

PHA Plans

Streamlined Annual Version

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

OMB No. 2577-0226
(exp. 05/31/2006)

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 for certain types of PHAs. Public reporting burden for this information collection is estimated to average 11.7 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. HUD may not collect this information and respondents are not required to complete this form, unless it displays a currently valid OMB Control Number.

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

Streamlined Annual PHA Plan

for Fiscal Year: 2007

PHA Name: HELENA HOUSING AUTHORITY

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.

Streamlined Annual PHA Plan Agency Identification

PHA Name: HELENA HOUSING AUTHORITY **PHA Number:** MT00400104J

PHA Fiscal Year Beginning: (mm/yyyy) 07/2006

PHA Programs Administered:

Public Housing and Section 8
 Section 8 Only
 Public Housing Only
 Number of public housing units: 366
 Number of S8 units:
 Number of public housing units:
 Number of S8 units: 345

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:				

PHA Plan Contact Information:

Name: COLLEEN MCCARTHY Phone: (406) 457-2915
 TDD: Email (if available): cmccarthy@hhamt.org

Public Access to Information

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

PHA's main administrative office
 PHA's development management offices

Display Locations For PHA Plans and Supporting Documents

The PHA Plan revised policies or program changes (including attachments) are available for public review and inspection.
 Yes
 No.

If yes, select all that apply:

Main administrative office of the PHA
 PHA development management offices
 Main administrative office of the local, county or 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 Annual PHA Plan

Fiscal Year 2007

[24 CFR Part 903.12(c)]

Table of Contents

[24 CFR 903.7(r)]

Provide a table of contents for the Plan, including applicable additional requirements, and a list of supporting documents available for public inspection.

ANNUAL STREAMLINED PLAN	<u>Page #</u>
<i>i.</i> Table of contents	
1. Site-Based Waiting List Policies	4-5
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Attachments

- X FY2006 Capital Fund Program Annual Statement (mt004a07 Annual Statement CFP 2006.doc)
- X Capital Fund Program 5-Year Action Plan (mt004b07 Five Year CFP Plan.xls)
- X Organizational Chart (mt004c07 HHA Organization Chart.doc)
- X Resident Management Board (mt004d07 mbrship Resident management.doc)
- X Admissions Policy for Deconcentration (mt004e07 Policy on deconcentration.doc)
- X Resident Comment and Sign-Up Sheets (mt004f07 ME Anderson Meeting Minutes.doc, mt004g07 Resident Meeting.doc, and mt004h07 RMC Sign-Up Sheet. PDF)

B. SEPARATE HARD COPY SUBMISSIONS TO LOCAL HUD FIELD OFFICE

Form HUD-50076, *PHA Certifications of Compliance with the PHA Plans and Related Regulations: Board Resolution to Accompany the Streamlined Annual Plan* identifying policies or programs the PHA has revised since submission of its last Annual Plan, and including Civil Rights certifications and assurances the changed policies were presented to the Resident Advisory Board for review and comment, approved by the PHA governing board, and made available for review and inspection at the PHA's principal office;

For PHAs Applying for Formula Capital Fund Program (CFP) Grants:

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

Form HUD-50071, *Certification of Payments to Influence Federal Transactions;* and

Form SF-LLL &SF-LLL a, *Disclosure of Lobbying Activities.*

1. Site-Based Waiting Lists (Eligibility, Selection, Admissions Policies)

[24 CFR Part 903.12(c), 903.7(b)(2)]

Exemptions: Section 8 only PHAs are not required to complete this component.

A. 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 B. NO

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

2. What is the number of site based waiting list developments to which families may apply at one time?
3. How many unit offers may an applicant turn down before being removed from the site-based waiting list?
4. Yes No: Is the PHA the subject of any pending fair housing complaint by HUD or any court order or settlement agreement? If yes, describe the order, agreement or complaint and describe how use of a site-based waiting list will not violate or be inconsistent with the order, agreement or complaint below:

B. 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 next component.

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)

2. Capital Improvement Needs

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

Exemptions: Section 8 only PHAs are not required to complete this component.

A. Capital Fund Program

1. Yes No Does the PHA plan to participate in the Capital Fund Program in the upcoming year? If yes, complete items 7 and 8 of this template (Capital Fund Program tables). If no, skip to B.

2. 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.).

*Financing options under investigation for redevelopment of PH. Stewart Homes site (MT004001 and MT004002).

