

PHA Plans

Streamlined 5-Year/Annual Version

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

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This information collection is authorized by Section 511 of the Quality Housing and Work Responsibility Act, which added a new section 5A to the U.S. Housing Act of 1937 that introduced 5-year and annual PHA Plans. The full PHA plan provides a ready source for interested parties to locate basic PHA policies, rules, and requirements concerning the PHA's operations, programs, and services, and informs HUD, families served by the PHA, and members of the public of the PHA's mission and strategies for serving the needs of low-income and very low-income families. This form allows eligible PHAs to make a streamlined annual Plan submission to HUD consistent with HUD's efforts to provide regulatory relief to certain PHAs. Public reporting burden for this information collection is estimated to average 11.7 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. HUD may not collect this information and respondents are not required to complete this form, unless it displays a currently valid OMB Control Number.

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

Streamlined 5-Year Plan for Fiscal Years 2005 - 2009

Streamlined Annual Plan for Fiscal Year 2005

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

Streamlined Five-Year PHA Plan Agency Identification

PHA Name: Housing Authority of the City of Cameron **PHA Number:** MO078

PHA Fiscal Year Beginning: 07/2005

PHA Programs Administered:

Public Housing and Section 8
 Section 8 Only
 Public Housing Only
 Number of public housing units:
 Number of S8 units:
 Number of public housing units: 86
 Number of S8 units:

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

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

Public Access to Information

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

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

Display Locations for PHA Plans and Supporting Documents

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

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

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

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

Streamlined Five-Year PHA Plan

PHA FISCAL YEARS 2005 - 2009

[24 CFR Part 903.12]

A. Mission

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

- The mission of the PHA is the same as that of the Department of Housing and Urban Development: To promote adequate and affordable housing, economic opportunity and a suitable living environment free from discrimination.
- The PHA's mission is: The mission of Cameron Housing Authority is to provide affordable housing opportunities for lower income people, including family, elderly, and special needs clients, in an environment which preserves the dignity of the client and in a manner which maintains the public trust. To promote adequate housing and economic opportunity without discrimination.

B. Goals

The goals and objectives listed below are derived from HUD's strategic Goals and Objectives and those emphasized in recent legislation. PHAs may select any of these goals and objectives as their own, or identify other goals and/or objectives. Whether selecting the HUD-suggested objectives or their own, **PHAs ARE STRONGLY ENCOURAGED TO IDENTIFY QUANTIFIABLE MEASURES OF SUCCESS IN REACHING THEIR OBJECTIVES OVER THE COURSE OF THE 5 YEARS.** (Quantifiable measures would include targets such as: numbers of families served or PHAs scores achieved.) PHAs should identify these measures in the spaces to the right of or below the stated objectives.

HUD Strategic Goal: Increase the availability of decent, safe, and affordable housing.

- PHA Goal: Expand the supply of assisted housing
Objectives:
- Apply for additional rental vouchers:
 - Reduce public housing vacancies:
 - Leverage private or other public funds to create additional housing opportunities:
 - Acquire or build units or developments
 - Other (list below)
- PHA Goal: Improve the quality of assisted housing
Objectives:
- Improve public housing management: (PHAS score)
 - Improve voucher management: (SEMAP score)
 - Increase customer satisfaction: Listen to suggestions from all residents & put ideas in the residents monthly newsletter.
 - Concentrate on efforts to improve specific management functions: Try and get a 100 on our physical inspection this year.
 - Renovate or modernize public housing units: Continue to keep the apartments in the best shape possible with the money we have.
 - Demolish or dispose of obsolete public housing:
 - Provide replacement public housing:

- Provide replacement vouchers:

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

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

- PHA Goal: Provide an improved living environment.
Objectives:
 - Implement measures to de-concentrate 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: Block watch people throughout the property.
 - Designate developments or buildings for particular resident groups (elderly, persons with disabilities)

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

- PHA Goal: Promote self-sufficiency and asset development of assisted households
Objectives:
 - Increase the number and percentage of employed persons in assisted families:
 - Provide or attract supportive services to improve assistance recipients' employability:
 - Provide or attract supportive services to increase independence for the elderly or families with disabilities.

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

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

Other PHA Goals and Objectives: (list below)

Streamlined Annual PHA Plan PHA Fiscal Year 2005 [24 CFR Part 903.12(b)]

Table of Contents

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

A. ANNUAL STREAMLINED PHA PLAN COMPONENTS

- 1. Housing Needs
- 2. Financial Resources
- 3. Policies on Eligibility, Selection and Admissions
- 4. Rent Determination Policies
- 5. Capital Improvements Needs
- 6. Demolition and Disposition
- 7. Homeownership
- 8. Civil Rights Certifications (included with PHA Certifications of Compliance)
- 9. Additional Information
 - PHA Progress on Meeting 5-Year Mission and Goals
 - Criteria for Substantial Deviations and Significant Amendments
 - Other Information Requested by HUD
 - Resident Advisory Board Membership and Consultation Process
 - Resident Membership on the PHA Governing Board
 - PHA Statement of Consistency with Consolidated Plan
 - (Reserved)
- 10. Project-Based Voucher Program
- 11. Supporting Documents Available for Review
- 12. FY 2005 Capital Fund Program and Capital Fund Program Replacement Housing Factor, Annual Statement/Performance and Evaluation Report
- 13. Capital Fund Program 5-Year Action Plan
- 14. Other (List below, providing name for each item)
 - 1. Community Service Policy
 - 2. Pet Policy
 - 3. Management's Discussion and Analysis (MD & A)
 - 4. CFP FY 2004
 - 5. CFP FY 2003
 - 6. CFP FY 2003 (Bonus Funds)
 - 7. UIV Statement

B. SEPARATE HARD COPY SUBMISSIONS TO LOCAL HUD FIELD OFFICE

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

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

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

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

Form HUD-50071, *Certification of Payments to Influence Federal Transactions;*
Form SF-LLL & SF-LLLa, *Disclosure of Lobbying Activities.*

Executive Summary (optional)

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

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

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

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

Housing Needs of Families on the PHA's Waiting Lists			
Waiting list type: (select one)			
<input type="checkbox"/>	Section 8 tenant-based assistance		
<input checked="" type="checkbox"/>	Public Housing		
<input type="checkbox"/>	Combined Section 8 and Public Housing		
<input type="checkbox"/>	Public Housing Site-Based or sub-jurisdictional waiting list (optional)		
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	16		13
Extremely low income <=30% AMI	13	9	
Very low income (>30% but <=50% AMI)	10	5	
Low income (>50% but <80% AMI)	4	2	
Families with children	7		
Elderly families	5		
Families with Disabilities	4		
Race/ethnicity			
Characteristics by Bedroom Size (Public Housing Only)			
1BR	9	8	8
2 BR	6	9	4
3 BR	1	1	1
4 BR	0		
5 BR	0		
5+ BR	0		

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

B. Strategy for Addressing Needs

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

(1) Strategies

Need: Shortage of affordable housing for all eligible populations

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

Select all that apply

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

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

Select all that apply

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

Other: (list below)

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

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

Select all that apply

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

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

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

Select all that apply

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

Need: Specific Family Types: The Elderly

Strategy 1: Target available assistance to the elderly:

Select all that apply

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

Need: Specific Family Types: Families with Disabilities

Strategy 1: Target available assistance to Families with Disabilities:

Select all that apply

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

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

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

Select if applicable

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

Strategy 2: Conduct activities to affirmatively further fair housing

Select all that apply

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

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

(2) Reasons for Selecting Strategies

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

- Funding constraints
- Staffing constraints
- Limited availability of sites for assisted housing
- Extent to which particular housing needs are met by other organizations in the community
- Evidence of housing needs as demonstrated in the Consolidated Plan and other information available to the PHA
- Influence of the housing market on PHA programs
- Community priorities regarding housing assistance
- Results of consultation with local or state government
- Results of consultation with residents and the Resident Advisory Board
- Results of consultation with advocacy groups
- Other: (list below) Cameron Housing Authority is a very small HA and the jurisdiction only covers an area with a population of approx. 9800 people. The City of Cameron is not large enough to have concentrations of minority or poverty areas. Therefore, Cameron Housing Authority always affirmatively markets availability of its housing inventory to the entire jurisdiction regardless of race, ethnicity, and elderly/disabled status.

