufficiency.

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 93) decreased 1 point
 Improve voucher management: (SEMAP score 100) increased by 8 points
 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: Capital funds are being utilized to complete modernization
- Demolish or dispose of obsolete public housing: This goal was not reached.
- Provide replacement public housing:
- Provide replacement vouchers:
- Other: (list below)

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

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

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

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

- PHA Goal: Promote self-sufficiency and asset development of assisted households
 - Objectives:
 - Increase the number and percentage of employed persons in assisted families:

- Provide or attract supportive services to improve assistance recipients' employability:
- Provide or attract supportive services to increase independence for the elderly or families with disabilities.
- Other: (list below)

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

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

Other PHA Goals and Objectives: (list below)

PHA Goal: Ensure a Strong, Professional Work Environment

Objectives:

- Acquire/construct a new office building**
- Maintain modern technology in computer system**
- Maintain financial stability**

Annual PHA Plan
PHA Fiscal Year 2000
[24 CFR Part 903.7]

i. Annual Plan Type:

Select which type of Annual Plan the PHA will submit.

Standard Plan

Streamlined Plan:

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

Troubled Agency Plan

ii. Executive Summary of the Annual PHA Plan

[24 CFR Part 903.7 9 (r)]

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

iii. Annual Plan Table of Contents

[24 CFR Part 903.7 9 (r)]

Provide a table of contents for the Annual Plan, including attachments, and a list of supporting documents available for public inspection.

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Attachments

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

Required Attachments:

- A Admissions Policy for Deconcentration
- B FY 2004 Capital Fund Program Annual Statement
- Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)

Optional Attachments:

- PHA Management Organizational Chart
- FY 2004 Capital Fund Program 5 Year Action Plan
- Public Housing Drug Elimination Program (PHDEP) Plan

- Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text)
- Other (List below, providing each attachment name)
- Progress in meeting the Five-Year Plan, Mission and Goals
 - Substantial Deviation and Significant Amendment of Modification
 - Resident Commissioners on PHA Governing Board
 - Resident Advisory Board Members

Supporting Documents Available for Review

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

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

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
	2. Documentation of the required deconcentration and income mixing analysis	
X	Public housing rent determination policies, including the methodology for setting public housing flat rents <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X	Schedule of flat rents offered at each public housing development <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X	Section 8 rent determination (payment standard) policies <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
X	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	Annual Plan: Operations and Maintenance
X	Public housing grievance procedures <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
X	Section 8 informal review and hearing procedures <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
X	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
X	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	Annual Plan: Capital Needs
	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans or any other approved proposal for development of public housing	Annual Plan: Capital Needs
	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act	Annual Plan: Conversion of Public Housing
	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
X	Policies governing any Section 8 Homeownership program <input checked="" type="checkbox"/> check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
X	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
X	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
	The most recent Public Housing Drug Elimination Program (PHEDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)	Annual Plan: Safety and Crime Prevention
X	The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	Annual Plan: Annual Audit
	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)

1. Statement of Housing Needs

[24 CFR Part 903.7 9 (a)]

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

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

Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Overall	Afford-ability	Supply	Quality	Access-ibility	Size	Loca-tion
Income <= 30% of AMI	1062	5	N/A	5	N/A	N/A	N/A
Income >30% but <=50% of AMI	0	4	N/A	4	N/A	N/A	N/A
Income >50% but <80% of AMI	839	2	N/A	2	N/A	N/A	N/A
Elderly	N/A	4	N/A	N/A	N/A	N/A	N/A
Families with Disabilities	N/A	3	3	N/A	3	N/A	N/A
Race/Ethnicity	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Race/Ethnicity	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Race/Ethnicity	N/A	N/A	N/A	N/A	N/A	N/A	N/A

Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Overall	Afford-ability	Supply	Quality	Access-ibility	Size	Loca-tion
Race/Ethnicity	N/A	N/A	N/A	N/A	N/A	N/A	N/A

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

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

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

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

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input checked="" type="checkbox"/>	Section 8 tenant-based assistance		
<input type="checkbox"/>	Public Housing		
<input type="checkbox"/>	Combined Section 8 and Public Housing		
<input type="checkbox"/>	Public Housing Site-Based or sub-jurisdictional waiting list (optional)		
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	700		
Extremely low income <=30% AMI	443	63	
Very low income (>30% but <=50% AMI)	173	25	

Housing Needs of Families on the Waiting List			
Low income (>50% but <80% AMI)	84	12	
Families with children	531	76	
Elderly families	53	7	
Families with Disabilities	137	20	
American Indian	18	2	
Asian/Pacific Islander	7	1	
Black	90	13	
White	176	25	
Hispanic	409	59	
<p>Is the waiting list closed (select one)? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes</p> <p>If yes:</p> <p>How long has it been closed (# of months)? 18 months</p> <p>Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes</p> <p>Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes</p>			

Housing Needs of Families on the Waiting List			
<p>Waiting list type: (select one)</p> <p><input type="checkbox"/> Section 8 tenant-based assistance</p> <p><input checked="" type="checkbox"/> Public Housing</p> <p><input type="checkbox"/> Combined Section 8 and Public Housing</p> <p><input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional)</p> <p>If used, identify which development/subjurisdiction:</p>			
	# of families	% of total families	Annual Turnover
Waiting list total	2353		
Extremely low income <=30% AMI	1643	70	
Very low income (>30% but <=50% AMI)	588	25	
Low income	122	5	

Housing Needs of Families on the Waiting List			
(>50% but <80% AMI)			
Families with children	1662	70	
Elderly families	135	6	
Families with Disabilities	345	15	
American Indian	28	1	
Asian/Pacific Islander	20	1	
Black	118	5	
White	541	23	
Hispanic	1647	70	
Characteristics by Bedroom Size (Public Housing Only)			
1BR	622	26	
2 BR	1007	43	
3 BR	609	26	
4 BR	74	3	
5 BR	41	2	
5+ BR			
Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			
If yes:			
How long has it been closed (# of months)?			
Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input type="checkbox"/> Yes			

C. Strategy for Addressing Needs

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

(1) Strategies

Need: Shortage of affordable housing for all eligible populations

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

Select all that apply

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

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

Select all that apply

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

The Housing Authority will strive to meet the thresholds set forth by HUD for local low and very low-income families

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)

The Housing Authority will strive to meet the thresholds set forth by HUD for local low and very-income families.

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)

The Housing Authority will strive to meet the thresholds set forth by HUD for local low and very low-income families.

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)

The Housing Authority will strive to meet the thresholds set forth by HUD for local low and very low-income families.