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

Applicability: 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. Yes No: Has the PHA received a HOPE VI revitalization grant? (if no, skip to #3; if yes, provide responses to the items on the chart located on the next page, copying and completing as many times as necessary).

2. Status of HOPE VI revitalization grant(s):

HOPE VI Revitalization Grant Status	
a. Development Name:	
b. Development Number:	
c. Status of Grant:	
	<input type="checkbox"/> Revitalization Plan under development
	<input type="checkbox"/> Revitalization Plan submitted, pending approval

<input type="checkbox"/> Revitalization Plan approved
<input type="checkbox"/> Activities pursuant to an approved Revitalization Plan underway

3. Yes No: Does the PHA expect to apply for a HOPE VI Revitalization grant in the Plan year?

If yes, list development name(s) below:

Possible redevelopment of Stewart Homes (MT004001 and MT004002).

4. 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:

Possible redevelopment of Stewart Homes (MT004001 and MT004002).

5. 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:

Investigate the possibilities of the demolition and development of Stewart Homes.

3. Section 8 Tenant Based Assistance--Section 8(y) Homeownership Program
(if applicable) [24 CFR Part 903.12(c), 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:

This option will provide eligible families the opportunity of purchasing and owning a home using HCV assistance.

A family assisted under this program must be a qualified existing HCV participant who has been receiving HHA HCV assistance for a minimum of one year.

HHA Homeownership vouchers will not limit the number of vouchers to be used for Homeownership during any fiscal year.

A live-in aide, if needed as a reasonable accommodation for persons with disabilities, must be approved by HHA pursuant to 24CFR 982.316.

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:

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

The HHA will make Section 8 Homeownership information readily available to Section 8 Clients who have remained in good standing for more than one year.

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):

- Establishing a minimum homeowner down payment requirement of at least 3 percent of purchase price and requiring that at least 1 percent of the purchase price comes from the family's resources.
- 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.
- Partnering with a qualified agency or agencies to administer the program (list name(s) and years of experience below):
- Demonstrating that it has other relevant experience (list experience below):

4. Use of the Project-Based Voucher Program

Intent to Use Project-Based Assistance

Yes No: Does the PHA plan to “project-base” any tenant-based Section 8 vouchers in the coming year? If the answer is “no,” go to the next component. If yes, answer the following questions.

1. 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:)

Possible construction or redevelopment of Stewart Homes (MT004001 and MT004002).

2. Indicate the number of units and general location of units (e.g. eligible census tracts or smaller areas within eligible census tracts):
28 possible located at 812 Abbey Helena, MT 59601

5. 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) only if the PHA has provided a certification listing program or policy changes from its last Annual Plan submission.

1. Consolidated Plan jurisdiction: (provide name here)

2. The PHA has taken the following steps to ensure consistency of this PHA Plan with the Consolidated Plan for the jurisdiction: (select all that apply)
 - The PHA has based its statement of needs of families on its waiting lists 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)

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

City of Helena Growth Policy (Consolidated Plan) Adopted October 29, 2001

This plan recognizes the role of housing in sustaining a mixture of low, moderate, and high-income households in the City of Helena. A primary objective of managing growth is to achieve the overall mix and placement of housing needed to support a community rich in social, cultural, historical, age and economic diversity, and an environment rich with natural resources. Healthy communities maintain varied households and a combination of housing alternatives across all economic layers.

On the local level, the City of Helena has been actively involved in community housing needs. In January 1993, the Helena Area Housing Task Force was formed with representatives from emergency shelter providers, the Helena Housing Authority, City and County government, mental health service providers, low-income coalitions, Montana Advocacy Program, local realtors and lenders, the Montana Independent Living Project, homebuilders, and Habitat for Humanity. The mission of this group has been to seek solutions to the housing shortages for low-income families that are affordable and safe both in rental and home ownership markets in the Helena area.

The 1999 Greater Helena Area Comprehensive Housing Affordability Strategy noted thirteen housing needs for community residents which are noted below. This strategy will be updated on an annual basis.

1. Construction or rehabilitation of one-bedroom rentals, especially for renters at or below 50% of median income;
2. Creation of affordable single-family home ownership opportunities;
3. Preservation of existing HUD subsidized projects;
4. Work to accomplish zoning ordinances that are user friendly to the cause of affordable housing by identifying and modifying existing regulations that impede affordable housing;
5. Support construction of more Habitat for Humanity homes;
6. Create more transitional housing;
7. Investigate "mutual housing" opportunities;
8. Investigate public/private partnerships to create and provide affordable housing;
9. Establish a fund to help tenants with a portion of their utility/rent deposits;
10. Establish voice mail or pager system for clients on Section 8 waiting list;
11. Revise MDOC Section 8 payment standards;
12. Secure additional tenant-based Section 8 assistance; and
13. Seek project based funding for new construction of affordable housing.

