

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

**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:** Housing Authority of Newport, Kentucky

**PHA Number:** KY015

**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)**

- X 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)

- X 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)

- X 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.
- X The PHA's mission is: (state mission here)  
The Housing Authority of Newport is committed to providing quality, affordable housing in a safe environment. Through partnerships with our residents and area agencies, we will provide opportunities for those we serve to become self-sufficient.

**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.**

- X PHA Goal: Expand the supply of assisted housing  
Objectives:
- Apply for additional rental vouchers:
  - Reduce public housing vacancies:
  - X Leverage private or other public funds to create additional housing opportunities: HOPE VI, CDBG, Capital Funds, HOME Funds, Tax Credit and Bond Financing
  - X Acquire or build units or developments
  - X Other (list below)  
Provide homeownership opportunities through development as well as a second mortgage financing program utilizing HOPE VI Funding
- X PHA Goal: Improve the quality of assisted housing  
Objectives:
- X Improve public housing management: (PHAS score)
  - X Improve voucher management: (SEMAP score)

- Increase customer satisfaction:
- X Concentrate on efforts to improve specific management functions:  
Decrease unit turn-over days; Decrease overall vacancy rate
- X Renovate or modernize public housing units:  
Perform needs assessment of existing public housing units and project  
5-year plan on renovation and modernization
- X Demolish or dispose of obsolete public housing:  
Begin relocation of HOPE VI site for proposed disposition  
In June 2006
- X Provide replacement public housing:  
Continue acquisition and development of new HOPE VI sites for  
replacement housing, both rental and homeownership
- Provide replacement vouchers:
- Other: (list below)
  
- X PHA Goal: Increase assisted housing choices  
Objectives:
  - Provide voucher mobility counseling:
  - Conduct outreach efforts to potential voucher landlords
  - Increase voucher payment standards
  - X Implement voucher homeownership program:  
The Authority implemented a Section 8 Homeownership Program during  
current fiscal year. Continue marketing efforts of this program to ensure  
maximum participation
  - X Implement public housing or other homeownership programs:  
During the first fiscal year of this Plan, the Authority plans to implement a  
Second Mortgage program for low-income families using HOPE VI  
Funds.
  - X Implement public housing site-based waiting lists:  
For all new HOPE VI and tax-credit developments, the Authority intends  
to implement site-based waiting lists.
  - Convert public housing to vouchers:
  - Other: (list below)

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

- X 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)
- X Other: (list below)  
Work with City of Newport Recreation Department, Boys and Girls Club, and other area agencies to maximize usage and programs provided at on-site Community Center

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

X 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.
- X Other: (list below)  
Provide Section 3 training and employment opportunities for low-income families by entering into agreements with area training facilities, and providing easy access to skilled individuals to prospective contractors.

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

X PHA Goal: Ensure equal opportunity and affirmatively further fair housing

Objectives:

- Undertake affirmative measures to ensure access to assisted housing regardless of race, color, religion national origin, sex, familial status, and disability:
- Undertake affirmative measures to provide a suitable living environment for families living in assisted housing, regardless of race, color, religion national origin, sex, familial status, and disability:
- Undertake affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required:
- X Other: (list below)  
Educate local real estate agents on Section 8 homeownership program and encourage all Section 8 homeownership voucher holders to seek a "buyer" agent to ensure their rights are not violated and their interests are protected.

**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 Housing Authority of Newport (HAN) has prepared this Agency Plan in compliance with Section 511 of the Quality Housing and Work Responsibility Act of 1998 and related HUD Requirements.

With the HOPE VI program underway and the first 12-unit, homeownership development completed, the HAN is looking forward to new endeavors in the upcoming five years. The relocation of over 175 families from our HOPE VI site, the implementation of several homeownership programs, the completion of the multi-year/comprehensive renovation of our all-elderly high-rise, and the beginning of the compliance period for our first tax-credit project are just a few of the new and exciting challenges we face over the next five years.

To help guide the staff in achieving success with these challenges, the HAN has adopted the following goals and objectives for the next five years:

1. **Successfully relocate all residents from the north side of the Family Site by June 30, 2006.**
  - **Prepare and implement a Relocation Plan to guide staff and residents through relocation process**
  - **Hold regular progress meetings with staff involved to continually evaluate progress of relocation activities**
  - **Provide for salvaging activities for maintenance crews as units are emptied**

- Continue monthly resident meetings and dissemination of relocation opportunities along with other pertinent information
  - Identify site and begin construction of new office and maintenance building
1. Complete renovation of Grand Towers (HAN's all-elderly site) unit and exterior renovations and achieve minimum 97% leasing rate.
    - Secure tax credit and bond financing to fund the cost of renovation
    - Continue regular progress meetings with project staff and contractors to evaluate progress of construction and resident relocation
    - Implement marketing plan to help achieve maximum leasing rate
    - Secure proper tax credit compliance training for occupancy staff to ensure compliance issues are met at the onset of leasing
  1. Increase new housing opportunities through the availability of mixed income developments and homeownership programs.
    - Implement and market a Second Mortgage Program for low and moderate-income families, utilizing HOPE VI funds. Program to include both HOPE VI developed, as well as non-HOPE VI developed homes throughout the City of Newport.
    - Continue to market Section 8 Homeownership Program to current resident base
    - Seek and apply for additional homeownership funding for residents to use for down-payment and closing cost assistance
    - Partner with area non-profit agencies to develop additional housing opportunities, for both rental and homeownership
  1. Enhance security and decrease crime throughout family site development
    - Continue police patrols using Capital funding
    - Maintain current working relationship with undercover narcotics agents by allowing access to units for the purpose of undercover surveillance
    - Enhance pre-admission screening with regard to criminal background checks for all adults, and denying admission to those with histories of violent and/or drug related behavior
    - Maintain "No Trespass" policy for those evicted or convicted of criminal behavior
  1. Maintain fiscal integrity and efficiency

- **Continue to monitor Section 8 Unit Cost information on a monthly basis and implement procedures necessary to ensure cost effectiveness**
- **Implement automatic direct deposit for all HAP payments**
- **Develop procedures for quarterly monitoring of SEMAP and PHAS components and implement procedures as necessary to ensure we achieve high-performer status for both programs**

**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.

**Table of Contents**

	<u>Page #</u>
<b>Annual Plan</b>	
i. Executive Summary	1
ii. Table of Contents	3
1. Housing Needs	6
2. Financial Resources	13
3. Policies on Eligibility, Selection and Admissions	14
4. Rent Determination Policies	23
5. Operations and Management Policies	27
6. Grievance Procedures	29
7. Capital Improvement Needs	30
8. Demolition and Disposition	32
9. Designation of Housing	33
10. Conversions of Public Housing	34
11. Homeownership	36
12. Community Service Programs	38
13. Crime and Safety	40
14. Pets (Inactive for January 1 PHAs)	42
15. Civil Rights Certifications (included with PHA Plan Certifications)	42
16. Audit	42
17. Asset Management	43
18. Other Information	43

**Attachments**

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

Required Attachments:

X      Admissions Policy for Deconcentration (Attachment A)

- X FY 2005 Capital Fund Program Annual Statement and Performance & Evaluation Reports for all open modernization programs (Attachment B, Pgs. 1-17)
- Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)

Optional Attachments:

- PHA Management Organizational Chart
- X FY 2005 Capital Fund Program 5 Year Action Plan (Attachment C, Pgs.18-20)
- Public Housing Drug Elimination Program (PHDEP) Plan
- Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text)
- X Other (List below, providing each attachment name)
  - Progress Statement (Attachment D)
  - Pet Policy (Attachment E)
  - Community Service Requirements Plan (Attachment F)
  - Resident Member on the PHA Governing Board (Attachment G)
  - Membership of the Resident Advisory Board (Attachment H)
  - Voluntary Conversion of Public Housing (Attachment I)
  - Follow Up Plan to RASS (Attachment J)
  - Organization Chart (Attachment K)

**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.

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
X	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
X	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans
X	Fair Housing Documentation: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions’ initiatives to affirmatively further fair housing that require the PHA’s involvement.	5 Year and Annual Plans
X	Consolidated Plan for the jurisdiction/s in which the PHA is located (which includes the Analysis of Impediments to Fair Housing Choice (AI)) and any additional backup data to support statement of housing needs in the jurisdiction	Annual Plan: Housing Needs
X	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources;

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
X	Public Housing Admissions and (Continued) Occupancy Policy (A&O), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public Housing Deconcentration and Income Mixing Documentation: 1. PHA board certifications of compliance with deconcentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/99 <i>Quality Housing and Work Responsibility Act Initial Guidance; Notice</i> and any further HUD guidance) and 2. Documentation of the required deconcentration and income mixing analysis	Annual Plan: Eligibility, Selection, and Admissions Policies
	Public housing rent determination policies, including the methodology for setting public housing flat rents <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
	Schedule of flat rents offered at each public housing development <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
	Section 8 rent determination (payment standard) policies <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
X	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	Annual Plan: Operations and Maintenance
	Public housing grievance procedures <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
	Section 8 informal review and hearing procedures <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
X	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
X	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	Annual Plan: Capital Needs
X	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans or any	Annual Plan: Capital Needs