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

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

Select if applicable

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

Strategy 2: Conduct activities to affirmatively further fair housing

Select all that apply

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

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

(2) Reasons for Selecting Strategies

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

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

2. Statement of Financial Resources

[24 CFR Part 903.7 9 (b)]

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

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
1. Federal Grants (FY 2000 grants)		
a) Public Housing Operating Fund	356,017	
b) Public Housing Capital Fund	490,630	
c) HOPE VI Revitalization		
d) HOPE VI Demolition		
e) Annual Contributions for Section 8 Tenant-Based Assistance	3,933,878	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)		
g) Resident Opportunity and Self-Sufficiency Grants		
h) Community Development Block Grant		
i) HOME		
Other Federal Grants (list below)		
USDA Farm Labor Housing Subsidy	348,951	
CalHFA Senior/Disabled Subsidy	335,604	
OMS Migrant Worker Housing Subsidy	244,831	
2. Prior Year Federal Grants (unobligated funds only) (list below)		
3. Public Housing Dwelling Rental Income	772,537	PH Operations
4. Other income (list below)		

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
Commercial Rent Income	68,775	PH Operations
Investment Income	12,768	PH Operations
Misc. Income	51,373	PH Operations
Rental Income – Other	685,791	Senior, Farm labor housing
4. Non-federal sources (list below)		
Other grant receipts	2,476,422	Remodel, resident education
Total resources	9,777,596	

3. PHA Policies Governing Eligibility, Selection, and Admissions

[24 CFR Part 903.7 9 (c)]

A. Public Housing

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

(1) Eligibility

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

- When families are within a certain number of being offered a unit: Ten (10)
- 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) Credit reports

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. 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.

3 Date and Time

Former Federal preferences:

- 1 Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- 1 Victims of domestic violence
- Substandard housing
- 1 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: Did the PHA's analysis of its family (general occupancy) developments to determine concentrations of poverty indicate the need for measures to promote deconcentration of poverty or income mixing?

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

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

- Adoption of site based waiting lists
If selected, list targeted developments below:
- Employing waiting list "skipping" to achieve deconcentration of poverty or income mixing goals at targeted developments
If selected, list targeted developments below:
- Employing new admission preferences at targeted developments
If selected, list targeted developments below:
- Other (list policies and developments targeted below)

d. Yes No: Did the PHA adopt any changes to **other** policies based on the results of the required analysis of the need for deconcentration of poverty and income mixing?

e. If the answer to d was yes, how would you describe these changes? (select all that apply)

- Additional affirmative marketing
- Actions to improve the marketability of certain developments
- Adoption or adjustment of ceiling rents for certain developments
- Adoption of rent incentives to encourage deconcentration of poverty and income-mixing
- Other (list below)

f. Based on the results of the required analysis, in which developments will the PHA make special efforts to attract or retain higher-income families? (select all that apply)

- Not applicable: results of analysis did not indicate a need for such efforts
- List (any applicable) developments below:
CAL 69-4 and CAL 69-13

g. Based on the results of the required analysis, in which developments will the PHA make special efforts to assure access for lower-income families? (select all that apply)

- Not applicable: results of analysis did not indicate a need for such efforts
- List (any applicable) developments below:
CAL 69-10

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 below)
- Other (list below)

- b. Yes No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?
- c. Yes No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?
- d. Yes No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)
- e. Indicate what kinds of information you share with prospective landlords? (select all that apply)

- Criminal or drug-related activity
- Other (describe below)

The Housing Authority may provide prospective owners with information about the family's rental history of family members, or any history of drug trafficking. However, the Housing Authority will only provide documented information regarding tenancy history to prospective landlords. The Housing Authority will never provide information that is confidential such as the names of persons reporting alleged violations.

(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:

Extensions are permissible at the discretion of the Housing Authority for a term of up to six months from beginning of the initial term of the Boucher for the following reasons:

- Extenuating circumstances (hospitalization, family emergency);
- Program lease-up activity;
- Reasonable accommodation for a disabled family

(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**)

Displaced/Domestic Violence/Homeless
Targeted Funding FUP, Shelter Plus Care

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.

3 Date and Time

Former Federal preferences

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

Other preferences (select all that apply)

- Working families and those unable to work because of age or disability
- Veterans and veterans’ families
- Residents who live and/or work in your jurisdiction
- Those enrolled currently in educational, training, or upward mobility programs
- Households that contribute to meeting income goals (broad range of incomes)
- 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)
- 1 Special Admissions directed by HUD

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 903.7 9 (d)]

A. Public Housing

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

(1) Income Based Rent Policies

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

a. Use of discretionary policies: (select one)

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

---or---

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

b. Minimum Rent

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

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

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

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

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

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

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

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

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

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

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

e. Ceiling rents

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

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

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

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

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

- Market comparability study
- Fair market rents (FMR)
- 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

1. In setting the market-based flat rents, what sources of information did the PHA use to establish comparability? (select all that apply.)
- The section 8 rent reasonableness study of comparable housing
 - Survey of rents listed in local newspaper
 - Survey of similar unassisted units in the neighborhood
 - Other (list/describe below)

B. Section 8 Tenant-Based Assistance

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

(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. Operations and Management

[24 CFR Part 903.7 9 (e)]

The Housing Authority of the City of Madera is a High Performing Authority and is exempt from this Component.

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

This Housing Authority is a High performing agency and is exempt from this component.

A. PHA Management Structure

Describe the PHA's management structure and organization.

(select one)

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

B. HUD Programs Under PHA Management

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

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

C. Management and Maintenance Policies

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

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

(2) Section 8 Management: (list below)

6. PHA Grievance Procedures

[24 CFR Part 903.7 9 (f)]

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

The Housing Authority of the City of Madera is a High performing agency and is exempt from this component.

A. Public Housing

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

If yes, list additions to federal requirements below:

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

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

B. Section 8 Tenant-Based Assistance

1. Yes No: Has the PHA established informal review procedures for applicants to the Section 8 tenant-based assistance program and informal hearing procedures for families assisted by the Section 8 tenant-based assistance program in addition to federal requirements found at 24 CFR 982?

