

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

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# PHA Plans

5 Year Plan for Fiscal Years 2005 - 2009

Annual Plan for Fiscal Year 2005

Version 1

**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:** OTTUMWA HOUSING AUTHORITY

**PHA Number:** IA004

**PHA Fiscal Year Beginning: (04/2005)**

**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 2005 - 2009**  
[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)

**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:  
*Continue on-going efforts to maintain 100% occupancy with short waiting lists for hi-rises.*
  - 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)  
*Continue on-going efforts to meet all requirements necessary to be eligible for high performer status.*
  - Improve voucher management: (SEMAP score)  
*Continue last year's success in lease-up rates above 98%.*

- Increase customer satisfaction:  
*Work with resident groups in addressing their concerns identified with the RASS surveys.*
- Concentrate on efforts to improve specific management functions:  
(list; e.g., public housing finance; voucher unit inspections)
- Renovate or modernize public housing units:
- Demolish or dispose of obsolete public housing:
- Provide replacement public housing:
- Provide replacement vouchers:
- Other: (list below)

- PHA Goal: Increase assisted housing choices  
Objectives:
  - Provide voucher mobility counseling:
  - Conduct outreach efforts to potential voucher landlords
  - Increase voucher payment standards
  - Implement voucher homeownership program:
  - Implement public housing or other homeownership programs:
  - Implement public housing site-based waiting lists:
  - Convert public housing to vouchers:
  - Other: (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: *Continue on-going process of identifying interpreters based on the needs of new Iowans moving to Ottumwa. Support existing interpreters by offering flexible work hours.*
  - Undertake affirmative measures to provide a suitable living environment for families living in assisted housing, regardless of race, color, religion national origin, sex, familial status, and disability:
  - Undertake affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required:
  - Other: (list below)

**Other PHA Goals and Objectives: (list below)**

**Annual PHA Plan**  
**PHA Fiscal Year 2005**

[24 CFR Part 903.7]

**i. Annual Plan Type:**

Select which type of Annual Plan the PHA will submit.

**Standard Plan**

**Streamlined Plan:**

**High Performing PHA**

**Small Agency (<250 Public Housing Units)**

**Administering Section 8 Only**

**Troubled Agency Plan**

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

[24 CFR Part 903.7 9 (r)]

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

**The Ottumwa Housing Authority will be following using the standard plan for its business as a housing authority during the fiscal year ending March 31, 2006.**

**This annual plan will include our second five-year plan update. Residents and staff have provided information to create this plan to maintain quality public housing buildings and housing services for public housing residents and Section 8 participants. Each resident group, identified work items to improve their living environment which are included in this annual plan or the five year action plan as building improvement and management improvement recommendations.**

**The public housing programs will continue to house elderly and disabled families in the hi-rises and families with children in our scattered family sites. The waiting list will be on a “first come – first served” basis with the applicant being able to select the site that would be the most advantageous to them. Rents will be calculated at 30% of adjusted income with a minimum of \$25 and flat rents for the maximum based on comparisons to the local market and the HUD provided Fair Market Rents. The Ottumwa Housing Authority has received approval from the Department of Housing and Urban Development to maintain a site based waiting list. The Ottumwa Housing Authority is in the process of applying for senior-only designated housing at Westgate Towers and Southoak Towers by requesting approval from the HUD Special Applications Center. Camelot Towers will continue to offer housing opportunities for the elderly and disabled. Adding services needed to support a mixed population at Camelot Towers has begun with the addition of security services.**

**The Section 8 Housing Choice Voucher Program will continue to house all types of families. The waiting list will be on a “first come – first served” basis and rents will be calculated at 30 % of adjusted income with a minimum of \$25. Payment standard will be based on 100% of the Fair Market Rents as established by the U. S. Department of Housing and Urban Development, except for 103% for 4 bedrooms. The Ottumwa Housing Authority has made progress in our efforts to use all of the Section 8 units when funding is available. Rental property is not always available in such numbers that Section 8 voucher holders can easily access them, therefore, continues to challenge OHA staff in assisting Section 8 participants finding landlord matches. The housing authority continues to work with new landlords to create opportunities for Section 8 participants as renters.**

The waiting lists for all our housing programs continue to be relatively short compared to history of over ten years ago. Aggressive efforts of outreach include increased advertising and efforts to inform other service agencies in the community of this opportunity. Advertising has had limited success but our residents and participants continue to be our best spokespersons. Additional advertising was purchased recently in a new “shopper” type newspaper that is new to our area delivered at all mail receiving addresses in Wapello County.

This is a brief overview of the information that is included in the Annual Plan for fiscal year 2005 and 5-year action plan for fiscal years 2005-2009.

If you have questions after reviewing this plan, feel free to contact the Ottumwa Housing Authority at 935 West Main, Ottumwa, IA 52501.

**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.

<b>REQUIRED ATTACHMENTS:</b>	<b>PAGE</b>
<input type="checkbox"/> Admissions Policy for Deconcentration	n/a
<input checked="" type="checkbox"/> Attachment A: PHA Management Organizational Chart	44
<input type="checkbox"/> Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)	n/a
<b>OPTIONAL ATTACHMENTS:</b>	
<input checked="" type="checkbox"/> Attachment B: FY 2005 Capital Fund Program Annual Statement	45
<input checked="" type="checkbox"/> Attachment C: FY 2005 Capital Fund Program 5 Year Action Plan	48
<input checked="" type="checkbox"/> Attachment D: FY 2004 Capital Fund P&E	51
<input checked="" type="checkbox"/> Attachment E: 2003 Capital Fund P&E	54
<input checked="" type="checkbox"/> Attachment F: 2003 2 <sup>ND</sup> Fund Capital Fund P&E	59
<input checked="" type="checkbox"/> Attachment G: 2002 Capital Fund P&E	61
<input type="checkbox"/> Public Housing Drug Elimination Program (PHDEP) Plan	n/a
<input checked="" type="checkbox"/> Attachment H: Members of OHA Resident Advisory Board and Comments	72
<input checked="" type="checkbox"/> Attachment I: Pet Policy	73
<input checked="" type="checkbox"/> Attachment J: Community Service & Self-Sufficiency	74
<input checked="" type="checkbox"/> Attachment K: Upfront Income Verification (UIV) Certification	77
<input checked="" type="checkbox"/> Attachment L: Public Housing Asset Management	78
<input checked="" type="checkbox"/> Attachment M: Assessment of Site-Based Waiting List Development Demographic Characteristics	82

## 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
<input checked="" type="checkbox"/>	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
<input checked="" type="checkbox"/>	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans
<input checked="" type="checkbox"/>	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
<input checked="" type="checkbox"/>	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
<input checked="" type="checkbox"/>	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources;
<input checked="" type="checkbox"/>	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
<input checked="" type="checkbox"/>	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
<input checked="" type="checkbox"/>	Public Housing Deconcentration and Income Mixing Documentation: 1. PHA board certifications of compliance with deconcentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/99 <i>Quality Housing and Work Responsibility Act Initial Guidance; Notice</i> and any further HUD guidance) and 2. Documentation of the required deconcentration and income mixing analysis	Annual Plan: Eligibility, Selection, and Admissions Policies
<input checked="" type="checkbox"/>	Public housing rent determination policies, including the methodology for setting public housing flat rents <input type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
<input checked="" type="checkbox"/>	Schedule of flat rents offered at each public housing development <input type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
<input checked="" type="checkbox"/>	Section 8 rent determination (payment standard) policies <input type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
<input checked="" type="checkbox"/>	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
<input checked="" type="checkbox"/>	Public housing grievance procedures <input type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
<input checked="" type="checkbox"/>	Section 8 informal review and hearing procedures <input type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
<input checked="" type="checkbox"/>	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
n/a	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
<input checked="" type="checkbox"/>	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	Annual Plan: Capital Needs
n/a	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans or any other approved proposal for development of public housing	Annual Plan: Capital Needs
n/a	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
<input checked="" type="checkbox"/>	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
n/a	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act	Annual Plan: Conversion of Public Housing
n/a	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
n/a	Policies governing any Section 8 Homeownership program <input type="checkbox"/> check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
n/a	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
n/a	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
<input checked="" type="checkbox"/>	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
n/a	The most recent Public Housing Drug Elimination Program (PHEDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)	Annual Plan: Safety and Crime Prevention

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
<input checked="" type="checkbox"/>	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
n/a	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
<input type="checkbox"/>	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.

<b>Housing Needs of Families in the Jurisdiction by Family Type</b>							
<b>Family Type</b>	<b>Overall</b>	<b>Afford-ability</b>	<b>Supply</b>	<b>Quality</b>	<b>Access-ibility</b>	<b>Size</b>	<b>Loca-tion</b>
Income <= 30% of AMI	445	5	5	2	2	3	3
Income >30% but <=50% of AMI	449	4	5	4	3	3	4
Income >50% but <80% of AMI	916	3	1	4	3	4	4
Elderly	358	5	1	5	3	4	4
Families with Disabilities	n/a	5	4	4	5	5	5
Race/Ethnicity African American	23						
Race/Ethnicity Hispanic	12						
Race/Ethnicity							
Race/Ethnicity							

**n/a=no information**

**1-5 1=no impact 5=severe impact**

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.