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
	other approved proposal for development of public housing	
X	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
X	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act	Annual Plan: Conversion of Public Housing
X	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
X	Policies governing any Section 8 Homeownership program <input type="checkbox"/> check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
X	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
X	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
X	The most recent Public Housing Drug Elimination Program (PHEDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)	Annual Plan: Safety and Crime Prevention
X	The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	Annual Plan: Annual Audit
	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)

## **1. Statement of Housing Needs**

[24 CFR Part 903.7 9 (a)]

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

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

<b>Housing Needs of Families in the Jurisdiction by Family Type</b>
---

Family Type	Overall	Afford-ability	Supply	Quality	Access-ibility	Size	Loca-tion
Income <= 30% of AMI	2601	N/A	N/A	N/A	N/A	N/A	N/A
Income >30% but <=50% of AMI	1357	N/A	N/A	N/A	N/A	N/A	N/A
Income >50% but <80% of AMI	1311	N/A	N/A	N/A	N/A	N/A	N/A
Elderly	2100	N/A	N/A	N/A	N/A	N/A	N/A
Families with Disabilities	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Race/Ethnicity	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Race/Ethnicity							
Race/Ethnicity							
Race/Ethnicity							

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:
- X Other housing market study  
American Market Services Study  
Indicate year: 2001
- 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>
--

### Housing Needs of Families on the Waiting List

Waiting list type: (select one)

Section 8 tenant-based assistance

Public Housing

Combined Section 8 and Public Housing

Public Housing Site-Based or sub-jurisdictional waiting list (optional)

If used, identify which development/subjurisdiction:

	# of families	% of total families	Annual Turnover
Waiting list total	466		100
Extremely low income <=30% AMI	336	72	
Very low income (>30% but <=50% AMI)	93	20	
Low income (>50% but <80% AMI)	33	7	
Families with children	265	57	
Elderly families	62	14	
Families with Disabilities	107	23	
Race/ethnicity (African American)	126	27	
Race/ethnicity (American Indian)	2		
Race/ethnicity (White)	331	71	
Race/ethnicity (Multi-Racial)	7	2	
Characteristics by Bedroom Size (Public Housing Only)			
1BR			
2 BR			
3 BR			
4 BR			
5 BR			
5+ BR			

### 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)? 6

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 (Families currently living in the HOPE VI site to be scheduled for disposition, as they are required to relocate from site by June 30, 2006)

### Housing Needs of Families on the Waiting List

Waiting list type: (select one)

Section 8 tenant-based assistance

Public Housing

Combined Section 8 and Public Housing

Public Housing Site-Based or sub-jurisdictional waiting list (optional)

If used, identify which development/subjurisdiction:

	# of families	% of total families	Annual Turnover
Waiting list total	275		130
Extremely low income <=30% AMI	216	79	
Very low income (>30% but <=50% AMI)	36	13	
Low income (>50% but <80% AMI)	20	7	
Families with children	138	50	
Elderly families	19	7	
Families with Disabilities	29	11	
Race/ethnicity (African American)	101	37	
Race/ethnicity (American Indian)	1		
Race/ethnicity (White)	171	62	
Race/ethnicity (Multi-Racial)	1		

Characteristics by Bedroom Size (Public Housing Only)			
1BR	118	43	55
2 BR	89	32	42
3 BR	53	19	27
4 BR	12	5	6
5 BR	3	1	0
5+ BR			
<p>Is the waiting list closed (select one)? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes</p> <p>If yes: Family Site is closed/ Grand Towers all/elderly site is now open.</p> <p>How long has it been closed (# of months)? 1</p> <p>Does the PHA expect to reopen the list in the PHA Plan year? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes</p> <p>Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes</p>			

### 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
- X 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.
- X Other: (list below)  
Create and market a Second Mortgage Program for non-HOPE VI developed homes to be available to low to moderate income home buyers in the community

**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

- X Employ admissions preferences aimed at families who are working
- X 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
- X Other: (list below)  
Complete an extensive marking program to advertise the newly renovated units at the Grand Towers all-elderly high-rise apartment building, including posters, flyers and brochures.

**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
- X Other: (list below)  
Continue with our set aside of 5 Vouchers for participants in the HUD/VASH Program. Work directly with VA to insure program success.

**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
- X Evidence of housing needs as demonstrated in the Consolidated Plan and other information available to the PHA
- X Influence of the housing market on PHA programs
- X 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	1,116,121	
b) Public Housing Capital Fund	985,289	
c) HOPE VI Revitalization (Pre-development (Budget Rev. 8)	2,660,424	
d) HOPE VI Demolition		
e) Annual Contributions for Section 8 Tenant-Based Assistance	2,207,808	

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)	0	
g) Resident Opportunity and Self-Sufficiency Grants	N/A	
h) Community Development Block Grant	N/A	
i) HOME	N/A	
Other Federal Grants (list below)		
<b>2. Prior Year Federal Grants (unobligated funds only) (list below)</b>		
2004	139,078	Un-Obligated
<b>3. Public Housing Dwelling Rental Income</b>	771,000	PH Operations
Non-Dwelling Income	15,600	PH Operations
Late Fees – Rent	24,250	PH Operations
<b>4. Other income (list below)</b>		
Laundry Receipts	32,000	PH Operations
Misc. Vending Receipts	6,025	PH Operations
<b>4. Non-federal sources (list below)</b>		
Investment Income	2,600	PH Operations
S/8 Admin Fee Investment Income	15	Section 8 Operations
Tenant Work Orders (rec'd)	30,750	PH Operations
Tenant Excess Utilities	50,000	PH Operations
<b>Total resources</b>	<b>8,040,960</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)
- X When families are within a certain time of being offered a unit: (state time)
- Other: (describe)

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

- X Criminal or Drug-related activity
- X Rental history
- X Housekeeping
- X Other (describe)  
New rental and homeownership units developed under the HOPE VI program will require credit screening prior to admission/purchase.

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

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

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

**(2)Waiting List Organization**

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

- Community-wide list
- Sub-jurisdictional lists
- X Site-based waiting lists (One waiting list for all three family site developments and one waiting list for All-Elderly designated site, Grand Towers. The Authority will also implement site-based lists for all of its proposed HOPE VI replacement housing sites.
- Other (describe)

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

- X PHA main administrative office
- PHA development site management office
- X Other (list below) Applications for HOPE VI units may be taken at development site or Administrative offices.

- 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? 3-4  
Depending upon how many HOPE VI developments are built, we may operate up to four total lists. We are also in the process of offering applications at the Grand Towers All-Elderly public housing site.
  2. X 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)? Corpus Christi, Marx Cromer, and any other HOPE VI units developed during the plan year. Grand Towers is currently an approved site-based list but we currently only take applications at the administrative offices. We may open up the application process directly on site.  
If yes, how many lists? 1-3
  3. X Yes  No: May families be on more than one list simultaneously  
If yes, how many lists? As many as they qualify for.
  4. Where can interested persons obtain more information about and sign up to be on the site-based waiting lists (select all that apply)?  
 XPHA main administrative office  
 XAll PHA development management offices  
 XManagement offices at developments with site-based waiting lists  
 XAt 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)  
 X One  
 Two  
 Three or More
- b. X 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) Families currently living in the HOPE VI (north) site marked for disposition will have priority for transfer to the south site as part of the relocation plan.

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
- X Other preference(s) (list below)  
Residents whose head or spouse is enrolled full-time in educational/training institution also qualifies for "working family" preference.

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.

2 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)

- 1 Working families and those unable to work because of age or disability
- Veterans and veterans' families
- 1 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
- 1 Other preference(s) (list below)  
Those families whose head or spouse is enrolled full-time in educational/training facility.

4. Relationship of preferences to income targeting requirements:

- The PHA applies preferences within income tiers
- X 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)

- X The PHA-resident lease
- X The PHA's Admissions and (Continued) Occupancy policy

- X PHA briefing seminars or written materials
- X Other source (list)  
Resident Handbook

b. How often must residents notify the PHA of changes in family composition?

(select all that apply)

- X At an annual reexamination and lease renewal
- X Any time family composition changes
- X At family request for revision
- X Other (list)  
If family is transferred from one unit to another.

**(6) Deconcentration and Income Mixing**

a. X Yes No: Does the PHA have any general occupancy (family) developments covered by the de-concentration rule? If no, this section is complete.

b. X Yes No: Do any of these covered developments have average incomes above or below 85% to 115% of the average incomes of all such developments?