If yes, list additions to federal requirements below:

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

- PHA main administrative office
 Other (list below)

7. Capital Improvement Needs

[24 CFR Part 903.7 9 (g)]

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

A. Capital Fund Activities

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

(1) Capital Fund Program Annual Statement

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

Select one:

The Capital Fund Program Annual Statement is provided as an attachment to the PHA Plan at Attachment (state name)

-or-

The Capital Fund Program Annual Statement is provided below: (if selected, copy the CFP Annual Statement from the Table Library and insert here)

(2) Optional 5-Year Action Plan

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

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

b. If yes to question a, select one:

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

-or-

The Capital Fund Program 5-Year Action Plan is provided below: (if selected, copy the CFP optional 5 Year Action Plan from the Table Library and insert here)

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

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

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

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

- Yes No: c) Does the PHA plan to apply for a HOPE VI Revitalization grant in the Plan year?
If yes, list development name/s below:

- Yes No: d) Will the PHA be engaging in any mixed-finance development activities for public housing in the Plan year?
If yes, list developments or activities below:

- Yes No: e) Will the PHA be conducting any other public housing development or replacement activities not discussed in the Capital Fund Program Annual Statement?
If yes, list developments or activities below:

8. Demolition and Disposition

[24 CFR Part 903.7 9 (h)]

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

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

2. Activity Description

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

Demolition/Disposition Activity Description
1a. Development name: 1b. Development (project) number:
2. Activity type: Demolition <input type="checkbox"/> Disposition <input type="checkbox"/>
3. Application status (select one) Approved <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/>
4. Date application approved, submitted, or planned for submission: <u>(DD/MM/YY)</u>
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:

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

[24 CFR Part 903.7 9 (i)]

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

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

2. Activity Description

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

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

7. Coverage of action (select one)

- Part of the development
 Total development

10. Conversion of Public Housing to Tenant-Based Assistance

[24 CFR Part 903.7 9 (j)]

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

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

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

2. Activity Description

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

Conversion of Public Housing Activity Description	
1a. Development name:	
1b. Development (project) number:	
2. What is the status of the required assessment?	<input type="checkbox"/> Assessment underway <input type="checkbox"/> Assessment results submitted to HUD <input type="checkbox"/> Assessment results approved by HUD (if marked, proceed to next question) <input type="checkbox"/> Other (explain below)
3. <input type="checkbox"/> Yes <input type="checkbox"/> No: Is a Conversion Plan required? (If yes, go to block 4; if no, go to block 5.)	
4. Status of Conversion Plan (select the statement that best describes the current status)	<input type="checkbox"/> Conversion Plan in development <input type="checkbox"/> Conversion Plan submitted to HUD on: (DD/MM/YYYY) <input type="checkbox"/> Conversion Plan approved by HUD on: (DD/MM/YYYY)

Activities pursuant to HUD-approved Conversion Plan underway

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

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

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

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

11. Homeownership Programs Administered by the PHA

[24 CFR Part 903.7 9 (k)]

A. Public Housing

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

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

PHA status. PHAs completing streamlined submissions may skip to component 11B.)

2. Activity Description

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

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

B. Section 8 Tenant Based Assistance

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

2. Program Description:

a. Size of Program

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

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

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

b. PHA-established eligibility criteria

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

If yes, list criteria below:

12. PHA Community Service and Self-sufficiency Programs

[24 CFR Part 903.7 9 (l)]

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

The Housing Authority of the City of Madera is a High performing agency and is exempt from this component.

A. PHA Coordination with the Welfare (TANF) Agency

1. Cooperative agreements:

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

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

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

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

Other (describe)

B. Services and programs offered to residents and participants

(1) General

a. Self-Sufficiency Policies

Which, if any of the following discretionary policies will the PHA employ to enhance the economic and social self-sufficiency of assisted families in the following areas? (select all that apply)

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

b. Economic and Social self-sufficiency programs

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

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

(2) Family Self Sufficiency program/s

a. Participation Description

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

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

C. Welfare Benefit Reductions

1. The PHA is complying with the statutory requirements of section 12(d) of the U.S. Housing Act of 1937 (relating to the treatment of income changes resulting from welfare program requirements) by: (select all that apply)
- Adopting appropriate changes to the PHA's public housing rent determination policies and train staff to carry out those policies
 - Informing residents of new policy on admission and reexamination
 - Actively notifying residents of new policy at times in addition to admission and reexamination.
 - Establishing or pursuing a cooperative agreement with all appropriate TANF agencies regarding the exchange of information and coordination of services
 - Establishing a protocol for exchange of information with all appropriate TANF agencies
 - Other: (list below)

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

13. PHA Safety and Crime Prevention Measures

[24 CFR Part 903.7 9 (m)]

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

The Housing Authority of the City of Madera is a High performing agency and is exempt from this component.

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

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

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

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

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

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

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

1. List the crime prevention activities the PHA has undertaken or plans to undertake: (select all that apply)

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

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

C. Coordination between PHA and the police

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

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

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

D. Additional information as required by PHDEP/PHDEP Plan

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

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

14. RESERVED FOR PET POLICY

[24 CFR Part 903.7 9 (n)]

15. Civil Rights Certifications

[24 CFR Part 903.7 9 (o)]

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

16. Fiscal Audit

[24 CFR Part 903.7 9 (p)]

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

17. PHA Asset Management

[24 CFR Part 903.7 9 (q)]

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

This Authority is a High performing agency and is exempt from this component.

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

- Comprehensive stock assessment
- Other: (list below)

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

18. Other Information

[24 CFR Part 903.7 9 (r)]

A. Resident Advisory Board Recommendations

1. Yes No: Did the PHA receive any comments on the PHA Plan from the Resident Advisory Board/s?
2. If yes, the comments are: (if comments were received, the PHA **MUST** select one)
 - Attached at Attachment (File name)
 - Provided below:

Summaries of the Resident Advisory Board discussions concerning the Agency Plan for the Housing Authority are as follows:

[Financial Budgets of the Housing Authority – March 11, 2004 at 5:30 p.m.](#)

[A family asked where are the copies of the Agency Plan located for the public to review.](#) Staff indicated that copies of the five-year Agency Plan are available at the Housing Authority main office, Madera County Library, and City Hall.

[A family asked if a copy of the Agency Plan be available at the Yosemite Manor site.](#) Staff indicated that a copy will be provided for the Yosemite Manor site and placed in the Project Coordinator's office for easy access by the residents.

[Capital Fund and Modernization Plan of the Housing Authority – March 11, 2004 at 5:30 p.m.](#)

[A family asked why couldn't the administrative monies be kept separate and not charged to the capital fund.](#) Staff explained that HUD gives the Housing Authority funding allotments called "ACC's" and gives the Housing Authority the discretion on how the agency will use the allocation. The Housing Authority management team meets and jointly decides on how much monies will be used for administration. Administration may consist of office equipment such as computers for money management of funding and salaries for the Housing Authority Police Officer and Contract Compliance Officer positions. However, there are guidelines or percentages set by HUD that the Housing Authority must follow.

