

# PHA Plans

## Streamlined 5-Year/Annual Version

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

OMB No. 2577-0226  
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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.

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# Streamlined 5-Year Plan for Fiscal Years 2006 - 2010 Streamlined Annual Plan for Fiscal Year 2006

**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:** Delta Housing Authority

**PHA Number:** CO040

**PHA Fiscal Year Beginning:** (mm/yyyy) 01/2006

**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:

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: |          |                                       |                                |                         |
| Participating PHA 3: |          |                                       |                                |                         |

**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 2006 - 2010

[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: (state mission here) **DHA will serve the low and very low income people and provide safe, decent and affordable housing for them regardless of race, religion, color, creed, political affiliation, personal appearance, country of origin, age or physical disability. The DHA will strive to provide a professional work environment that will place customer service as a priority and give each client a "hand up" not just a "hand out" during a their period of transition.**

#### 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: **(when Notice of Funding Availability is applicable to DHA and published by HUD)**
  - Reduce public housing vacancies: **Keep vacancy turnaround time to one week maximum.**
  - Leverage private or other public funds to create additional housing opportunities: **Look for opportunities to expand on partnerships with the local Public Agencies throughout Delta County.**
  - Acquire or build units or developments
  - Other (list below)
- PHA Goal: Improve the quality of assisted housing  
Objectives:
- Improve public housing management: (PHAS score) 94%

- Improve voucher management: (SEMAP score) 96%
- Increase customer satisfaction:
- Concentrate on efforts to improve specific management functions: (list; e.g., public housing finance; voucher unit inspections)
- Renovate or modernize public housing units: **Currently implementing Phase I of 504/ADA.**
- Demolish or dispose of obsolete public housing:
- Provide replacement public housing:
- Provide replacement vouchers:
- Other: (list below)

PHA Goal: Increase assisted housing choices

Objectives:

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

**Provide additional opportunities for housing by diversifying the current DHA portfolio.**

**Work with Rural Development and HUD with new and existing housing opportunities.**

**Possibly switch a portion of the tenant vouchers to project based vouchers.**

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

PHA Goal: Provide an improved living environment

Objectives:

- Implement measures to deconcentrate poverty by bringing higher income public housing households into lower income developments:
- Implement measures to promote income mixing in public housing by assuring access for lower income families into higher income developments: **Work with local Municipalities and County Officials to support inclusion of affordable housing in new developments when ever possible.**
- Implement public housing security improvements:
- Designate developments or buildings for particular resident groups (elderly, persons with disabilities) **If the opportunity allows, purchase existing buildings for the purpose of providing units for persons with disabilities as an option to costly renovations to existing units.**

Other: (list below)

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

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

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

- PHA Goal: Ensure equal opportunity and affirmatively further fair housing  
Objectives:
- Undertake affirmative measures to ensure access to assisted housing regardless of race, color, religion national origin, sex, familial status, and disability: **DHA will undertake Phase II renovations that will comply with Section 504 and ADA requirements to be completed by January of 2006.**
  - 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: **DHA will begin planning a strategy to implement either renovations to 4 existing units or seek new units to comply with Section 504 and ADA requirements.**
  - Undertake affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required: **(See boxes checked above)**
  - Other: (list below)

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

**ADMINISTRATION**

**1. Administer programs and contracts under the jurisdiction of DHA in a timely and cost-effective manner.**

**Action Steps:**

- a. Continually make readily available the policies and procedures adopted throughout the year by the Board of Commissioners for familiarity, applicability and revisions if needed.**
- b. Periodically review and submit updates to the Board of Commissioners overall**

- status of operations and progress on goals.
- c. Provide adequate time for review of policies prior to requesting action by the Board of Commissioners.
  - d. Continue to educate all office staff on proper administration of the program requirements under DHA jurisdiction.

## **2. Communications**

### **Action Steps:**

- a. Conduct bi-monthly staff meetings, provide staff training and continue to involve the staff in developing recommendations to the Board of Commissioners action.
- b. Create and send out monthly newsletters to all residents.
- c. Conduct annual retreats for the Board of Commissioners to review goals and give direction for Administration.
- d. Provide Action Lists and Director Updates on an as requested basis by the Board of Commissioners.
- e. Provide regular Board meeting agendas to the local newspapers and send to the City of Delta for posting on their web site.

## **3. Establish marketing and outreach program to increase the community awareness of DHA programs.**

### **Action Steps:**

- a. Ongoing contacts with the press and civic organizations.
- b. Ongoing posting of meetings and work sessions that invites public input.
- c. Delta County Housing Task Force (if revived based on local meetings to determine the needs) to provide input into housing needs.
- d. Develop working relationships with other providers to coordinate services without duplication.

## **4. Maintain Quality Control**

### **Action Steps**

- a. Continue to maintain internal control system with the use of the Certified Public Accountant for payroll and accounts payable.
- b. Continue to provide open books and records for public review and auditing as applicable.
- c. Continue
  - a. Physical Inspections
  - b. Work Orders
  - c. Vacancy Preparations
  - d. Wait lists

## OCCUPANCY

### 1. Maintain professional housing management program for the public housing.

#### Action Steps:

- a. **Maintain 99% occupancy level in Housing Choice Voucher Program.**
- b. **Implement FMR's when notification is received by HUD, and make the appropriate adjustments to the payment standards to remain between 90% and 110% of the FMR.**
- c. **Maintain procedures to achieve average turnaround times as required by HUD.**
- d. **Continue to administer screening procedures and third party verification for all applicants being accepted into housing programs.**
- e. **Based on anniversary date of resident occupancy, re-evaluate resident eligibility and income by the tenth of the prior month, to ensure timely adjustment of rent.**
- f. **Ongoing physical inspections of the exterior of all structures, bi-annual interior inspections of all family dwellings and annual interior inspections of all senior dwellings.**
- g. **Semi-annual purge of the waiting list if needed, along with continued updating of all wait lists monthly.**
- h. **Provide home maintenance tips through the residences newsletters.**
  - a. **Lawn care, minor exterior repairs and improvements, miscellaneous plumbing repairs.**