6. Supporting Documents Available for Review for Streamlined 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>	5 Year and Annual Plans
X	<i>PHA Certifications of Compliance with the PHA Plans and Related Regulations and Board Resolution to Accompany the Streamlined Annual Plan</i>	Streamlined Annual Plans
X	<i>Certification by State or Local Official of PHA Plan Consistency with Consolidated Plan.</i>	5 Year and standard Annual Plans
X	Fair Housing Documentation Supporting Fair Housing Certifications: Records reflecting that the PHA has examined its programs or proposed programs,	5 Year and Annual Plans

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Related Plan Component
	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.	
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
X	Deconcentration Income Analysis	Annual Plan: Eligibility, Selection, and Admissions Policies
X	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 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 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 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
	Any policies governing any Section 8 special housing types <input type="checkbox"/> Check here if included in Section 8 Administrative Plan	Annual Plan: Operations and Maintenance
	Public housing grievance procedures <input type="checkbox"/> Check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
	Section 8 informal review and hearing procedures. <input type="checkbox"/> Check here if included in Section 8 Administrative Plan.	Annual Plan: Grievance Procedures
	The Capital Fund/Comprehensive Grant Program Annual Statement /Performance and Evaluation Report for any active grant year.	Annual Plan: Capital Needs
	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grants.	Annual Plan: Capital Needs
	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans, or any other approved proposal for development of public housing.	Annual Plan: Capital Needs
	Self-evaluation, Needs Assessment and Transition Plan required by regulations	Annual Plan: Capital Needs

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Related Plan Component
	implementing Section 504 of the Rehabilitation Act and the Americans with Disabilities Act. See PIH Notice 99-52 (HA).	
	Approved or submitted applications for demolition and/or disposition of public housing.	Annual Plan: Demolition and Disposition
	Approved or submitted applications for designation of public housing (Designated Housing Plans).	Annual Plan: Designation of Public Housing
	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act, Section 22 of the US Housing Act of 1937, or Section 33 of the US Housing Act of 1937.	Annual Plan: Conversion of Public Housing
	Documentation for required Initial Assessment and any additional information required by HUD for Voluntary Conversion.	Annual Plan: Voluntary Conversion of Public Housing
X	Approved or submitted public housing homeownership programs/plans.	Annual Plan: Homeownership
	Policies governing any Section 8 Homeownership program (Section _____ of the Section 8 Administrative Plan)	Annual Plan: Homeownership
X	Public Housing Community Service Policy/Programs <input checked="" type="checkbox"/> Check here if included in Public Housing A & O Policy	Annual Plan: Community Service & Self-Sufficiency
	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
	FSS Action Plan(s) for public housing and/or Section 8.	Annual Plan: Community Service & Self-Sufficiency
	Section 3 documentation required by 24 CFR Part 135, Subpart E for public housing.	Annual Plan: Community Service & Self-Sufficiency
X	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports for public housing.	Annual Plan: Community Service & Self-Sufficiency
X	Policy on Ownership of Pets in Public Housing Family Developments (as required by regulation at 24 CFR Part 960, Subpart G). <input checked="" type="checkbox"/> Check here if included in the public housing A & O Policy.	Annual Plan: 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
	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)
	Consortium agreement(s) and for Consortium Joint PHA Plans <u>Only</u> : 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 Annual PHA Plan for Consortia: Agency Identification and Annual Management and Operations

8. Capital Fund Program Five-Year Action Plan

See attachments

PHA Plan Table Library

Component 7 Capital Fund Program Annual Statement Parts I, II, and III

Annual Statement Capital Fund Program (CFP) Part I: Summary

Capital Fund Grant Number FFY of Grant Approval: (07/2006)