A family recommended that the RAB members take a tour of the Housing Authority unit sites. Staff recommended for the last meeting perhaps a set time can be set aside for any RAB member that would be interested in taking a tour of the Housing Authority unit sites. In addition, the staff would appreciate any recommendations from the RAB members on the next rehabilitation project for the following year.

A family asked why the Housing Authority was not receiving any monies from drug elimination or from the items that are confiscated during a drug raid. Staff notified the family that the drug elimination grant monies were no longer available. Any items or property confiscated during a drug raid are auctioned off and the money raised is used for the drug enforcement officers.

Discussion regarding using monies from the operating fund of the Public Housing Program for a position of Project Coordinator for the seniors or disabled residents was discussed. A family recommend a coordinator could be needed to motivate the residents to get more involved with the Housing Authority activities, referrals for assistance in monitoring medication intake, in home care services, outings away from the senior complex, and out of town doctor visits.

A family asked if misters could be placed on the new patio being built at the Yosemite Manor site due to the usual hot weather in Madera.

Staff will check into the cost of installing the misters on the new patio going up at the Yosemite Manor site.

A family asked if the Agency Plan being discussed at the final stage of printing. Staff responded that the Agency Plan is only a draft and is open for public comments or changes.

Administrative Plan for the Housing Choice Voucher Program and Admissions & Continued Occupancy Plan for the Public Housing Program – March 15, 2004 at 5:30 p.m.

Discussion regarding including a homeless preference in the local preferences and requiring a commitment from support service agencies and families in order for the family to qualify. A RAB member indicated having a commitment from referral agency would be great and having a committee review the referrals could assist in monitoring effectiveness.

A family asked what does a family consist of. Staff indicated that a family could be one person or a group of persons.

A family asked what would qualify a family as homeless. Staff indicated that displaced is a person who is displaced due to a natural disaster or government action due to no fault of their own. A homeless family is someone who lacks a fixed, regular and adequate nighttime residence due to no fault of their own.

Discussion regarding forming a sub-committee from the Housing Task Force to review and monitor all referrals for the displaced/homeless program. A family asked if the Action Committee would continue to assist the emergency requests for housing assistance. Staff indicated yes. A family asked that due to prior abuse of the homeless system, can the person from a referring agency be held accountable for misrepresentation. Staff indicated that a MOU would be required by each of the referring agencies to be on file in case of misrepresentation of their employees. A family asked if a copy of the MOU would be included in the Agency Plan. Staff indicated that a copy will be on file with the Housing Authority but not with the Agency Plan due to the plan only being reviewed once a year and changes to the MOU could happen during the year. A family asked if this change would create more work for the Housing Authority staff. Staff indicated that this is not creating more work but will assist the staff in having supportive services provided by the experts in their field and the Housing Authority only providing housing services. A family recommended that the Housing Authority staff should indicate that no extra funding is being providing with the addition of the homeless/displaced preference. Staff indicated that any applications received at the time when no vouchers or Public Housing units are available would be placed on the waiting list until housing assistance becomes available.

A family asked if the Housing Authority would have to hire another employee to oversee the homeless/displaced applications. Staff indicated that the Housing Authority did not expect many applications that would qualify for this category because at this time the Housing Authority has not received any requests from the community. A family did state that perhaps this was due to families coming from out of town and not knowing where to go for services.

A family asked that if a service man or woman was hurt in the war and lost their place to live, will the family be eligible for the homeless/displaced preference. Staff indicated that the family would be eligible because they were displaced by a government action or an action beyond their control.

A family asked when a family is being considered for the Housing Choice Voucher or Public Housing Program, is a background check and income verification completed. Staff indicated yes. HUD also has developed a new way of verification of income called "Upfront Income Verification (UIV)" that will automatically match the social security numbers to all the social services agencies databases including the IRS, for any unreported income. The UIV would be used in addition to the current systems.

A family asked for clarification on item listed for Chapter 8-Voucher Issuance and Briefings. Staff explained that when a family is issued a Housing Choice Voucher but has not leased a unit and during that time the Housing Authority receives a notice from HUD that there has been a reduction in funding, the Housing Authority will notify the family that their voucher has been placed on hold until further notice of funding

availability. The family will not lose their voucher, only be placed on hold. The families sign a statement of understanding when they are issued a voucher.

A family asked if landlords are able to request a rent increase without justification. Staff indicated that the landlord could request a rent increase once a year; however, the Housing Authority will conduct a rent reasonableness to verify that the increase is justified prior to approving the rent increase. In addition, the family must receive a 30-day notice of rent increase prior to the increase.

A family asked if the verbiage regarding allowing two weeks for staff to process requests for interim changes already is in effect. Staff indicated that the only verbiage that was currently listed in the policies was “within a reasonable time” and staff wanted to designate a specific amount of time.

A family suggested that the Housing Authority conduct a landlord briefing to educate the landlords on how the Housing Choice Voucher Program works and build a working relationship with them.

Discussion regarding the Housing Authority staff verbally disclosing information to prospective landlords in regards to the family’s history with the Housing Authority. The RAB members recommended that the Housing Authority develop a standardized form with check boxes on the family’s history to be mailed out to the landlord instead of verbally. This will alleviate any chance of liability.

Discussion clarifying the Public Housing termination process to include documented efforts as in the Voucher Program such as a complaint letter or pre-termination letter listing the problem to be mailed to the family and allowing them five business days to contact the Housing Authority in order to rectify the problem. Staff believes it is important to be thorough when it comes to termination of housing assistance. The RAB members absolutely agree with the clarification.

Discussion regarding the formal review for termination of housing assistance. Staff recommendation is to remove the Housing Authority management from the list of eligible hearing officers. The RAB members absolutely agree with the recommendation to alleviate any conflict of interest.

Staff indicated that all the recommended changes are similar to the Housing Choice Voucher other than correcting the verbiage to state pre-application on page C-4 regarding application taking. In addition, on page D-6 changing the verbiage from Property Services Manager to Housing Services Manager due to change in management.

Discussion regarding a change in the rent collection policy to state that the family’s rent is due by the 5th of each month. This is consistent with the private market, which

ranges from three to five days. The RAB members agree with the recommendation in order to become more consistent with the private market.

Maria stated that if any of the Resident Commissioners or Resident Advisory Board would like to meet with her that her door was open and all they needed to do was call her to set up an individual appointment.

Down Payments Assistance (City, County & Farm Labor) and Owner-Occupied Rehabilitation Programs Administered by the Housing Authority – March 18, 2004 at 5:30 p.m.