<b>Housing Needs of Families on the Waiting List</b>			
Waiting list type: (select one)			
<input type="checkbox"/>	Section 8 tenant-based assistance		
<input checked="" type="checkbox"/>	Public Housing		
<input type="checkbox"/>	Combined Section 8 and Public Housing		
<input type="checkbox"/>	Public Housing Site-Based or sub-jurisdictional waiting list (optional)		
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
<b>Waiting list total</b>	39		100%
Extremely low income <=30% AMI			
Very low income (>30% but <=50% AMI)			
Low income (>50% but <80% AMI)			
Families with children	6	15%	
Elderly families	24	62%	
Families with Disabilities	9	23%	
Race/ethnicity White	39	100%	
Race/ethnicity			

<b>Housing Needs of Families on the Waiting List</b>			
Characteristics by Bedroom Size (Public Housing Only)	39		
1BR	33	85%	100%
2 BR	5	13%	100%
3 BR	1	2%	100%
4 BR			
5 BR			
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			

<b>Housing Needs of Families on the Waiting List</b>			
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	200		100%
Extremely low income <=30% AMI			
Very low income (>30% but <=50% AMI)			
Low income (>50% but <80% AMI)			
Families with children	115	57%	
Elderly families	3	2%	
Families with Disabilities	44	22%	
Singles/Couples	38	19%	
Race/ethnicity Hispanic	21	10%	
Race/ethnicity White	184	92%	
Race/ethnicity Black	12	6%	
Race/ethnicity Mixed	4	2%	

### Housing Needs of Families on the Waiting List

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

If yes:

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

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

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

### 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)

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

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

Select all that apply

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

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

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

Select all that apply

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

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

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

Select all that apply

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

**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.

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
<b>1. Federal Grants (FY 2005 grants)</b>		
a) Public Housing Operating Fund	\$ 297,902	
b) Public Housing Capital Fund 2005 Capital Fund Program	\$ 502,532	
c) HOPE VI Revitalization	0	
d) HOPE VI Demolition	0	
e) Annual Contributions for Section 8 Tenant- Based Assistance	\$ 585,402	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)	0	
g) Resident Opportunity and Self-Sufficiency Grants	0	
h) Community Development Block Grant	0	
i) HOME	0	
Other Federal Grants (list below)	0	
<b>1. Prior Year Federal Grants (unobligated funds only) (list below)</b>		
2003 Capital Fund Program	\$ 69,141	
2004 Capital Fund Program	\$ 487,776	
2003 Capital Fund Program 2 <sup>nd</sup> Fund	\$ 805	
<b>3. Public Housing Dwelling Rental Income</b>	\$ 846,694	
<b>4. Other income (list below)</b>	\$ 17,404	
<b>5. Non-federal sources (list below)</b>	0	
<b>Total resources</b>	<b>\$ 2,807,656</b>	

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

[24 CFR Part 903.7 9 (c)]

### **A. Public Housing**

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

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

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

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

***Applicants are processed as the demand requires by apartment turnover in Public Housing or replacing participants on the Section 8 Program. Currently applicants are contacted to start from one month before being offered housing assistance.***

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 – ***Verified with all assisted housing providers.***
- Housekeeping
- Other (describe)

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

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

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

## **(2)Waiting List Organization**

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

Community-wide list  
***Family apartment sites are scattered and are offered as applicants are processed. Applicants for the scattered family sites will be housed based on City of Ottumwa housing code and HUD regulations.***

Sub-jurisdictional lists

Site-based waiting lists

***Has been HUD approved to use a site based system for the three hi-rises due to our short waiting list. Applicants for Westgate, Southoak, and Camelot Towers must be 62 or older or a disabled adult over 18 years of age.***

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?  
**Three- Camelot, Southoak & Westgate Towers.**
2.  Yes  No: Are any or all of the PHA's site-based waiting lists new for the upcoming year (that is, they are not part of a previously-HUD-approved site based waiting list plan)?  
If yes, how many lists?
3.  Yes  No: May families be on more than one list simultaneously  
If yes, how many lists? **All**
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
  - Overhoused
  - Underhoused
  - Medical justification

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

c. Preferences

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

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

Former Federal preferences:

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

Other preferences: (select below)

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

*At Family sites, waiting lists function on a first come-first offer basis for all five sites.*

**Only if and when use of designated housing for seniors approval is received from HUD Special Application Center will OHA apply these changes to its waiting list process:**

*At Camelot Towers, preference will be given to elderly and disabled families applying for mixed elderly public housing first. Second waiting list group to be offered will be the near-elderly (age 50-61) applicants and offered last to individuals and couples less than age 50 without disabilities.*

*At Westgate Towers and Southoak Towers, the Ottumwa Housing Authority is applying for designated senior housing that allows elderly over the age of 62 to be offered first. Second waiting list group to be offered will be the near-elderly (age 50-61) applicants.*

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

**1 Date and Time**

**2 Preference will be given to elderly and disabled families applying for the elderly public housing sites.**

**3 Near elderly age 50-61.**

Former Federal preferences:

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

Victims of domestic violence

Substandard housing

Homelessness

High rent burden

Other preferences (select all that apply)

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

Veterans and veterans' families

Residents who live and/or work in the jurisdiction

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

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

Households that contribute to meeting income requirements (targeting)

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

Victims of reprisals or hate crimes

Other preference(s) (list below)

4. Relationship of preferences to income targeting requirements:

The PHA applies preferences within income tiers

Not applicable:

***The pool of applicant families ensures that the PHA will meet income targeting requirements***

### **(5) Occupancy**

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

The PHA-resident lease

The PHA's Admissions and (Continued) Occupancy policy

PHA briefing seminars or written materials

- Other source (list)  
*Occupancy Rules, Pet Policy, Public Housing Charge Schedule.*

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?

*Sixty family apartments are located in five sites from the far west edge of to near the end of the eastern residential area. Family incomes were reviewed as an average of each of the five family sites. Average incomes for the 2- two bedroom sites were comparable and only the smallest of the 3-three bedroom sites was not comparable. The smallest three bedroom site only has four apartments so turnover of one family would greatly influence the average family income of this site. Based on our analysis of these families average income, we have determined that no concentrations of low income families exist.*

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

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

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

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

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

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

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

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

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

## B. Section 8

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

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

### (1) Eligibility

a. What is the extent of screening conducted by the PHA? (select all that apply)

- Criminal or drug-related activity only to the extent required by law or regulation
- Criminal and drug-related activity, more extensively than required by law or regulation  
**Ottumwa Police Department Housing Officer assists in the processing of the criminal activity screenings.**
- 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)

## **(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:

***Voucher holder could request up to two 30 day extensions consecutively for a total search period of 120 days.***

## **(4) Admissions Preferences**

- a. Income targeting

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

- b. Preferences

1.  Yes  No: Has the PHA established preferences for admission to section 8 tenant-based assistance? (other than date and time of application)

**(if no, skip to subcomponent (5) Special purpose section 8 assistance programs)**

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

Former Federal preferences

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

Other preferences (select all that apply)

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

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

Date and Time

Former Federal preferences

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

Other preferences (select all that apply)

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

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

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

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

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

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

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

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

#### **(5) Special Purpose Section 8 Assistance Programs**

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

- The Section 8 Administrative Plan
- Briefing sessions and written materials
- Other (list below)

b. How does the PHA announce the availability of any special-purpose section 8 programs to the public?

- Through published notices
- Other (list below)

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

[24 CFR Part 903.7 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 *Ottumwa Housing Authority minimum rent is \$25.00.*  
 \$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:

***Residents may apply for an exemption to the minimum rent based on a medical hardship.***

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

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

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

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

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

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

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

e. Ceiling rents

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

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

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

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

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

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

f. Rent re-determinations:

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

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

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)

### **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. *See Attachment A*
- 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.)

<b>Program Name</b>	<b>Units or Families Served at Year Beginning</b>	<b>Expected Turnover</b>
Public Housing	359	100
Section 8 Vouchers	237	75
Section 8 Certificates	n/a	n/a
Section 8 Mod Rehab	n/a	n/a
Special Purpose Section 8 Certificates/Vouchers (list individually)	n/a	n/a
Public Housing Drug Elimination Program (PHDEP)	n/a	n/a
Other Federal Programs(list individually)	n/a	n/a

### **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)

10 mph Speed Policy

Admission and Continued Occupancy Policy

Parking Policy

Patio Trash Plan

Biking, Skateboarding, In-line/Roller Skates Policy  
Carpet Policy  
Capitalization Policy  
Charge Schedule  
Community Service & Self Sufficiency Policy  
Disposition Policy  
Drug Free Workplace Policy  
Grievance Procedure  
Minimum Rent & Exemption Policy

Personnel Policy  
Pet Policy  
Petty Cash Policy  
Procurement Policy  
Safety & Security Policy  
Screening Policy

(2) Section 8 Management: (list below)

Administrative Plan  
Disposition Policy  
Drug Free Workplace Policy  
Grievance Procedure  
Minimum Rent & Exemption Policy

Personnel Policy  
Petty Cash Policy  
Procurement Policy  
Screening Policy

## **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.

### **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)  
*Attachment B – FY 2005 Capital Fund Program Annual Statement*

-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)  
*Attachment C – FY 2005 Capital Fund Program 5-Year Action Plan*

-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.)

<b>Demolition/Disposition Activity Description</b>
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.)

*Westgate Towers –mixed population of elderly families and disabled families*  
*Southoak Towers – mixed population of elderly families and disabled families*  
*Camelot Towers – mixed population of disabled families*  
*Family Sites (scattered)*

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

<b>Designation of Public Housing Activity Description</b>
1a. Development name: <i>Westgate Towers</i> 1b. Development (project) number: IA 004-001
2. Designation type: Occupancy by only the elderly <input checked="" 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 checked="" type="checkbox"/>
4. Date this designation approved, submitted, or planned for submission:
5. If approved, will this designation constitute a (select one) <input checked="" type="checkbox"/> New Designation Plan <input type="checkbox"/> Revision of a previously-approved Designation Plan?
6. Number of units affected: <i>Westgate Towers 97 units, Southoak Towers 99 units.</i>
7. Coverage of action (select one) <input checked="" type="checkbox"/> Part of the development <input type="checkbox"/> Total development

<b>Designation of Public Housing Activity Description</b>
1a. Development name: <i>Southoak Towers</i> 1b. Development (project) number: IA 004-001
2. Designation type: Occupancy by only the elderly <input checked="" type="checkbox"/> Occupancy by families with disabilities <input type="checkbox"/> Occupancy by only elderly families and families with disabilities <input type="checkbox"/>

<p>3. Application status (select one)</p> <p>Approved; included in the PHA's Designation Plan <input type="checkbox"/></p> <p>Submitted, pending approval <input type="checkbox"/></p> <p>Planned application <input checked="" type="checkbox"/></p>
<p>4. Date this designation approved, submitted, or planned for submission:</p>
<p>5. If approved, will this designation constitute a (select one)</p> <p><input checked="" type="checkbox"/> New Designation Plan</p> <p><input type="checkbox"/> Revision of a previously-approved Designation Plan?</p>
<p>6. Number of units affected:</p> <p><i>Westgate Towers 97 units, Southoak Towers 99 units.</i></p>
<p>7. Coverage of action (select one)</p> <p><input checked="" type="checkbox"/> Part of the development</p> <p><input type="checkbox"/> Total development</p>