X Original Annual Statement

Line No.	Summary by Development Account	Total Estimated Cost
1	Total Non-CGP Funds	
2	1406 Operations	\$108,620
3	1408 Management Improvements	\$182,400
4	1410 Administration	\$60,000
5	1411 Audit	
6	1415 Liquidated Damages	
7	1430 Fees and Costs	\$60,000
8	1440 Site Acquisition	
9	1450 Site Improvement	\$48,500
10	1460 Dwelling Structures	\$115,008
11	1465.1 Dwelling Equipment-Nonexpendable	\$20,000
12	1470 Non-dwelling Structures	
13	1475 Non-dwelling Equipment	\$6,000
14	1485 Demolition	
15	1490 Replacement Reserve	
16	1492 Moving to Work Demonstration	
17	1495.1 Relocation Costs	
18	1498 Mod Used for Development	
19	1502 Contingency	
20	Amount of Annual Grant (Sum of lines 2-19)	\$600,528
21	Amount of line 20 Related to LBP Activities	
22	Amount of line 20 Related to Section 504 Compliance	
23	Amount of line 20 Related to Security	\$75,000
24	Amount of line 20 Related to Energy Conservation Measures	\$54,928

Annual Statement
Capital Fund Program (CFP) Part II: Supporting Table

Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Total Estimated Cost
HA Wide	Operations	1406	\$108,620
	Management Improvements	1408	\$177,400
	\$75,000 Police Officer		
	\$42,400 Social Service Contract		
	\$20,000 Organizational Management		
	\$15,000 Training		
	\$30,000 Computer software purchase		
	Administration	1410	\$60,000
	Fees and Costs-\$30,000	1430	\$60,000
	\$30,000 Financial Consultants		
	Off Line Unit Mod-Rehab/Vacancy Unit Turnaround	1460	\$10,000
	Computer Hardware	1475	6,000
MT004003	Finish Entries and Laundry Rooms	1460	\$9,000
MT004003	Replace Refrigerators	1465	\$20,000
MT004003	Install new washer/dryer boxes	1460	\$12,400
MT004004	Replace bathroom exhaust fans	1460	8,000
MT004004	Replace patio door screens	1460	\$8,000
MT004004	Replace Patio Door and Bedroom Drapes	1460	\$37,680
MT004005	Install new irrigation system	1450	\$37,500
MT004006	Replace all Exterior Doors	1460	20,468
MT004006	Replace all exterior door frame/weather stripping	1460	9,460
MT004008	Landscape Maintenance	1450	\$10,000
MT004008	Walls & Benches	1450	\$1,000

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

Development Number/Name HA-Wide Activities	All Funds Obligated (Quarter Ending Date)	All Funds Expended (Quarter Ending Date)
Operations	8/18/09	8/18/11
Management	8/18/09	8/18/11
Improvements	8/18/09	8/18/11
Fees and Costs	8/18/09	8/18/11
Administration	8/18/09	8/18/11
Site Improvements	8/18/09	8/18/11
4-3		
Dwelling Structures	8/18/09	8/18/11
4-3		
4-4		
4-5		
4-8		
Non Dwelling	8/18/09	8/18/11
Equipment		

Capital Fund Program Five-Year Action Plan

Part I: Summary

PHA Name	Original 5-Year Plan				
Helena Housing Authority	Revision No:				
Development Number/Name/HA-Wide	Year 1	Work Statement for Year 2	Work Statement for Year 3	Work Statement for Year 4	Work Statement for Year 5
	FFY Grant: 2007	FFY Grant: 2008	FFY Grant: 2009	FFY Grant: 2010	FFY Grant: 2011
	PHA FY: 2008	PHA FY: 2009	PHA FY: 2010	PHA FY: 2011	PHA FY: 2011
HA Wide	\$ 379,020.00	\$ 392,020.00	\$ 405,020.00	\$ 398,020.00	
	Annual Statement				
MT 4-1	\$ 16,400.00	\$ 78,220.00	\$ 187,259.00	\$ 68,000.00	
MT 4-2	\$ 83,200.00	\$ 62,364.00	\$ 87,278.00	\$ 45,000.00	
MT 4-3	\$ 53,340.00	\$ 43,536.00	\$ 70,860.00	\$ -	
MT 4-4	\$ 20,000.00	\$ 91,200.00	\$ 94,185.00	\$ 54,000.00	
MT 4-5	\$ 40,000.00	\$ 4,000.00	\$ 145,805.00	\$ 99,088.00	
MT 4-6	\$ 75,000.00	\$ 17,292.00	\$ 10,194.00	\$ 199,480.00	
MT 4-8	\$ 81,000.00	\$ 15,480.00	\$ 36,000.00	\$ 57,000.00	
MT 4-10	\$ -	\$ -	\$ -	\$ 22,400.00	
Administration Building		\$ 20,200.00	\$ 15,680.00	\$ 10,000.00	
				\$ -	
CFP Funds Listed for 5-year planning	\$ 747,960.00	\$ 724,312.00	\$ 1,052,281.00	\$ 952,988.00	
Replacement Housing Factor Funds					

