

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

Small PHA Plan Update

Emery County Housing Authority

Annual Plan for Fiscal Year: 2004 (**FYE 3/31/2005**)

**PHA Plan
Agency Identification**

PHA Name: Emery County Housing Authority

PHA Number: UT015

PHA Fiscal Year Beginning: (mm/yyyy) 04/2004

PHA Plan Contact Information:

Name: John H. Sehestedt

Phone: 435 381-2902

TDD:

Email (if available): johns@co.emery.ut.us

Public Access to Information

Information regarding any activities outlined in this plan, the PHA Plans (including attachments), and PHA Plan Supporting Documents are available for inspection at:

**Main business office of the PHA -
95 E. Main St., Rm. 220, Castle Dale, UT 84513**

PHA Programs Administered:

Public Housing and Section 8

Emery County Housing Authority

**Annual PHA Plan
Fiscal Year 2003 (FYE 3/31/2004)**

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1. Summary of Policy or Program Changes for the Upcoming Year

No significant changes in policy or program changes are anticipated for the upcoming year.

2. Capital Improvement Needs

- A. The PHA is eligible to participate in the CFP in the fiscal year covered by this PHA Plan.
- B. What is the amount of the PHA's estimated or actual (if known) Capital Fund Program grant for the upcoming year? \$ unknown .
- C. Yes, the PHA plans to participate in the Capital Fund Program in the upcoming year.

3. Demolition and Disposition

The PHA does not 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.

4. Voucher Home Ownership Program

The PHA does not plan to administer a Section 8 Home Ownership program pursuant to Section 8(y) of the U.S.H.A. of 1937, as implemented by 24 CFR part 982.

5. Safety and Crime Prevention: PHDEP Plan

- A. The PHA is eligible to participate in the PHDEP in the fiscal year covered by this PHA Plan.
- B. The PHA does not plan to participate in the PHDEP in the upcoming year?

6. Other Information

A. Resident Advisory Board (RAB) Recommendations and PHA Response

The PHA did not receive any comments on the PHA Plan from the Resident Advisory Board.

B. Statement of Consistency with the Consolidated Plan

- 1. Consolidated Plan jurisdiction: the State of Utah**
- 2. The PHA has taken the following steps to ensure consistency of this PHA Plan with the Consolidated Plan for the jurisdiction:**
 - a.. The PHA has based its statement of needs of families in the jurisdiction on the needs expressed in the Consolidated Plan. Activities to be undertaken by the PHA in the coming year are consistent with specific initiatives contained in the Consolidated Plan.**
 - b. The PHA does not plan to request financial or other support from the State or local government agency in order to meet the needs of its public housing residents or inventory.**
- 3. The Consolidated Plan of the jurisdiction supports the PHA Plan with the following actions and commitments: (describe below)**

C. Substantial Deviation and Significant Amendments

No substantial deviation from the 5-year plan or Significant Amendments to the annual plan are anticipated.

Certifications will follow; to be mailed by 3/6/2004:

**Drug-Free Workplace,
Payments to Influence,
Disclosure of Lobbying,
Resolution .**

Attachment A
Supporting Documents Available for Review

Applicable & On Display	Supporting Document	Related 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 (not required for this update)	5 Year and Annual Plans
	Fair Housing Documentation Supporting Fair Housing Certifications: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions' initiatives to affirmatively further fair housing that require the PHA's involvement.	5 Year and Annual Plans
	Housing Needs Statement of the Consolidated Plan for the jurisdiction/s in which the PHA is located and any additional backup data to support statement of housing needs in the jurisdiction	Annual Plan: Housing Needs
	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources
	Public Housing Admissions and (Continued) Occupancy Policy (A&O/ACOP), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies
	Any policy governing occupancy of Police Officers in Public Housing check here if included in the public housing A&O Policy	Annual Plan: Eligibility, Selection, and

Applicable & On Display	Supporting Document	Related Plan Component
		Admissions Policies
	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
	Public housing rent determination policies, including the method for setting public housing flat rents check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
	Schedule of flat rents offered at each public housing development check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
	Section 8 rent determination (payment standard) policies check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	Annual Plan: Operations and Maintenance
	Results of latest binding Public Housing Assessment System (PHAS) Assessment	Annual Plan: Management and Operations
	Follow-up Plan to Results of the PHAS Resident Satisfaction Survey (if necessary)	Annual Plan: Operations and Maintenance and Community Service & Self-Sufficiency
	Results of latest Section 8 Management Assessment System (SEMAP)	Annual Plan: Management and Operations
	Any required policies governing any Section 8 special housing types check here if included in Section 8 Administrative Plan	Annual Plan: Operations and Maintenance
	Public housing grievance procedures check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
	Section 8 informal review and hearing procedures	Annual Plan:

Applicable & On Display	Supporting Document	Related Plan Component
	check here if included in Section 8 Administrative Plan	Grievance Procedures
	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for any active grant year	Annual Plan: Capital Needs
	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grants	Annual Plan: Capital Needs
	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans, or any other approved proposal for development of public housing	Annual Plan: Capital Needs
	Self-evaluation, Needs Assessment and Transition Plan required by regulations implementing §504 of the Rehabilitation Act and the Americans with Disabilities Act. See, PIH 99-52 (HA).	Annual Plan: Capital Needs
	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act, Section 22 of the US Housing Act of 1937, or Section 33 of the US Housing Act of 1937	Annual Plan: Conversion of Public Housing
	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
	Policies governing any Section 8 Homeownership program (section _____ of the Section 8 Administrative Plan)	Annual Plan: Homeownership
	Cooperation agreement between the PHA and the TANF agency and between the PHA and local employment and training service agencies	Annual Plan: Community Service & Self-Sufficiency
	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
	Section 3 documentation required by 24 CFR Part 135, Subpart E	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 (PHDEP) semi-annual performance report	Annual Plan: Safety and Crime Prevention
	PHDEP-related documentation: · Baseline law enforcement services for public housing	Annual Plan: Safety and Crime Prevention

Applicable & On Display	Supporting Document	Related Plan Component
	<p>developments assisted under the PHDEP plan;</p> <ul style="list-style-type: none"> • Consortium agreement/s between the PHAs participating in the consortium and a copy of the payment agreement between the consortium and HUD (applicable only to PHAs participating in a consortium as specified under 24 CFR 761.15); • Partnership agreements (indicating specific leveraged support) with agencies/organizations providing funding, services or other in-kind resources for PHDEP-funded activities; • Coordination with other law enforcement efforts; • Written agreement(s) with local law enforcement agencies (receiving any PHDEP funds); and • All crime statistics and other relevant data (including Part I and specified Part II crimes) that establish need for the public housing sites assisted under the PHDEP Plan. 	
	<p>Policy on Ownership of Pets in Public Housing Family Developments (as required by regulation at 24 CFR Part 960, Subpart G) check here if included in the public housing A & O Policy</p>	Pet Policy
	<p>The results of 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</p>	Annual Plan: Annual Audit
	<p>Troubled PHAs: MOA/Recovery Plan</p>	Troubled PHAs
	<p>Other supporting documents (optional) (list individually; use as many lines as necessary)</p>	(specify as needed)

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Attachment B

Resident Member on the PHA Governing Board

1. The PHA governing board does not, at present, include at least one member who is directly assisted by the PHA this year.

2. The reason there is not a current PHA assisted member on the governing board is as follows:

The PHA has less than 100 total individuals or families served, provides reasonable notice to the resident advisory board of the opportunity to serve on the governing board, and, to date, has not been notified by any resident of their interest to participate in the Board.

**3. Date of next term expiration of a governing board member: June, 2005.
Name and title of appointing official for governing board: Larry Heaton,
ECHA Board Chairman.**

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Attachment C

Membership of the Resident Advisory Board or Boards

- 1. Resident Advisory Board members represent assisted individuals and families from both PHA's public housing program and tenant-based Section 8 Program.**
- 2. At the time of admission, every participant is informed in writing that they are automatically members of the agency's Resident Advisory Board and are informed that at any time during their tenure as residents under these programs, they are obligated to advise the PHA executive director of any and all meaningful suggestions, comments or questions they may have regarding the PHA's dwelling units, programs, policies and/or management of the PHA.**

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Attachment D Deconcentration and Income Mixing

The PHA does not have any general occupancy (family) public housing developments that are covered by the deconcentration rule due to NOTICE PIH 2001-4 (HA), II. 5., reference to §903(2)(b)(2) which exempts “public housing developments operated by a PHA with fewer than 100 public housing units”. Therefore, this section is complete.

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Attachment E **Voluntary Conversion Initial Assessments**

1. There are two (2) PHA developments that are subject to the Required Initial Assessments.
2. There are no (0) PHA developments that are not subject to the Required Initial Assessments based on exemptions (e.g., elderly and/or disabled developments not general occupancy projects).
3. There were two (2) Assessments conducted for the PHA's covered developments.
4. There are no (0) PHA developments that may be appropriate for conversion based on the Required Initial Assessments.

EMERY COUNTY HOUSING AUTHORITY

STATEMENT OF PROGRESS

CARRYING OUT OF 5-YEAR PLAN MISSION AND GOALS

Regarding the mission statement:

The Emery County Housing Authority is following the agency Mission Statement in the promotion of affordable housing, encouraging economic opportunity, where possible and doing everything possible to provide for suitable living environment for low-income families, disabled persons and elderly persons, free from discrimination.