**Deconcentration Policy for Covered Developments**

<b>Development Name</b>	<b># of Units</b>	<b>Explanation</b>	<b>Policy</b> (If no explanation)
Peter G. Noll	371	See Below	
Booker T. Washington	42	“ “	
McDermott/McLane	50	“ “	

**Explanation:** There is a slight variance between the average incomes of each family development, however, all three developments total average incomes are well below 80% AMI. We believe some of the reason for the slight differences may be due to some of our HOPE VI eligible families receiving CSS services and some of these families are now earning gainful wages and waiting on replacement HOPE VI homes to be built.

**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
  - X Criminal and drug-related activity, more extensively than required by law or regulation
  - More general screening than criminal and drug-related activity (list factors below)
  - Other (list below)
- b. X Yes  No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?
- c. X Yes  No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?
- d. Yes X 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)
- X Criminal or drug-related activity
  - X Other (describe below)  
Past rental history

**(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)
- X 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)
- X PHA main administrative office
  - Other (list below)

**(3) Search Time**

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

If yes, state circumstances below:

Only with the family can show they have made a bona fide effort to find a unit and they must request the extension at least 10 days in advance of the expiration date of the original voucher.

**(4) Admissions Preferences**

- a. Income targeting

- Yes X 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. X 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)

- X Working families and those unable to work because of age or disability
- X Veterans and veterans' families (for VASH Program only)
- X 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
- X Other preference(s) (list below) Head or spouse enrolled in educational/training program qualifies for “working family” preference.

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.

2 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)

- 1 Working families and those unable to work because of age or disability
- 1 Veterans and veterans’ families (VASH program only)
- 1 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
- 1 Other preference(s) (list below)  
Head or Spouse enrolled in educational/training program qualifies for working family preference.

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

- X 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) Through case managers at VA for HUD/VASH Program.

### **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)

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

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

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

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

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

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

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

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

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

- For household heads  
 For other family members  
 For transportation expenses

- For the non-reimbursed medical expenses of non-disabled or non-elderly families
- Other (describe below)

e. Ceiling rents

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

- Yes for all developments
- Yes but only for some developments
- X 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)\_\_\_\_\_
  - X Other (list below)
    - Family composition changes as they occur
    - Decreases in income as they occur
    - Receipt of any new income not previously reported.
- g.  Yes X 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
  - X Survey of similar unassisted units in the neighborhood
  - X Other (list/describe below)
    - Current and projected PUM
    - Marketability
    - Utility Allowances and amenities

**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
  - X 100% of FMR
  - X 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)

- X FMRs are not adequate to ensure success among assisted families in the PHA's segment of the FMR area
- X Reflects market or submarket
- X To increase housing options for families
- X Other (list below)  
To maintain consistency with another agency operating in the same area.

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

- X 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)

- X Success rates of assisted families
- X Rent burdens of assisted families
- X Other (list below)  
Published FMR's  
Payment standards of another S/8 Agency in "shared" jurisdictional area.

## **(2) Minimum Rent**

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

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

b.  Yes X 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.
- 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	571	N/A Due to disposition and relocation of HOPE VI residents, the Authority does not expect to rent to new residents during the Plan year.
Section 8 Vouchers	432	80
Section 8 Certificates		
Section 8 Mod Rehab		
Special Purpose Section 8 Certificates/Vouchers (list individually)		
Public Housing Drug Elimination Program (PHDEP)		
Other Federal Programs(list individually)		

### C. Management and Maintenance Policies

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

- (1) Public Housing Maintenance and Management: (list below)
  - ACOP
  - Maintenance P&P Manual
- (2) Section 8 Management: (list below)
  - Administrative Plan
  - Section 8 Homeownership Plan

### 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 (Attachment B)

-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 (Attachment C)

-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.

- X 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: Peter G. Noll, McDermott McLane, Booker T. Washington
2. Development (project) number: KY 15-1 (partial); KY 15-2; KY 15-3
3. Status of grant: (select the statement that best describes the current status)
  - Revitalization Plan under development
  - Revitalization Plan submitted, pending approval
  - X Revitalization Plan approved
  - X Activities pursuant to an approved Revitalization Plan underway

- Yes X 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:

- X 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:  
Grand Towers Tax-Credit Project; Liberty Row II; Corpus Christi; Marx Cromer; Hamlet Street; Saratoga-Roberts; Saratoga-Dayton; 800 Monmouth. The Authority is also planning on doing some infill projects in conjunction with the City of Newport and, even though these projects are not planned to begin until 2006, we may engage in the financing during the

plan year. These developments are now referred to as City Basin Infill I & II.

- 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. X 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 X 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: Peter G. Noll 1b. Development (project) number: KY015P001
2. Activity type: Demolition <input type="checkbox"/> Disposition X
3. Application status (select one) Approved X Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/>
4. Date application approved, submitted, or planned for submission: (04/06/04)
5. Number of units affected: 110
6. Coverage of action (select one) X Part of the development <input type="checkbox"/> Total development
7. Timeline for activity: b. Actual or projected start date of activity: October 1, 2004 b. Projected end date of activity: June 30, 2006

<b>Demolition/Disposition Activity Description</b>
1a. Development name: Booker T. Washington 1b. Development (project) number: KY015P002
2. Activity type: Demolition <input type="checkbox"/> Disposition X
3. Application status (select one) Approved X Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/>
4. Date application approved, submitted, or planned for submission: (04/06/04)
5. Number of units affected: 42
6. Coverage of action (select one) Part of the development X Total development
7. Timeline for activity: b. Actual or projected start date of activity: October 1, 2004 b. Projected end date of activity: June 30, 2006

<b>Demolition/Disposition Activity Description</b>
1a. Development name: McDermott/McLane 1b. Development (project) number: KY015P003
2. Activity type: Demolition <input type="checkbox"/> Disposition X
3. Application status (select one) Approved X Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/>
4. Date application approved, submitted, or planned for submission: (04/06/04)
5. Number of units affected: 50
6. Coverage of action (select one) Part of the development X Total development
7. Timeline for activity: b. Actual or projected start date of activity: October 1, 2004 b. Projected end date of activity: June 30, 2006

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

2. Activity Description

Yes X 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:	Grand Towers Apartments
1b. Development (project) number:	KY015004
2. Designation type:	Occupancy by only the elderly X 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 X Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/>
4. Date this designation approved, submitted, or planned for submission:	<u>12/18/95</u>
5. If approved, will this designation constitute a (select one)	<input type="checkbox"/> New Designation Plan X Revision of a previously-approved Designation Plan?
6. Number of units affected:	198
7. Coverage of action (select one)	X Part of the development <input type="checkbox"/> Total development

**10. Conversion of Public Housing to Tenant-Based Assistance**

[24 CFR Part 903.7 9 (j)]

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

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

1.  Yes X 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 X 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: Liberty Row One
1b. Development (project) number:

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

## B. Section 8 Tenant Based Assistance

1. X 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 X 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

X 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:

Criminal Background checks and good rental payment history

## **12. PHA Community Service and Self-sufficiency Programs**

[24 CFR Part 903.7 9 (1)]

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:

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

If yes, what was the date that agreement was signed? 08/25/04

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

- Client referrals
- X  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
- X  Preference in admission to section 8 for certain public housing families

- X Preferences for families working or engaging in training or education programs for non-housing programs operated or coordinated by the PHA
- X Preference/eligibility for public housing homeownership option participation
- X Preference/eligibility for section 8 homeownership option participation
- Other policies (list below)

b. Economic and Social self-sufficiency programs

X 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. )

<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)
Family Self Sufficiency	20	Random, no waiting list at this time	PHA Main Office	Public Housing & Section 8
CSS	55	HOPE VI site original residents are eligible	On-Site social services provided at 9 Bonner Court	HOPE VI Site eligible only

**(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	15
Section 8	N/A	5

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

### **C. Welfare Benefit Reductions**

1. The PHA is complying with the statutory requirements of section 12(d) of the U.S. Housing Act of 1937 (relating to the treatment of income changes resulting from welfare program requirements) by: (select all that apply)
- X Adopting appropriate changes to the PHA's public housing rent determination policies and train staff to carry out those policies
  - X Informing residents of new policy on admission and reexamination
  - X Actively notifying residents of new policy at times in addition to admission and reexamination.
  - X 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)

<b>D. Reserved for Community Service Requirement pursuant to section 12(c) of the U.S. Housing Act of 1937</b>
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### **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
- People on waiting list unwilling to move into one or more developments due to perceived and/or actual levels of violent and/or drug-related crime
- Other (describe below)

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

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

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

Peter G. Noll; McDermott/McLane; Booker T. Washington

**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)

Same as listed in A

**C. Coordination between PHA and the police**

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

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

2. Which developments are most affected? (list below)  
Same as listed in A & B

**D. Additional information as required by PHDEP/PHDEP Plan**

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

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

**14. RESERVED FOR PET POLICY**

[24 CFR Part 903.7 9 (n)]

**15. Civil Rights Certifications**

[24 CFR Part 903.7 9 (o)]