Capital Fund Program Five-Year Action Plan

Part II: Supporting Pages—Work Activities

Activities for Year 1 FFY Grant: 2006		Activities for Year: <u>2</u> FFY Grant: 2007 PHA FY: 2008		Activities for Year: <u>3</u> FFY Grant: 2008 PHA FY: 2009		
Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost	
SEE ANNUAL STATEMENT	PHA Wide	Operations	\$ 108,620.00	PHA Wide	Operations	\$ 108,620.00
	Management	Police Officer	\$ 75,000.00	Management	Police Officer	\$ 75,000.00
		Organizational Management	\$ 20,000.00		Organizational Management	\$ 20,000.00
		Upgrade Computers	\$ 10,000.00		Social Services Contract	\$ 48,400.00
		Social Services Contract	\$ 45,400.00		Training / Travel	\$ 10,000.00
		Training / Travel	\$ 10,000.00		Administration	
					Salaries	\$ 60,000.00
	Administration	Salaries	\$ 60,000.00	A/E	Professional fees/Financial Consultants	\$ 60,000.00
	A/E	Professional fees/Financial Consultants	\$ 40,000.00		Off Line Modern Rehabilitation/Vacancy Unit Turnaround	\$ 10,000.00
				HA Wide		
	HA Wide	Off Line Modern Rehabilitation/Vacancy Unit Turnaround	\$ 10,000.00			
	MT004001	Bus Stop	\$ 2,000.00	MT004001	Replace all entry doors	\$ 33,320.00
	MT004001	Replace bathroom exhaust fans	\$ 14,400.00	MT004001	Replace all screen doors	\$ 24,500.00
	MT004002	Replace furnaces	\$ 83,200.00	MT004001	Replace all entry door locksets	\$ 20,400.00
				MT004002	Replace all exterior door frame weather stripping	\$ 5,880.00
	MT004003	Tile Floors	\$ 28,000.00	MT004002	Replace all entry doors	\$ 25,704.00
	MT004003	Replace all bathroom exhaust fans	\$ 12,000.00	MT004002	Replace all screen doors	\$ 18,900.00
	MT004003	Replace faucets on all bathroom lavatories	\$ 13,340.00	MT004002	Replace all entry door locksets	\$ 11,880.00
	MT004004	Air Conditioners	\$ 20,000.00	MT004002	Replace all entry door locksets	\$ 11,880.00
	MT004005	Tile Floors	\$ 40,000.00	MT004003	Irrigation Upgrade	\$ 14,000.00
	MT004006	Improve Yard and Area Fencing	\$ 25,000.00	MT004003	Replace exterior doors	\$ 25,000.00
	MT004006	New Irrigation System	\$ 50,000.00	MT004003	Replace all exterior door frame weather stripping	\$ 4,536.00
	MT004008	Replace Kitchen cabinets	\$ 81,000.00	MT004004	Replace furnaces	\$ 78,000.00
				MT004004	Replace bathroom exhaust fans	\$ 8,000.00
				MT004004	Replace bathroom medicine cabinets	\$ 5,200.00
				MT004005	Replace faucets on all bathroom lavatories	\$ 4,000.00
			MT004006	Reseal and re-strip parking lots	\$ 17,292.00	
			MT004008	Replace bathroom exhaust fans	\$ 7,200.00	
			MT004008	Replace all bathroom medicine cabinets	\$ 4,680.00	
			MT004008	Replace all faucets on bathroom lavatories	\$ 3,600.00	
	Admin. Building		Admin. Building	Replace sections of VCT flooring	\$ 5,700.00	
	Admin. Building		Admin. Building	Heated Sidewalk	\$ 6,000.00	
	ELC		Porch		\$ 8,500.00	
					\$ 724,312.00	