Staff presented information regarding the qualifications for the Down Payment Assistant Programs & the Owner-Occupied Rehabilitation Programs.

A family asked if the down payment assistance monies had to be paid back. Staff indicated that the city and county down payment assistance is a loan and does need to be paid back without interest. The farm labor down payment assistance has to be paid back if the property is sold or transferred title within the first 10 years. However, if the family remains in the home for 20 years, the loan is forgiven and does not need to be paid back. After the first 10 years, the loan decreases 10% each year.

A family asked how much money does the family have to come up with. Staff indicated that with the city and county down payment assistance programs the family had to have 3% of the sales price and for the farm labor down payment assistance program the family has to have 2% of the sales price.

A family asked if the Housing Authority gives the families referrals on which lenders or mortgage companies to use. Staff indicated that as a public agency they were not allowed to steer families to any one lender or mortgage company, but does provide the families with a list of lenders that are familiar and trained in using the down payment assistance programs.

A family asked for how long is the certificate of completion of the homeownership class valid. Staff indicated that the certificate is valid for one year. However, if after speaking with the family staff realizes that the family has current knowledge of the home purchasing process, the family does not have to take the class over. If the family only needs to brush up on certain sections of the class, the family can take only the sections that are needed.

A family asked if the rehabilitation of a home for a disabled person qualify for the owner-occupied rehabilitation program. Staff indicated that it does and most of the requests the Housing Authority receives are from seniors. However, once the seniors find out they have to pay the money back, they are no longer interested.

Other comments made by the families:

- Families were pleased that the Housing Authority provided the RAB members informational charts regarding the funding sources and expenditures that were easy to read.
- Families were really glad they were part of the Resident Advisory Council because they were not aware of all the programs the Housing Authority has to offer.
- Two families that have gone through the homeownership classes felt that the information they received was valuable and takes the stress out of purchasing a home.

3. In what manner did the PHA address those comments? (select all that apply)

Considered comments, but determined that no changes to the PHA Plan were necessary.

The PHA changed portions of the PHA Plan in response to comments

List changes below:

Disclosure of tenant information to prospective Landlords will only be done in writing on a standardized form instead of verbally.

Other: (list below)

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

1. Yes No: Does the PHA meet the exemption criteria provided section 2(b)(2) of the U.S. Housing Act of 1937? (If no, continue to question 2; if yes, skip to sub-component C.)

2. Yes No: Was the resident who serves on the PHA Board elected by the residents? (If yes, continue to question 3; if no, skip to sub-component C.)

3. Description of Resident Election Process

a. Nomination of candidates for place on the ballot: (select all that apply)

Candidates were nominated by resident and assisted family organizations

Candidates could be nominated by any adult recipient of PHA assistance

Self-nomination: Candidates registered with the PHA and requested a place on ballot

Other: (describe)

b. Eligible candidates: (select one)

Any recipient of PHA assistance

Any head of household receiving PHA assistance

Any adult recipient of PHA assistance

Any adult member of a resident or assisted family organization

Other (list)

c. Eligible voters: (select all that apply)

- All adult recipients of PHA assistance (public housing and section 8 tenant-based assistance)
- Representatives of all PHA resident and assisted family organizations
- Other (list)

C. Statement of Consistency with the Consolidated Plan

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

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

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

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

The Housing Authority of the City of Madera's agency plan supports the Consolidated plan by providing affordable housing and assistance programs. The Housing Authority is also working on Priority C, which is Housing Conservation and Rehabilitation by rehabilitating and maintaining our current housing stock. We also address Priority F, which is to improve the Quality and Quantity of Community Services by providing two after-school programs including a computer lab for our residents.

D. Other Information Required by HUD

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

Attachments

Deconcentration Policy

It is Madera Housing Authority's policy to provide for Deconcentration of poverty and to encourage income mixing by bringing higher income families into lower income developments and lower income families into higher income developments. In an attempt to meet deconcentration goals, the Madera Housing Authority may offer one or more incentives to encourage applicant families to consider residing in developments, which we are attempting to deconcentrate.

Various incentives may be used at different times or under different conditions, but will always be provided in a consistent and nondiscriminatory manner. In no way does our deconcentration policy establish quotas by developments, nor does it impose requirements on families to live in a development in which they are not interested.

Prior to the beginning of each fiscal year, we will calculate the average annual income for the Authority and compare it to the average annual income of each development. We will also evaluate the income levels of families in the waiting list. Based on this analysis, we will determine the level of marketing strategies and deconcentration incentives that we need to implement.

PHA Plan Table Library

Component 7 Capital Fund Program Annual Statement Parts I, II, and II

Annual Statement Capital Fund Program (CFP) Part I: Summary

Capital Fund Grant Number CA39P06950104 FFY of Grant Approval: (07/2004)

Original Annual Statement

Line No.	Summary by Development Account	Total Estimated Cost
1	Total Non-CGP Funds	
2	1406 Operations	\$0
3	1408 Management Improvements	\$95,000.00
	Management Improvements Hard costs	\$0
4	1410 Administration	\$65,000.00
5	1411 Audit	\$0
6	1415 Liquidated Damages	\$0
7	1430 Fees and Costs	\$25,000.00
8	1440 Site Acquisition	\$0
9	1450 Site Improvement	\$121,095.00
10	1460 Dwelling Structures	\$74,294.00
11	1465.1 Dwelling Equipment-Nonexpendable	\$108,710.00
12	1470 Nondwelling Structures	\$0
13	1475 Nondwelling Equipment	\$0
14	1485 Demolition	\$0
15	1490 Replacement Reserve	\$0
16	1492 Moving to Work Demonstration	\$0
17	1495.1 Relocation Costs	\$0
18	1498 Mod Used for Development	\$0
19	1502 Contingency	\$1,531.00
20	Amount of Annual Grant (Sum of lines 2-19)	\$490,630.00
21	Amount of line 20 Related to LBP Activities	\$0
22	Amount of line 20 Related to Section 504 Compliance	\$0
23	Amount of line 20 Related to Security	
24	Amount of line 20 Related to Energy Conservation Measures	