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

**16. Fiscal Audit**

[24 CFR Part 903.7 9 (p)]

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

## **17. PHA Asset Management**

[24 CFR Part 903.7 9 (q)]

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

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

## **18. Other Information**

[24 CFR Part 903.7 9 (r)]

### **A. Resident Advisory Board Recommendations**

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

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

- Attached at Attachment (File name)
- Provided below:

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

#### 3. Description of Resident Election Process

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

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

b. Eligible candidates: (select one)

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

c. Eligible voters: (select all that apply)

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

**C. Statement of Consistency with the Consolidated Plan**

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

1. Consolidated Plan jurisdiction: (provide name here)  
State of Kentucky
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.
  - X 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)

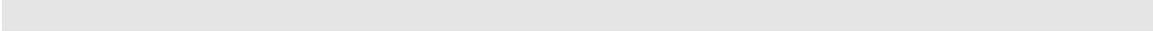
**D. Other Information Required by HUD**

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

## Attachments

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

NAME	ATTACHMENT LABEL	FILE NAME
Deconcentration Policy	A	ky015a05
Capital Fund Annual Statements/Perf. Evaluation (Pgs. 1-17)	B	ky015b05
Capital Fund 5-Year Action Plan (Pgs. 18-20)	C	ky015c05
Statement of Progress in Meeting 5-Year Plan Mission and Goals	D	ky015d05
Pet Policy	E	ky015e05
Community Service Requirement Policy Resident Member on PHA Governing Board	F G	ky015f05 ky015g05
Membership of Resident Advisory Board	H	ky015h05
Voluntary Conversion	I	ky015i05
Follow-Up Plan	J	ky015j05
Organizational Chart	K	ky015k05



**NEWPORT HOUSING AUTHORITY  
ANNUAL PLAN 2005  
ATTACHMENT A**

***10.4 DECONCENTRATION POLICY***

It is the Newport Housing Authority's policy to provide for deconcentration of poverty and encourage income mixing by bringing higher income families into lower income developments and lower income families into higher income developments. Toward this end, we will skip families on the waiting list to reach other families with a lower or higher income. We will accomplish this in a uniform and non-discriminating manner.

The Newport Housing Authority will affirmatively market our housing to all eligible income groups. Lower income residents will not be steered toward lower income developments and higher income people will not be steered toward higher income developments.

Prior to the beginning of each fiscal year, we will analyze the income levels of families residing in each of our developments and the income levels of the families on the waiting list. Based on this analysis, we will determine the level of marketing strategies and deconcentration incentives to implement.

***10.5 DECONCENTRATION INCENTIVES***

The Newport Housing Authority may offer one or more incentives to encourage applicant families whose income classification would help to meet the deconcentration goals of a particular development.

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

PHA Name: HOUSING AUTHORITY OF NEWPORT	Grant Type and Number Capital Fund Program Grant No: KY 36P01550102 Replacement Housing Factor Grant No:	Federal FY of Grant: 2002
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Original Annual Statement  Reserve for Disasters/ Emergencies  Revised Annual Statement (revision no: 3)  
 X Performance and Evaluation Report for Period Ending: 9/30/04  Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations	33,304	28,590	28,590	20,614
3	1408 Management Improvements	164,900	141,450	141,450	132,294
4	1410 Administration	30,000	40,628	40,628	40,628
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	0	4,268	4,268	4,268
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures	846,311	849,828	849,828	849,828
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment	0	19,751	19,751	0
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				0
17	1495.1 Relocation Costs	10,000	0	0	
18	1499 Development Activities				
19	1501 Collateralization or Debt Service	0	0	0	0
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2 – 20)	<b>1,084,515</b>	<b>1,084,515</b>	<b>1,084,515</b>	<b>1,047,632</b>
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				

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

PHA Name: HOUSING AUTHORITY OF NEWPORT	Grant Type and Number Capital Fund Program Grant No: KY 36P01550103 Replacement Housing Factor Grant No:	Federal FY of Grant: 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: 9/30/04     Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations	60,987	40,650	40,650	
3	1408 Management Improvements	67,969	67,956	67,956	34,322
4	1410 Administration	30,377	30,377	30,377	4,076
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	0	0	0	
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures	725,500	850,500	850,500	682,601
11	1465.1 Dwelling Equipment—Nonexpendable		13,000	13,000	
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment		7,350	7,350	
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs	10,000	10,000	10,000	9,612
18	1499 Development Activities				
19	1501 Collateralization or Debt Service	125,000	0	0	
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2 – 20)	<b>1,019,833</b>	<b>1,019,833</b>	<b>1,019,833</b>	<b>730,611</b>
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				

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

PHA Name: HOUSING AUTHORITY OF NEWPORT	Grant Type and Number Capital Fund Program Grant No: KY 36P01550104 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: 9/30/04  Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations	139,078	139,078		
3	1408 Management Improvements	155,834	90,834		
4	1410 Administration	30,377	30,377	30,377	
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs				
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures	400,000	580,000	580,000	
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs	10,000	10,000		
18	1499 Development Activities				
19	1501 Collateralization or Debt Service	250,000	135,000		
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2 – 20)	<b>985,289</b>	<b>985,289</b>	<b>610,377</b>	<b>0</b>
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				

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

PHA Name: HOUSING AUTHORITY OF NEWPORT	Grant Type and Number Capital Fund Program Grant No: KY 36P01550105 Replacement Housing Factor Grant No:	Federal FY of Grant: 2005
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Original Annual Statement  Reserve for Disasters/ Emergencies  
**Performance and Evaluation Report for Period Ending**      **Revised Statement (revision no: )**  
**Final Performance and Evaluation Report**

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations	50,560			
3	1408 Management Improvements	90,834			
4	1410 Administration	31,895			
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	25,000			
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures	470,000			
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment	50,000			
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1501 Collateralization or Debt Service	267,000			
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2 – 20)	<b>985,289</b>			
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				

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

PHA Name: <b>HOUSING AUTHORITY OF NEWPORT</b>		Grant Type and Number Capital Fund Program Grant No: <b>KY 36P01550102</b>			Federal FY of Grant: <b>2002</b>			
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	
PHA-WIDE OPERATIONS	Defer increasing costs of operations of PHA budget	1406		33,304	28,590	28,590	20,614	
MANAGEMENT IMPROVEMENT	Continue contractual arrangement with YMCA to provide membership programs operated at the Housing Authority Community Center	1408		37,100	18,550	18,550	18,550	Contract agreement thru 12/2005
	Continue contract with YMCA to provide after-school youth activities at the Community Center.	1408		52,900	48,000	48,000	38,844	On-going; previously funded thru drug elimination grant
	Continue to provide Newport Police foot patrol during evening hrs for security	1408		74,900	74,900	74,900	74,900	On-going; previously funded thru drug elimination
PHA-WIDE SALARIES	Pro-rate administrative salaries for the administration of programs for the following positions: Executive Director 25% Finance Director 25% Resident Coordinator 10% Director of Administration 10% Operations Manager 25%	1410		30,000	40,628	40,628	40,628	Work item continued in next grant

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

PHA Name: <b>HOUSING AUTHORITY OF NEWPORT</b>		Grant Type and Number Capital Fund Program Grant No: <b>KY 36P01550102</b>			Federal FY of Grant: <b>2002</b>			
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	
KY 15-4 GRAND TOWERS	Unit conversion from efficiencies to 1 BR at GT (elderly highrise); remodel all other units/hallways	1460		846,311	849,828	849,828	849,828	With tax credit project estimate 11/05 completion
PHA Wide	New telephone system for offices	1475		0	19,751	19,751	0	Complete 1/2005
KY 15-4 GRAND TOWERS	Provide relocation services to elderly residents apartment transfers	1495		10,000	0	0	0	Moved item to 2003 grant
PHA CAPITAL DEVELOPMENT	Debt service payment on bond issue for anticipated priority capital projects	1501		0	0	0	0	Expect bond proceeds to be available 2005
KY 15-4 GRAND TOWERS	Professional services required to continue the remodel of elderly highrise and unit conversion	1430		0	4,268	4,268	4,268	Will be continued thru tax credit project

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

PHA Name: <b>HOUSING AUTHORITY OF NEWPORT</b>		Grant Type and Number Capital Fund Program Grant No: <b>KY 36P01550103</b>			Federal FY of Grant: <b>2003</b>			
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	
PHA-WIDE OPERATIONS	Defer increasing costs of operations of PHA budget	1406		60,987	40,650	40,650		
MANAGEMENT IMPROVEMENT	Continue to provide Newport Police foot patrol during evening hrs for security	1408		67,969	67,956	67,956	34,322	On-going; previously funded thru drug elimination
PHA-WIDE SALARIES	Pro-rate administrative salaries for the administration of programs for the following positions: Executive Director 10% Finance Director 25% Director of Administration 25% Operations Manager 25%	1410		30,377	30,377	30,377	4,076	