<b>Designation of Public Housing Activity Description</b>
<p>1a. Development name: <i>Camelot Towers</i></p> <p>1b. Development (project) number: IA 004-002</p>
<p>2. Designation type:</p> <p>Occupancy by only the elderly <input type="checkbox"/></p> <p>Occupancy by families with disabilities <input type="checkbox"/></p> <p>Occupancy by only elderly families and families with disabilities <input checked="" type="checkbox"/></p>
<p>3. Application status (select one)</p> <p>Approved; included in the PHA's Designation Plan <input type="checkbox"/></p> <p>Submitted, pending approval <input type="checkbox"/></p> <p>Planned application <input type="checkbox"/></p>
<p>4. Date this designation approved, submitted, or planned for submission:</p>
<p>5. If approved, will this designation constitute a (select one)</p> <p><input type="checkbox"/> New Designation Plan</p> <p><input type="checkbox"/> Revision of a previously-approved Designation Plan?</p>
<p>6. Number of units affected:</p> <p><i>Camelot Towers 99.</i></p>
<p>7. Coverage of action (select one)</p> <p><input type="checkbox"/> Part of the development</p> <p><input checked="" type="checkbox"/> Total development</p>

### **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.

<b>Conversion of Public Housing Activity Description</b>	
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) <input type="checkbox"/> 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)	<input type="checkbox"/> Units addressed in a pending or approved demolition application (date submitted or approved: <input type="checkbox"/> Units addressed in a pending or approved HOPE VI demolition application (date submitted or approved: ) <input type="checkbox"/> Units addressed in a pending or approved HOPE VI Revitalization Plan (date submitted or approved: ) <input type="checkbox"/> Requirements no longer applicable: vacancy rates are less than 10 percent <input type="checkbox"/> Requirements no longer applicable: site now has less than 300 units <input type="checkbox"/> 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.)

<b>Public Housing Homeownership Activity Description (Complete one for each development affected)</b>	
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.

**A. PHA Coordination with the Welfare (TANF) Agency**

1. Cooperative agreements:

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

1. 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)

**9/24/2003 RESOLUTION 19-03 COMMUNITY SERVICE AND SELF-SUFFICIENCY POLICY**

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. )

**9/24/2003 RESOLUTION 19-03 COMMUNITY SERVICE AND SELF-SUFFICIENCY POLICY**

<b>Services and Programs</b>				
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)
<i>COMMUNITY SERVICE &amp; SELF-SUFFICIENCY VOLUNTEER SERVICE</i>	<i>20</i>	<i>Volunteers</i>	<i>PHA Main Office</i>	<i>Public Housing</i>
<i>RETIRED SENIOR VOLUNTEER PROGRAM</i>	<i>100</i>	<i>Volunteers</i>	<i>PHA Main Office</i>	<i>Public Housing</i>

**(2) Family Self Sufficiency program/s**

a. Participation Description

<b>Family Self Sufficiency (FSS) Participation</b>		
Program	Required Number of Participants (start of FY 2000 Estimate)	Actual Number of Participants (As of: DD/MM/YY)
Public Housing	n/a	n/a

Section 8	Requested exemption for FSS Program	Original program size was 35.
-----------	-------------------------------------	-------------------------------

- 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:

***Requested exemption because the number of potential families for FSS has fallen to 78 from 190.***

### 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

*See Attachment J – Community Service & Self Sufficiency*

## 13. PHA Safety and Crime Prevention Measures

[24 CFR Part 903.7 9 (m)]

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

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

1. Describe the need for measures to ensure the safety of public housing residents (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

*Ottumwa Housing Authority and Ottumwa Police Dept. was the recipient of one of the original COPS grants.*

- 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)

*IA-004-001 Southoak & Westgate Towers*

*IA-004-002 Camelot Towers*

*IA-004-003 Family Public Housing Scattered Sites*

**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)

*IA-004-001 Southoak & Westgate Towers*

*IA-004-002 Camelot Towers*

*IA-004-003 Family Public Housing Scattered Sites*

**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)

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

*IA-004-001 Southoak & Westgate Towers*

*IA-004-002 Camelot Towers*

*IA-004-003 Family Public Housing Scattered Sites*

**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)]

*See Attachment I*

## **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.

1.  Yes  No: Is the PHA engaging in any activities that will contribute to the long-term asset management of its public housing stock, including how the Agency will plan for long-term operating, capital investment, rehabilitation, modernization, disposition, and other needs that have **not** been addressed elsewhere in this PHA Plan?
2. What types of asset management activities will the PHA undertake? (select all that apply)
  - Not applicable
  - Private management
  - Development-based accounting
  - Comprehensive stock assessment
  - Beginning this process by hiring engineering consultants to determine replacement/repair plan for plumbing and sewer systems.***
  - 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)  
***Attachment F***
- Provided below:
3. In what manner did the PHA address those comments? (select all that apply)
- Considered comments, but determined that no changes to the PHA Plan were necessary.
- The PHA changed portions of the PHA Plan in response to comments  
List changes below:
- Other: (list below)

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

1.  Yes  No: Does the PHA meet the exemption criteria provided section 2(b)(2) of the U.S. Housing Act of 1937? (If no, continue to question 2; if yes, skip to sub-component C.)
2.  Yes  No: Was the resident who serves on the PHA Board elected by the residents? (If yes, continue to question 3; if no, skip to sub-component C.)

### 3. Description of Resident Election Process

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

- Candidates were nominated by resident and assisted family organizations
- Candidates could be nominated by any adult recipient of PHA assistance
- Self-nomination: Candidates registered with the PHA and requested a place on ballot
- Other: (describe)

b. Eligible candidates: (select one)

- Any recipient of PHA assistance
- Any head of household receiving PHA assistance
- Any adult recipient of PHA assistance
- Any adult member of a resident or assisted family organization
- Other (list)

c. Eligible voters: (select all that apply)

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

***The resident serving on the board was appointed by the Mayor of the City of Ottumwa and approved by the Ottumwa City Council.***

### **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: (provide name here)

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

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

Other: (list below)

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

***Submitted the OHA Annual Plan for statement of consistency to:  
State of Iowa Department of Economic Development  
200 East Grand Avenue, Des Moines, IA 50309***

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

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

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

*The Ottumwa Housing Authority continues its efforts to provide high quality, affordable housing promoting a positive living environment at all of our properties. Ottumwa Housing Authority staff acts in a professional manner to provide residents, participants, and applicant's opportunities including support to maintain independent living and access community services from cooperating service agencies.*

*The Ottumwa Housing Authority works with its resident advisory group every month to include their concerns as the staff works to maintain its high performing scores in PHAS and SEMAP. The addition of security services was identified by residents and staff as a need that was met but must be continually updated.*

*The Ottumwa Housing Authority works to insure that all community agencies are prepared to refer their clients. The Ottumwa Housing Authority works with the New Iowan Center, Wapello Human County Human Resources Diversity Committee, the Ottumwa Human Rights Commission, and the Indian Hills Community College Adult Basic Education English as a Second Language Program to reach minority groups within our community.*

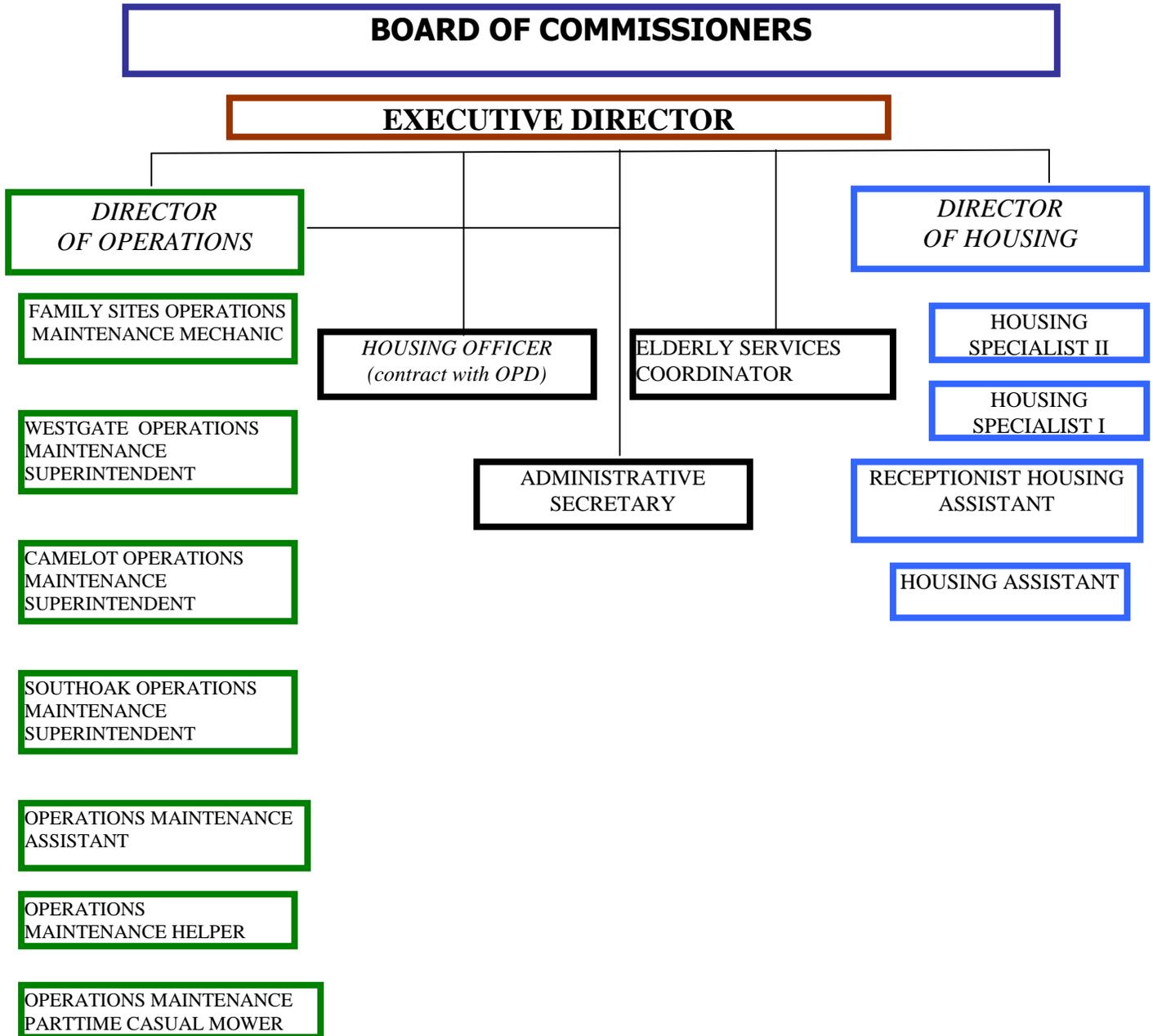
##### **B. Criteria for Substantial Deviations and Significant Amendments**

*The Ottumwa Housing Authority will notify it's Residents Advisory Group and Board of Commissioners will approve modifications to the Annual Plan Capital Fund Budgets.*

**Attachments**

Use this section to provide any additional attachments referenced in the Plans.