Total CFP Estimated Cost \$ 747,960.00

Capital Fund Program Five-Year Action Plan

Part II: Supporting Pages—Work Activities

Activities for Year: 4

FFY Grant: 2009

PHA FY: 2010

Activities for Year: 5

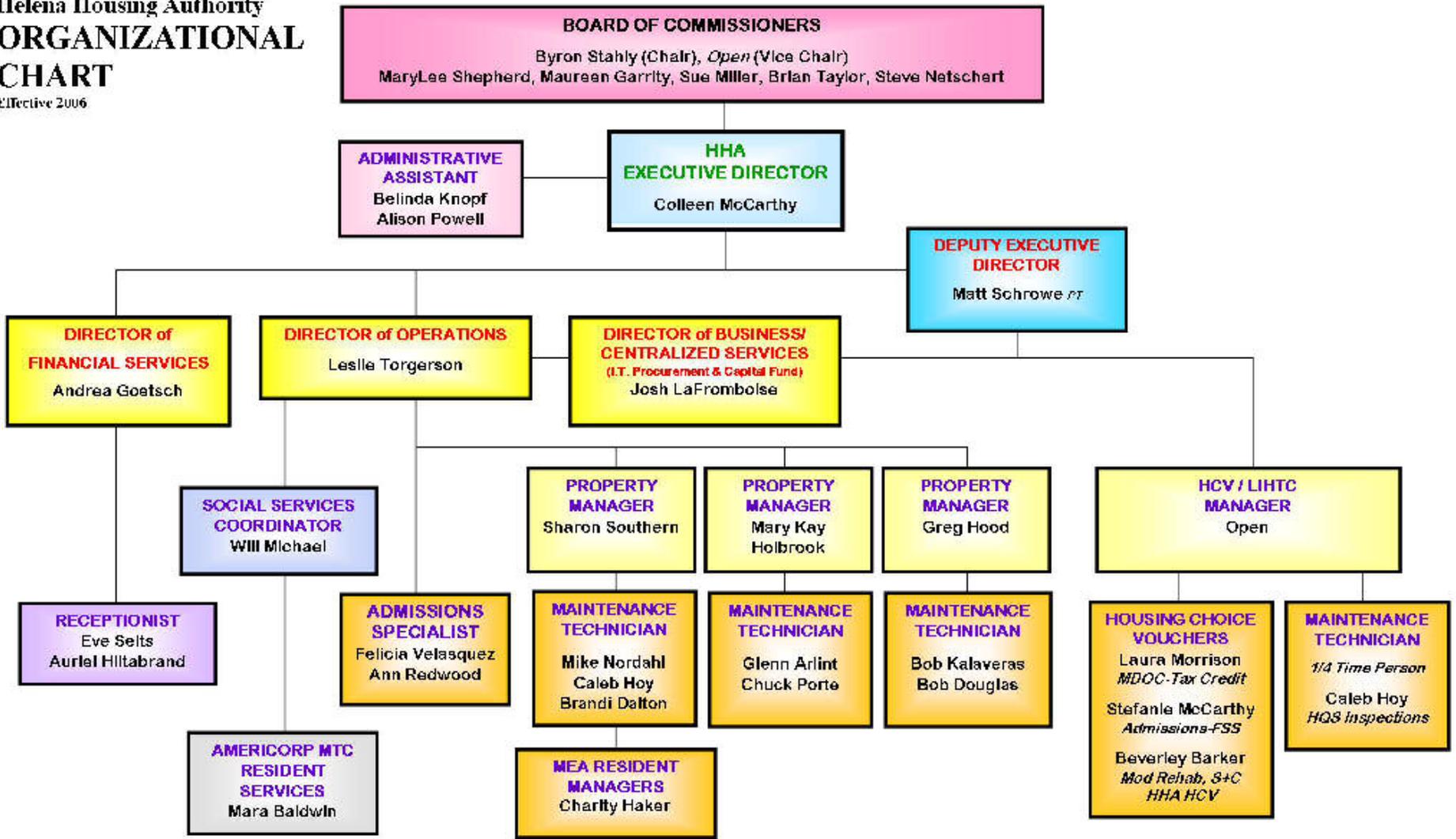
FFY Grant: 2010

PHA FY: 2011

Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
PHA Wide	Operations	\$ 108,620.00	PHA Wide	Operations	\$ 108,620.00
Management	Police Officer	\$ 75,000.00	Management	Police Officer	\$ 75,000.00
	Organizational Management	\$ 20,000.00		Organizational Management	\$ 20,000.00
	Upgrade Computers	\$ 10,000.00		Social Services Contract	\$ 54,400.00
	Social Services Contract	\$ 51,400.00		Training / Travel	\$ 10,000.00
	Training / Travel	\$ 10,000.00			
Administration	Salaries	\$ 60,000.00	Administration	Salaries	\$ 60,000.00
A/E	Professional fees/Financial Consultants	\$ 60,000.00	A/E	Professional fees/Financial Consultants	\$ 60,000.00
HA Wide	Off Line Modern Rehabilitation/Vacancy Unit Turnaround	\$ 10,000.00	HA Wide	Off Line Modern Rehabilitation/Vacancy Unit Turnaround	\$ 10,000.00
HA Admin BLDG	Replace and Add Gutters and Downspouts	\$ 1,200.00	HA Admin BLDG	Building Rooftop Vents/Ductwork	\$ 10,000.00
HA Admin BLDG	Replace Overhead Garage Doors	\$ 8,400.00	MT004001	Irrigation system upgrade	\$ 45,000.00
HA Admin BLDG	Repleace Existing Thermal Payne Windows	\$ 6,080.00	MT004001	Install well onsite	\$ 15,000.00
MT004001	Replace and Add Gutters and Downspouts	\$ 18,779.00	MT004001	Landscape Maintnence	\$ 8,000.00
MT004001	Asphalt, Seal and Stripe Parking Lot	\$ 21,840.00	MT004002	Irrigation system upgrade	\$ 35,000.00
MT004001	Repair Garbage Enclosures	\$ 9,000.00	MT004002	Landscape Maintnence	\$ 10,000.00
MT004001	Replace Interior Doors with Solid Core	\$ 52,200.00	MT004004	Community Room	\$ 10,000.00
MT004001	Replace Byfolding Closet Doors	\$ 12,000.00	Mt004004	Coomunity Area Doors	\$ 7,000.00
MT004001	Washer/Dyer Plumbing Box	\$ 15,840.00	MT004004	Kitchen Common Area	\$ 15,000.00
MT004001	Replace existing light fixtures in units	\$ 21,600.00	MT004004	Unit Carpet	\$ 20,000.00
MT004001	Replace outlets and switches	\$ 36,000.00	MT004004	Laundry Rooms	\$ 2,000.00