Annual Statement

Capital Fund Program (CFP) Part II: Supporting Table

Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Total Estimated Cost
PHA Wide	Management Improvements Administration Building Improvements, Resident Trainee program, Computer Software, Crime Prevention	1408	\$95,000.00
PHA Wide	Administration Executive Director, Property Services Manager, Finance Services Manager, Contract Compliance Officer	1410	\$65,000.00
<i>PHA Wide</i>	Fees and Costs A & E Services, Utility Allowance, Building Permits, Pest Control, (Termite Inspection/Fumigation)	1430	\$25,000.00
CAL 69-1	Site Improvements Site Landscaping, Irrigation and Tree Removal	1450	\$121,095.00
CAL 69-1	Remove/Replace Chain Link Fencing (8 DU) Dwelling Structures Installation of Dual Pane Windows Stucco and Paint Exterior of Units Replace Exterior Wood Doors with Metal Doors, Jambs and hardware	1460	\$74,294.00
CAL 69-1	Dwelling Equipment Replacement of stoves, refrigerators, microwave /rangehoods, HVAC units	1465	\$108,710.00
PHA Wide	Non Dwelling Equipment Maintenance Equipment	1475	\$0.00
PHA Wide	Contingency	1502	\$1,531.00

Annual Statement

Capital Fund Program (CFP) Part III: Implementation Schedule

Development Number/Name HA-Wide Activities	All Funds Obligated (Quarter Ending Date)	All Funds Expended (Quarter Ending Date)
1408	June 2006	June 2008
1410	June 2006	June 2008
1430	June 2006	June 2008
1450 (Cal 69-1)	June 2006	June 2008
1460 (Cal 69-1)	June 2006	June 2008
1465.1 (Cal 69-1)	June 2006	June 2008
1502	June 2006	June 2008

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

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

Activities for Year :_2005_ FFY Grant: PHA FY:			Activities for Year :_2005_ FFY Grant: PHA FY:		
General Description of Major Work Activities	Quantity	Estimated Cost	General Description of Major Work Activities	Quantity	Estimated Cost
Management Improvements 1408 : - Administration Building Improvements, Resident Trainees, Computer Software, Crime Prevention	PHA WIDE	\$95,000.00	CAL 69-02 Site Improvements: - Site Landscaping, Irrigation and Tree Removal - Remove and Replace Chain link Fencing	8 DU	\$56,288.00
Administration 1410 : - Executive Director, Property Services Manager, Finance Manager, Contract Compliance Officer	PHA WIDE	\$65,000.00	Dwelling Structures: - Stucco and Paint Exterior of Units - Replace Exterior Doors - Replace Facia and Soffits and Wood Siding - Demo Carports	8 DU	\$27,016.00
Fees and Cost 1430 : - A & E Services, Consulting Fees, Permits, Pest Control, Utility Allowance	PHA WIDE	\$20,000.00	Dwelling Equipment 1465.1: - Replacement of Furnaces - Replacement of Water heaters - Install HVAC Units	8 DU	\$10,440.00
CAL 69-01 Site Improvements 1450 : - Site Landscaping, Irrigation and Tree Removal - Remove and Replace Chain link Fencing	12 DU	\$75,432.00	Contingency 1502 : - Contingency Cost	3 DU	\$4,930.00
Dwelling Structures 1460 : - Stucco and Paint Exterior of Units - Replace Exterior Doors - Installation of Dual Pane Windows	12 DU	\$40,524.00			

Dwelling Equipment 1465.1 : - HVAC Units	12 DU	\$96,000.00			
Subtotal of Estimated Cost		\$391,956.00	Subtotal of Estimated Cost		\$98,674.00
			Total Of Estimated Cost		\$490,630.00

Activities for Year : <u>2006</u> FFY Grant: PHA FY:			Activities for Year: <u>2007</u> FFY Grant: PHA FY:		
General Discription of Major Work Activities	Quantity	Estimated Cost	General Discription of Major Work Activities	Quantity	Estimated Cost
CAL 69-02 Dwelling Equipment 1465.1 : • Install HVAC Units	10 DU	80,000.00	CAL 69-03 Management Improvements 1408 : • Resident Trainees, Computer Software, Crime Prevention	PHA WIDE	\$95,000.00
CAL 69-03 Management Improvements 1408 : • Resident Trainees, Computer Software, Crime Prevention	PHA WIDE	\$95,000.00	Administration 1410 : • Executive Director, Property Services Manager, Finance Manager, Contract Compliance Officer	PHA WIDE	\$65,000.00
Administration 1410 : • Executive Director, Property Services Manager, Finance Manager, Contract Compliance Officer	PHA WIDE	\$65,000.00	Fees and Cost 1430 : • A & E Services, Consulting Fees, Permits, Pest Control		\$20,000.00
Fees and Cost 1430 : • A & E Services, Consulting Fees, Permits, Pest Control	25 DU	\$20,000.00	Dwelling Structures 1460 : • Replace window A/C and wall heater	25 DU	\$228,020.00
Dwelling Structures 1460 : • Replace window A/C and wall heater	25 DU	\$228,020.00	Dwelling Equipment 1465.1 : • Appliances		\$1079.00
Dwelling Equipment 1465.1 :			CAL 69-04		

<ul style="list-style-type: none"> Appliances 		\$1,079.00	<u>Dwelling Equipment 1465.1 :</u> <ul style="list-style-type: none"> Install HVAC Units 	10 DU	80,000.00
<u>Contingency 1502 :</u> <ul style="list-style-type: none"> Contingency Cost 	PHA WIDE	\$1,531.00	<u>Contingency 1502 :</u> <ul style="list-style-type: none"> Contingency Cost 	PHA WIDE	\$1,531.00
Total of Estimated Cost		\$490,630.00	Total of Estimated Cost		\$490,630.00

Activities for Year : _2008_ FFY Grant: PHA FY:			Activities for Year: __ FFY Grant: PHA FY:		
General Discription of Major Work Activities	Quantity	Estimated Cost	General Discription of Major Work Activities	Quantity	Estimated Cost
<u>CAL 69-04</u> <u>Management Improvements 1408 :</u> <ul style="list-style-type: none"> Resident Trainees, Computer Software, Crime Prevention 	PHA WIDE	\$95,000.00			
<u>Administration 1410 :</u> <ul style="list-style-type: none"> Executive Director, Property Services Manager, Finance Manager, Contract Compliance Officer 	PHA WIDE	\$65,000.00			
<u>Fees and Cost 1430 :</u> <ul style="list-style-type: none"> A & E Services, Consulting Fees, Permits, Pest Control 	PHA WIDE	\$20,000.00			
<u>Site Improvements 1450 :</u> <ul style="list-style-type: none"> Site Landscaping, Irrigation and Tree Removal 	34 DU	\$88,432.00			