**ATTACHMENT A: MANAGEMENT ORGANIZATIONAL CHART**



**ATTACHMENT B: FY 2005 CAPITAL FUND PROGRAM ANNUAL STATEMENT**  
**Annual Statement Capital Fund Program (CFP) Part I: Summary**  
**2005 Capital Fund Program Annual Statement Parts I, II, and III**

Capital Fund Grant Number IA05P00450105 FFY of Grant Approval: ( \_\_\_\_\_ )

Original Annual Statement

Line No.	Summary by Development Account	Total Estimated Cost
1	Total Non-CGP Funds	
2	1406 Operations	60,000
3	1408 Management Improvements	56,900
4	1410 Administration	50,250
5	1411 Audit	
6	1415 Liquidated Damages	
7	1430 Fees and Costs	21500
8	1440 Site Acquisition	
9	1450 Site Improvement	
10	1460 Dwelling Structures	305,850
11	1465.1 Dwelling Equipment-Nonexpendable	
12	1470 Non-dwelling Structures	
13	1475 Non-dwelling Equipment	8,032
14	1485 Demolition	
15	1490 Replacement Reserve	
16	1492 Moving to Work Demonstration	
17	1495.1 Relocation Costs	
18	1498 Mod Used for Development	
19	1502 Contingency	
20	<b>Amount of Annual Grant (Sum of lines 2-19)</b>	502,532
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	52,900
24	Amount of line 20 Related to Energy Conservation Measures	

**Annual Statement**

**2005 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
Wide	<b>Operations</b>	1406	60000
Wide	<b>Management Improvements</b>		
	Computer Software	1408	2000
	Security-Housing Authority Officer	1408	52900
	Staff Training	1408	2000
Wide	<b>Administration</b>	1410	50250
	<b>Dwelling Structures</b>		
IA 004-001	Water & Sewer Line Replacement	1460	285850
	Engineering Fees	1430	21500
	Dining Room Lights	1460	20000
IA 004-002			
IA 004-003			
Wide	<b>Non Dwelling Equipment</b>		
	Computer Hardware	1475	2500
	Small Tools	1475	5532

**Annual Statement  
2005 Capital Fund Program (CFP) Part III: Implementation Schedule**

<b>Development Number/Name HA-Wide Activities</b>	<b>All Funds Obligated (Quarter Ending Date)</b>	<b>All Funds Expended (Quarter Ending Date)</b>
<b>Wide</b>  <b>IA004-001</b>  <b>IA004-002</b>  <b>IA004-003</b>	<b>September 30, 2007</b>  <b>September 30, 2007</b>  <b>September 30, 2007</b>  <b>September 30, 2007</b>	<b>September 30, 2009</b>  <b>September 30, 2009</b>  <b>September 30, 2009</b>  <b>September 30, 2009</b>

## ATTACHMENT C: FY 2005 CAPITAL FUND PROGRAM 5 YEAR ACTION PLAN

<b>Capital Fund Program Five-Year Action Plan</b>					
Part I: Summary					
PHA Name Ottumwa Housing Authority				<input checked="" type="checkbox"/> <b>Original 5-Year Plan</b> <input type="checkbox"/> <b>Revision No:</b>	
Development Number/Name/HA-Wide	Year 1 2005	Work Statement for Year 2 FFY Grant: 2006 PHA FY:	Work Statement for Year 3 FFY Grant: 2007 PHA FY:	Work Statement for Year 4 FFY Grant: 2008 PHA FY:	Work Statement for Year 5 FFY Grant: 2009 PHA FY:
<i>IA004-01 Westgate &amp; Southoak</i>	Annual Statement	Replace washers & dryers	Replace washers & dryers	Replace Refrigerators	Replace washers & dryers
		Water & Sewer line replacement	Replace Westgate Garage		
			Replace Kitchen Floor Tile		
<i>IA004-02 Camelot</i>		Replace washers & dryers	Retube Boilers	Rear Driveway Replacement	Replace Stoves
			Water & Sewer line replacement		Fire Alarm
			Replace washers & dryers	Replace Refrigerators	
<i>IA004-03 Family</i>		Refrigerators		Light Fixtures	Walks/driveways
			Maintenance garage addition	Shower Controls	Stoves
				Door Bell Chimes	Stair Railings
			Resurface Asphalt	Chain Link Fence	
<i>IA004 Wide</i>		Computer Hardware	Computer Hardware	Computer Hardware	Computer Hardware
		Small Tools	Small Tools	Small Tools	Small Tools
		Riding Lawnmower	Riding Lawnmower	Riding Lawnmower	Riding Lawnmower
		Vehicle replacement	Vehicle replacement	Vehicle replacement	Vehicle replacement
<i>IA004 Mgmt Imprv</i>		Staff Training	Staff Training	Staff Training	Staff Training
		Computer Software	Computer Software	Computer Software	Computer Software
		OHA Officer	OHA Officer	OHA Officer	OHA Officer
<i>IA004 Operations</i>		Operations	Operations	Operations	Operations
<i>IA004 Admin</i>		Coordinator/Clerk of Works	Coordinator/Clerk of Works	Coordinator/Clerk of Works	Coordinator/Clerk of Works
CFP Funds Listed for 5-year planning		\$ 502,532	\$ 502,532	\$ 502,532	\$ 502,532

Capital Fund Program Five-Year Action Plan						
<b>Part II: Supporting Pages—Work Activities</b>						
Activities for Year 1	Activities for Year : 2 FFY Grant: 2006 PHA FY:			Activities for Year: 3 FFY Grant: 2007 PHA FY:		
	<b>Development Name/Number</b>	<b>Major Work Categories</b>	<b>Estimated Cost</b>	<b>Development Name/Number</b>	<b>Major Work Categories</b>	<b>Estimated Cost</b>
<b>See</b>	<b>IA004-01 Westgate &amp; Southoak</b>	Replace washers & dryers	10000	<b>IA004-01 Westgate &amp; Southoak</b>	Replace washers & dryers	10000
<b>Annual</b>		Water & Sewer line replacement	244650		Replace Westgate Garage	15000
<b>Statement</b>					Kitchen Floor Tile	22000
	<b>IA004-02 Camelot</b>	Replace washers & dryers	8000	<b>IA004-02 Camelot</b>	Re-tube boilers	10000
					Water & Sewer line replacement	181950
					Replace Washers & Dryers	8000
	<b>IA004-03 Family</b>	Replace Refrigerators	25000	<b>IA004-03 Family</b>	Maintenance garage addition	20000
					Resurface Asphalt	18000
	<b>IA004 Wide</b>	Computer Hardware	2500	<b>IA004 Wide</b>	Computer Hardware	2500
		Small Tools	5532		Small Tools	5532
		Riding Lawnmower	17000		Riding Lawnmower	17000
		Vehicle replacement	20000		Vehicle replacement	20000
	<b>IA004 Mgmt Imprv</b>	Staff Training	2000	<b>IA004 Mgmt Imprv</b>	Staff Training	2000
		Computer Software	2000		Computer Software	2000
		OHA Officer	55600		OHA Officer	58300
	<b>IA004 Operations</b>	Operations	60000	<b>IA004 Operations</b>	Operations	60000
	<b>IA004 Admin</b>	Coordinator/ Clerk of Works	50250	<b>IA004 Admin</b>	Coordinator/Clerk of Works	50250
<b>Total CFP Estimated Cost</b>			<b>\$502532</b>			<b>\$502532</b>

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

Activities for Year : <u>4</u> FFY Grant: 2008 PHA FY:			Activities for Year: <u>5</u> FFY Grant: 2009 PHA FY:		
<b>Development Name/Number</b>	<b>Major Work Categories</b>	<b>Estimated Cost</b>	<b>Development Name/Number</b>	<b>Major Work Categories</b>	<b>Estimated Cost</b>
<i>IA004-01 Westgate &amp; Southoak</i>			<i>IA004-01 Westgate &amp; Southoak</i>	Replace washers & dryers	14000
	Replace Refrigerators	84000			
<i>IA004-02 Camelot</i>			<i>IA004-02 Camelot</i>	Replace Stoves	30000
	Rear Driveway Replacement	30000		Replace Fire Alarm	85000
	Replace Refrigerators	40000			
<i>IA004-03 Family</i>	Light Fixtures	70000	<i>IA004-03 Family</i>	Walks & Driveways	84550
	Shower Controls	18000		Replace Stoves	30000
	Door Bell Chimes	5000		Stair Railings	24000
	Chain Link Fence	13550			
<i>IA004 Wide</i>	Computer Hardware	5000	<i>IA004 Wide</i>	Computer Hardware	5000
	Small Tools	5532		Small Tools	5532
	Riding Lawnmower	17000		Riding Lawnmower	17000
	Vehicle replacement	20000		Vehicle replacement	20000
<i>IA004 Mgmt Imprv</i>	Staff Training	3000	<i>IA004 Mgmt Imprv</i>	Staff Training	3000
	Computer Software	10000		Computer Software	3000
	OHA Officer	61200		OHA Officer	61200
<i>IA004 Operations</i>	Operations	70000	<i>IA004 Operations</i>	Operations	70000
<i>IA004 Admin</i>	Coordinator/ Clerk of Works	50250	<i>IA004 Admin</i>	Coordinator/Clerk of Works	50250
<b>Total CFP Estimated Cost</b>		\$502532			\$502532