2. Statement of Financial Resources

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

List on the following table the financial resources that are anticipated to be available to the PHA for the support of Federal public housing and tenant-based Section 8 assistance programs administered by the PHA during the Plan year. Note: the table assumes that Federal public housing or tenant based Section 8 assistance grant funds are expended on eligible

purposes; therefore, uses of these funds need not be stated. For other funds, indicate the use for those funds as one of the following categories: public housing operations, public housing capital improvements, public housing safety/security, public housing supportive services, Section 8 tenant-based assistance, Section 8 supportive services or other.

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
1. Federal Grants (FY 2005 grants)		
a) Public Housing Operating Fund	120,000 estimate	
b) Public Housing Capital Fund	135,000 estimate	
c) HOPE VI Revitalization	NA	
d) HOPE VI Demolition	NA	
e) Annual Contributions for Section 8 Tenant-Based Assistance	NA	
f) Resident Opportunity and Self-Sufficiency Grants	NA	
g) Community Development Block Grant	NA	NA
h) HOME	NA	NA
Other Federal Grants (list below)		
2. Prior Year Federal Grants (unobligated funds only) (list below)		
FY 2003 CFP	48,357.79	Modernization
FY 2003 CFP (Bonus money)	19,166.02	Modernization
FY 2004 CFP	126,977.00	Modernization
3. Public Housing Dwelling Rental Income	214,000.00	Pay Monthly Expenses
4. Other income (list below)		
Interest Income & Maintenance charges	3,100.00	Pay Expenses
Community Room Rental	2,500.00	Pay for tenant activities
5. Non-federal sources (list below)		
None		
Total resources	414,100.81	

3. PHA Policies Governing Eligibility, Selection, and Admissions

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

A. Public Housing

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

(1) Eligibility

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

- When families are within a certain number of being offered a unit:
 When families are within a certain time of being offered a unit: (state time)
 Other: As soon as they submit the application we review it for income eligibility

b. Which non-income (screening) factors does the PHA use to establish eligibility for admission to

public housing (select all that apply)?

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

- c. Yes No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?
- d. Yes No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?
- e. Yes No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)

(2)Waiting List Organization

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

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

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

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

c. Site-Based Waiting Lists-Previous Year

- 1. Has the PHA operated one or more site-based waiting lists in the previous year? NO If yes, complete the following table; if not skip to d.

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

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

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

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

d. Site-Based Waiting Lists – Coming Year

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

1. How many site-based waiting lists will the PHA operate in the coming year?
2. Yes No: Are any or all of the PHA's site-based waiting lists new for the upcoming year (that is, they are not part of a previously-HUD-approved site based waiting list plan)?
If yes, how many lists?
3. Yes No: May families be on more than one list simultaneously?
If yes, how many lists?
4. Where can interested persons obtain more information about and sign up to be on the site-based waiting lists (select all that apply)?
 - PHA main administrative office
 - All PHA development management offices
 - Management offices at developments with site-based waiting lists
 - At the development to which they would like to apply
 - Other (list below)

(3) Assignment

- a. How many vacant unit choices are applicants ordinarily given before they fall to the bottom of or are removed from the waiting list? (select one)

- One-unless there are unusual circumstances, after 3 times they have to reapply
 Two
 Three or More

- b. Yes No: Is this policy consistent across all waiting list types?

- c. If answer to b is no, list variations for any other than the primary public housing waiting list/s for the PHA:

(4) Admissions Preferences

- a. Income targeting:

- Yes No: Does the PHA plan to exceed the federal targeting requirements by targeting more than 40% of all new admissions to public housing to families at or below 30% of

median area income?

b. Transfer policies:

In what circumstances will transfers take precedence over new admissions? (list below)

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

c. Preferences

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

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

Former Federal preferences:

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

Other preferences: (select below)

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

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

1 Date and Time

Former Federal preferences:

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

Other preferences (select all that apply)

- Working families and those unable to work because of age or disability
- Veterans and veterans' families
- 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
- Other preference(s) (list below)

4. Relationship of preferences to income targeting requirements:

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

(5) Occupancy

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

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

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

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

(6) De-concentration and Income Mixing

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

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

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

B. Section 8

Exemptions: PHAs that do not administer section 8 are not required to complete sub-component 3B.
Unless otherwise specified, all questions in this section apply only to the tenant-based section 8 assistance program (vouchers, and until completely merged into the voucher program, certificates).

(1) Eligibility

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

(2) Waiting List Organization

- a. With which of the following program waiting lists is the section 8 tenant-based assistance waiting list merged? (select all that apply)
- None
 - Federal public housing
 - Federal moderate rehabilitation

- Federal project-based certificate program
- Other federal or local program (list below)

b. Where may interested persons apply for admission to section 8 tenant-based assistance? (select all that apply)

- PHA main administrative office
- Other (list below)

(3) Search Time

a. Yes No: Does the PHA give extensions on standard 60-day period to search for a unit? If yes, state circumstances below:

(4) Admissions Preferences

a. Income targeting

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

b. Preferences

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

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

Former Federal preferences

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

Other preferences (select all that apply)

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

Other preference(s) (list below)

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

Date and Time

Former Federal preferences:

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

Other preferences (select all that apply)

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

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

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

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

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

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

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

(5) Special Purpose Section 8 Assistance Programs

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

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

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

- Through published notices
- Other (list below)

4. PHA Rent Determination Policies

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

A. Public Housing

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

(1) Income Based Rent Policies

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

a. Use of discretionary policies: (select one of the following two)

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

b. Minimum Rent

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

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

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

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

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

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

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

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

- For the earned income of a previously unemployed household member
- For increases in earned income
- Fixed amount (other than general rent-setting policy)
If yes, state amount/s and circumstances below:
- Fixed percentage (other than general rent-setting policy)
If yes, state percentage/s and circumstances below:
- For household heads
- For other family members
- For transportation expenses
- For the non-reimbursed medical expenses of non-disabled or non-elderly families
- Other (describe below)

e. Ceiling rents

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

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

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

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

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

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

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

f. Rent re-determinations:

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

- Never
- At family option
- Any time the family experiences an income increase
- Any time a family experiences an income increase above a threshold amount or percentage: (if selected, specify threshold)
- Other (list below) When income changes \$40.00 a month either direction

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

(2) Flat Rents

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

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

B. Section 8 Tenant-Based Assistance

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

(1) Payment Standards

Describe the voucher payment standards and policies.