MT004002	Replace and Add Gutters and Downspouts	\$ 11,438.00	MT004005	Siding	\$ 44,000.00
MT004002	Asphalt, Seal and Stripe Parking Lot	\$ 21,840.00	MT004005	Exterior Metal (Soffit, Fascia)	\$ 13,200.00
MT004002	Repair Garbage Enclosures	\$ 6,000.00	MT004005	Exterior Painting	\$ 29,040.00
MT004002	Replace existing light fixtures in units	\$ 18,000.00	MT004005	Wood Trim/Replace ext trim	\$ 12,848.00
MT004002	Replace outlets and switches	\$ 30,000.00	MT004006	Furnaces	\$ 104,000.00
MT004003	Landscape Maintenance	\$ 14,000.00	MT004006	Siding	\$ 33,000.00
MT004003	New Irrigation System	\$ 14,000.00	MT004006	Bathroom Cabinets/Sinks	\$ 11,040.00
MT004003	New Playground Equipment	\$ 1,000.00	MT004006	Exhaust Fans	\$ 9,200.00
MT004003	Remedy Below Ground Moisture Problem	\$ 15,000.00	MT004006	Paint Exterior (Metal)	\$ 13,200.00
MT004003	Replace Portions of VCT Flooring	\$ 5,660.00	MT004006	Paint Exterior	\$ 29,040.00
MT004003	Coverd Sidewalk along West sidewalk	\$ 8,000.00	MT004008	Community Room	\$ 10,000.00
MT004003	Replace Smoke Detectors	\$ 13,200.00	MT004008	Halls/ Cooridors/stair wells	\$ 35,000.00
MT004004	Replace Portions of VCT Flooring	\$ 4,300.00	MT004008	Lobby	\$ 10,000.00
MT004004	Asphalt, Seal and Stripe Parking Lot	\$ 14,418.00	MT004008	Laundry Room Remodel	\$ 2,000.00
MT004004	Replace Existing Interior Water Valves	\$ 8,100.00	MT004010	Re-Seal Stripe Parking Areas	\$ 14,000.00
MT004004	Boiler Pump Replacement	\$ 12,700.00	MT004010	Landscape Maintnence	\$ 8,400.00
MT004004	Kitchen Remodel	\$ 46,667.00			
MT004004	Replace Common Area Smoke Detectors	\$ 8,000.00			
MT004005	Replace and Add Gutters and Downspouts	\$ 9,605.00			
MT004005	Replace Entry Doors, Lock Sets & Weather Striping	\$ 34,320.00			
MT004005	Replace Interior Doors with Solid Core	\$ 50,400.00			
MT004005	Replace Hot Water Heaters	\$ 41,800.00			
MT004005	Washer/Dyer Plumbing Box	\$ 9,680.00			
MT004006	Replace and Add Gutters and Downspouts	\$ 10,194.00			
MT004008	Replace existing light fixtures in units	\$ 18,000.00			
MT004008	Replace outlets and switches	\$ 10,800.00			
MT004008	Replace Common Area Smoke Detectors	\$ 7,200.00			
Total CFP Estimated Cost		\$ 1,052,281.00			\$ 952,988.00