## ACCOUNTING

### 1. Provide effective fiscal controls to organization.

#### Action Steps:

- a. **Report monthly financial balance sheets prepared by the DHA Certified Public Accountant.**
- b. **Develop budgets worksheets for Board of Commissioner approval based on HUD requirements.**
- c. **Work to limit financial losses by giving proper notice and follow the Board approved collection policy.**
- d. **Make timely vendor payments as approved by the Board of Commissioners.**
- e. **Continue the new practice instituted by the Chairman of the Board to rotate Commissioner reviews of accounts payable on a monthly basis.**
- f. **Conduct annual audits by an independent auditor with findings corrected on a timely basis.**

## **2. Security of internal control.**

### **Action Steps:**

- a. Annually balance inventory of material and supplies.**
- b. Annually inventory fixed assets.**
- c. Continue to reduce inventory supply to a point in which the Board of Commissioners feels is reasonable for our current size of operation.**

## **MAINTENANCE**

### **1. Maintain high level of routine and non-routine maintenance on dwellings and mechanical systems.**

#### **Action Steps:**

- a. Insure adequate levels of manpower and skill levels are maintained for day-to-day operations and maintenance.**
- b. Utilize Workfare programs as needed.**
- c. Strive to complete work orders within five working days.**
- d. Complete emergency work orders within 24 hours of receipt.**
- e. Continue to complete projects in-house as opposed to contracting our services.**

### **2. Accomplish preventive maintain on all structures and equipment.**

#### **Action Steps:**

- a. Annually inspect, repair and maintain lawns, irrigation systems, heating and cooling and other mechanical systems throughout the Public Housing units.**
- b. Clean and maintain office space and community room on a daily basis.**

## **CAPITAL FUNDING**

### **1. Comply with Section 504 and American with Disabilities Act.**

#### **Action Steps:**

- a. Complete Phase II of the Office and Community Building as per HUD approved construction plans and specifications.**
- b. Continue to budget and meet 504 compliance in regards to the parking area.**
- c. Determine the best approach to provide affordable housing options for physically challenged. Determine if it makes economic sense to renovate existing units or look at adding new units that would meet code.**

## **2. Capital investments related to the Public Units outside of the 504 requirements.**

### **Action Steps:**

- a. Establish a long-range plan for miscellaneous projects and include them for consideration in HUD's capital program.**
- b. Annually revisit and revise if needed to meet the Board established goals.**
- c. Include funding related to removing grass and adding low maintenance items in place of the lawns in an effort to reduce annual utility payments to those in public housing.**
- d. Look for partnerships outside of HUD to increase leveraging opportunities with HUD capital amounts to accomplish capital items as determined by the Board of Commissioners.**

# Streamlined Annual PHA Plan

## PHA Fiscal Year 2006

[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

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#### 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.

The Delta Housing Authority (DHA) has seen considerable changes since December of 2004. Up to that point, the immediate focus of the Authority was on completing the items listed in a HUD Management Review. By November of 2004, the DHA had closed out 25 of the 26 findings, the exception, the 504 Project that was underway. With those items closed, and the environmental review completed in early 2005 by the new administration, DHA was designated a High Performer and the restrictions on the capital funds were lifted. DHA is well under way in meeting the ADA 504 requirement with the assistance of HUD Capital Fund Program.

DHA hired a new Executive Director in December 2004 and has since had a near total turn over of Board Members. The Board of five has seen the resignation of three and a term limit requirement of a fourth over a period of six months. The Delta City Council appointed three local citizens and a tenant representative. With a full Board in place, their perspectives and diverse backgrounds, will enable the organization to move forward towards a positive future.

Knowing DHA was entering the 2005 fiscal year with a substantial loss in operating funds a number of directives were issued to the new Director. Those included a salary survey and consequential reduction in some salaries along with a plan of restructuring the operations. DHA solicited proposals on numerous benefit programs and ongoing insurance coverage's, all of which aided in reducing the operational costs. The personnel manual was revised allowing for changes in benefits that worked in favor of both the employees and the Board. Those changes enabled enough savings to not only reduce the amounts of operating shortfalls, but also, allowed for a new employee retirement program to be put in place for the first time in DHA's history. The professional staff has responded positively to the changes, creating a strong, team approach to providing a quality public service.

The Board of DHA has aggressively taken steps to strategically plan for a stable future. Expansion and diversification of the overall portfolio has been the main focus from a policy standpoint in recent months. The Board has directed staff to seek partnerships in putting together new programs that will reach as many needing families as possible, without losing sight of the original reasons the DHA was formed. This plan as presented includes new and creative methods of meeting those needs.

The Board is committed to complete the ADA required capital improvements along with addressing building improvements in the aging PHA units. The majority of the capital funds, in years past, have been used for operations. Now with new leadership, the focus will be towards meeting capital program needs while reducing the amount of subsidy from the capital fund to run the PHA program. Given the recent changes, and the focus towards new programs, this goal will begin to be met. This new approach will establish the DHA as model for providing a quality affordable public housing program for residents throughout Delta County.