**ATTACHMENT D: 2004 CAPITAL FUND P & E**

2004 Annual Statement/Performance and Evaluation Report

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

PHA Name: OTTUMWA HOUSING AUTHORITY	Grant Type and Number Capital Fund Program Grant No: 4 Replacement Housing Factor Grant No:	Federal FY of Grant: 2004
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Original Annual Statement 
  Reserve for Disasters/ Emergencies 
  Revised Annual Statement (revision no: 1) 
  Performance and Evaluation Report for Period Ending: 12/31/2004 
  Final Performance and Evaluation Report

Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations	60,000.00	60,000.00		
3	1408 Management Improvements	54,500.00	54,500.00		
4	1410 Administration	50,250.00	50,250.00		
5	1411 Audit		0		
6	1415 Liquidated Damages		0		
7	1430 Fees and Costs	30,000.00	30,000.00		
8	1440 Site Acquisition		0		
9	1450 Site Improvement	17,000.00	17,000.00		
10	1460 Dwelling Structures	234,000.00	234,000.00		
11	1465.1 Dwelling Equipment—Nonexpendable		0		
12	1470 Nondwelling Structures		0		
13	1475 Nondwelling Equipment	56,782.00	56,782.00	14,756.00	6,325.00
14	1485 Demolition		0		
15	1490 Replacement Reserve		0		
16	1492 Moving to Work Demonstration		0		
17	1495.1 Relocation Costs		0		
18	1499 Development Activities		0		
19	1501 Collateralization or Debt Service		0		
20	1502 Contingency		0		
21	Amount of Annual Grant: (sum of lines 2 – 20)	502,532.00	502,532.00	14,756.00	6,325.00
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 compliance				
24	Amount of line 21 Related to Security – Soft Costs	50,500.00	50,500.00		
25	Amount of Line 21 Related to Security – Hard Costs				
26	Amount of line 21 Related to Energy Conservation Measures				

**ATTACHMENT D: 2004 CAPITAL FUND P & E**

2003 Annual Statement/Performance and Evaluation Report

**Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part II: Supporting Pages**

PHA Name: OTTUMWA HOUSING AUTHORITY		Grant Type and Number Capital Fund Program Grant No: 2004 Replacement Housing Factor Grant No:			Federal FY of Grant: 2004		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Total Estimated Cost		Total Actual Cost		Status of Work
					Funds Obligated	Funds Expended	
<b>IA 04-01</b> <b>Westgate &amp; Southoak Towers</b>	Laundry Equip	1475	15000		0	0	
	Water & Sewer Systems Engineering	1430	30000		0	0	
	Tuckpoint Brick Southoak	1460	150000		0	0	
	Ground Fault Receptacles	1460	9000		0	0	
<b>IA04-02</b> <b>Camelot Towers</b>	Ground Fault Receptacles	1460	4000		0	0	
<b>IA04-03</b> <b>Family Sites</b>	Closet Doors	1460	40000		0	0	
	Ground Fault Receptacles	1460	4000		0	0	
	Storage Shed Doors	1460	27000		0	0	
	Driveway Repairs	1450	17000		0	0	
<b>Non Dwelling Equipment</b>	Computer Hardware	1475	2500		0	0	
<b>HA Wide</b>	Small Tools	1475	5532		0	0	
	Sand & Salt Spreader	1475	4200		3045	3045	Completed
	Equipment Trailer	1475	3550		3280	3280	Completed
	Riding Lawn Mowers	1475	17000		0	0	
	Photocopier	1475	9000		8431	0	
	Operations	1406	60000		0	0	

**ATTACHMENT D: 2004 CAPITAL FUND P & E**

2003 Annual Statement/Performance and Evaluation Report

**Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part II: Supporting Pages**

PHA Name: OTTUMWA HOUSING AUTHORITY		Grant Type and Number Capital Fund Program Grant No: 2004 Replacement Housing Factor Grant No:			Federal FY of Grant: 2004		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Total Estimated Cost	Total Actual Cost		Status of Work	
				Funds Obligated	Funds Expended		
<b>Management Improvements</b>	Computer Software	1408	2000	0	0		
	Staff Training	1408	2000	0	0		
<b>Salary &amp; Benefits</b>	Security-H.A. Officer	1408	50500	0	0		
<b>Administration</b>	Coordinator/Clerk of Works	1410	50250	0	0		

**ATTACHMENT E: 2003 CAPITAL FUND P & E**  
**2003 Annual Statement/Performance and Evaluation Report**

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

<b>PHA Name:</b> OTTUMWA HOUSING AUTHORITY	<b>Grant Type and Number</b> Capital Fund Program Grant No: IA05P00450103 Replacement Housing Factor Grant No:	<b>Federal FY of Grant:</b> 2003
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Original Annual Statement  Reserve for Disasters/ Emergencies  Revised Annual Statement (revision no:2)  
 Performance and Evaluation Report for Period Ending: 11/30/2004  Final Performance and Evaluation Report

Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Rev. 1 1/28/04	Rev. 2 8/25/04	Obligated 11/30/04	Expended 11/30/04
1	Total non-CFP Funds				
2	1406 Operations	80,000.00	35,447.00	0	0
3	1408 Management Improvements	57,700.00	49,591.20	48,114.10	16,446.94
4	1410 Administration	41,170.00	41,170.00	41,170.00	22,944.05
5	1411 Audit		0		
6	1415 Liquidated Damages		0		
7	1430 Fees and Costs		0		
8	1440 Site Acquisition		0		
9	1450 Site Improvement	0	0	63,242.48	63,242.48
10	1460 Dwelling Structures	244,130.00	219,585.70	192,149.41	116,854.41
11	1465.1 Dwelling Equipment—Nonexpendable		0		
12	1470 Nondwelling Structures		0		
13	1475 Nondwelling Equipment	10,926.00	24,132.10	20,385.42	20,385.42
14	1485 Demolition		0		
15	1490 Replacement Reserve		0		
16	1492 Moving to Work Demonstration		0		
17	1495.1 Relocation Costs		0		
18	1499 Development Activities		0		
19	1501 Collaterization or Debt Service		0		
20	1502 Contingency		0		
21	Amount of Annual Grant: (sum of lines 2 – 20)	433,926.00	433,926.00	365,061.41	239,873.30
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 compliance				
24	Amount of line 21 Related to Security – Soft Costs				
25	Amount of Line 21 Related to Security – Hard Costs				
26	Amount of line 21 Related to Energy Conservation Measures				

**ATTACHMENT E: 2003 CAPITAL FUND P & E**  
**Annual Statement/Performance and Evaluation Report**  
**Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)**  
**Part II: Supporting Pages**

PHA Name: OTTUMWA HOUSING AUTHORITY		Grant Type and Number Capital Fund Program Grant No: IA05P00450103 Replacement Housing Factor Grant No:			Federal FY of Grant: 2003			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Total Estimated Cost		Total Actual Cost		Status of Work	
			Rev 1 1/28/04	Rev 2 8/25/04	Funds Obligated 11/30/04	Funds Expended 11/30/04		
<b>IA04-01</b> <b>Westgate &amp; Southoak Towers</b>	Vanities Countertops, Sinks & Faucets forced labor	1460	0	14750	0	0		
	Locks	1460	0	21000	20516	0		
<b>IA04-02</b> <b>Camelot Towers</b>	Kitchen Cabinet Doors at Camelot Towers	1460	47000	36553	36553	36553	Completed	
	Forced labor	1460	0	3000	0	0		
	Vanities Countertops, Sinks & Faucets forced labor	1460	0	4487	505.71	505.71	Completed	
<b>IA04-03</b> <b>Family Sites</b>	Window Replacement	1460	197130	79795.70	79795.70	79795.70	Completed	
	Playground Equipment	1450	0	64000	63242.48	63242.48	Completed	
	Entry Doors	1460	0	64000	54779	0		
<b>Non Dwelling Equipment HA Wide</b>	Computer Hardware	1475	5000	2000	0	0		
	Small Tools	1475	5926	5932.10	4390.42	4390.42		
	Shredder	1475	0	2200	2145	2145	Completed	
	Lawn Mower	1475	0	14000	13850	13850	Completed	
	Vehicle Replacement	1475	0	0	0	0		
	Operations	1406	8000	35447	0	0		

**ATTACHMENT E: 2003 CAPITAL FUND P & E**  
**Annual Statement/Performance and Evaluation Report**  
**Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)**  
**Part II: Supporting Pages**

PHA Name: OTTUMWA HOUSING AUTHORITY		Grant Type and Number Capital Fund Program Grant No: IA05P00450103 Replacement Housing Factor Grant No:				Federal FY of Grant: 2003		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Rev 1 1/28/04	Rev 2 8/25/04	Funds Obligated	Funds Expended	
<b>Management Improvements</b>	Computer Software	1408		5000	1000	0	0	
	Staff Training	1408		1000	1000	522.90	522.90	
<b>Salary &amp; Benefits</b>	Elderly Services Coordinator	1408		0	0	0	0	
	Security – H A Officer	1408		51700	47591.20	47591.20	15924.04	
<b>Administration</b>	CFP Coordinator & Clerk of Works	1410		41170	41170	41170	22944.05	





**ATTACHMENT F : 2003 2<sup>nd</sup> Fund Annual Statement/Performance and Evaluation Report  
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary**

<b>PHA Name:</b> OTTUMWA HOUSING AUTHORITY	<b>Grant Type and Number</b> Capital Fund Program Grant No: IA05P00450203 Replacement Housing Factor Grant No:	<b>Federal FY of Grant:</b> 2003 2 <sup>nd</sup> Fund
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Original Annual Statement  Reserve for Disasters/ Emergencies  Revised Annual Statement (revision no: 3)  
 Performance and Evaluation Report for Period Ending: 11/30/2004  Final Performance and Evaluation Report

Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations	0	0	0	0
3	1408 Management Improvements	0	0	0	0
4	1410 Administration	8230	8230	8230	8230
5	1411 Audit	0	0	0	0
6	1415 Liquidated Damages	0	0	0	0
7	1430 Fees and Costs	0	0	0	0
8	1440 Site Acquisition	0	0	0	0
9	1450 Site Improvement	0	0	0	0
10	1460 Dwelling Structures	78,250	78,250	75365	75365
11	1465.1 Dwelling Equipment—Nonexpendable	0	0	0	0
12	1470 Nondwelling Structures	0	0	0	0
13	1475 Nondwelling Equipment	0	0	0	0
14	1485 Demolition	0	0	0	0
15	1490 Replacement Reserve	0	0	0	0
16	1492 Moving to Work Demonstration	0	0	0	0
17	1495.1 Relocation Costs	0	0	0	0
18	1499 Development Activities	0	0	0	0
19	1501 Collateralization or Debt Service	0	0	0	0
20	1502 Contingency	0	0	0	0
21	Amount of Annual Grant: (sum of lines 2 – 20)	86,480	86,480	85,675	83,595
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 compliance				
24	Amount of line 21 Related to Security – Soft Costs				
25	Amount of Line 21 Related to Security – Hard Costs				
26	Amount of line 21 Related to Energy Conservation Measures				