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

PHA Name: <b>HOUSING AUTHORITY OF NEWPORT</b>		Grant Type and Number Capital Fund Program Grant No: <b>KY 36P01550103</b>			Federal FY of Grant: <b>2003</b>			
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	
KY 15-4 GRAND TOWERS	Unit conversion from efficiencies to 1 BR at GT (elderly highrise); remodel all other units/hallways	1460		725,500	850,500	850,500	682,601	Contract signed 10/2002 GT floors 10-1 with tax credit monies
KY 15-4 GRAND TOWERS	Provide refrigerators for newly rehabilitated elderly apartments	1465		0	13,000	13,000	0	
KY 15-4 GRAND TOWERS	Purchase cart caddy for to move dumpster and snake line auger	1475		0	7,350	7,350	0	
KY 15-4 GRAND TOWERS	Provide relocation services to GT residents affected by apt transfers	1495		10,000	10,000	10,000	9,612	
PHA CAPITAL DEVELOPMENT	Debt service payment on bond issue for anticipated priority capital projects	1501		125,000	0			

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

PHA Name: <b>HOUSING AUTHORITY OF NEWPORT</b>		Grant Type and Number Capital Fund Program Grant No: <b>KY 36P01550104</b>			Federal FY of Grant: <b>2004</b>			
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	
PHA-WIDE OPERATIONS	Defer increasing costs of operations of PHA budget	1406		139,078	139,078			
MANAGEMENT IMPROVEMENT	Continue contractual arrangement with YMCA to provide membership programs operated at the Housing Authority Community Center	1408		37,100	0			Partnered with area social service agencies to provide resident programs
	Continue contract with YMCA to provide after-school youth activities at the Community Center.	1408		52,900	0			
	Continue to provide Newport Police foot patrol during evening hrs for security	1408		65,834	65,834			
	Cost of utilities and maintenance at the Housing Authority Community Center	1408		0	25,000			

**Annual Statement/Performance and Evaluation Report**

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

**Part II: Supporting Pages**

PHA Name: <b>HOUSING AUTHORITY OF NEWPORT</b>		Grant Type and Number Capital Fund Program Grant No: <b>KY 36P01550104</b>			Federal FY of Grant: <b>2004</b>			
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	
PHA-WIDE SALARIES	Pro-rate administrative salaries for the administration of programs for the following positions: Executive Director 10% Finance Director 25% Director of Administration 25% Operations Manager 25%	1410		30,377	30,377	30,377		
KY 15-4 GRAND TOWERS	Unit conversion from efficiencies to 1 BR at GT (elderly highrise); remodel all other units/hallways	1460		400,000	580,000	580,000		Contract signed 10/2002 GT floors 10-1 with tax credit monies
KY 15-4 GRAND TOWERS	Provide relocation services to GT residents affected by apt transfers	1495		10,000	10,000			
PHA CAPITAL DEVELOPMENT	Debt service payment on bond issue for anticipated priority capital projects	1501		250,000	135,000			Expect bond proceeds to be available 2005, 6 month debt svc payment

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

PHA Name: <b>HOUSING AUTHORITY OF NEWPORT</b>		Grant Type and Number Capital Fund Program Grant No: <b>KY 36P01550105</b>			Federal FY of Grant: <b>2005</b>			
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	
PHA-WIDE OPERATIONS	Defer increasing costs of operations of PHA budget	1406		50,560				
MANAGEMENT IMPROVEMENT	Cost of utilities and maintenance at the Housing Authority Community Center.	1408		25,000				
	Continue to provide Newport Police foot patrol during evening hours for security	1408		65,834				
PHA-WIDE SALARIES	Pro-rate administrative salaries for the administration of programs for the following positions: Executive Director 10% Finance Director 25% Director of Administration 25% Operations Manager 25%	1410		31,895				
KY 15-4 GRAND TOWERS	Professional services required to begin interior/exterior update of family sites	1430		25,000				
KY 15-4 GRAND TOWERS	Continue comprehensive rehabilitation of elderly high rise by updating exterior	1450		170,000				

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

PHA Name: <b>HOUSING AUTHORITY OF NEWPORT</b>		Grant Type and Number Capital Fund Program Grant No: <b>KY 36P01550105</b>			Federal FY of Grant: <b>2005</b>			
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	
KY 15-1 Peter G. Noll	Begin update of family sites building by building adding showers, soffitts, GFI's, roof, gutters, etc.	1460		300,000				
PHA Wide	Purchase new computer equipment	1475		50,000				
PHA CAPITAL DEVELOPMENT	Debt service payment on bond issue	1501		267,000				

**Annual Statement/Performance and Evaluation Report**  
**Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)**  
**Part III: Implementation Schedule**

PHA Name: <b>HOUSING AUTHORITY OF NEWPORT</b>		Grant Type and Number Capital Fund Program No: <b>KY 36P01550102</b> Replacement Housing Factor No:				Federal FY of Grant: <b>2002</b>	
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
PHA-WIDE OPERATIONS	6/30/03			6/30/04	6/30/05		
MGT IMPROVEMENTS	6/30/03			6/30/04	6/30/05		
PHA-WIDE SALARIES	6/30/03			6/30/04	6/30/05		
KY 15-4 GRAND TOWERS	6/30/03			6/30/04	6/30/05		





**Annual Statement/Performance and Evaluation Report  
 Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)  
 Part III: Implementation Schedule**

PHA Name: <b>HOUSING AUTHORITY OF NEWPORT</b>		Grant Type and Number Capital Fund Program No: <b>KY 36P01550104</b> Replacement Housing Factor No:					Federal FY of Grant: <b>2004</b>	
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates	
	Original	Revised	Actual	Original	Revised	Actual		
PHA-WIDE OPERATIONS	9/13/2006			9/13/2008				
MGT IMPROVEMENTS	9/13/2006			9/13/2008				
PHA-WIDE SALARIES	9/30/2006			9/13/2008				
KY 15-4 GRAND TOWERS DEBT SERVICE	9/13/2006			9/13/2008				

Annual Plan 2003



**Attachment C**

**Capital Fund Program Five-Year Action Plan**

**Part I: Summary**

PHA Name:		<b>HOUSING AUTHORITY OF NEWPORT</b>		<input type="checkbox"/> <b>Original 5-Year Plan</b> <input checked="" type="checkbox"/> <b>Revision No: 2</b>	
Development Number/Name/H A-Wide	Year 1	Work Statement for Year 2 FFY Grant: 2006 PHA FY: 2006	Work Statement for Year 3 FFY Grant: 2007 PHA FY: 2007	Work Statement for Year 4 FFY Grant: 2008 PHA FY: 2008	Work Statement for Year 5 FFY Grant: 2009 PHA FY: 2009
	Annual Statement				
HA-wide		\$ 418,289	\$ 418,289	\$ 418,289	\$ 418,289
Debt Service		\$ 267,000	\$ 267,000	\$ 267,000	\$ 267,000
15-1 Peter G. Noll		\$ 300,000	\$ 300,000	\$ 300,000	\$ 300,000
CFP Funds Listed for 5-year planning		\$ 985,289	\$ 985,289	\$ 985,289	\$ 985,289

Replacement Housing Factor Funds		HOPE VI	HOPE VI	HOPE VI	HOPE VI
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**Capital Fund Program Five-Year Action Plan  
Part II: Supporting Pages—Work Activities**

Activities for Year 1	Activities for Year: <u>2</u> FFY Grant: 2006 PHA FY: 2006			Activities for Year: <u>3</u> FFY Grant: 2007 PHA FY: 2007		
	<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>
See	HA-Wide	Community Center upkeep, security patrols, Pro-rate salaries, etc.	\$ 418,289	HA-Wide	Community Center upkeep, security patrols, Pro-rate salaries, etc.	\$ 418,289
Annual						
Statement	15-4 Grand Towers	Debt service payment on bond issued for unit conversion of elderly high rise; office bldg	\$ 267,000	15-4 Grand Towers	Debt service payment on bond issued for unit conversion of elderly high rise; office bldg	\$ 267,000
	15-1 Peter G. Noll	Unit rehab as needed for soffits, GFI's, range hoods, kitchen cabinets, floor tile, painting, shower installation etc.	\$ 300,000	15-1 Peter G. Noll	Unit rehab as needed for soffits, GFI's, range hoods, kitchen cabinets, floor tile, painting, shower installation etc.	\$ 300,000

<b>Total CFP Estimated Cost</b>		\$	985,289		\$	985,289

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

Activities for Year : <u>4</u> FFY Grant: 2008 PHA FY: 2008			Activities for Year: <u>5</u> FFY Grant: 2009 PHA FY: 2009		
<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>
HA-Wide	Community Center upkeep, security patrols, Pro-rate salaries, etc.	\$ 418,289	HA-Wide	Community Center upkeep, security patrols, Pro-rate salaries, etc.	\$ 418,289
15-4 Grand Towers	Debt service payment on bond issued for unit conversion of elderly high rise; office bldg	\$ 267,000	15-4 Grand Towers	Debt service payment on bond issued for unit conversion of elderly high rise; office bldg	\$ 267,000

15-1 Peter G. Noll	Unit rehab as needed for soffits, GFI's, range hoods, kitchen cabinets, floor tile, painting, shower installation etc.	\$ 300,000	15-1 Peter G. Noll	Unit rehab as needed for soffits, GFI's, range hoods, kitchen cabinets, floor tile, painting, shower installation etc.	\$ 300,000
<b>Total CFP Estimated Cost</b>		\$ 985,289			\$ 985,289



## ATTACHMENT D

### 5-YEAR PLAN MISSION STATEMENT AND GOALS PROGRESS REPORT (REQUIRED ATTACHMENT TO FY 2005 ANNUAL PLAN)

#### **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.

X The PHA's mission is: (state mission here)  
The Housing Authority of Newport, Kentucky is committed to providing quality, affordable housing in a safe environment. Through partnerships with our residents and other groups, we will provide opportunities for those we serve to become self-sufficient.