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

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

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

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

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

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

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

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

- Annually
- Other (list below)

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

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

(2) Minimum Rent

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

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

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

5. Capital Improvement Needs

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

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

A. Capital Fund Activities

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

(1) Capital Fund Program

a. Yes No Does the PHA plan to participate in the Capital Fund Program in the upcoming year? If yes, complete items 12 and 13 of this template (Capital

Fund Program tables). If no, skip to B.

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

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

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

(1) Hope VI Revitalization

- a. Yes No: Has the PHA received a HOPE VI revitalization grant? (if no, skip to next component; if yes, provide responses to questions on chart below for each grant, copying and completing as many times as necessary)
- b. Status of HOPE VI revitalization grant (complete one set of questions for each grant)
Development name:
Development (project) number:
Status of grant: (select the statement that best describes the current status)
 Revitalization Plan under development
 Revitalization Plan submitted, pending approval
 Revitalization Plan approved
 Activities pursuant to an approved Revitalization Plan underway
- c. Yes No: Does the PHA plan to apply for a HOPE VI Revitalization grant in the Plan year? If yes, list development name/s below:
- d. Yes No: Will the PHA be engaging in any mixed-finance development activities for public housing in the Plan year? If yes, list developments or activities below:
- e. Yes No: Will the PHA be conducting any other public housing development or replacement activities not discussed in the Capital Fund Program Annual Statement? If yes, list developments or activities below:

6. Demolition and Disposition

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

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

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

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

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

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

- (1) Yes No: Does the PHA plan to administer a Section 8 Homeownership program pursuant to Section 8(y) of the U.S.H.A. of 1937, as implemented by 24 CFR part 982 ? (If “No”, skip to the next component; if “yes”, complete each program description below (copy and complete questions for each program identified.)

(2) Program Description

a. Size of Program

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

If the answer to the question above was yes, what is the maximum number of participants this fiscal year?__

b. PHA-established eligibility criteria

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

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

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

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

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

8. Civil Rights Certifications

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

Civil rights certifications are included in the *PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations: Board Resolution to Accompany the Standard Annual, Standard Five-Year, and Streamlined Five-Year/Annual Plans*, which is submitted to the Field Office in hard copy—see Table of Contents.

9. Additional Information

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

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

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

PHA has been able to accomplish most of the CF tasks as outlined in the previous five year plan and remains on target for completion of all tasks. Maintained our mission to promote adequate and affordable housing, economic opportunities and a suitable living environment free from discrimination through the utilization of previous capital funds and the proper application of our policies.

B. Criteria for Substantial Deviations and Significant Amendments

(1) Amendment and Deviation Definitions

24 CFR Part 903.7(r)

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

a. Substantial Deviation from the 5-Year Plan

A substantial deviation from the 5-year plan occurs when the Board of Commissioners decide that they want to change the mission statement or goals or objectives of the 5-year plan.

b. Significant Amendment or Modification to the Annual Plan

Significant amendments or modifications to the annual plan are defined as discretionary changes in the plans or policies of the housing authority that fundamentally change the plans of the agency and which require formal approval of the Board of Commissioners.

C. Other Information

[24 CFR Part 903.13, 903.15]

(1) Resident Advisory Board Recommendations

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

If yes, provide the comments below: new hard wire battery backup smoke detectors-MO2

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

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

The PHA changed portions of the PHA Plan in response to comments
List changes below:

Other: (list below) New hard wire battery back up smoke detectors were mentioned for MO2. We will replace as needed. There is nothing wrong with the ones that are currently in the apartments. Yes, they are a few years old but we have not had any problems to date.

(2) Resident Membership on PHA Governing Board

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

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

Yes No – We normally do.

If yes, complete the following:

Name of Resident Member of the PHA Governing Board:

Method of Selection:

Appointment

The term of appointment is (include the date term expires): 4 year term-August

2005, but if they would like to stay on the Board they are re-elected.

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

Description of Resident Election Process

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

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

Eligible candidates: (select one)

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

Eligible voters: (select all that apply)

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

b. 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): The resident that I had on the Board bought a house and she asked if she could remain on the Board. I have a resident that has shown interest when a spot opens up.

Date of next term expiration of a governing board member: August 2005

Name and title of appointing official(s) for governing board (indicate appointing official for the next available position): Larry McCord, Mayor of the City of Cameron

(3) PHA Statement of Consistency with the Consolidated Plan

[24 CFR Part 903.15]

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

Consolidated Plan jurisdiction: State of Missouri

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

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

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

The State of Missouri's plan has established the following priorities to address housing needs, which are also the priorities of Cameron Housing Authority:

1. Maintain its supply of decent, safe and sanitary rental housing that is affordable for low, very low and moderate-income families.
2. The modernization of CHA housing for occupancy by low and very low-income families.

(4) (Reserved)

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

10. Project-Based Voucher Program

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

If yes, check which circumstances apply:

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

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

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

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

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Related Plan Component
X	<i>PHA Certifications of Compliance with the PHA Plans and Related Regulations and Board Resolution to Accompany the Standard Annual, Standard Five-Year, and Streamlined Five-Year/Annual Plans.</i>	Standard 5 Year and Annual Plans; streamlined 5 Year Plans
X	State/Local Government Certification of Consistency with the Consolidated Plan.	5 Year Plans
X	Fair Housing Documentation Supporting Fair Housing Certifications: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions’ initiatives to affirmatively further fair housing that require the PHA’s involvement.	5 Year and Annual Plans
X	Housing Needs Statement of the Consolidated Plan for the jurisdiction(s) in which the PHA is located and any additional backup data to support statement of housing needs for families on the PHA’s public housing and Section 8 tenant-based waiting lists.	Annual Plan: Housing Needs
X	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources
X	Public Housing Admissions and (Continued) Occupancy Policy (A&O/ACOP), which includes the Tenant Selection and Assignment Plan [TSAP] and the Site-Based Waiting List Procedure.	Annual Plan: Eligibility, Selection, and Admissions Policies
NA	Any policy governing occupancy of Police Officers and Over-Income Tenants in Public Housing. <input type="checkbox"/> Check here if included in the public housing A&O Policy.	Annual Plan: Eligibility, Selection, and Admissions Policies
NA	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public housing rent determination policies, including the method for setting public housing flat rents. <input checked="" type="checkbox"/> Check here if included in the public housing A & O Policy.	Annual Plan: Rent Determination
X	Schedule of flat rents offered at each public housing development. <input checked="" type="checkbox"/> Check here if included in the public housing A & O Policy.	Annual Plan: Rent Determination
NA	Section 8 rent determination (payment standard) policies (if included in plan, not necessary as a supporting document) and written analysis of Section 8 payment standard policies. <input type="checkbox"/> Check here if included in Section 8 Administrative Plan.	Annual Plan: Rent Determination
X	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation).	Annual Plan: Operations and Maintenance
X	Results of latest Public Housing Assessment System (PHAS) Assessment (or other applicable assessment).	Annual Plan: Management and Operations
NA	Follow-up Plan to Results of the PHAS Resident Satisfaction Survey (if necessary)	Annual Plan: Operations and Maintenance and Community Service & Self-Sufficiency
NA	Results of latest Section 8 Management Assessment System (SEMAP)	Annual Plan: Management and Operations
NA	Any policies governing any Section 8 special housing types <input type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Operations and Maintenance
NA	Consortium agreement(s).	Annual Plan: Agency Identification and Operations/ Management
X	Public housing grievance procedures <input checked="" type="checkbox"/> Check here if included in the public housing A & O Policy.	Annual Plan: Grievance Procedures
NA	Section 8 informal review and hearing procedures. <input type="checkbox"/> Check here if included in Section 8 Administrative Plan.	Annual Plan: Grievance Procedures

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

ATTACHMENT A

COMMUNITY SERVICE AND SELF SUFFICIENCY POLICY

Resolution # 448

A. Background

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

B. Definitions

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

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

NOTE: Political activity is excluded.