<ul style="list-style-type: none"> Remove and Replace Chain link Fencing 	34 DU	\$37,920.00			
<u>Dwelling Structures 1460 :</u>					
<ul style="list-style-type: none"> Stucco and Paint Exterior of Unitss 	34 DU	\$49,980.00			
<u>Dwelling Equipment 1465.1 :</u>	34 DU	\$126,750.00			
<ul style="list-style-type: none"> Replacement of Stoves and Refrigerators Install HVAC Units 		\$7,548.00			
<u>Contingency 1502 :</u>					
<ul style="list-style-type: none"> Contingency Cost 					
Total of Estimated Cost		\$490,630.00			

HOUSING AUTHORITY OF THE CITY OF MADERA

GOALS AND OBJECTIVES

Goal Number ONE

Expand the Supply of Assisted Housing

Objectives

(July 2000-June 2001)

- ▶ Apply for additional rental vouchers
- ▶ Reduce public housing vacancies
- ▶ Leverage private or other public funds to create additional housing opportunities
- ▶ Acquire property for development

Progress

First Year (July 2001-June 2002)

- Successful in the award of 50 additional Housing Choice Vouchers
- The Agency is continuing to work on other goals

Second Year (July 2002-June 2003)

- Successful in the award of 75 additional Housing Choice Vouchers
- Public Housing vacancies reduced
- Exploring housing opportunities and the possibility of acquiring land for future development
- The Agency is continuing to work on other goals

Goal Number ONE (continued)

Third Year (July 2003-June 2004)

- Applied for 300 additional Housing Choice Vouchers and were not funded – will continue to apply for additional Vouchers
- Continue to explore housing opportunities and the Agency is exploring the possibility of land acquisition for future development
- Continue to reduce public housing vacancies

Fourth Year (July 2004-June 2005)

- Property acquisition, 1220 Nebraska, for the purpose of partnering with other local agencies in a Youth Build Grant Application in the construction of two single-family homes
- Applied for Shelter Plus Care rent assistance through the Continuum of Care application
- Discussions have ensued with local community organizations and private developers to either establish a Community Housing Development Organization (CHDO) in the interest of establishing more affordable housing
- Continue to reduce public housing vacancies

HOUSING AUTHORITY OF THE CITY OF MADERA

GOALS AND OBJECTIVES

Goal Number TWO Improve the Quality of Assisted Housing

Objectives

(July 2000-June 2001)

- ▶ Continue to operate at the 'High Performer' level in Public Housing Management (PHAS score)
- ▶ Reach a Higher Performer level in the Housing Choice Voucher Management (SEMAP score).
- ▶ Increase customer satisfaction
- ▶ Continue to modernize public housing units
- ▶ Analyze public housing stock for possible disposition

Progress

First Year

(July 2001-June 2002)

- The Agency continues to be a 'PHAS High Performer' with a score of 90.6 for fiscal year ending June 30, 2001
- SEMAP - first submission is June 30, 2002
- The Agency is continuing to work on other goals

Second Year

(July 2002-June 2003)

- The Agency received an advisory score of 91 for fiscal year ending June 30, 2001- Management score of 27 determined the Agency to be designated 'High Performer'
- SEMAP - 93 High - June 30, 2001
- Modernized 69-5 with Capital Funds
- The Agency is continuing to work on other goals

Goal Number TWO (continued)

Third Year (July 2003-June 2004)

- The Agency received a PHAS score of 94 for fiscal year ending June 30, 2002 which designates our Agency as a High Performer
- As of February 5, 2003, the SEMAP score for June 30, 2002 was not available
- Modernized 69-1 with Capital Funds
- The Agency is continuing to work on other goals

Fourth Year (July 2004-June 2005)

- The Agency received a PHAS score of 93 for fiscal year ending June 30, 2003 which designates our Agency as a High Performer
- The SEMAP score for June 30, 2003 was rated High with a 100% score
- Continue to modernize public housing with Capital Funds
- The Agency continues to work on other goals

HOUSING AUTHORITY OF THE CITY OF MADERA

GOALS AND OBJECTIVES

Goal Number THREE Increase Assisted Housing Choices

Objectives

(July 2000-June 2001)

- ▶ Conduct outreach efforts to potential voucher landlords
- ▶ Implement voucher home ownership program
- ▶ Implement public housing or other homeownership programs

Progress

First Year (July 2001-June 2002)

- The Agency is continuing to work on other goals

Second Year (July 2002-June 2003)

- The Agency held a Recognition Banquet on January 17, 2002 to recognize landlords and other agencies that work with us throughout the year
- Homeownership Downpayment Assistance Program Continue to administer program for City of Madera and Redevelopment Agency
- The Agency is continuing to work on other goals for homeownership activities

Third Year (July 2003-June 2004)

- The Agency is planning the Annual Recognition Banquet to be held March 15, 2003 to recognize landlords and partner agencies
- Homeownership/Downpayment Assistance Program – continuing to administer program for City of Madera and Redevelopment Agency

Goal Number THREE (continued)

- The Agency has entered into a contract with the County of Madera to administer its housing rehabilitation programs
- The Agency is continuing to work on other goals for Homeownership activities (i.e. Section 8 Homeownership Program)

Fourth Year (July 2004-June 2005)

- The Agency continues in administering the Downpayment Assistance Program for the City of Madera, Redevelopment Agency and the County of Madera
- The Section 8 Homeownership Program is very close in implementation of its first client in the Homeownership Program
- The Agency continues its efforts in outreach to clients and landlords

HOUSING AUTHORITY OF THE CITY OF MADERA

GOALS AND OBJECTIVES

Goal Number FOUR Provide an Improved Living Environment

Objectives (July 2000-June 2001)

- ▶ Implement public housing security improvements with a Community Policing Program and physical improvements to enhance security for residents

Progress

First Year (July 2001-June 2002)

- A Community Policing Program has been established

Second Year (July 2002-June 2003)

- Continue Community Policing Program in contracting with the Madera City Police Department
- Physical improvements to enhance security for residents is ongoing

Third Year (July 2003-June 2004)

- Continue Community Policing Program in contracting with the Madera City Police Department for an officer assigned to the Agency
- Planned physical improvements to enhance security for residents is ongoing

Fourth Year (July 2004-June 2005)

- Continues its Community Policing Program in contracting with the Madera City Police Department for an officer assigned to the Agency
- Planned physical improvements to enhance security for residents is ongoing

HOUSING AUTHORITY OF THE CITY OF MADERA

GOALS AND OBJECTIVES

Goal Number FIVE

Promote Self-Sufficiency and Asset Development of Assisted Households

Objectives

(July 2000-June 2001)

- ▶ Increase the number and percentage of employed persons in assisted families
- ▶ Provide or attract supportive services to improve assistance to recipients' employability

Progress

First Year

(July 2001-June 2002)