**Progress Statement:** The Authority continues to provide quality, affordable housing through a well-experienced management and maintenance staff. Current contracts and partnerships with the local police department and social service agencies ensure resident safety, and provide self-sufficiency opportunities for all residents. Also for the past three years, the Housing Authority has contracted with Brighton Center, the area's largest not for profit social service agency, to provide Community and Supportive Services for the assisted families affected by the HOPE VI revitalization project. The Authority's Resident Initiatives Coordinator continues to provide Family Self Sufficiency case management for all Section 8 and non-HOPE VI residents. Residents interested in homeownership are also provided with intense credit counseling and homeownership training.

#### **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.**

X PHA Goal: Expand the supply of assisted housing  
Objectives:

- Apply for additional rental vouchers:
- Reduce public housing vacancies:
- X Leverage private or other public funds to create additional housing opportunities: HOPE VI, CDBG, Capital Funds, HOME Funds
- X Acquire or build units or developments
- X Other (list below):  
Provide homeownership opportunities through development as well as a second mortgage financing program utilizing HOPE VI funding.

**Progress Statement:** The Authority's HOPE VI program is progressing. The Liberty Row One homeownership development open and all six of the completed homes are either sold or under contract to low income families. The continued HOPE VI Plan calls for additional scattered-site developments throughout the city.

The Authority was also successful in obtaining tax credit financing to help fund the remaining construction of the Grand Towers Apartment renovation project. This project is underway and renovations are scheduled for completion by December 2005.

- X Goal: Improve the quality of assisted housing  
Objectives:
- X Improve public housing management: (PHAS score) Achieve and Maintain High performing status
- X Improve voucher management: (SEMAP score) Maintain High performing status
- Increase customer satisfaction:
- X Concentrate on efforts to improve specific management functions: (list; e.g., public housing finance; voucher unit inspections)
- X Renovate or modernize public housing units:
- X Demolish or dispose of obsolete public housing:
- X Provide replacement public housing:  
Provide replacement vouchers:
- Other: (list below)

**Progress Statement:** The Authority has received its PHAS scores and was disappointed to miss High Performer. The staff continues to strive for excellence in management and operations. The RASS scores were such that a Follow-Up Plan was required and it is attached to this Agency Plan. The Authority's SEMAP scores were again, in the High Performing range. One of the Authority's original five-year goals to improve management was the implementation of mandatory direct deposit of HAP payments to landlords. This goal has been achieved as of December 1, 2004, and with the direct deposit system now implemented, the staff is able to maintain more efficient operations in the Section 8 Department.

The renovation project at the Authority's all-elderly high-rise apartment building has been underway for several years now. We have completed seven of the eleven floors of

unit renovations. The Authority continues to work closely with the architect and contractor to ensure the progression of work is on schedule. We hope complete the entire building, including exterior renovations by the fall of 2005.

The demolition and replacement of housing units will take place under the approved HOPE VI project.

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

**Progress Statement:**

This past year, the Authority implemented a Section 8 Homeownership Program. Since inception, we have had three closings and expect at least one more by December 2004. We work closely with two other area Section 8 agencies to ensure consistency with program guidelines.

The Authority is also in the process of implementing a Second Mortgage Program using HOPE VI dollars, which will assist low-income residents in purchasing homes throughout the city.

Through the HOPE VI project, the Authority plans to implement site-based waiting lists at each of the separate developments giving residents more choices and opportunities for housing.

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

- X 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)

- X Other: (list below)  
The Authority is working closely with the City of Newport Recreation Department, Boys and Girls Club, YMCA and other area agencies to maximize the usage through a variety of programs and services at the on-site Community Center.

**Progress Statement:** The Authority is now working directly with the City of Newport Recreation Department in the coordination and management of a variety of programs and services, specifically for the youth, at the on-site Community Center.

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

- X 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.
- X Other: (list below)  
Provide Section 3 training and employment opportunities for low-income families.

**Progress Statement:** The Authority currently employs six residents, through contractual arrangements or as regular employees. The Authority has also entered into a Memorandum of Understanding with Brighton Center's Center for Employment Training to provide training, job-shadowing, and cooperative job opportunities for their students enrolled in the Maintenance Program. We have already seen success as groups of students visit current construction sites managed by the Authority and gain hands-on experience in specified areas of construction.

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

- X PHA Goal: Ensure equal opportunity and affirmatively further fair housing  
Objectives:
  - Undertake affirmative measures to ensure access to assisted housing regardless of race, color, religion national origin, sex, familial status, and disability:

- Undertake affirmative measures to provide a suitable living environment for families living in assisted housing, regardless of race, color, religion national origin, sex, familial status, and disability:
- Undertake affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required:
- X Other: (list below)  
Provide Section 8 Homebuyers intensive training and education.

**Progress Statement:** The home buyer education program provided through Brighton Properties, ensures each prospective home buyer seeks a buyer agent, to ensure their rights are protected throughout the purchase process. Each area real estate agent interested in such sales must attend a training/educational session on the Section 8 Homeownership program

Tenant Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Date: \_\_\_\_\_

**NEWPORT HOUSING AUTHORITY**  
***Lease Addendum***  
**PET POLICY**

**18.0 PET POLICY**

**18.1 EXCLUSIONS**

This policy does not apply to animals that are used to assist persons with disabilities. Assistive animals are allowed in all public housing facilities with no restrictions other than those imposed on all tenants to maintain their units and associated facilities in a decent, safe, and sanitary manner and to refrain from disturbing their neighbors.

**18.2 PETS IN PUBLIC HOUSING**

The Newport Housing Authority allows for pet ownership in its developments with the written pre-approval of the Housing Authority. Residents are responsible for any damage caused by their pets, including the cost of fumigating or cleaning their units. In exchange for this right, resident assumes full responsibility and liability for the pet and agrees to hold the Newport Housing Authority harmless from any claims caused by an action or inaction of the pet.

**18.3 APPROVAL**

Residents must have the prior written approval of the Housing Authority before moving a pet into their unit. Residents must request approval on the Authorization for Pet Ownership Form that must be fully completed before the Housing Authority will approve the request. Residents must give the Housing Authority a picture of the pet so it can be identified if it is running loose.

**18.4 TYPES AND NUMBER OF PETS**

The Newport Housing Authority will allow only common household pets. This means only domesticated animals such as a dog, cat, bird, rodent (including a rabbit), fish in aquariums or a turtle will be allowed in units. Common household pets do not include reptiles (except turtles). If this definition conflicts with a state or local law or regulation, the state or local law or regulation shall govern.

Only one four-legged animal, such as a cat, or a dog or a rabbit, is permitted in each household. Fish tanks are restricted to no more than 20 gallons in size. A resident may have up to two caged birds in their unit.

Any animal deemed to be potentially harmful to the health or safety of others, including attack or fight trained dogs, will not be allowed. Such animals include but are not limited to: pit bulls, Doberman pinschers, and rottweilers.