## **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.

| <b>Housing Needs of Families on the PHA's Waiting Lists</b> |   |
|---|---|
| Waiting list type: (select one)                             |   |
| <input type="checkbox"/>                                    | Section 8 tenant-based assistance                                       |
| <input checked="" type="checkbox"/>                         | Public Housing  |
| <input type="checkbox"/>                                    | Combined Section 8 and Public Housing                                   |
| <input type="checkbox"/>                                    | Public Housing Site-Based or sub-jurisdictional waiting list (optional) |
| If used, identify which development/subjurisdiction:        |   |

| Housing Needs of Families on the PHA's Waiting Lists  |               |                     |                 |
|---|---------------|---------------------|-----------------|
|   | # of families | % of total families | Annual Turnover |
| Waiting list total  | 64            |                     | 1X              |
| Extremely low income<br><=30% AMI   | 53            | 83%                 |                 |
| Very low income<br>(>30% but <=50% AMI)   | 11            | 17%                 |                 |
| Low income<br>(>50% but <80% AMI)   | 0             | 0%                  |                 |
| Families with children  | 29            | 45%                 |                 |
| Elderly families  | 11            | 17%                 |                 |
| Families with Disabilities  | 18            | 28%                 |                 |
| Race/ethnicity: WHITE   | 46            | 73%                 |                 |
| Race/ethnicity: HISPANIC  | 16            | 25%                 |                 |
| Race/ethnicity: BLACK   | 0             | 0%                  |                 |
| Race/ethnicity: ASIAN<br>AMERICAN INDIAN  | 1<br>1        | 1%<br>1%            |                 |
| Characteristics by Bedroom Size (Public Housing Only)   |               |                     |                 |
| 1BR   | 15            |                     | 1X              |
| 2 BR  | 40            |                     | 1X              |
| 3 BR  | 7             |                     | 1X              |
| 4 BR  | 2             |                     | 1X              |
| 5 BR  |               |                     |                 |
| 5+ BR   |               |                     |                 |
| Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes  |               |                     |                 |
| If yes:   |               |                     |                 |
| How long has it been closed (# of months)?  |               |                     |                 |
| Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes   |               |                     |                 |
| Does the PHA permit specific categories of families onto the waiting list, even if generally closed?<br><input checked="" type="checkbox"/> No <input type="checkbox"/> Yes |               |                     |                 |
| Waiting list type: (select one)   |               |                     |                 |
| <input checked="" type="checkbox"/> Section 8 tenant-based assistance   |               |                     |                 |
| <input type="checkbox"/> Public Housing   |               |                     |                 |
| <input type="checkbox"/> Combined Section 8 and Public Housing  |               |                     |                 |
| <input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional)  |               |                     |                 |
| If used, identify which development/subjurisdiction:  |               |                     |                 |
|   | # of families | % of total families | Annual Turnover |
| Waiting list total  | 89            |                     | 2X              |
| Extremely low income<br><=30% AMI   | 69            | 78%                 |                 |
| Very low income<br>(>30% but <=50% AMI)   | 20            | 22%                 |                 |
| Low income<br>(>50% but <80% AMI)   | 0             | 0%                  |                 |
| Families with children  | 43            | 48%                 |                 |
| Elderly families  | 10            | 11%                 |                 |
| Families with Disabilities  | 8             | 9%                  |                 |

| Housing Needs of Families on the PHA's Waiting Lists  |    |     |  |
|---|----|-----|--|
| Race/ethnicity: WHITE   | 65 | 74% |  |
| Race/ethnicity: HISPANIC  | 20 | 22% |  |
| Race/ethnicity: BLACK   | 1  | 1%  |  |
| Race/ethnicity: ASIAN   | 2  | 2%  |  |
| AMERICAN INDIAN   | 1  | 1%  |  |
| Characteristics by Bedroom Size (Public Housing Only)   |    |     |  |
| 1BR   |    |     |  |
| 2 BR  |    |     |  |
| 3 BR  |    |     |  |
| 4 BR  |    |     |  |
| 5 BR  |    |     |  |
| 5+ BR   |    |     |  |
| Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes          |    |     |  |
| If yes:   |    |     |  |
| How long has it been closed (# of months)?  |    |     |  |
| Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes |    |     |  |
| Does the PHA permit specific categories of families onto the waiting list, even if generally closed?                  |    |     |  |
| <input checked="" 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)  
**Annually review Utility Allowances to determine if the allowance is prohibiting families from renting units in the price range of the Payment Standards.**

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

Select all that apply

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

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

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

Select all that apply

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

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

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

Select all that apply

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

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

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

Select all that apply

- Seek designation of public housing for the elderly

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

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

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

Select all that apply

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

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

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

Select if applicable

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

**Strategy 2: Conduct activities to affirmatively further fair housing**

Select all that apply

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

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

**(2) Reasons for Selecting Strategies**

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

- Funding constraints
- Staffing constraints
- Limited availability of sites for assisted housing
- Extent to which particular housing needs are met by other organizations in the community
- Evidence of housing needs as demonstrated in the Consolidated Plan and other information available to the PHA

- Influence of the housing market on PHA programs
- Community priorities regarding housing assistance
- Results of consultation with local or state government
- Results of consultation with residents and the Resident Advisory Board
- Results of consultation with advocacy groups
- Other: (list below)

## 2. Statement of Financial Resources

[24 CFR Part 903.12 (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.

| <b>Financial Resources:<br/>Planned Sources and Uses</b>                  |                   |                                    |
|---|-------------------|------------------------------------|
| <b>Sources</b>  | <b>Planned \$</b> | <b>Planned Uses</b>                |
| <b>1. Federal Grants (FY 2005 grants)</b>                                 |                   |                                    |
| a) Public Housing Operating Fund  | 89,679            |                                    |
| b) Public Housing Capital Fund  | 148,040           |                                    |
| c) HOPE VI Revitalization   |                   |                                    |
| d) HOPE VI Demolition   |                   |                                    |
| e) Annual Contributions for Section 8 Tenant-Based Assistance             | 978,827           |                                    |
| f) Resident Opportunity and Self-Sufficiency Grants                       |                   |                                    |
| g) Community Development Block Grant                                      |                   |                                    |
| h) HOME   |                   |                                    |
| Other Federal Grants (list below)   |                   |                                    |
| <b>Rural Development Rent Assistance</b>                                  | 14,240            | Provide Elderly / Disabled Housing |
| <b>2. Prior Year Federal Grants (unobligated funds only) (list below)</b> |                   |                                    |
|   |                   |                                    |
|   |                   |                                    |
|   |                   |                                    |
| <b>3. Public Housing Dwelling Rental Income</b>                           | 162,250           | Provide Low Income Housing         |
|   |                   |                                    |
| <b>4. Other income (list below)</b>                                       |                   |                                    |
| <b>Rural Development Tenant Rent</b>                                      | 21,880            | Provide Elderly / Disabled Housing |
|   |                   |                                    |
| <b>4. Non-federal sources (list below)</b>                                |                   |                                    |
| <b>Scattered Site Housing</b>   | 178,064           | Provide Affordable Housing         |
| <b>Transitional Housing</b>   | 6,000             | Rental Income from Non-Profit      |
|   |                   |                                    |
| <b>Total resources</b>  | 1,598,980         |                                    |
|   |                   |                                    |