Regarding the goals:

Under Increasing the availability of decent, safe, and affordable housing:

Re: Goal 1: Public housing vacancies are continually kept to a minimum in spite of limited maintenance staff available. ECHA has taken on three CROWN programs, consisting of nine single family dwellings, to add to the amount of affordable housing in the county.

Re: Goal 2: Public housing management is improving; ECHA has tighter control on work orders. We have prompt means for handling resident concerns. We are improving resident satisfaction by answering calls quickly and using resources to promote attractive living environment. Our units are the best kept units in the county.

Re: Goal 3: Portability is in full use and all voucher holders are informed of this valuable option for them. Local landlords are sent letters of appreciation from time to time and are encouraged to make their units as nice as possible under their given economic circumstances.

Under Improving community quality of life and economic vitality:

Re: Goal: De-concentration options are limited but we encourage higher-end low-income residents to qualify for our units.

Current renovation of public housing units are in progress continually. Our units have new roofs and new siding throughout. We are currently in the ongoing process of upgrading unit appliances as original equipment is exceeding 20 years of age.

Under Promoting self-sufficiency and asset development of families and individuals:

Re: Goal: Continually encouraging program participants to improve their wage income.

Educating residents regarding public educational, motivational and support services in the area.

Under Ensuring equal opportunity in housing for all Americans:

Re: Goal: All efforts are in continual support of all equal opportunity aspects at ECHA regarding ensuring access, providing suitable living environment and providing (limited) accessible housing to person with disabilities, all, without regard to race, color, religion, national origin, sex, familial status, and disability.

EMERY COUNTY HOUSING AUTHORITY
CRITERIA FOR SUBSTANTIAL DEVIATION
AND SIGNIFICANT AMENDMENTS

Any change to the Mission Statement and/or Goals as follows:

1. 50% deletion from or addition to the goals and objectives as a whole; and 50% or more decrease in the quantifiable measurement of any individual goal and objective.
2. Any increase or decrease over 50% in the funds projected in the Financial Resource Statement and/or the Capital Fund Program Annual Statement.
3. Any change in a policy or procedure that requires a regulatory 30-day posting.
4. Any submission to HUD that requires a separate notification to residents, such as HOPE IV, Public Housing Conversion, Demolition/Disposition, Designated Housing or Home ownership Programs; and Any change inconsistent with the local, approved Consolidated Plan.

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Annual Statement/Performance and Evaluation Report					
PHA Name: Emery County Housing Authority		Grant Type and Number CFP - UT06P015501-03			Federal FY of Grant: 2003
Original Annual Statement Performance and Evaluation Report for Period Ending:		Reserve for Disasters/ Emergencies Revised Annual Statement (revision no:) Final Performance and Evaluation Report			
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations		\$10,000.00		
3	1408 Management Improvements				
4	1410 Administration				
5	1411 Audit				
6	1415 liquidated Damages				
7	1430 Fees and Costs				
8	1440 Site Acquisition				
9	1450 Site Improvement	\$43,559.00	10,000.00		
10	1460 Dwelling Structures		15,000.00		
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1498 Mod Used for Development				
19	1502 Contingency		8,559.00		
20	Amount of Annual Grant: (sum of lines 2-19)	\$43,559.00	\$ 43,559.00		
21	Amount of line 20 Related to LBP Activities				
22	Amount of line 20 Related to Section 504 Compliance				
23	Amount of line 20 Related to Security				
24	Amount of line 20 Related to Energy Conservation Measures				

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Annual Statement/Performance and Evaluation Report					
PHA Name: Emery County Housing Authority		Grant Type and Number CFP - UT06P015502-03			Federal FY of Grant: 2003
Original Annual Statement Performance and Evaluation Report for Period Ending:		Reserve for Disasters/ Emergencies Revised Annual Statement (revision no:) Final Performance and Evaluation Report			
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
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1	Total non-CFP Funds				
2	1406 Operations				
3	1408 Management Improvements				
4	1410 Administration				
5	1411 Audit				
6	1415 liquidated Damages				
7	1430 Fees and Costs				
8	1440 Site Acquisition				
9	1450 Site Improvement	\$9,200.00			
10	1460 Dwelling Structures				
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1498 Mod Used for Development				
19	1502 Contingency				
20	Amount of Annual Grant: (sum of lines 2-19)	\$9,200.00			
21	Amount of line 20 Related to LBP Activities				
22	Amount of line 20 Related to Section 504 Compliance				
23	Amount of line 20 Related to Security				
24	Amount of line 20 Related to Energy Conservation Measures				