#### **18.5 RULES AND OBLIGATIONS OF PET OWNERSHIP**

A tenant may own a common household pet under the following conditions:

- a. If the pet is a cat or a dog, the animal must be neutered/spayed by the age six (6) months. The evidence can be provided by a statement/bill from a veterinarian and/or staff of the humane society. The evidence must be provided prior the execution of Housing Authority approval of pet ownership.
- b. Tenants must provide waterproof and leak proof litter boxes for cat waste, which must be kept inside the dwelling unit. The tenant must not permit refuse from litter boxes to accumulate nor to become unsightly or unsanitary.
- c. No animal shall exceed 25 pounds in or 12 inches projected to full adult size. Pets must be weighted by a veterinarian or staff of the humane society. A statement containing the weight of the pet must be provided to the Authority prior to the execution of pet authorization. In certain cases, the Authority may request written verification from the veterinarian that the projected adult size of the animal is not expected to exceed the above restrictions. ***NOTE: Any pet that is not fully grown at the time of authorization, which at any time during tenancy exceeds the restricted weight or height requirement will no longer be an eligible pet and must be removed from Authority property.***
- d. If the pet is a cat or a dog, it must have received rabies and distemper, and any other required inoculations or boosters. Evidence of inoculations must be provided prior to the execution of pet authorization, and each year thereafter.
- e. If the pet is a bird, it shall be contained in a birdcage and shall not be let out of the cage at any time.
- f. If the pet is a fish, the aquarium must be twenty (20) gallons or less, and the container must be placed in a safe location in the unit. The tenant is limited to one container for the fish, however, there is no limit on the number of fish that can be maintained in the container as long as the container is maintained in a sanitary, safe and non-hazardous manner.
- g. All pets must be housed within the unit and no facilities can be constructed outside of the unit for any pet. No animal shall be permitted to be loose and if the pet is taken outside, it must be taken outside on a leash and kept off of other tenant's lawns. All pets must wear collars with identification at all times. The Authority will notify the appropriate animal control officers to pick up pets who are without collars.
- h. All authorized pets must be under the control of an adult. An unleashed pet, or one tied to a fixed object is not considered to be under the control of an adult. Pets which are unleashed, or leashed and unattended on Authority property may be impounded and taken to the local animal control shelter.
- i. Pets may not be left unattended for more than twenty-four consecutive hours. If it is reported to the Authority staff that a pet has been left unattended for more than a twenty-four hour period, the Authority staff may enter the unit and have the pet removed and transferred to the animal control shelter. Any expense to remove and reclaim the pet from any facility will be the responsibility of the tenant. In the case of an emergency, the Authority will work with the resident to

allow more than twenty four hours for the resident to make accommodations for the pet.

- j. The tenant shall have pets restrained so that maintenance can be performed in the apartment. Whenever an inspection or maintenance is scheduled, the tenant shall either be at home or shall have the animal restrained or caged. If a maintenance person enters an apartment where an animal is not restrained, the maintenance shall not be performed and the tenant shall be charged a fee of no more than \$25.00. Pets that are not caged or properly restrained may be impounded by animal control and it shall be the tenant's responsibility to reclaim the pet at their own expense.
- k. The tenant is solely responsible for cleaning up the waste of the pet within the dwelling and on the premises. If the pet is taken outside, it must be on a leash at all times. If there is any visible waste by the pet it must be disposed of in a plastic bag, securely tied and placed in a garbage receptacle. If the Authority staff cleans up any waste left by a pet, the tenant will be charged \$25.00 for the waste removal.
- l. **Grand Towers:** Pets at Grand Towers must be carried through all common areas of the building, including the hallways, elevators, and lobby areas. Pets are not permitted in the grocery store.
- m. Pets shall not disturb, interfere or diminish the peaceful enjoyment of other tenants. The terms "disturb, interfere or diminish" shall include but not be limited to barking, howling, chirping, biting, scratching and other like activities. This includes any pets who make noise continuously and/or incessantly for a period of 10 minutes or intermittently for one-half hour or more and therefore disturbs any person at any time of day or night. The Housing Manager will terminate the pet authorization if a pet disturbs other tenants under this section and tenant will be given one week to make other arrangements for the care of the pet or the dwelling lease will be terminated.
- n. If a pet should become destructive, create a nuisance, represent a threat to the safety and security of other persons, or create a problem in the area of cleanliness and sanitation, the Housing Manager will notify the tenant, in writing, that the animal must be removed from the property, within 10 days of the date of the notice. The tenant may request a hearing in accordance with the Authority's grievance procedure. The pet may remain with the tenant during the hearing process unless the Authority has determined that the pet may be a danger or threat to the safety and security of others. If this determination is made, the pet must be immediately removed from the premises upon receipt of such notice from the Authority.

#### **18.6 PET DEPOSIT AND NON-REFUNDABLE FEE**

A pet deposit of \$150.00 is required for non-elderly and non-handicapped residents, and \$100.00 for elderly and handicapped residents, at the time of registering a cat or a dog. The deposit is refundable when the pet or the family vacates the unit, less any amounts owed due to damage beyond normal wear and tear.

A one-time, non-refundable pet fee of \$200.00 for dogs, and \$100.00 for cats is also required for pets registered at the family site only, whose owner is not elderly, handicapped or disabled. This non-refundable fee must be paid at the time of registration.

Both the fee and deposit must be paid in full prior at the time the pet is registered.

*Note: Caged pets and fish are not subject to the above fee or deposit.*

**18.7 FINANCIAL OBLIGATION OF RESIDENTS**

Any resident who owns or keeps a pet in their dwelling unit will be required to pay for any damages caused by the pet. Also, any pet-related insect infestation in the pet owner's unit will be the financial responsibility of the pet owner and the Newport Housing Authority reserves the right to exterminate and charge the resident.

**18.8 VISITING PETS**

All unauthorized pets, including visiting pets, are prohibited from all Housing Authority property. Tenants with a visiting pet in or around their unit will be considered in violation of their lease.

It shall be a serious violation of the lease for any tenant to have a pet without proper approval and without complying with the terms of this policy. Such violation of this or any other terms of this policy shall be considered a violation of the Lease and grounds for termination of tenancy. The tenant will be entitled to a hearing in accordance with the provisions of the Authority's Grievance Procedure, as applicable.

**RESIDENT ACKNOWLEDGMENT OF LEASE ADDENDUM**

After reading and/or having read to me this lease addendum, I, \_\_\_\_\_  
\_\_\_\_\_, do hereby agree to the following:

I agree to abide by the requirements outlined in this lease addendum for pet ownership and to keep the pet in accordance with this lease addendum.

I agree and understand that I am liable for any damage or injury whatsoever caused by my pet and shall pay the landlord or applicable party for any damages or injury caused by the pet. I also realize that I should obtain liability insurance for pet ownership and that paying the insurance is my responsibility.

I agree to accept full responsibility and will indemnify and hold harmless the landlord for any claims by or injuries to third parties or their property caused by my pet.

I agree to pay a non-refundable fee of \$\_\_\_\_\_ to cover some of the additional administrative costs incurred by the Housing Authority. I also understand that this fee is due and payable prior to the execution of this lease addendum.

I agree to pay a refundable pet deposit of \$\_\_\_\_\_ to the Authority prior to the execution of this lease addendum. The deposit may be used by the Landlord at the termination of the lease toward payment of rent or toward payment of any other costs made necessary because of the Tenant's occupancy of the premises. Otherwise, the pet deposit, or any balance remaining after final inspection, will be returned to the Tenant after the premises are vacated and all keys have been returned.

I AGREE AND UNDERSTAND THAT ALL INFORMATION CONCERNING MY PET MUST BE UPDATED ANNUALLY AND PROVIDED TO THE AUTHORITY AT THE ANNUAL REEXAMINATION, OR AS OTHERWISE REQUESTED.

I AGREE AND UNDERSTAND THAT VIOLATING THIS LEASE ADDENDUM MAY RESULT IN THE REMOVAL OF THE PET FROM THE PROPERTY OF THE AUTHORITY AND/OR EVICTION. I ALSO UNDERSTAND THAT I MAY NOT BE ALLOWED TO OWN ANY TYPE OF PET IN THE FUTURE WHILE BEING AN OCCUPANT OF THE NEWPORT HOUSING AUTHORITY.

I ALSO UNDERSTAND THAT I MUST OBTAIN PRIOR APPROVAL FROM THE AUTHORITY BEFORE MAKING A CHANGE OF A PET FOR WHICH THIS POLICY WAS APPROVED. A PICTURE MAY ALSO BE TAKEN BY AUTHORITY STAFF OF THE PET FOR DOCUMENTATION.

_____ Head of Household Signature	_____ Date
_____ Signature of Other Adult	_____ Date
_____ Housing Authority Representative	_____ Date

## **Policy on Implementation of Public Housing Resident Community Service Requirements**

**Effective with the date of NOTICE PIH 2003-17 (HA), the following policy applies to all residents currently living in the Newport Housing Authority.**

### ***14.1 GENERAL***

In order to be eligible for continued occupancy, each adult family member must either (1) contribute eight hours per month of community service (not including political activities), or (2) participate in an economic self-sufficiency program, or (3) perform eight hours per month of combined activities as previously described unless they are exempt from this requirement.

### ***14.2 EXEMPTIONS***

The following adult family members of tenant families are exempt from this requirement:

- A. Family members who are 62 or older.
- B. Family members who are blind or disabled as defined under 216(I)(1) or 1614 of the Social Security Act (42 U.S.C. 416(I)(1) and who certifies that because of this disability she or he is unable to comply with the community service requirements.
- C. Family members who are the primary care giver for someone who is blind or disabled as set forth in Paragraph B above.
- D. Family members engaged in work activity.
- E. Family members who are exempt from work activity under part A title IV of the Social Security Act or under any other State welfare program, including the welfare-to-work program.
- F. Family members receiving assistance, benefits or services under a State program funded under part A title IV of the Social Security Act or under any other State welfare program, including welfare-to-work and who are in compliance with that program.