### **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: (state number)
- When families are within a certain time of being offered a unit: (state time) **When applicant is within 5 applicants from top of the list.**
- Other: (describe)

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

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

**a. Character references**

**b. If family owes money to DHA and/or other PHA's.**

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)

**Mail or Fax**

c. Site-Based Waiting Lists-Previous Year

1. Has the PHA operated one or more site-based waiting lists in the previous year? If yes, complete the following table; if not skip to d.

| Site-Based Waiting Lists                             |                |  |   |  |
|--|----------------|--|---|--|
| Development Information:<br>(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
- 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.

- 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 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)

**Monthly for zero income families and any income or family change.**

**(6) Deconcentration and Income Mixing**

a.  Yes  No: Does the PHA have any general occupancy (family) public housing developments covered by the deconcentration 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:

| Deconcentration 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)
- None**

**(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)
- Mail or Fax**

**(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:

**Per DHA's Administrative Plan**

- a. **Emergency situations such as disability of family member.**
- b. **Hospitalization or a family emergency.**
- c. **Family demonstrates consistent efforts to locate suitable housing and requests support services from DHA.**
- d. **Family has submitted Request for Tenancy Approval prior to expiration date on Voucher but unit has not yet passed HQS.**

**(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)

**For families whose earned income increases between regular reexamination, DHA in certain circumstances will not adjust family rent until the next annual re-certification.**

e. Ceiling rents

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

Yes for all developments

Yes but only for some developments

No

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

For all developments

For all general occupancy developments (not elderly or disabled or elderly only)

For specified general occupancy developments

For certain parts of developments; e.g., the high-rise portion

For certain size units; e.g., larger bedroom sizes

Other (list below)

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

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

f. Rent re-determinations:

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

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

**For families whose earned income increases between regular reexamination, DHA in certain circumstances will not adjust family rent until the next annual re-certification.**

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)

**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)

**e. The Utility Allowances given to families has caused DHA to raise the Payment above 100%, but at or below 110% of FMR.**

**f. In order to keep within the ACC based on budgets.**

**g. DHA reviews and adjusts as necessary.**

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)

**Utility Allowances**

## **(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.)

| <b>Demolition/Disposition Activity Description</b>  |
|---|
| 1a. Development name:<br>1b. Development (project) number:  |
| 2. Activity type: Demolition <input type="checkbox"/><br>Disposition <input type="checkbox"/>   |
| 3. Application status (select one)<br>Approved <input type="checkbox"/><br>Submitted, pending approval <input type="checkbox"/><br>Planned application <input type="checkbox"/> |
| 4. Date application approved, submitted, or planned for submission: (DD/MM/YY)  |
| 5. Number of units affected:<br>6. Coverage of action (select one)<br><input type="checkbox"/> Part of the development<br><input type="checkbox"/> Total development            |
| 7. Timeline for activity:<br>a. Actual or projected start date of activity:<br>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 downpayment 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 2005 – 2006.*

**The DHA continues to meet the obligations of the five-year capital plan. Funding to accomplish the required 504 ADA renovations in the community building were not enough to be able to accomplish in a single year. The DHA has planned the renovations in phases that will take into play 2005 and 2006 capital funding. The Architect has solicited bids and is on track for construction in early September 2005.**

**The sewer problems continue to surface and funding as approved is being use to replace and improve areas of need.**

**The goals and objectives of the previous five-year plan have been, or are currently being met. With new administration and Board direction, a more aggressive capital program has been established in the next five-year plan. Details are listed throughout the Capital Fund Program templates.**

### **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

**In addition to what HUD considers to be significant amendment or deviations:**

**Changes to rent or admissions policies or organization of the waiting list;**

**Additions of non-emergency work items (items not included in the current Annual Statement or 5-Year Action Plan) or change in use of replacement reserve funds under Capital Fund;**

**Additions of new activities not included in the current PHDEP Plan;**

**And any change with regard to demolition or disposition, designation, homeownership programs or conversion activities.**

The Board defines substantial deviations from the 5-Year Plan to include:

- a. **Capital Funding**
  - i. If the amount exceeds \$5,000 per line item.
  - ii. If the project is not listed anywhere within the 5-year Plan.
  
- b. **Policies within the Plan**
  - i. If the policy deviation calls for additional funding within the five-year period.
  - ii. If the policy is in contradiction with a HUD recommendation.
  - iii. If the policy contemplated is not related to an established program in the 5-Year Plan.

a. Significant Amendment or Modification to the Annual Plan

In addition to what HUD considers to be significant amendment or deviations:

**Changes to rent or admissions policies or organization of the waiting list;**

**Additions of non-emergency work items (items not included in the current Annual Statement or 5-Year Action Plan) or change in use of replacement reserve funds under Capital Fund;**

**Additions of new activities not included in the current PHDEP Plan;**

**And any change with regard to demolition or disposition, designation, homeownership programs or conversion activities.**

The Board defines additional significant amendment or modifications to the annual plan as:

- a. **Capital Funding**
  - i. If the amount exceeds \$5,000 per line item.
  - ii. If the project is not listed anywhere within the Annual Plan.
  