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

- Job readiness programs;
- Job training programs;
- GED classes;
- Substance abuse or mental health counseling
- English proficiency or literacy (reading) classes;
- Apprenticeships;
- Budgeting and credit counseling;
- Any kind of class that helps a person toward economic independence; and
- Full time student status at any school, college or vocational school.

Exempt Adult - an adult member of the family who

- Is 62 years of age or older;
- Has a disability that prevents him/her from being gainfully employed;
- Is the caretaker of a disabled person;
- Is working at least 30 hours per week; or
- Is participating in a welfare to work program.

C. Requirements of the Program

- 1) The eight (8) hours per month may be either volunteer work or self sufficiency program activity, or a combination of the two.
- 2) At least eight (8) hours of activity must be performed each month. An individual may not skip a month and then double up the following month, unless special circumstances warrant special consideration. The Housing Authority will make the determination of whether to allow or disallow a deviation from the schedule.
- 3) Activities must be performed within the community and not outside the jurisdictional area of the Housing Authority.
- 4) Change in Exempt Status

- If, during the twelve (12) month period, a non-exempt person becomes exempt, it is his/her responsibility to report this to the Housing Authority and provide documentation of such.
- If, during the twelve (12) month period, an exempt person becomes non-exempt, it is his/her responsibility to report this to the Housing Authority. The Housing Authority will provide the person with the Recording Certification documentation form.

D. Family Obligations

- At lease execution or re-examination after February 1, 2000, all adult members (18 or older) of a public housing resident family must:
 1. provide documentation that they are exempt from community service requirement if they qualify for an exemption, and
 2. sign a certification that they have received and read this policy and understand that if they are not exempt, failure to comply with the community service requirement will result in non-renewal of their lease.
- At each annual re-examination, non-exempt family members must present a completed documentation form (to be provided by the Housing Authority) of activities performed over the previous twelve (12) months. This form will include places for signatures of supervisors, instructors, or counselors certifying to the number of hours contributed.
- If a family member is found to be noncompliant at re-examination, he/she and the Head of Household will sign an agreement with the Housing Authority to make up the deficient hours over the next twelve (12) month period.

E. Public Housing Authority Obligations

The PHA will review every existing resident's file to determine each adult member's status regarding community service requirements. The PHA will include a copy of the Community Service Policy and to the greatest extent possible and practicable the Housing Authority will:

1. Provide names and contacts at agencies that can provide opportunities for residents, including disabled, to fulfill their community service obligations. (According to the Quality Housing and Work Responsibility Act, a disabled person who is otherwise able to be gainfully employed is not necessarily exempt from the community service requirement); and

Provide in-house opportunities for volunteer work or self sufficiency programs.

2. The Housing Authority will provide the family with Exemption/Compliance Certification documentation forms which will be reviewed for compliance with the annual obligation for certification at their annual lease renewal date.

3. The Housing Authority will make the final determination as to whether or not a family member is exempt from the community service requirement. Residents may use the Housing Authority's Grievance Procedure if they disagree with the Housing Authority's determination.

4. The administration of the certification process would be:

- PHA provided activities

When qualifying activities are provided by the Housing Authority directly, designated Housing Authority employee(s) shall provide signed certification that the family member has performed the proper number of hours for the selected service activities

- Third Party Certification

When qualifying activities are administered by an organization other than the PHA, the family member must provide signed certification (see Section D) to the Housing Authority by such third party organization that said family member has performed appropriate service activities for the required hours.

- Verification of Compliance

The Housing Authority is required to review family compliance with service requirement, and must verify such compliance annually at least thirty (30) days before the end of the twelve (12) month lease term. Evidence of service performance and/or exemption must be maintained in the participant files.

5. Noncompliance of family member:

- At least thirty (30) days prior to annual re-examination and/or lease expiration, the Housing Authority will begin reviewing the exempt or non-exempt status and compliance of family members;
- If the Housing Authority finds a family member to be noncompliant, the Housing Authority will enter into an agreement with the noncompliant member and the Head of Household to make up the deficient hours over the next twelve (12) month period;
- If, at the next annual re-examination, the family member still is not compliant, the lease will not be renewed and the entire family will have to vacate, unless the noncompliant member agrees to move out of the unit;
- The family may use the Housing Authority's Grievance Procedure to protest the lease termination, or may exercise any available judicial remedy to seek timely redress for the Housing Authority's non-renewal of the lease because of a noncompliance determination.

Community Service Exemption/Compliance Certification

I certify that I am eligible for an exemption from the community service requirement for the following reason:

- I am 62 or older
- I have a disability which prevents me from working
(Certification of Disability Form will serve as documentation)
- I am working
(Employment Verification form will serve as documentation)
- I am participating in a Welfare to Work Program
(Must provide verification letter from agency)
- I am receiving TANF and am participating in a required economic self sufficiency program or work requirement
(Must provide verification from the funding agency that you are complying with job training or work requirements)
- I am a full time student
(Must provide verification letter from school attended)

Resident Signature

Date

___ I certify that **I have** completed 8 hours community service per month.

I serve community service at: _____

___ I certify that **I have not** completed 8 hours community service per month.

___ I agree to make up the deficient hours over the next twelve (12) month period. I understand that this is a requirement of the Quality Housing and Work Responsibility Act of 1998 and that if I do not comply with this requirement, my lease will not be renewed.

Resident Signature

Date

Housing Authority Official Signature

Date

Community Service Compliance Certification

I/We have received a copy of, have read and understand the contents of the Housing Authority's Community Service/Self Sufficiency Policy.

I/We understand that this is a requirement of the Quality Housing and Work Responsibility Act of 1998 and that if we do not comply with this requirement, our lease will not be renewed.

Resident Date

Resident Date

Housing Authority Representative Date

ATTACHMENT B

HOUSING AUTHORITY OF THE CITY OF CAMERON

RESOLUTION 427

PET POLICY

In compliance with Section 526 of The Quality Housing and Work Responsibility Act of 1998, PHA residents shall be permitted to own and keep common household pets. Animals that are an auxiliary for persons with a disability are excluded from this policy. The ownership of common household pets are subject to the following rules and limitations:

PUBLIC HOUSING RESIDENTS MUST OBTAIN PHA APPROVAL FOR ANY AND ALL PETS PRIOR TO HOUSING THE ANIMAL IN THE UNIT.