**ATTACHMENT F : 2003 2<sup>nd</sup> Fund Annual Statement/Performance and Evaluation Report**

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

PHA Name: OTTUMWA HOUSING AUTHORITY	Grant Type and Number Capital Fund Program Grant No: IA05P00450203 Replacement Housing Factor Grant No:	Federal FY of Grant: 2003 2 <sup>nd</sup> Fund
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Original Annual Statement 
  Reserve for Disasters/ Emergencies 
  Revised Annual Statement (revision no: 3)

Performance and Evaluation Report for Period Ending: 11/30/2004 
  Final Performance and Evaluation Report

Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended

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

PHA Name: OTTUMWA HOUSING AUTHORITY	Grant Type and Number Capital Fund Program Grant No: IA05P00450203 Replacement Housing Factor Grant No:	Federal FY of Grant: 2003 2 <sup>nd</sup> Fund
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Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
<b>IA-04-01 Westgate &amp; Southoak Towers</b>	Replace bathroom sinks & faucets with Vanities, Countertops, Sinks, & Faucets	1460		60400	47612	47612	47612	Completed
<b>IA 04-02 Camelot Towers</b>	Replace bathroom sinks & faucets with Vanities, Countertops, Sinks, & Faucets	1460		17850	27753	27753	27753	Completed
	Forced Labor	1460		2885	2885	2885	0	
<b>Administration</b>	CFP Coordinator & Clerk of Works	1410		8230	8230	8230	8230	Completed

**ATTACHMENT G: 2002 CAPITAL FUND P & E**

**Annual Statement/Performance and Evaluation Report**

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

<b>PHA Name:</b> OTTUMWA HOUSING AUTHORITY	<b>Grant Type and Number</b> Capital Fund Program Grant No: IA05P00450102 Replacement Housing Factor Grant No:	<b>Federal FY of Grant:</b> 2002
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Original Annual Statement 
  Reserve for Disasters/ Emergencies 
  Revised Annual Statement (revision no: ) 
  Performance and Evaluation Report for Period Ending: 9/30/2004 
  Final Performance and Evaluation Report 9/30/2004

Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original Rev 4 5/31/2004	Revised Final 9/30/2004	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations	0	0	0	0
3	1408 Management Improvements	51414.21	51414.21	51414.21	51414.21
4	1410 Administration	46831.06	46831.06	46831.06	46831.06
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs				
8	1440 Site Acquisition				
9	1450 Site Improvement	49277.80	49227.80	49277.80	49277.80
10	1460 Dwelling Structures	283741.26	283741.26	283741.26	283741.26
11	1465.1 Dwelling Equipment—Nonexpendable	53449	53449	53449	53449
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment	42670.67	42670.67	42670.67	42670.67
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1501 Collaterization or Debt Service				
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2 – 20)	527384	527384	527384	527384
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 compliance				
24	Amount of line 21 Related to Security – Soft Costs				
25	Amount of Line 21 Related to Security – Hard Costs				
26	Amount of line 21 Related to Energy Conservation Measures				

**ATTACHMENT G: 2002 CAPITAL FUND P & E**  
**Annual Statement/Performance and Evaluation Report**  
**Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)**  
**Part II: Supporting Pages**

PHA Name: OTTUMWA HOUSING AUTHORITY		Grant Type and Number Capital Fund Program Grant No: IA05P00450102 Replacement Housing Factor Grant No:				Federal FY of Grant: 2002		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Total Estimated Cost		Total Actual Cost		Status of Work	
			Rev 4 5/31/2004	Final 9/30/2004	Funds Obligated	Funds Expended		
<b>IA04-01</b>	Laundry Equipment	1475	7684	7584	7584	7584	Completed	
<b>Westgate Towers</b>	Lobby Benches	1460	0	0	0	0	General Fund	
<b>Southoak Towers</b>	Stove Replacement	1465	53449	53449	53449	53449	Completed	
	Roofs for Cottages	1460	18944.93	18944.93	18944.93	18944.93	Completed	
<b>IA04-02</b>	Laundry Equipment	1475	3792	3792	3792	3792	Completed	
<b>Camelot Towers</b>	Refinish Shower Stalls	1460	12900	12900	12900	12900	Completed	
	Lobby Benches	1460	0	0	0	0	General Fund	
<b>IA04-03</b>	Stair Rail Brackets	1460	0	0	0	0	General Fund	
<b>Family Sites</b>	Replace Kitchen Cabinets	1460	33930.83	33930.83	33930.83	33930.83	Completed	
	Refinish Shower Stalls	1460	14100	14100	14100	14100	Completed	
	Playground Equipment	1450	48227	48277.80	48277.80	49,277.80	Completed	
	Window Replacement	1460	168587.16	168905.30	168905.30	168905.30	Completed	

**ATTACHMENT G: 2002 CAPITAL FUND P & E  
Annual Statement/Performance and Evaluation Report  
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)  
Part II: Supporting Pages**

PHA Name: OTTUMWA HOUSING AUTHORITY		Grant Type and Number Capital Fund Program Grant No: IA05P00450102 Replacement Housing Factor Grant No:				Federal FY of Grant: 2002		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Total Estimated Cost		Total Actual Cost		Status of Work	
			Rev 4 5/31/2004	Final 9/30/2004	Funds Obligated	Funds Expended		
	Vanities,Countertops ,Sinks	1460	34960.20	34960.20	34960.20	34960.20	Completed	
<b>Equipment HA Wide</b>	Computer Hardware	1475	984.99	984.99	984.99	984.99	Completed	
	Small Tools	1475	6044.35	6044.35	6044.35	6044.35	Completed	
	Lawn Mower/Utility Machine	1475	24265.33	24265.33	24265.33	24265.33	Completed	
	Operations	1406	0	0	0	0	Completed	
<b>Management Improvements</b>	Computer Software	1408	4648.33	4648.33	4648.33	4648.33	Completed	
	Staff Training	1408	1686.64	1686.64	1686.64	1686.64	Completed	
<b>Salary &amp; Benefits</b>	Elderly Services Coordinator	1408	0	0	0	0	Ross Grant	
	Security – H A Officer	1408	45079.24	45079.24	45079.24	45079.24	Completed	
<b>Administration</b>	CFP Coordinator & Clerk of Works	1410	48100	46831.06	46831.06	46831.06	Completed	
<b>Total</b>			527384	527384	527384	527384		

## ATTACHMENT H: COMMENTS OF RESIDENT ADVISORY BOARD

Icel Brisendine  
Dusty Carder  
Bettie Cowger  
Lavina (Mickie) Deever  
Leonard Downing  
Roman Iwanski  
Sharon Jones  
Don Lerud  
Joni Murphy  
Ethel Orona  
Cleora Randolph  
Marilyn Rogers  
Randy Songer  
Clair Summerall  
Doris Whitten

Guelda Carruthers  
Gladys Chilton  
Chris Craft  
Donna Enloe  
  
Marcella Jacquinet  
Darlene Krantz  
Dora Mathis  
Yvonne Olson  
Betty Peek  
Eva Reck  
Terri Shaw  
Hazel Shepherd  
Ken Veatch  
Thelma Weeks

We, as representatives of Westgate Towers residents are grateful and very appreciative for the great things that Ottumwa Housing has provided for us, such as; new vanities for our bathroom. Our bathrooms look dressed up. The new lever door handles; they make the entrance and exiting so much easier and safer. We are looking forward to the engineering study of water and sewer systems for Westgate. We are also grateful for the up and coming designated housing in the future. We enjoy the constant up keep of our building, grounds, apartments, and community room.

Respectfully, Dusty Carder, President      Gladys Chilton, Secretary      Micki Deever, Treasurer

We here at Southoak Towers appreciate everything the Housing Authority has done for us here at Southoak Towers and over the past years. This is a great place to live and one that is affordable for seniors to live in. We are also in total agreement of the Designated Housing for the elderly, near elderly, and for persons with disabilities. We do hope that approval will be granted by the HUD Special Applications Center. We are grateful for the improvements over the past year; for the new floor in the community room, new floor in our bathrooms, new stoves, new sinks and faucets and vanities in our bathrooms, and also new entry locks on our apartment doors.

We, the officers of Southoak Towers, meet once a month with Dan Stroda, Executive Director and Jim Carlson, Elderly Services Coordinator, whereby we are kept abreast of upcoming improvements and projects as well as future plans of projects and improvements. Future projects and improvements are now underway, which includes replacing laundry equipment at Southoak, engineering study of water and sewer systems, and tuckpointing the brick at Southoak Towers. Once again, we wish to thank the Housing Authority for all they have done for us at Southoak and also, that they be granted approval for designated housing and the work of the 2005 Capital Fund Program.

Roman Iwanski, President Thelma Weeks, Vice President Marguerite Hockersmith, Secretary Yvonne Olson, Treasurer

On behalf of all the Camelot tenants, I would like to thank the Ottumwa Housing Director, Dan Stroda, for the projects of the paint job that was done on the outside of the building, the new vanities in the bathrooms, and the new top doors on the kitchen cabinets.

Sincerely, Randy Songer, President of Camelot Towers 99ers Club













# ATTACHMENT I: PET POLICY

## OTTUMWA HOUSING AUTHORITY IA004

### PET POLICY

Families residing in a Public Housing unit are allowed to keep common household pets in their apartments as stated in their lease and in accordance with the Code of Federal Regulations. Families must request and receive permission to keep a common household pet **prior** to bringing a pet into the household. Households may keep one cat or one dog or either one or two guinea pigs, hamsters, rabbits, birds or fish in an aquarium or lizards as common household pet(s) if it is registered with the Housing Authority before it is brought onto the premises, and if registration is updated each year at the annual reexamination. Pet ownership is allowed in public housing properties designated by the Ottumwa Housing Authority.