### **14.3 NOTIFICATION OF THE REQUIREMENT**

The Newport Housing Authority shall identify all adult family members who are apparently not exempt from the community service requirement.

The Newport Housing Authority shall notify all such family members of the community service requirement and of the categories of individuals who are exempt from the requirement. The notification will provide the opportunity for family members to claim and explain an exempt status. The Newport Housing Authority shall verify such claims.

The notification will advise families that their community service obligation will begin upon the effective date of their first annual reexamination on or after April 1, 2001. For families paying a flat rent, the obligation begins on the date their annual reexamination would have been effective had an annual reexamination taken place. It will also advise them that failure to comply with the community service requirement will result in ineligibility for continued occupancy at the time of any subsequent annual reexamination.

### **14.4 VOLUNTEER OPPORTUNITIES**

Community service includes performing work or duties in the public benefit that serve to improve the quality of life and/or enhance resident self-sufficiency, and/or increase the self-responsibility of the resident within the community.

An economic self sufficiency program is one that is designed to encourage, assist, train or facilitate the economic independence of participants and their families or to provide work for participants. These programs may include programs for job training, work placement, basic skills training, education, English proficiency, work fare, financial or household management, apprenticeship, and any program necessary to ready a participant to work (such as substance abuse or mental health treatment).

The Newport Housing Authority will coordinate with social service agencies, local schools, and the Human Resources Office in identifying a list of volunteer community service positions.

Together with the resident advisory councils, the Newport Housing Authority may create volunteer positions such as hall monitoring, litter patrols, and supervising and record keeping for volunteers.

### **14.5 THE PROCESS**

At the first annual reexamination on or after April 1, 2001, and each annual reexamination thereafter, the Newport Housing Authority will do the following:

- A. Provide a list of volunteer opportunities to the family members.

- B. Provide information about obtaining suitable volunteer positions.
- C. Provide a volunteer time sheet to the family member. Instructions for the time sheet require the individual to complete the form and have a supervisor date and sign for each period of work.
- D. Assign family members to a volunteer coordinator who will assist the family members in identifying appropriate volunteer positions and in meeting their responsibilities. The volunteer coordinator will track the family member's progress monthly and will meet with the family member as needed to best encourage compliance.
- E. Thirty (30) days before the family's next lease anniversary date, the volunteer coordinator will advise the Newport Housing Authority whether each applicable adult family member is in compliance with the community service requirement.

#### ***14.6 NOTIFICATION OF NON-COMPLIANCE WITH COMMUNITY SERVICE REQUIREMENT***

The Newport Housing Authority will notify any family found to be in noncompliance of the following:

- A. The family member(s) has been determined to be in noncompliance;
- B. That the determination is subject to the grievance procedure; and
- C. That, unless the family member(s) enter into an agreement to comply, the lease will not be renewed or will be terminated;

#### ***14.7 OPPORTUNITY FOR CURE***

The Newport Housing Authority will offer the family member(s) the opportunity to enter into an agreement to cure, prior to the anniversary of the lease. The agreement shall state that the family member(s) agrees to enter into an economic self-sufficiency program or agrees to contribute to community service for as many hours as needed to comply with the requirement over the past 12-month period. The cure shall occur over the 12-month period beginning with the date of the agreement and the resident shall at the same time stay current with that year's community service requirement. The first hours a resident earns go toward the current commitment until the current year's commitment is made.

The volunteer coordinator will assist the family member in identifying volunteer opportunities and will track compliance on a monthly basis.

If any applicable family member does not accept the terms of the agreement, does not fulfill their obligation to participate in an economic self-sufficiency program,

or falls behind in their obligation under the agreement to perform community service, the Newport Housing Authority shall take action to terminate the lease.

**14.8 PROHIBITION AGAINST REPLACEMENT OF AGENCY EMPLOYEES**

In implementing the service requirement, the Newport Housing Authority may not substitute community service or self-sufficiency activities performed by residents for work ordinarily performed by its employees, or replace a job at any location where residents perform activities to satisfy the service requirement.

**Newport Housing Authority  
Annual Plan 2005**

**Required Attachment \_\_G\_\_: Resident Member on the PHA Governing Board**

1. X Yes No: Does the PHA governing board include at least one member who is directly assisted by the PHA this year? (if no, skip to #2)

A. Name of resident member(s) on the governing board:

Mr. Ervin Heiert

B. How was the resident board member selected: (select one)?

Elected

X Appointed

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

1/07/02 to 11/30/05

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

the PHA is located in a State that requires the members of a governing board to be salaried and serve on a full time basis

the PHA has less than 300 public housing units, has provided reasonable notice to the resident advisory board of the opportunity to serve on the governing board, and has not been notified by any resident of their interest to participate in the Board.

Other (explain):

B. Date of next term expiration of a governing board member:

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

Thomas L Guidugli

Mayor

City of Newport, KY

**Newport Housing Authority  
Annual Plan 2005**

**Required Attachment \_\_\_H\_\_\_: Membership of the Resident Advisory Board or Boards**

List members of the Resident Advisory Board or Boards: (If the list would be unreasonably long, list organizations represented or otherwise provide a description sufficient to identify how members are chosen)

Ervin Heiert, Chairperson, Resident Floor Captains	Grand Towers Apartments
Pat Tolson,	Family Site Resident
Kenneth Slade, Member	Resident Advisory Council
Billie Russell, Member	Resident Advisory Council

**Annual Plan 2005  
Attachment I**

**Component 10(B) Voluntary Conversion Initial Assessments**

- a. How many of the PHA's developments are subject to the Required Initial Assessments?

None

- b. How many of the PHA's developments are not subject to the Required Initial Assessments based on exemptions:

All four developments qualify for exemptions: One is an all-elderly development and three are part of an approved HOPE VI development.

**FOLLOW-UP PLAN**  
**For**  
**Newport Housing Authority**  
**FYE 3/31/05**

**Communication**

- Beginning in October of 2002, the NHA began holding regular, monthly “Town Meetings”, as a way to invite residents to discuss topics of concern, as well as encourage residents to become more involved with the HOPE VI process by joining the RAC committee and/or attending these meetings. Meetings are held in the evening to accommodate the maximum number of residents. Refreshments are served and free babysitting is provided. Large banners are placed all over the site each month announcing these meetings. During the warm months, the NHA held monthly cook-outs as a means to socialize and communicate in a less formal setting with residents. We experienced very good turn-outs of people at these events and we feel it has helped with communication.
- The NHA has a monthly newsletter that is mailed directly to every resident. This publication is used as the primary means of information dissemination to the residents. Everything from meeting announcements, birthdays, upcoming programs and events, and available services are announced monthly in this newsletter. The NHA will continue to utilize what we believe is an effective means of communication.
- This past year, the Authority conducted a customer satisfaction survey to allow residents the opportunity to indicate their concerns, their likes and dislikes about the apartment community, etc... To achieve a maximum response, we offered a discount on rent. We will use the information received to improve communication and build stronger customer relations.

**Safety**

- The NHA currently has a contract for police patrol services at the family site. We believe this continual police presence has helped curtail vandalism and other crime in the immediate area. The NHA staff meets periodically with the Police Captain to evaluate the success, and or suggest ways of improving the patrol. In addition to a visual police presence, the NHA has set aside units for use by narcotics agents to aid in their undercover work involving drug trafficking. This has resulted in several large-scale raids, arrests and ultimately, evictions. The NHA has also attempted to start block-watch programs throughout our family site however resident participation has been very minimal, at best.

At Grand Towers, the NHA's All-Elderly site, the NHA has addressed the issue of security by hiring a resident to ensure the building and all common areas are locked and secured after each evening's activities. This resident has a background in security work and his position has been well received by the resident population. The NHA staff plans to continue this arrangement and believes it offers residents the additional security they have requested.

### *Neighborhood Appearance*

- Over the past several years, the NHA has made great strides toward improving the appearance of our family site, spending large amounts of capital funds on landscaping, playgrounds for the children, fencing, lighting, etc... The Authority has hired three residents to maintain the grounds on a continual basis. We have received many compliments from residents regarding the work being done by these three individuals.

The NHA has also had a contractual arrangement with a grass cutter so that the entire site has a "uniform" appearance and fresh grass cutting on a regular basis. In addition, we have a full-time grounds keeper who works daily on trash removal, graffiti removal, and landscape manicuring. The staff has, and continues to receive compliments from outside agency representatives about how good our site looks and we take pride in our efforts. We will continue to provide the above services as well as encourage residents, through newsletters and Town Meetings, to voice their specific concerns with regard to the appearance of our site.

# Housing Authority of Newport Organizational Chart