1. Common household pets shall be defined as “domesticated animals such as a dog, cat, bird, fish or turtle. Common household pets are defined as follows:
 - A. Bird-Includes Canary, Parakeet, Finch and other species that are normally kept caged; breeding of birds and birds of prey are not permitted.
 - B. Fish-In tanks or aquariums, not to exceed 20 gallons in capacity; poisonous or dangerous fish are not permitted.
 - C. Dogs-Not to exceed 15 lbs in weight, or 12 inches in height at full growth. Dogs must be spayed or neutered. Veterinarian’s recommended/suggested types of dogs are as follows: Chihuahua, Pekingese, Poodle, Schnauzer, Cocker Spaniel, Dachshund, Terriers. **No Pit Bulls will be permitted**
 - D. Cats-Cats must be spayed or neutered and be de-clawed and should not exceed 15 pounds.
 - E. Reptiles-Reptiles other than turtles are not considered common household pets
 - F. Exotic pets-At no time will the PHA approve of exotic pets, such as spiders, snakes, monkeys, game pets, etc.
2. No more than one dog or cat shall be permitted in a household. In the case of birds, a maximum of two birds may be permitted. There shall be no limit as to the number of fish, but no more than one 20 gallon aquarium. A resident with a dog or cat may also have other categories of “common household pets” as defined above.
3. Pets other than a dog or cat shall be confined to an appropriate cage or container. Such a pet may be removed from its cage while inside the owner’s apartment for the purpose of handling, but shall not generally be unrestrained.
4. All dogs and cats will need to be on a leash, tied up, or otherwise restrained at all times when they are outside. Neither dogs nor cats shall be permitted to run loose. Animal control will be called on all stray animals.
5. Pet owners shall maintain their pet in such a manner as to prevent any damage to their unit, yard or common areas of the community in which they live. The animal shall be maintained so as not to be a nuisance or a threat to the health or safety of neighbors, PHA employees, or the public, by reason of noise, unpleasant odors or other objectionable situations.
6. Each pet owner shall be fully responsible for the care of the pet, including proper disposal of pet wastes in a safe and sanitary manner. All animal waste must be picked up and disposed of in the trash or dumpster. Improper disposal of pet waste is a lease violation and may be grounds for termination.
7. All pets shall be inoculated and licensed in accordance with applicable state and local laws. All cats and dogs shall be neutered or spayed.
8. Visiting pets will be allowed to visit as long as there is a pet security deposit on the apartment. All visiting pet owners are responsible to clean up after their pet and follow all other rules according to the current pet policy. All desirable pets and their owners will be asked to leave.

9. All pets shall be registered with the management office immediately or no longer than ten (10) days following their introduction to the community. Registration shall consist of providing the office with:

- A. Basic information about the pet (type, age, description, name, etc.)
- B. Proof of inoculation and licensing annually prior to being certified or recertified.

C. Proof of neutering or spaying. All female dogs over the age of six (6) months and female cats over the age of five (5) months must be spayed. All male dogs over the age of eight (8) months and all male cats over the age of ten (10) months must be neutered.

D. Payment of a security deposit of \$200.00 (to be paid in full unless other arrangements have been made). There shall be no security deposit for pets other than dogs or cats. The security deposit shall not preclude charges to a resident for repair of damages done on an ongoing basis by a pet. The resident is responsible for all damages caused by the pet and will reimburse the housing authority for all costs it incurs in repairing such damages. This deposit is refundable if no damage is identified at the move-out inspection.

E. If a resident cannot care for their pet due to an illness, absence, or death, and no other person can be found to care for the pet, after 24-hours have elapsed, the tenant hereby gives permission for the pet to be released to the Humane Society/animal control, in accordance with their procedures. In no case shall the housing authority incur any costs or liability for the care of a pet placed in the care of another individual or agency under this procedure. You will need to provide the name, address and phone number of one or more persons who will care for the pet if you are unable to do so. This information will need to be updated annually.

Name:

Address:

Phone Number: (day) (night)

NOTE: This policy is an agreement between the head of the household and The Housing Authority of the City of Cameron. It needs to be signed only if a pet is in the household.

As head of the household, I have read the pet policy as written above and understand these provisions. I agree to abide by these provisions fully and understand that permission will be revoked if I fail to do so. Failure to comply with any part of the above and/or to take corrective action after sufficient notice of the violation shall be cause for termination of the lease. I have received a copy of this policy.

Resident Signature: _____ Date: _____

Resident Address: _____

Housing Authority of the City of Cameron

ATTACHMENT C

Housing Authority of the City of Cameron
Management's Discussion and Analysis (MD&A)
June 30, 2004
(Unaudited)

Management's Discussion and Analysis (MD&A) is an element of the new reporting model adopted by the Governmental Accounting Standards Board (GASB) in their *Statement No. 34 Basic Financial Statements – and Management's Discussion and Analysis – for State and Local Governments* issued June 1999.

Cameron Housing Authority's Management Discussion and Analysis (MDA) is designed to (a) assist the reader in focusing on significant financial issues, (b) provide an overview of the Housing Authority's financial position (its ability to address the next and subsequent year challenges), and (d) identify individual fund issues or concerns.

For accounting purposes, the Housing Authority is classified as an enterprise fund. Enterprise funds account for activities similar to those found in the private business sector, where the determination of net income is necessary or useful to sound financial administration. Enterprise funds are reported using the full accrual method of accounting in which all assets and all liabilities associated with the operation of these funds are included on the balance sheet. The focus of the enterprise funds is on income measurement, which, together with the maintenance of equity, is an important financial indication.

Financial Highlights

- Total net assets of the Housing Authority decreased from \$2,015,774 in 2003, to \$1,907,862 in 2004, a decrease of \$107,912 from the previous year.
- Revenues and contributions of the Housing Authority decreased by \$195,406 from prior year results. This is primarily due to the reduced activity in the Capital Fund Program.
- The total operating expenses of all Housing Authority decreased by \$8,896 from prior year results.

Overview of Cameron Housing Authority

The Housing Authority of the City of Cameron was created on April 7, 1969 to provide and promote safe and sanitary housing for low-income persons residing in Cameron, Missouri (DeKalb and Clinton counties). The Housing Authority has a Cooperation Agreement with The City of Cameron, Missouri (called the Municipality) located in Cameron, Missouri. A five-member Board of Commissioners appointed by the mayor of Cameron, Missouri governs the Housing Authority.

Overview of the Financial Statements

This annual report includes the *Management Discussion and Analysis* report, the *Basic Financial Statements* and the *Notes to the Financial Statements*. This report also contains the Financial Data Schedule (FDS) as referenced in the section of *Supplemental Information*. The Authority's financial statements are presented as fund level financial statements because the Authority only has proprietary funds.

Required Financial Statements

The financial statements of the Housing Authority report information of the Authority using accounting methods similar to those used by private sector companies. These statements offer short- and long-term financial information about its activities. The Statement of Net Assets includes all the Authority's assets and liabilities and provides information about the nature and amounts of investments in resources (assets) and obligations of the Authority creditors (liabilities). It also provides the basis for evaluating the capital structure of the Authority and assessing the liquidity and financial flexibility of the Authority.

All of the current year's revenues and expenses are accounted for in the Statement of Revenues, Expenses, and Changes in Fund Net Assets. This statement measures the success of the Authority's operations over the past year and can be used to

determine whether the Authority has successfully recovered all its costs through its user fees and other charges, profitability and credit worthiness.

The final required financial statement is the Statement of Cash Flows. The statement reports cash receipts, cash payments, and net changes in cash resulting from operations, investing and financing activities and provides answers to such questions as where did cash come from, what was cash used for, and what was the change in the cash balance during the reporting period.