- b. **Policies within the Plan**
  - i. If the policy deviation calls for additional funding within the established Annual Plan.
  - ii. If the policy is in contradiction with a HUD recommendation.
  - iii. If the policy contemplated is not related to an established program in the Annual Plan.

### **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:

**Appreciated the capital plans that could reduce utility costs  
Appreciate the Housing Authority and Staff**

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)

**(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:

If yes, complete the following:

Name of Resident Member of the PHA Governing Board: **Elaine Garcia**

Method of Selection:

- Appointment
- The Delta City Mayor appointed Elaine Garcia after being interviewed by the City Council to fill the time remaining in the term vacated by the previous tenant representative. Ms. Garcia's term will expire in June 2008.**

**All terms for Board members are for five years unless they are filling a vacant seat. Board members may serve no more than two consecutive terms.**

- 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)

**Advertisements in the local paper, residence newsletters and flyers were used in the recruitment of potential candidates. The qualified candidates were then interviewed by the Delta City Council and appointed by the Mayor. This is the same process that is used for any vacancy that may occur on the Board of Commissioners.**

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):

Date of next term expiration of a governing board member:

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

### **(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: (provide name here)**

**State of Colorado**

**Lynn Shine – Consolidated Plan Coordinator**

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)

**(4) (Reserved)**

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

## **10. Project-Based Voucher Program**

- a.  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.
- b.  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):

**Loss of assistance to local needs due to portability.**

**With the lack of suitable rentals, DHA may be selling some properties to allow for the purchase of existing apartments or towards a new project partnership. By doing project-base vouchers this will allow for affordable rentals, increasing the amount of units available for those in need in our County.**

- c. Indicate the number of units and general location of units (e.g. eligible census tracts or smaller areas within eligible census tracts): **The number of units and locations will vary upon availability and Board direction. The Board of Commissioners are in the very early stages of this evaluation process. The census and Housing Needs Assessment supports the need throughout Delta County. In the future even more tenant-vouchers may be converted to project based if the there is a positive net effect on meeting the housing needs in Delta County.**

## 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                     |
|   | 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                     |
| X   | 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  |
| X   | 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 checked="" type="checkbox"/> Check here if included in Section 8 Administrative Plan.  | Annual Plan: Rent Determination  |
| X   | Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation).   | Annual Plan: Operations and Maintenance  |
| X   | Results of latest Public Housing Assessment System (PHAS) Assessment (or other applicable assessment).  | Annual Plan: Management and Operations   |
| X   | Follow-up Plan to Results of the PHAS Resident Satisfaction Survey (if necessary)   | Annual Plan: Operations and Maintenance and Community Service & Self-Sufficiency |
| X   | Results of latest Section 8 Management Assessment System (SEMAP)  | Annual Plan: Management and Operations   |
| X   | Any policies governing any Section 8 special housing types <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan  | Annual Plan: Operations and Maintenance  |

| <b>List of Supporting Documents Available for Review</b> |   |   |
|--|---|---|
| <b>Applicable &amp; On Display</b>                       | <b>Supporting Document</b>  | <b>Related Plan Component</b>                                 |
|  | Consortium agreement(s).  | Annual Plan: Agency Identification and Operations/ Management |
| X  | Public housing grievance procedures<br><input checked="" type="checkbox"/> Check here if included in the public housing A & O Policy.   | Annual Plan: Grievance Procedures                             |
| X  | Section 8 informal review and hearing procedures.<br><input checked="" type="checkbox"/> Check here if included in Section 8 Administrative Plan.   | Annual Plan: Grievance Procedures                             |
| X  | The Capital Fund/Comprehensive Grant Program Annual Statement /Performance and Evaluation Report for any active grant year.   | Annual Plan: Capital Needs                                    |
| X  | Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grants.   | Annual Plan: Capital Needs                                    |
| N/A  | Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans, or any other approved proposal for development of public housing.   | Annual Plan: Capital Needs                                    |
| N/A  | 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                                    |
| N/A  | Approved or submitted applications for demolition and/or disposition of public housing.   | Annual Plan: Demolition and Disposition                       |
| N/A  | Approved or submitted applications for designation of public housing (Designated Housing Plans).  | Annual Plan: Designation of Public Housing                    |
| N/A  | Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act, 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                     |
| N/A  | Documentation for required Initial Assessment and any additional information required by HUD for Voluntary Conversion.  | Annual Plan: Voluntary Conversion of Public Housing           |
| N/A  | Approved or submitted public housing homeownership programs/plans.  | Annual Plan: Homeownership                                    |
| N/A  | Policies governing any Section 8 Homeownership program (Section _____ of the Section 8 Administrative Plan)   | Annual Plan: Homeownership                                    |
| N/A  | Public Housing Community Service Policy/Programs<br><input type="checkbox"/> Check here if included in Public Housing A & O Policy  | Annual Plan: Community Service & Self-Sufficiency             |
| N/A  | 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             |
| N/A  | FSS Action Plan(s) for public housing and/or Section 8.   | Annual Plan: Community Service & Self-Sufficiency             |
| N/A  | Section 3 documentation required by 24 CFR Part 135, Subpart E for public housing.  | Annual Plan: Community Service & Self-Sufficiency             |
| N/A  | 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).<br><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                                     |
| N/A  | Consortium agreement(s), if a consortium administers PHA programs.  | Joint PHA Plan for Consortia                                  |
| N/A  | 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)   |