No vicious or intimidating animal or pet is to be kept on the premises. The tenant will be responsible for all reasonable expenses directly related to the presence of the animal or pet on the premises, including the cost of repairs and replacement in the apartment, and the cost of animal care facilities if needed. These charges are due and payable within 30 days of written notification.

#### **Payment**

The PHA will charge a non-refundable Pet Privilege Fee of \$100 for each household with a pet. This fee is intended to cover the reasonable operating costs to the project.

The PHA will, in addition, charge a refundable pet deposit of \$100 for each dog or cat and \$50 for either one or two guinea pigs, hamsters, rabbits, and birds, for fish or lizards in aquariums. This fee is intended to cover additional costs not otherwise covered.

The PHA will refund the unused portion of the deposit to the resident within 30 days of the move-out.

#### **Limitations**

PHA authorization for pet(s) will be given on a year-by-year basis. No pet will be allowed if weight exceeds 20 pounds. The 20 pound limit is for the expected adult weight of the animal. No immature animals of 20 pounds will be allowed. No dangerous animal or pet will be allowed. Dangerous pets or animals include, but are not limited to:

- Any animal whose bite is venomous.
- Any animal who has previously bitten anyone.
- Fish aquariums must be approved by Ottumwa Housing Authority staff.

#### **Registration**

Registration must include the following:

- A certificate signed by a licensed veterinarian stating that the common household pet has received timely all inoculations currently required by state and local laws.
- All animals requiring a license must maintain a current license obtained from the City of Ottumwa.
- A picture of the common household pet must be provided at time of registration.
- Name, address and phone number of person to be responsible for pet in resident's absence.
- All animals are to be spayed or neutered.

No animal or pet may be kept in violation of humane or health laws. The Housing Authority will notify the owner of the common household pet if registration of the pet is refused and will state the basis for the rejection, as size, disposition, etc.

**Animal Restraint**

A common household pet must be effectively restrained and under the control of a responsible person when passing through a common area, from the street to the apartment, etc. All pets must be on a leash or restrained at all times when not in the rental unit.

**Sanitation Standards**

Any animal or pet waste deposited in any animal or pet animal exercise area must be removed immediately by the pet owner. Exercise areas will be identified by the Ottumwa Housing Authority at each designated public housing property.

Tenants will take adequate precautions to eliminate any animal or pet odors within or around the apartment and maintain the apartment in a sanitary condition at all times.

If a litter box is used in the apartment, it must be emptied daily and contents placed in a heavy plastic bag into the garbage container immediately.

All common household pets are to be fed inside the apartment. Feeding is not allowed on porches, sidewalks, patios or other outside area.

Tenants are prohibited from feeding stray animals. The feeding of stray animals will constitute having a pet without permission of the Housing Authority.

Tenants will not alter their unit, patio or unit area to create an enclosure for a common household pet.

**OTTUMWA HOUSING AUTHORITY**

**IA004**

**Potential Problems and Solutions**

Tenants will not permit any disturbances by their pets which would interfere with the quiet enjoyment of other tenants; whether by loud barking, howling, biting, scratching, chirping or other such activities.

The Ottumwa Housing Authority staff may enter the pet owner's apartment with notice to inspect the premises when circumstances so warrant, to investigate a complaint that there is a violation, and/or to check on a nuisance or threat to health and safety of other residents.

The action may include also placing the tenant's pet in a facility to provide care and shelter for a period not to exceed 30 days.

If the pet is threatened by the incapacitation or death of the owner, (or by extreme negligence,) and the designated alternate is unwilling or unable to care for the pet, the Ottumwa Housing Authority may place the pet in proper facility for up to 30 days. If there is no other solution at the end of 30 days, the Executive Director may donate the pet to a humane society. Cost of this professional care will be borne by the pet owner.

Excluded from the premises are all animals and/or pets not owned by residents, except for service animals.

The authorization for a common household pet may be revoked at any time subject to the Ottumwa Housing Authority's grievance procedure if the pet becomes destructive or a nuisance to others, or if the tenant fails to comply with this policy.

Tenants who violate these rules are subject to:

- Mandatory removal of the pet from the premises within 3 days of notice from the Housing Authority; or if for a threat to health and safety, removal within 24 hours of notice.
- Lease termination proceedings.

This policy will be incorporated by reference into the Dwelling Lease signed by the tenant, and therefore, violation of the above Policy will be grounds for termination of the lease.

The tenant agrees to indemnify, defend and hold harmless from and against any and all claims, actions suits, judgments and demands brought by any of the tenant's pets.

*Attachment J: Community Service & Self Sufficiency*

**RESOLUTION 19-03**

**RESOLUTION OF THE BOARD OF COMMISSIONERS  
OF THE OTTUMWA HOUSING AUTHORITY**

**RESOLUTION APPROVING  
Ottumwa Housing Authority**

***COMMUNITY SERVICE AND SELF SUFFICIENCY POLICY***

**A. Background**

The Quality Housing and Work Responsibility Act of 1998 requires that all non-exempt (see definitions) public housing adult residents (18 or older) contribute eight (8) hours per month of community service (volunteer work) or participate in eight (8) hours of training, counseling, classes or other activities that help an individual toward self sufficiency and economic independence. This is a requirement of the Public Housing Lease.

**A. Definitions**

**B. Community Service** - volunteer work which includes, but is not limited to:

- . Work at a local institution including but not limited to: school, child care center, hospital, hospice, recreation center, senior center, adult day care center, homeless shelter, indigent feeding program, cooperative food bank, etc.;
- . Work with a non-profit organization that serves PHA residents or their children such as: Boy Scouts, Girl Scouts, Boys or Girls clubs, 4-H program, PAL, Garden Center, Community clean-up programs, beautification programs, other youth or senior organizations;
- . Work at the Authority to help improve physical conditions;
- . Work at the Authority to help with children's programs;
- . Work at the Authority to help with senior programs;
- . Helping neighborhood groups with special projects;
- . Working through resident organization to help other residents with problems, serving as an officer in a Resident organization, serving on the Resident Advisory Board; and
- . Caring for the children of other residents so they may volunteer.

**NOTE: Political activity is excluded.**

**Self Sufficiency Activities** - activities, that include, but are not limited to:

- . Job readiness programs;
- . Job training programs;
- . GED classes;
- . Substance abuse or mental health counseling;
- . English proficiency or literacy (reading) classes;
- . Apprenticeships;

## Page 2 – Resolution 19-03 Community Service and Self Sufficiency Policy

- . Budgeting and credit counseling;
- . Any kind of class that helps a person toward economic independence; and,
- . Full time student status at any school, college or vocational school.

### **Exempt Adult** - an adult member of the family who

- . Is 62 years of age or older;
- . Has a disability that prevents him/her from being gainfully employed; and unable to fulfill the community service requirements;
- . Is the caretaker of a disabled person;
- . Is working at least 20 hours per week; or
- . Is participating in a welfare to work program.

### **C. Requirements of the Program**

1. The eight (8) hours per month may be either volunteer work or self-sufficiency program activity, or a combination of the two.
2. At least eight (8) hours of activity must be performed each month. An individual may not skip a month and then double up the following month, unless special circumstances warrant special consideration. The Authority will make the determination of whether to allow or disallow a deviation from the schedule.
3. Activities must be performed within the community and not outside the jurisdictional area of the Authority.
4. Family obligations
  - At lease execution or re-examination after February 1, 2000, all adult members (18 or older) of a public housing resident family must
    1. Provide documentation that they are exempt from Community Service requirement if they qualify for an exemption, and
    2. Sign a certification that they have received and read this policy and understand that if they are not exempt, failure to comply with the Community Service requirement will result in non-renewal of their lease.
  - *At each annual re-examination, non-exempt family members must present a completed documentation form (to be provided by the Authority) of activities performed over the previous twelve (12) months. This form will include places for signatures of supervisors, instructors, or counselors certifying to the number of hours contributed.*
  - If a family member is found to be noncompliant at re-examination, he/she and the Head of Household will sign an agreement with the Authority to make up the deficient hours over the next twelve (12) month period.

**Page 3 – Resolution 19-03 Community Service and Self Sufficiency Policy**

5. Change in exempt status:
- If, during the twelve (12) month period, a non-exempt person becomes exempt, it is his/her responsibility to report this to the Authority and provide documentation of such.
  - If, during the twelve (12) month period, an exempt person becomes non-exempt, it is his/her responsibility to report this to the Authority. The Authority will provide the person with the Recording/Certification documentation form and a list of agencies in the community that provide volunteer and/or training opportunities.

**D. Authority obligations**

1. To the greatest extent possible and practicable, the Authority will:
  - provide names and contacts at agencies that can provide opportunities for residents, including disabled, to fulfill their Community Service obligations. *(According to the Quality Housing and Work Responsibility Act, a disabled person who is otherwise able to be gainfully employed is not necessarily exempt from the Community Service requirement);* and
  - provide in-house opportunities for volunteer work or self sufficiency programs.
2. The Authority will provide the family with exemption verification forms and Recording/Certification documentation forms and a copy of this policy at initial application and at lease execution.
3. The Authority will make the final determination as to whether or not a family member is exempt from the Community Service requirement. Residents may use the Authority's Grievance Procedure if they disagree with the Authority's determination.
4. Noncompliance of family member:
  - At least thirty (30) days prior to annual re-examination and/or lease expiration, the Authority will begin reviewing the exempt or non-exempt status and compliance of family members;
  - If the Authority finds a family member to be noncompliant, the Authority will enter into an agreement with the noncompliant member and the Head of Household to make up the deficient hours over the next twelve (12) month period;
  - If, at the next annual re-examination, the family member still is not compliant, the lease will not be renewed and the entire family will have to vacate, unless the noncompliant member agrees to move out of the unit;
  - The family may use the Authority's Grievance Procedure to protest the lease termination.

Passed and adopted this 24th day of September, 2003

OTTUMWA HOUSING AUTHORITY

ATTEST:

By: Allan L. Seim, Chairperson

Daniel V. Stroda, Executive Director

## Attachment K:

The Ottumwa Housing Authority certifies to the U. S. Department of Housing and Urban Development that with Resolution 02-05 approved on January 10, 2005 its Public Housing Admissions and Continued Policy was amended to include the use of the Upfront Income Verification process and with Resolution 03-05 approved on January 10, 2005 its Section 8 Housing Choice Voucher Program Administration Plan was amended to include the use of the Upfront Income Verification process.