Notes to the Financial Statements

The Notes provide additional information that is essential to a full understanding of the data provided in the basic financial statements and provide more detailed data.

Supplemental Information

This report also contains the Financial Data Schedule (FDS) as referenced in the section of *Supplemental Information*. HUD has established *Uniform Financial Reporting Standards* that require the Housing Authority's to submit financial information electronically to HUD using the FDS format. This financial information was electronically transmitted to the Real Estate Assessment Center (REAC) for the year ended June 30, 2004 and is required to be included in the audit reporting package.

Financial Analysis

The Overall financial position and operations for the past two years are summarized below based on the information in the current and prior financial statements.

**CONDENSED STATEMENTS OF NET ASSETS
 JUNE 30**

	<u>2004</u>	<u>2003</u>	<u>Dollar Change</u>	<u>Percent Change</u>
Current and other assets	\$ 255,496	\$ 238,470	\$ 17,026	7.1%
Capital Assets	<u>1,681,033</u>	<u>1,829,888</u>	<u>(148,855)</u>	-8.1%
Total Assets	<u>1,936,529</u>	<u>2,068,358</u>	<u>(131,829)</u>	-6.4%
Current liabilities	21,986	30,663	(8,677)	-28.3%
Non-current liabilities	<u>6,681</u>	<u>21,921</u>	<u>(15,240)</u>	-69.5%
Total Liabilities	<u>28,667</u>	<u>52,584</u>	<u>(23,917)</u>	-45.5%
Net Assets				
Invested in capital assets	1,681,033	1,829,888	(148,855)	-8.1%
Unrestricted	<u>226,829</u>	<u>185,886</u>	<u>40,943</u>	22.0%
Total Net Assets	<u>\$1,907,862</u>	<u>\$2,015,774</u>	<u>\$ (107,912)</u>	-5.4%

Total assets at June 30, 2004 were \$1,936,529, a decrease of \$131,829 from June 30, 2003. The Change in total assets consisted primarily of depreciation expense and a decrease in HUD operating subsidies and contributions.

Total cash and investments increased in 2004 compared to 2003. The primary source of the increase was due to a net increase of revenues over expenses before depreciation expense.

The results of operations for the Housing Authority are presented below:

**CONDENSED STATEMENTS OF REVENUES, EXPENSES
 AND CHANGES IN NET ASSETS
 YEAR ENDED JUNE 30**

	<u>2004</u>	<u>2003</u>	<u>Dollar Change</u>	<u>Percent Change</u>
Revenues and Contributions				
Operating – non-operating				
Capital contributions:				
Rental revenue	\$ 218,107	\$ 212,666	\$ 5,441	2.6%
HUD operating grants	101,077	115,523	(14,446)	-12.5%
Interest income	3,412	5,056	(1,644)	-32.5%
Capital Contributions	40,722	208,993	(168,271)	-80.5%
Gain (Loss) on sale of fixed assets	-----	13,500	(13,500)	-100.0%
Other Income	<u>2,518</u>	<u>5,504</u>	<u>(2,986)</u>	-54.3%
Total Revenues and Contributions	<u>365,836</u>	<u>561,242</u>	<u>(195,406)</u>	-34.8%
Expenses				
Personal services	134,111	155,458	(21,347)	-13.7%
Utilities	95,479	102,460	(6,981)	-6.8%
Operations and maintenance	16,872	12,509	4,363	34.9%
Non routine maintenance	3,531	2,777	754	27.2%
Insurance	14,832	12,408	2,424	19.5%
Other supplies & expenses	17,705	17,517	188	1.1%
Depreciation	<u>189,182</u>	<u>177,479</u>	<u>11,703</u>	6.6%
Total Expenses	<u>471,712</u>	<u>480,608</u>	<u>(8,896)</u>	-1.9%
Change in net assets	(105,876)	80,634	(186,510)	
Beginning net assets	2,015,774	1,935,140	80,634	
Prior period adjustments	<u>(2,036)</u>	-----	<u>(2,036)</u>	
Beginning net assets, adjusted	<u>2,013,738</u>	<u>1,935,140</u>	<u>78,598</u>	
Ending net assets	<u>\$1,907,862</u>	<u>\$2,015,774</u>	<u>\$ (107,912)</u>	

The Authority's revenues and contributions decreased by \$195,406 due primarily to the reduced grant income in the Capital Fund Program. Expenses decreased by \$8,896 from the previous year primarily due to decrease in personal services and utilities.

Capital Assets

At June 30, 2004, the Housing Authority had \$1,681,033 invested in a variety of capital assets reflected in the following schedule, which represents a decrease of \$148,855 from the preceding year.

**CAPITAL ASSETS
 NET OF ACCUMULATED DEPRECIATION
 JUNE 30**

	<u>2004</u>	<u>2003</u>
Land	\$ 79,751	\$ 79,751
Building	4,000,629	4,000,629
Furniture, equipment & machinery-administration	74,770	74,770
Construction in progress	<u>142,109</u>	<u>101,386</u>
	4,297,259	4,256,536
Accumulated depreciation	<u>2,616,226</u>	<u>2,426,648</u>
Total	<u>\$1,681,033</u>	<u>\$1,829,888</u>

This year's capital additions were due in most part to the capital improvements completed on a variety of the Housing Authority's developments.

Economic Factors and Next Year's Budget

The Housing Authority is primarily dependent upon HUD for the funding of operations; therefore, the Housing Authority is affected more by the federal budget than by local economic conditions. The funding of programs could be significantly affected by the 2005 federal budget.

Request For Information

This financial report is designed to provide a general overview of the Housing Authority's accountability for all those interested. If you should have additional questions regarding the financial information, you can contact our office in writing at the following address:

Cameron Housing Authority
Attn: Jeanne Brown, Executive Director
902 Cedar Circle Drive
Cameron, MO 64429

**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 the City of Cameron	Grant Type and Number Capital Fund Program Grant No: MO16P07850105 Replacement Housing Factor Grant No:	Federal FY of Grant: 2005
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Original Annual Statement **Reserve for Disasters/ Emergencies** **Revised Annual Statement (revision no:)**
 Performance and Evaluation Report for Period Ending: **Final Performance and Evaluation Report**

Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations				
3	1408 Management Improvements	2000			
4	1410 Administration	6000			
5	1411 Audit	2300			
6	1415 Liquidated Damages				
7	1430 Fees and Costs	9000			
8	1440 Site Acquisition				
9	1450 Site Improvement	30000			
10	1460 Dwelling Structures	67000			
11	1465.1 Dwelling Equipment—Nonexpendable	8200			
12	1470 Nondwelling Structures	6500			
13	1475 Nondwelling Equipment	2000			
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs	2000			
18	1499 Development Activities				
19	1501 Collaterization or Debt Service				
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2 – 20)	135000 (estimate)			
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	2250			
26	Amount of line 21 Related to Energy Conservation Measures	2800			