## 12. Capital Fund Program and Capital Fund Program Replacement Housing Factor Annual Statement/Performance and Evaluation Report

| <b>Annual Statement/Performance and Evaluation Report</b>   |   |   |         |                   |  |
|---|---|---|---------|-------------------|--|
| <b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary</b>  |   |   |         |                   |  |
| <b>PHA Name:</b><br><br>DELTA HOUSING AUTHORITY   |   | <b>Grant Type and Number</b><br>Capital Fund Program Grant No: <b>CO040</b><br>Replacement Housing Factor Grant No: |         |                   | <b>Federal<br/>FY of<br/>Grant:<br/>2006</b> |
| <input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no: )<br><input type="checkbox"/> Performance and Evaluation Report for Period Ending: <input type="checkbox"/> 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                                     | 20,000  | 30,000  |                   |  |
| 3   | 1408 Management Improvements                        |   |         |                   |  |
| 4   | 1410 Administration                                 |   |         |                   |  |
| 5   | 1411 Audit  |   |         |                   |  |
| 6   | 1415 Liquidated Damages                             |   |         |                   |  |
| 7   | 1430 Fees and Costs                                 |   | 5,000   |                   |  |
| 8   | 1440 Site Acquisition                               |   |         |                   |  |
| 9   | 1450 Site Improvement                               | 20,000  | 45,000  |                   |  |
| 10  | 1460 Dwelling Structures                            |   | 55,000  |                   |  |
| 11  | 1465.1 Dwelling Equipment—Nonexpendable             |   | 15,000  |                   |  |
| 12  | 1470 Nondwelling Structures                         | 95,000  |         |                   |  |
| 13  | 1475 Nondwelling Equipment                          |   |         |                   |  |
| 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                                    |   | 20,000  |                   |  |
| 21  | Amount of Annual Grant: (sum of lines 2 – 20)       | 135,000   | 170,000 |                   |  |
| 22  | Amount of line 21 Related to LBP Activities         |   |         |                   |  |
| 23  | Amount of line 21 Related to Section 504 compliance |   | 75,000  |                   |  |
| 24  | Amount of line 21 Related to Security – Soft Costs  |   |         |                   |  |
| 25  | Amount of Line 21 Related to Security – Hard Costs  |   |         |                   |  |

**12. Capital Fund Program and Capital Fund Program Replacement Housing Factor Annual Statement/Performance and Evaluation Report**

| Annual Statement/Performance and Evaluation Report<br>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary   |   |  |         |                   |   |
|---|---|--|---------|-------------------|---|
| PHA Name:<br><b>DELTA HOUSING AUTHORITY</b>   |   | Grant Type and Number<br>Capital Fund Program Grant No: <b>CO040</b><br>Replacement Housing Factor Grant No: |         |                   | Federal<br>FY of<br>Grant:<br><b>2006</b> |
| <input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no: )<br><input type="checkbox"/> Performance and Evaluation Report for Period Ending: <input type="checkbox"/> Final Performance and Evaluation Report |   |  |         |                   |   |
| Line  | Summary by Development Account                            | Total Estimated Cost   |         | Total Actual Cost |   |
|   |   | Original   | Revised | Obligated         | Expended                                  |
| 26  | Amount of line 21 Related to Energy Conservation Measures |  | 10,000  |                   |   |

| Annual Statement/Performance and Evaluation Report<br>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)<br>Part II: Supporting Pages |  |  |          |                         |                                  |                    |                   |                   |
|--|--|--|----------|-------------------------|----------------------------------|--------------------|-------------------|-------------------|
| PHA Name:<br><b>DELTA HOUSING AUTHORITY</b>  |  | Grant Type and Number<br>Capital Fund Program Grant No: <b>CO040</b><br>Replacement Housing Factor Grant No: |          |                         | Federal FY of Grant: <b>2006</b> |                    |                   |                   |
| Development Number<br>Name/HA-Wide<br>Activities   | General Description of Major Work<br>Categories                | Dev. Acct<br>No.   | Quantity | Total Estimated<br>Cost |                                  | Total Actual Cost  |                   | Status of<br>Work |
|  |  |  |          | Original                | Revised                          | Funds<br>Obligated | Funds<br>Expended |                   |
| CO040  | OPERATIONS   | 1406   |          | 20,000                  | 30,000                           | 01/2006            |                   |                   |
| CO040  | MISC. FEES & COST ASSO.<br>WITH FIRST UNIT FOR 504 ADA<br>WORK | 1430   |          |                         | 5,000                            | 10/2005            |                   | IN<br>PROGRESS    |
| CO040 – HA WIDE  | SEWER REPLACEMENTS   | 1450   |          | 5,000                   | 5,000                            | 10/2005            |                   | PENDING           |
| CO040 – HA WIDE  | REPLACE LAWN WITH ZERI-<br>SCAPE LANDSCAPING                   | 1450   |          |                         | 10,000                           | 10/2005            |                   | PENDING           |

**12. Capital Fund Program and Capital Fund Program Replacement Housing Factor Annual Statement/Performance and Evaluation Report**