- This process is ongoing and we continue to strive towards these objectives

Second Year

(July 2002-June 2003)

- This process is ongoing and we continue to strive towards these objectives
- Number of employed persons in
 - Public Housing - 54% of all residents are employed
 - 260 assisted families
 - Housing Choice Voucher - 42% of participants are employed
 - 713 assisted families
 - FSS Coordinator is working towards more supportive services to increase employability

Third Year

(July 2003-June 2004)

- This process is ongoing and we continue to strive towards these objectives

Goal Number FIVE (continued)

- Number of employed persons in
 - Public Housing - 49% of all residents are employed
 - 260 assisted families
 - Housing Choice Voucher - 44% of participants are employed
 - 725 assisted families
 - FSS Coordinator and Family Advocate are working towards more supportive services to increase employability

Fourth Year (July 2004-June 2005)

- This process is ongoing and we continue to strive towards these objectives
- Number of employed persons in
 - Public Housing - 45% of all residents are employed
 - 260 assisted families
 - Housing Choice Voucher - 43% of participants are employed
 - 725 assisted families
 - FSS Coordinator and Family Advocate are working towards more supportive services to increase employability

HOUSING AUTHORITY OF THE CITY OF MADERA

GOALS AND OBJECTIVES

Goal Number SIX

Ensure Equal Opportunity and Affirmatively Further Fair Housing

Objectives

(July 2000-June 2001)

- ▶ Continue to 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

Progress

First Year (July 2001-June 2002)

- This process is ongoing and we continue to strive towards these objectives

Second Year (July 2002-June 2003)

- This process is ongoing and we continue to strive towards these objectives

Third Year (July 2003-June 2004)

- This process is ongoing for this Agency

Fourth Year (July 2004-June 2005)

- This process is ongoing for this Agency

HOUSING AUTHORITY OF THE CITY OF MADERA

GOALS AND OBJECTIVES

Goal Number SEVEN

Ensure a Strong, Professional Work Environment

Objectives

(July 2000-June 2001)

- ▶ Acquire/construct a new office building
- ▶ Maintain modern technology in computer system
- ▶ Maintain financial stability

Progress

First Year

(July 2001-June 2002)

- This process is ongoing and we continue to strive towards these objectives

Second Year

(July 2002-June 2003)

- The Agency purchased an Administration Building
- The Agency continues to update modern technology in our computer system
- Maintaining financial stability is ongoing

Third Year

(July 2003-June 2004)

- The Agency will remodel the recently purchased Administration Building
- The Agency is continually updating technology in computer systems
- Maintaining financial stability is an ongoing goal

Goal Number SEVEN (continued)

Fourth Year (July 2004-June 2005)

- The Agency recently hired an Information Systems Technician
- The Agency is continually updating technology in computer systems
- Maintaining financial stability is an ongoing goal

"Substantial Deviation" and "Significant Amendment or Modification"

The Code of Federal Regulations (CFR) at 24 CFR Part 903 Section 7, Public Housing Agency Plans: Final Rule issued on October 21, 1999 is very specific with respect to the information a PHA must provide in its Agency Plan. Part 903 Section 7(r)(2) states that a PHA must identify the basic criteria that PHA will use for determining:

1. A substantial deviation for its Five-Year Plan: and
2. A significant amendment of modification of its Five-Year Plan and Annual Plan.

Notice PIH 9-51 states that PHAs must define the terms "Substantial Deviation" and "Significant Amendment of Modification" by stating the basic criteria for such definitions in an annual plan that has met full public process and Resident Advisory Board review.

HUD considers the following actions to be "Significant Amendments or Modifications":

3. Changes to rent or admission policy or organization of the waiting list
4. Admissions of non-emergency work items (items not included in the current Annual Statement or Five-Year Action Plan) or changes in use of replacement reserve funds under capital fund;
5. Any change with regard to demolition or disposition, designation, homeownership programs or conversion activities.

Any substantial deviation from the Mission Statement and/or Goals and Objectives presented in the Five-Year Plan that cause changes in the services provided to residents or significant changes to the Agency's financial situation will be documented in subsequent Agency Plans.

An exception to this definition will be made for any of the above that are adopted to reflect changes in HUD regulatory requirements; such changes will not be considered significant amendments by HUD.

RESIDENT MEMBERSHIP ON THE PHA GOVERNING BOARD

At the November 20, 1999, Board of Commissioners Meeting, the three alternatives below were presented regarding the inclusion of Resident commissioners on the Board of Commissioners:

- Alternative #1. Increase the Board to Seven Members.

- Alternative #2. One Current Board Member Could Step Down to Free Up a Slot for Resident Commissioner.

- Alternative #3. The Housing Advisory Commission Could Serve as the Governing Board.

At that meeting, the Board of Commissioners unanimously agreed to follow Alternative #1 and increase its number to seven members to meet mandated requirements. To that end, the Resident Advisory Council met and elected two members who were very interested in serving as Resident Commissioners.

The agency's goal was to meet both the state and federal requirements by having a resident commissioner and a senior citizen resident commissioner (62 years or older) fill the two vacancies. Subsequently, an agenda item was placed on the City Council Agenda of December 15, 1999, and the City Council adopted a resolution creating two additional seats on the Board of Commissioners, and appointing the two Advisory Council members to the Board. The two new seats were assigned two-year terms.

The two new members of the Board of Commissioners were Francisco Rodriguez, a Housing Authority resident and Resident Council Member; and Marti Marx, a resident of the agency's Yosemite Manor Senior Citizen complex. Both Francisco Rodriguez and Marti Marx were appointed to two-year terms to commence January 1, 2004 and end December 31, 2005.

The Housing Authority of the City of Madera Resident Advisory Board 2003-2004

The Madera Housing Authority is committed to developing a more active participation of the housing participants and has organized a group of residents of Public Housing, Yosemite Manor, Housing Choice Voucher, and Farm Labor participants to meet and discuss the recommended revisions to the housing and service programs the Housing Authority administers. The following lists the participants of the Resident Advisory Board and identifies the name of the member and the housing program they represent.



Resident Members	Program Representing
Patricia Larez	Housing Choice Voucher
Marti Marx	Yosemite Manor/Public Housing
Cecilia Murrieta	Public Housing
Francisco Rodriguez	Public Housing
Martha Viramontes	Farm Labor



stine Richard,
March 11, 2004

Review of the Capital Fund by Andy Magos,
Contract Compliance Officer and Armando
Baisa.

Review of Financial Budgets by Steve Maciel
Property Services Manager on March 11, 2004



*ity of the City of Madera
on Five-Year Plan - 2000
Agency Plan 2004*