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

PHA Name: Housing Authority of the City of Cameron		Grant Type and Number Capital Fund Program Grant No:MO16P07850105 Replacement Housing Factor Grant No:				Federal FY of Grant: 2005		
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	Computer software/support	1408		2000				
PHA Wide	Travel expenses to meetings and seminars, publications, membership fees, advertising for procurement, admin of improvements	1410		6000				
PHA Wide	Annual Audit/submit to REAC	1411	1	2300				
PHA Wide	A/E	1430	As needed	9000				
MO1	Playground/Install basketball goal/bike racks	1450	1	10000				
PHA Wide	Repair sidewalks/concrete parking	1450	As needed	20000				
MO2	Building Stabilization	1460	2 units	55000				
PHA Wide	Repair roofs	1460	As needed	9000				
	Energy Audit		1	3000				
PHA Wide	Replace Appliances, smoke detectors, HVAC's. Install automatic fire extinguishers on stove	1465. 1	As needed	8200				
PHA Wide	Improvements to Comm. Bldg, replace my back door, screen in gazebo, storm shelters planning	1470		6500				
PHA Wide	Maintenance, Comm. Room, Office equipment	1475		2000				
MO2	Relocation Exp. d/t bldg stabilization	1495. 1	2 families	2000				

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

Part III: Implementation Schedule

PHA Name: Housing Authority of the City of Cameron			Grant Type and Number Capital Fund Program No: MO16P07850105 Replacement Housing Factor No:			Federal FY of Grant: 2005	
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	09-30-07			09-30-09			

Capital Fund Program Five-Year Action Plan

Part I: Summary

PHA Name: Housing Authority of the City of Cameron		<input checked="" type="checkbox"/> Original 5-Year Plan <input type="checkbox"/> Revision No:			
Development Number/Name/HA-Wide	Year 1	Work Statement for Year 2 FFY Grant: PHA FY: 2006	Work Statement for Year 3 FFY Grant: PHA FY: 2007	Work Statement for Year 4 FFY Grant: PHA FY: 2008	Work Statement for Year 5 FFY Grant: PHA FY: 2009
	Annual Statement	135,000	135,000	135,000	135,000
CFP Funds Listed for 5-year planning		135,000	135,000	135,000	135,000
Replacement Housing Factor Funds					

Capital Fund Program Five-Year Action Plan						
Part II: Supporting Pages—Work Activities						
Activities for Year 1	Activities for Year : 2006 FFY Grant: PHA FY:			Activities for Year: 2007 FFY Grant: PHA FY:		
	Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
See	PHA Wide	CFP Management and software updates	2000	PHA Wide	CFP Management and software updates	3000
Annual Statement	PHA Wide	Advertising for CFP	1500	PHA Wide	Advertising for CFP	1500
	PHA Wide	Employee Training, Conferences, books and membership fees	3000	PHA Wide	Employee Training, Conference, books, and membership fees	3000
	PHA Wide	Annual Audit/CFP	2300	PHA Wide	Annual Audit/CFP	2500
	PHA Wide	Fees and Costs	9500	PHA Wide	Fees and Costs	10000
	PHA Wide	Site Improvements	10000	PHA Wide	Replace water valves 36 & repair sidewalks	8000 10000
	PHA Wide	Repair/Replace Roofs	4000	PHA Wide	Repair Roofs	6000
	MO2	Bldg. Stabilization	47000	MO2	Bldg Stabilization	54000
	PHA Wide	Replace appliances, shades, etc., as needed. Install automatic fire extinguishers on stove	8000	PHA Wide	Remove and replace carpets as needed	12000
	MO1	Storm Shelter	38000	PHA Wide	Vents in bathrooms w/o one	5000
	MO1	Gazebo-Elderly	3500	PHA Wide	Repair water hydrants	7000
	MO1	Picnic Area-Family Section	2200	PHA Wide	Replace appliances, shades as needed	8000
	PHA Wide	Non-dwelling Equipment	2000	MO2	Relocation d/t bldg stabilization	5000
	MO2	Relocation d/t building stabilization	2000			
Total CFP Estimated Cost			\$135,000			\$135,000

Capital Fund Program Five-Year Action Plan						
Part II: Supporting Pages—Work Activities						
Activities for Year : 2008 FFY Grant: PHA FY:			Activities for Year: 2009 FFY Grant: PHA FY:			
Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost	Estimated Cost
PHA Wide	CFP Management and Computer software	3500	PHA Wide	CFP Management and computer software	3000	3000
PHA Wide	Advertising for CFP bids	1500	PHA Wide	Advertising for CFP bids	1500	1500
PHA Wide	Employee training and conferences, publications, membership fees	4000	PHA Wide	Publications, membership fees, employee training and conferences	3500	3500
PHA Wide	Annual Audit to include CFP & submit to REAC	2500	PHA Wide	Annual Audit to include CFP & submit to REAC	2500	2500
PHA Wide	Fees and Costs	12000	PHA Wide	Fees and Cost	11000	11000
PHA Wide	Remove water points in ground that keep breaking and site improvements	8000	PHA Wide	Replace roofs and guttering	45000	45000
PHA Wide	Storm shelter	15000	PHA Wide	Playground Equipment	26000	26000
MO2	Replace baseboard heaters as needed	7000	PHA Wide	Replace Central Air and furnaces as needed	9000	9000

PHA Wide	Remove and replace carpeting as needed	14000	PHA Wide	Replace medicine cabinets	3500
PHA Wide	HVAC's replaced as needed, implementation of Energy Audit	8000 10000	PHA Wide	Replace maintenance vehicle	30000
PHA Wide	Replace appliances as needed	6500			
PHA Wide	Landscaping	5000			
PHA Wide	Replace office/maint. equipment as needed	3000			
MO2	Building Stabilization	30000			
MO2	Relocation d/t building stabilization	5000			
Total CFP Estimated Cost		\$135,000			\$135,000

ATTACHMENT D

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 the City of Cameron	Grant Type and Number Capital Fund Program Grant No: MO16P07850103 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:)
 Performance and Evaluation Report for Period Ending: 12-31-04
 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				
3	1408 Management Improvements	1500		1500	1468.85
4	1410 Administration	1500		1500	1611.08
5	1411 Audit	2,000		2000	1790
6	1415 Liquidated Damages				
7	1430 Fees and Costs	4500		4500	2625
8	1440 Site Acquisition				
9	1450 Site Improvement	39,500		27000	24354.38
10	1460 Dwelling Structures	36,500		18785.21	13506
11	1465.1 Dwelling Equipment—Nonexpendable	20,000		2000	1924.50
12	1470 Non-dwelling Structures				
13	1475 Non-dwelling Equipment	2,143		2000	1197.90
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs	2,000		2000	1072.50
18	1499 Development Activities				
19	1501 Collateralization or Debt Service				
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2 – 20)	109,643		61,285.21	49,550.21
22	Amount of line 21 Related to LBP Activities	0			
23	Amount of line 21 Related to Section 504 compliance	0			
24	Amount of line 21 Related to Security – Soft Costs	0			

**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 the City of Cameron		Grant Type and Number Capital Fund Program Grant No: MO16P07850103 Replacement Housing Factor Grant No:		Federal FY of Grant: 2003	
Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:)					
<input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 12-31-04 <input type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
25	Amount of Line 21 Related to Security – Hard Costs	0			
26	Amount of line 21 Related to Energy Conservation Measures	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: Housing Authority of the City of Cameron		Grant Type and Number Capital Fund Program Grant No: MO16P07850103 Replacement Housing Factor Grant No:			Federal FY of Grant: 2003			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
PHA Wide	Employee seminars/conferences	1408		700		700	700	100%
PHA Wide	Publication/membership fees	1408		200		200	168.85	90%
PHA Wide	Software updates and office equipment	1408		600		600	600	100%
PHA Wide	Advertising and CFP Management	1410		1500		1500	1611.08	100%
PHA Wide	Audit	1411		2000		2000	1790	100%
PHA Wide	Engineer fees	1430		4500		4500	2625	45%
PHA Wide	Repair/Replace sidewalks	1450		14,500		8500	7499.36	50%
MO1	Additional parking spaces	1450		15,000		8500	7193.05	50%
MO2	Drainage Control/Landscaping	1450		10,000		10000	9661.97	85%
MO1	Picnic area in family section	1460		1500		0	0	0%
MO1	Gazebo	1460		3500		0	0	0%
MO2	Screen in Gazebo	1460		1000		0	0	0%
PHA Wide	Security-Lighting,	1460		2500		2235.21	656	25%