| Annual Statement/Performance and Evaluation Report<br>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)<br>Part II: Supporting Pages |   |  |          |                         |                                  |                    |                   |                   |
|--|---|--|----------|-------------------------|----------------------------------|--------------------|-------------------|-------------------|
| PHA Name:<br><b>DELTA HOUSING AUTHORITY</b>  |   | Grant Type and Number<br>Capital Fund Program Grant No: <b>CO040</b><br>Replacement Housing Factor Grant No: |          |                         | Federal FY of Grant: <b>2006</b> |                    |                   |                   |
| Development Number<br>Name/HA-Wide<br>Activities   | General Description of Major Work<br>Categories   | Dev. Acct<br>No.   | Quantity | Total Estimated<br>Cost |                                  | Total Actual Cost  |                   | Status of<br>Work |
|  |   |  |          | Original                | Revised                          | Funds<br>Obligated | Funds<br>Expended |                   |
| CO040  | RETAINING WALL RENOVATIONS AT THOMPSON MANOR  | 1450   |          |                         | 30,000                           | 10/2005            |                   | PENDING           |
| CO040  | ADA 504 WORK FOR THE FIRST OF FOUR PHA UNITS – 612 Hastings St. includes driveway and sidewalk. | 1460   |          |                         | 45,000                           |                    |                   | PENDING           |
| CO040  | AS PER ENERGY AUDIT ADDED CELING INSULLATION  | 1460   |          |                         | 10,000                           |                    |                   | PENDING           |
| CO040  | BEGIN THREE YEAR CARPET REPLACEMENT PROGRAM   | 1465.1   |          |                         | 5,000                            |                    |                   | PENDING           |
| CO040  | BEGIN FOUR YEAR AIR CONDITIONER PROVISION PROGRAM   | 1465.1   |          |                         | 5,000                            |                    |                   | PENDING           |
| CO040  | BEGIN FIVE YEAR APPLIANCE REPLACEMENT PROGRAM   | 1465.1   |          |                         | 5,000                            |                    |                   | PENDING           |
| CO040  | OFFICE ADA WORK   | 1470   |          | 110,000                 |                                  |                    |                   |                   |
| CO040  | CONTENGENCY APPLIABLE TO 504 PROJECTS IE. COMMUNITY PARKING LOT AND ADA HOUSE RENOVAITONS       | 1502   |          |                         | 20,000                           |                    |                   | PENDING           |
|  |   |  |          |                         |                                  |                    |                   |                   |
|  |   |  |          |                         |                                  |                    |                   |                   |
|  |   |  |          |                         |                                  |                    |                   |                   |
|  |   |  |          |                         |                                  |                    |                   |                   |
|  |   |  |          |                         |                                  |                    |                   |                   |
|  |   |  |          |                         |                                  |                    |                   |                   |

### 13. Capital Fund Program Five-Year Action Plan

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

| PHA Name:<br><b>DELTA HOUSING AUTHORITY</b>      |   | Grant Type and Number<br>Capital Fund Program No: <b>CO040</b><br>Replacement Housing Factor No: |        |   |         |        | Federal FY of Grant: <b>2006</b> |
|--|---|--|--------|---|---------|--------|----------------------------------|
| Development Number<br>Name/HA-Wide Activities    | All Fund Obligated<br>(Quarter Ending Date) |  |        | All Funds Expended<br>(Quarter Ending Date) |         |        | Reasons for Revised Target Dates |
|  | Original                                    | Revised  | Actual | Original                                    | Revised | Actual |                                  |
| 1406 / OPERATIONS                                | 3-31-06                                     |  |        | 12-31-06                                    |         |        |                                  |
| 1430 / FEES AND COSTS                            | 12-31-05                                    |  |        | 12-31-06                                    |         |        |                                  |
| 1450/ SITE<br>IMPROVEMENT                        | 12-31-05                                    |  |        | 12-31-06                                    |         |        |                                  |
| 1460 / NONDWELLING<br>STRURTURE                  | 12-31-05                                    |  |        | 12-31-06                                    |         |        |                                  |
| 1465.1 / DWELLING<br>EQUIPMENT-<br>NONEXPENDABLE | 12-31-05                                    |  |        | 12-31-06                                    |         |        |                                  |
| 1502 / CONTINGENCY                               | 12-31-05                                    |  |        | 12-31-06                                    |         |        |                                  |
|  |   |  |        |   |         |        |                                  |
|  |   |  |        |   |         |        |                                  |
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|  |   |  |        |   |         |        |                                  |

### **13. Capital Fund Program Five-Year Action Plan**

| <b>Capital Fund Program Five-Year Action Plan</b> |                  |   |   |   |   |
|---|------------------|---|---|---|---|
| <b>Part I: Summary</b>                            |                  |   |   |   |   |
| PHA Name<br><b>DELTA HOUSING AUTHORITY</b>        |                  |   |   | <input checked="" type="checkbox"/> <b>Original 5-Year Plan</b><br><input type="checkbox"/> <b>Revision No:</b> |   |
| Development Number/Name/HA-Wide                   | Year 1           | Work Statement for Year 2<br>FFY Grant: <b>2007</b><br>PHA FY: <b>01/2007</b> | Work Statement for Year 3<br>FFY Grant: <b>2008</b><br>PHA FY: <b>01/2008</b> | Work Statement for Year 4<br>FFY Grant: <b>2009</b><br>PHA FY: <b>01/2009</b>                                   | Work Statement for Year 5<br>FFY Grant: <b>2010</b><br>PHA FY: <b>01/2010</b> |
|   | Annual Statement |   |   |   |   |
| 1406 / OPERATIONS                                 |                  | 20,000  | 15,000  | 15,000  | 10,000  |
| 1450 / SITE IMPROVEMENT                           |                  | 15,000  | 15,000  | 15,000  | 45,000  |
| 1460 / DWELLING STRUCTURES                        |                  | 60,000  | 45,000  | 50,000  |   |
| 1465.1 DWELLING EQUIPMENT NONEXPENDABLE           |                  | 15,000  | 15,000  | 10,000  | 5,000   |
| 1502 / CONTINGENCY                                |                  | 5,000   | 5,000   | 5,000   | 5,000   |
| CFP Funds Listed for 5-year planning              |                  | 115,000   | 95,000  | 95,000  | 65,000  |
| Replacement Housing Factor Funds                  |                  |   |   |   |   |





**August 15, 2005 @ 9:00 p.m.  
Tenant Advisory Board Meeting  
Delta Housing Authority  
Delta, Colorado**

Staff Attendance:

Rich Englehart  
Penny Wicburg  
Ruth Belabbas

Residence Attendance:

Eli Martinez  
Latina Hart

Naomi Archuleta  
Jeanette Kalisclak

\*\*\*\*\*

1. The Tenant Advisory Board Meeting was called to order under the direction of Mrs. Wicburg. All persons present were introduced and welcomed. The committee's position is not to make policies, but to review and inject ideas to the housing authority. This committee is required by HUD and to be ongoing. Invitation was made to each present encouraging them to continue to serve on this panel.
2. The new procedure for calculating Section 8 Funding by Housing Urban Development (HUD) was explained by Mrs. Belabbas. HUD funding will be assessed over a twelve month period instead of the current three month period. There will be potential funding reductions. HUD requires Section 8 to service as many Section 8 vouchers as possible with the budget that they have assessed while maintaining the two hundred twenty six (226) ACC. The new funding has changed the format of the way Delta Housing Authority will continue to facilitate the program. Applicants will possibly not move up the wait list as quick as in the past. The funding changes will not allow Delta Housing Authority to subsidize as many applicants as before if the budget dollars are spent. Per Resolution 276-05, management has implemented a new payment standard for one and two bedrooms to help equalize the monies and be able to service more applicants on the Section 8 program. Resolution 272-05 revised the occupancy standards. Voucher size will be determined by two (2) persons per living/sleeping rooms without regard to age or gender for families that are coming off the wait list or a change in location.
3. Mrs. Wicburg alerted the committee to watch for the Resident Service and Satisfaction Survey that would be delivered to each PHA tenant by mail. She urged the tenants to complete the survey and return it to HUD by the deadline.

4. The Admissions and Occupancy Updates for Public Housing were presented to the committee by Mrs. Wicburg. The RELEASE, WAIVER AND CONTRACTUAL AGREEMENT was addressed first. The Authority can make available certain volunteer services that tenants can perform that may serve as hours of community service that tenants can provide that will assist tenants in meeting HUD requirements and release from liability for certain voluntary services that the tenant may perform for the Authority. Tenants not working and are younger than sixty two are required to complete eight hours of community service per month to be in compliance with Public Housing. The revision for Uncollected Tenant Accounts was adopted by the Board that allows for agencies to be utilized upon Board direction. Authority staff will make every effort to collect in-house. Uncollected Tenant Accounts will not be eligible for housing until the amount owing is paid in full. The recreation room rental was revised. Mrs. Wicburg explained the pricing for the rental.
5. With the reconstruction of the Delta Housing Authority Administrative building, Mrs. Wicburg notified the committee that the upcoming, monthly potluck will be held in the gazebo in the court yard.
6. The continuous effort to keep Delta's Public Housing units in the best possible upkeep and clutter free is always a priority of the Authority's staff. Mrs. Wicburg reminded the group that if any of them noticed a unit that was in need of attention to let one of the staff know.
7. Executive Director, Mr. Englehart, presented the Delta Housing Authority's Annual and Five Year Plan. He urged each member and other tenants to take the time to go over the plans, which are available at the administrative office for their viewing. The plans include capitol improvements, DHA mission statement, what the organization has accomplished and the future goals. The 504/Architect and Engineering was the next topic on the agenda presented. Mr. Englehart explained that HUD has required Delta Housing Authority to remodel the Delta Housing Authority Administration Building to comply with the ADA regulations, making the building and parking lot handicap accessible. Phase one will address the restrooms, conference room and laundry room. The remodeling of the administrative offices will begin in phase two. Phase three will convert four Public Housing units to be fully handicap accessible. The plan would look at converting some Public Housing yards to be zeroscap in four to five years with the possibility of utilizing participation from the vo-tec and/or correctional facility. The project would assist in lowering the utility expenses for maintaining the landscape. PHA two bedroom units could be renovated for energy efficiencies by adding insulation to the roofs. Air conditioners, appliances and new floor coverings are included in the goals for capitol projects.
8. The board of commissioners are evaluating the value of SCAT units. Some units may be sold, rebuilt or purchased to further help families in our area. The goal is to maximize the value of the project. Mr. Englehart reported a Task Force has been developed to out reach to Delta County. The bids for the 504 were open on the 8<sup>th</sup> of August and are over budget by \$25,000.00.
9. The change of commissioners was mentioned by Mr. Englehart. At the recent, monthly potluck, as a farewell to past commissioner, Mrs. Carolyn Renfrow, Nancy Hunter sang a

few songs. The list of current commissioners announced were as follows: Bob Barnes, Jo Rosenquist, Jim Berger, Elaine Garcia, and Linda Sorenson.

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11. Part time employee, Jan Waggoner, resigned and her absence is missed. The current Occupancy Technicians will absorb her duties.
12. Ms. Archuleta displayed a local newspaper with a recent article. There was much discussion on the contents and Mr. Englehart explained the Authority's position in relationship with West Central Housing and Rural Development. It is the Authority's goal to reduce the low income stigma and increase the level of self sufficiency. DHA staff is committed to positive changes within the industry. Programs and partnerships are being looked into for down payment and home ownership assistance. With the possibilities for Public Housing tenants to purchase homes, it would free up units to applicants on the wait list.
13. Mr. Englehart announced that the monthly pot luck may be temporarily discontinued until the completion of the reconstruction, but arrangements will be made to continue with minor distractions.
14. Jeannette Kalisciak, Thompson Manor tenant, wished to express her gratitude to the Delta Housing Authority staff for their rental assistance and kind, helpful service. The other tenants agreed with the statement.
15. Mrs. Wicburg thanked the group for attending this meeting and stated that the next meeting would be announced at a later date to accommodate Mrs. Archuleta's schedule so she would be able to attend. Mrs. Wicburg asked the committee if they would each one be interested in coming again and remaining on the committee. They all agreed.
16. Delta Housing Authority staff thanked each one for attending and for their continued support. The meeting was adjourned.

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Ruth Belabbas  
Section 8 Technician

**August 15, 2005 @ 9:00 p.m.  
Tenant Advisory Board Meeting  
Delta Housing Authority  
Delta, Colorado**

Staff Attendance:

Rich Englehart  
Penny Wicburg  
Ruth Belabbas

Residence Attendance:

Eli Martinez  
Latina Hart

Naomi Archuleta  
Jeanette Kalisclak

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