**ATTACHMENT L: Optional Public Housing Asset Management Table**

See Technical Guidance for instructions on the use of this table, including information to be provided.

Public Housing Asset Management								
Development Identification		Activity Description						
Name, Number, and Location	Number and Type of units	2005 Capital Fund Program Parts II and III <i>Component 7a</i>	Development Activities <i>Component 7b</i>	Demolition / disposition <i>Component 8</i>	Designated housing <i>Component 9</i>	Conversion <i>Component 10</i>	Home-ownership <i>Component 11a</i>	Other (describe) <i>Component 17</i>
IA-004-001	200			n/a		n/a	n/a	n/a
				n/a		n/a	n/a	n/a
				n/a		n/a	n/a	n/a
				n/a		n/a	n/a	n/a
				n/a		n/a	n/a	n/a
				n/a		n/a	n/a	n/a
				n/a		n/a	n/a	n/a
				n/a		n/a	n/a	n/a
				n/a		n/a	n/a	n/a
				n/a		n/a	n/a	n/a
				n/a		n/a	n/a	n/a
				n/a		n/a	n/a	n/a
				n/a		n/a	n/a	n/a

## Public Housing Asset Management

Development Identification		Activity Description						
Name, Number, and Location	Number and Type of units	2005 Capital Fund Program Parts II and III <i>Component 7a</i>	Development Activities <i>Component 7b</i>	Demolition / disposition <i>Component 8</i>	Designated housing <i>Component 9</i>	Conversion <i>Component 10</i>	Home-ownership <i>Component 11a</i>	Other (describe) <i>Component 17</i>
IA004-002	99			n/a		n/a	n/a	n/a
				n/a		n/a	n/a	n/a
				n/a		n/a	n/a	n/a
				n/a		n/a	n/a	n/a
				n/a		n/a	n/a	n/a
				n/a		n/a	n/a	n/a
				n/a		n/a	n/a	n/a
				n/a		n/a	n/a	n/a
				n/a		n/a	n/a	n/a
				n/a		n/a	n/a	n/a
				n/a		n/a	n/a	n/a
				n/a		n/a	n/a	n/a
				n/a		n/a	n/a	n/a

## Public Housing Asset Management

<b>Development Identification</b>		<b>Activity Description</b>						
Name, Number, and Location	Number and Type of units	2005 Capital Fund Program Parts II and III <i>Component 7a</i>	Development Activities <i>Component 7b</i>	Demolition / disposition <i>Component 8</i>	Designated housing <i>Component 9</i>	Conversion <i>Component 10</i>	Home-ownership <i>Component 11a</i>	Other (describe) <i>Component 17</i>
<i>IA004-003</i>	<i>60</i>			<i>n/a</i>		<i>n/a</i>	<i>n/a</i>	<i>n/a</i>
				<i>n/a</i>		<i>n/a</i>	<i>n/a</i>	<i>n/a</i>
				<i>n/a</i>		<i>n/a</i>	<i>n/a</i>	<i>n/a</i>
				<i>n/a</i>		<i>n/a</i>	<i>n/a</i>	<i>n/a</i>
				<i>n/a</i>		<i>n/a</i>	<i>n/a</i>	<i>n/a</i>
				<i>n/a</i>		<i>n/a</i>	<i>n/a</i>	<i>n/a</i>
				<i>n/a</i>		<i>n/a</i>	<i>n/a</i>	<i>n/a</i>
				<i>n/a</i>		<i>n/a</i>	<i>n/a</i>	<i>n/a</i>
				<i>n/a</i>		<i>n/a</i>	<i>n/a</i>	<i>n/a</i>
				<i>n/a</i>		<i>n/a</i>	<i>n/a</i>	<i>n/a</i>
				<i>n/a</i>		<i>n/a</i>	<i>n/a</i>	<i>n/a</i>

## Attachment M: Assessment of Site-Based Waiting List

### Development Demographic Characteristics

*Ottumwa Housing Authority*

*IA004-002*

*Camelot Towers - 827 Albia Road, Ottumwa, IA 52501*

	October 2004	%	April 2005	%	Change
Units	99	N/A	99	N/A	N/A
Apts Occupied	98	98.99%	99	100%	1.01%
Race	October 2004	%	April 2005	%	Change
White	97	98.98%	97	97.98%	-1.00%
Black	1	1.02%	2	2.02%	1.00%
Asian	0	0%	0	0%	N/A
Native American or Alaskan	0	0%	0	0%	N/A
Pacific Islander / Hawaiian	0	0%	0	0%	N/A
Mixed	0	0%	0	0%	N/A
Ethnicity	October 2004	%	April 2005	%	Change
Hispanic	2	2.04%	2	2.02%	-0.02%
Non-Hispanic	96	97.96%	97	97.98%	0.02%
Disability	October 2004	%	April 2005	%	Change
Disabled	46	46.94%	44	44.44%	-2.50%
Elderly	52	53.06%	54	54.55%	1.49%
Near Elderly	0	0%	1	1.01%	1.01%

Ottumwa Housing Authority has reviewed the changes in racial, ethnical, & disability-related tenant composition at each PHA site since implementation, using MTCS data, which has determined the policy to be consistent with civil rights laws and certifications, therefore no changes are necessary to the policy or procedure.

**Ottumwa Housing Authority**

**IA004-001**

**Southoak Towers - 102 W. Finley Ave., Ottumwa, IA 52501**

	<b>October 2004</b>	<b>%</b>	<b>April 2005</b>	<b>%</b>	<b>Change</b>
Units	103	N/A	103	N/A	N/A
Apts Occupied	102	99.03%	103	100%	0.97%
<b>Race</b>	<b>October 2004</b>	<b>%</b>	<b>April 2005</b>	<b>%</b>	<b>Change</b>
White	98	96.08%	99	96.12%	0.04%
Black	3	2.94%	3	2.91%	-0.03%
Asian	0	0%	0	0%	N/A
Native American or Alaskan	0	0%	0	0%	N/A
Pacific Islander / Hawaiian	0	0%	0	0%	N/A
Mixed	1	0.98%	1	0.97%	-0.01%
<b>Ethnicity</b>	<b>October 2004</b>	<b>%</b>	<b>April 2005</b>	<b>%</b>	<b>Change</b>
Hispanic	1	0.98%	2	1.94%	0.96%
Non-Hispanic	101	99.02%	101	98.06%	-0.96%
<b>Disability</b>	<b>October 2004</b>	<b>%</b>	<b>April 2005</b>	<b>%</b>	<b>Change</b>
Disabled	16	15.69%	16	15.53%	-0.16%
Elderly	85	83.33%	86	83.50%	0.17%
Near Elderly	1	0.98%	1	0.97%	-0.01%

**Ottumwa Housing Authority has reviewed the changes in racial, ethnical, & disability-related tenant composition at each PHA site since implementation, using MTCS data, which has determined the policy to be consistent with civil rights laws and certifications, therefore no changes are necessary to the policy or procedure.**

**Ottumwa Housing Authority  
IA004-001**

**Westgate Towers - 910 West Second St., Ottumwa, IA 52501**

	<b>October 2004</b>	<b>%</b>	<b>April 2005</b>	<b>%</b>	<b>Change</b>
Units	97	N/A	97	N/A	N/A
Apts Occupied	96	98.97%	97	100%	1.03%
<b>Race</b>	<b>October 2004</b>	<b>%</b>	<b>April 2005</b>	<b>%</b>	<b>Change</b>
White	92	95.83%	93	95.88%	0.05%
Black	3	3.13%	2	2.06%	-1.07%
Asian	1	1.04%	1	1.03%	-0.01%
Native American or Alaskan	0	0%	0	0%	N/A
Pacific Islander / Hawaiian	0	0%	0	0%	N/A
Mixed	0	0%	1	1.03%	1.03%
<b>Ethnicity</b>	<b>October 2004</b>	<b>%</b>	<b>April 2005</b>	<b>%</b>	<b>Change</b>
Hispanic	0	0%	0	0%	0%
Non-Hispanic	96	100%	97	100%	0%
<b>Disability</b>	<b>October 2004</b>	<b>%</b>	<b>April 2005</b>	<b>%</b>	<b>Change</b>
Disabled	34	35.42%	33	34.02%	-1.40%
Elderly	61	63.54%	63	64.95%	1.41%
Near Elderly	1	1.04%	1	1.03%	-0.01%

Ottumwa Housing Authority has reviewed the changes in racial, ethnical, & disability-related tenant composition at each PHA site since implementation, using MTCS data, which has determined the policy to be consistent with civil rights laws and certifications, therefore no changes are necessary to the policy or procedure.

**Ottumwa Housing Authority**  
**IA004-003**

*Family Units - N. Fellows, Jay St., Taft Ave., Taft Circle, Elm Ct., Hedrick Heights, Fairview*

	<b>October 2004</b>	<b>%</b>	<b>April 2005</b>	<b>%</b>	<b>Change</b>
Units	60	N/A	60	N/A	N/A
Apts Occupied	60	100%	60	100%	0%
<b>Race</b>	<b>October 2004</b>	<b>%</b>	<b>April 2005</b>	<b>%</b>	<b>Change</b>
White	56	93.33%	56	93.33%	0%
Black	2	3.33%	2	3.33%	0%
Asian	1	1.67%	1	1.67%	0%
Native American or Alaskan	1	1.67%	1	1.67%	0%
Pacific Islander / Hawaiian					
Mixed					
<b>Ethnicity</b>	<b>October 2004</b>	<b>%</b>	<b>April 2005</b>	<b>%</b>	<b>Change</b>
Hispanic	4	6.67%	4	6.67%	0%
Non-Hispanic	56	93.33%	56	93.33%	0%
<b>Disability</b>	<b>October 2004</b>	<b>%</b>	<b>April 2005</b>	<b>%</b>	<b>Change</b>
Disabled	8	13.33%	8	13.33%	0.00%
Elderly	2	3.33%	2	3.33%	0.00%
Near Elderly	0	0.00%	0	0.00%	0.00%
Families	50	83.34%	50	83.34%	0.00%

**Ottumwa Housing Authority has reviewed the changes in racial, ethnical, & disability-related tenant composition at each PHA site since implementation, using MTCS data, which has determined the policy to be consistent with civil rights laws and certifications, therefore no changes are necessary to the policy or procedure.**