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

Part II: Supporting Pages

PHA Name: Housing Authority of the City of Cameron		Grant Type and Number Capital Fund Program Grant No: MO16P07850103 Replacement Housing Factor Grant No:				Federal FY of Grant: 2003		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
MO2	Building Stabilization	1460		25000		16550	12850	65%
PHA Wide	Repair leaky roofs	1460		6000		0	0	0%
PHA Wide	Repair outside water faucets on apts.	1460		1500		0	0	0%
PHA Wide	Replace TV antennas	1465		10000	0	0	0	0%
PHA Wide	Replace appliances as needed	1465		5000		2000	1924.50	45%
PHA Wide	Exhaust fans in bathrooms w/o one	1465		5000		0	0	0%
PHA Wide	Improvements to Community and Maintenance Buildings	1470		0				
PHA Wide	Printer, Misc. Maintenance equip.	1475		2143		2000	1197.90	50%
MO2	Relocation-due to Bldg. Stabilization	1495		2000		2000	1072.50	50%

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

Part III: Implementation Schedule

PHA Name: Housing Authority of the City of Cameron			Grant Type and Number Capital Fund Program No: MO16P07850103 Replacement Housing Factor No:				Federal FY of Grant: 2003	
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	09/30/05			09/30/07				

ATTACHMENT E

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 the City of Cameron		Grant Type and Number Capital Fund Program Grant No: MO16P07850203 Replacement Housing Factor Grant No:		Federal FY of Grant: 2003	
Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:) <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 12-31-04 <input type="checkbox"/> 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	1500		1500	1500
3	1408 Management Improvements	500		500	500
4	1410 Administration	300		300	300
5	1411 Audit	460		385.98	385.08
6	1415 Liquidated Damages				
7	1430 Fees and Costs	1000		0	
8	1440 Site Acquisition				
9	1450 Site Improvement	3200		0	
10	1460 Dwelling Structures	5000		0	
11	1465.1 Dwelling Equipment—Nonexpendable	1500		0	
12	1470 Nondwelling Structures	7892		0	
13	1475 Nondwelling Equipment	500		0	
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1501 Collateralization or Debt Service				
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2 – 20)	21852		2685.98	2685.08
22	Amount of line 21 Related to LBP Activities	0		0	
23	Amount of line 21 Related to Section 504 compliance	0		0	
24	Amount of line 21 Related to Security – Soft Costs	0		0	
25	Amount of Line 21 Related to Security – Hard Costs	0		0	
26	Amount of line 21 Related to Energy Conservation Measures	0		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: Housing Authority of the City of Cameron		Grant Type and Number Capital Fund Program Grant No: MO16P07850203 Replacement Housing Factor Grant No:			Federal FY of Grant: 2003			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
PHA Wide	Grounds Care and Landscaping	1406		1500		1500	1500	100%
PHA Wide	Employee Training, Certifications, Notary	1408		500		500	500	100%
PHA Wide	Advertising and CFP Management	1410		300		300	300	100%
PHA Wide	Submit 2003 Audit to REAC	1411		460		385.98	385.08	100%
PHA Wide	Engineer Fees	1430		1000		0	0	
PHA Wide	Repair/Replace and seal parking/sidewalks	1450		3200		0	0	
PHA Wide	Repair leaky roofs	1460		1000		0	0	
PHA Wide	Repair/Replace outside water faucets	1460		1000		0	0	
MO2	Bldg Stabilization Planning	1460		3000		0	0	
PHA Wide	Replace appliances as needed	1465.1		1500		0	0	
PHA Wide	Storm Shelters	1470		7892		0	0	
PHA Wide	Repair/Replace Maintenance Equip.	1475		500		0	0	

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

Part III: Implementation Schedule

PHA Name: Housing Authority of the City of Cameron		Grant Type and Number Capital Fund Program No: MO16P07850203 Replacement Housing Factor No:			Federal FY of Grant: 2003		
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	2/13/06			2/13/08			

ATTACHMENT F

**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 the City of Cameron	Grant Type and Number Capital Fund Program Grant No: MO16P07850104 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:)
 Performance and Evaluation Report for Period Ending: 12-31-04 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	4,000		0	
3	1408 Management Improvements	1,500		0	
4	1410 Administration	2,800		0	
5	1411 Audit	2,300		0	
6	1415 Liquidated Damages			0	
7	1430 Fees and Costs	9,000		0	
8	1440 Site Acquisition			0	
9	1450 Site Improvement	9,500		0	
10	1460 Dwelling Structures	51,000		0	
11	1465.1 Dwelling Equipment—Nonexpendable	5,000		0	
12	1470 Nondwelling Structures	34,200		0	
13	1475 Nondwelling Equipment	3,177		0	
14	1485 Demolition			0	
15	1490 Replacement Reserve			0	
16	1492 Moving to Work Demonstration			0	
17	1495.1 Relocation Costs	4,500		0	
18	1499 Development Activities			0	
19	1501 Collateralization or Debt Service			0	
20	1502 Contingency			0	
21	Amount of Annual Grant: (sum of lines 2 – 20)	126,977		0	
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: Housing Authority of the City of Cameron		Grant Type and Number Capital Fund Program Grant No: MO16P07850104 Replacement Housing Factor Grant No:				Federal FY of Grant: 2004		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
PHA Wide	Seasonal Groundskeeper	1406	1	4,000		0		
PHA Wide	CFP Management Computer software	1408		1,500		0		
PHA Wide	Training, conferences/books Member fees	1410		2,800		0		
PHA Wide	Audit to include CFP	1411	1	2,300		0		
PHA Wide	Engineer/Architect	1430		9,000		0		
PHA Wide	Site Improvements	1450		9,500		0		
PHA Wide	Bldg. Stabilization, Repair Leaking Roofs	1460	1 or 2 units As needed	51,000		0		
PHA Wide	Replace Some Appliances	1465 .1	As needed	5,000		0		
PHA Wide MO1 MO2	Storm Shelters Gazebo, Replace my door, Picnic area(family Screen in Gazebo	1470		34,200		0		
PHA Wide	Maintenance equipment	1475		3,177		0		
MO2	Relocation/due to building stabilization	1495 .1		4,500		0		

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

Part III: Implementation Schedule

PHA Name: Housing Authority of the City of Cameron			Grant Type and Number Capital Fund Program No: MO16P07850104 Replacement Housing Factor No:			Federal FY of Grant: 2004	
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	09-30-06	09-14-06		09-30-08	09-14-08		Per Hud Instructions

ATTACHMENT G

Cameron Housing Authority has amended our Admissions and Continued Occupancy (ACOP) Policy to include the Upfront Income Verification (UIV) process and how we will use this new tool to verify income.