Helena Housing Authority
ORGANIZATIONAL
CHART

Effective 2006



MEMBERSHIP OF RESIDENT ADVISORY BOARD REQUIRED ATTACHMENT

The Helena Housing Authority has a Resident Management Corporation that acts in the capacity of Resident Advisory Board to the HHA.

The Resident Management Corporation (RMC) is a registered corporation with the State of Montana and has tax exempt status.

Membership

Any public housing resident is allowed membership into the RMC. The RMC elects a President, Vice-President and Secretary/Treasurer.

President: Mary Cole appointed 4-99 non-expiring term

Vice-President: Danny Romero appointed 4-03 non-expiring term

Sec/Treasurer Marguerite Santy appointed 4-03 non-expiring term

Meeting Dates

The RMC meets on a quarterly basis with minutes and attendance recorded at each meeting. The RMC records are stored at the HHA administrative building location at 812 Abbey.

K. DECONCENTRATION OF POVERTY AND INCOME-MIXING

HHA's admission policy is designed to provide for deconcentration of poverty and income-mixing by bringing higher income **residents** into lower income **campus** and lower income **residents** into higher income projects.

Nothing in the deconcentration policy relieves **HHA** of the obligation to meet the income targeting requirement.

Gross annual income is used for income limits at admission and for income-mixing purposes.

Deconcentration and Income-Mixing Goals

HHA's deconcentration and income-mixing goal, in conjunction with the requirement to target at least 40 percent of new admissions to public housing in each fiscal year to "extremely low-income families", will be to admit families above **HHA's** Established Income Range (EIR) to developments below the EIR, and families below **HHA's** EIR to developments above the EIR.

Deconcentration Applicability

*** HHA has covered developments (general occupancy, family developments) subject to the deconcentration requirement. These covered developments are described in the PHA Plan.**

Project Designation Methodology

Annually, **HHA** will determine the average income of all families residing in general occupancy developments.

HHA will then determine the average income of all families residing in each general occupancy development.

HHA will then determine whether each general occupancy development falls above, within or below the Established Income Range (EIR).

The EIR is 85 percent to 115 percent (inclusive of 85 percent and 115 percent) of the **HHA**-wide average income for general occupancy developments.

HHA will then determine whether or not developments outside the EIR are consistent with local goals and strategies in the PHA Plan. Any deconcentration policy as needed is described in the PHA Plan.

Deconcentration Policy

If, at annual review, there are found to be development(s) with average income above or below the EIR, and where the income profile for a general occupancy development above or below the EIR is not explained or justified in the PHA Plan, **HHA** shall list these covered developments in the PHA Annual Plan.

HHA shall adhere to the following policies for deconcentration of poverty and income mixing in applicable developments

***Skipping a family on the waiting list to reach another family in an effort to further the goals of HHA's deconcentration policy:**

If a unit becomes available at a development below the EIR, the first eligible family on the waiting list with income above the EIR will be offered the unit. If that family refuses the unit, the next eligible family on the waiting list with income above the EIR will be offered the unit. The process will continue in this order. For the available unit at the development below the EIR, if there is no family on the waiting list with income above the EIR, or no family with income above the EIR accepts the offer, then the unit will be offered to the first eligible family on the waiting list in preference order regardless of income.

If a unit becomes available at a development above the EIR, the first eligible family on the waiting list with income below the EIR will be offered the unit. If that family refuses the unit, the next eligible family on the waiting list with income below the EIR will be offered the unit. The process will continue in this order. For the available unit at the development above the EIR, if there is no family on the waiting list with income below the EIR, or no family with income below the EIR accepts the offer, then the unit will be offered to the first eligible family on the waiting list in preference order regardless of income.

Skipping of families for deconcentration purposes will be applied uniformly to all families.

A family has the sole discretion whether to accept an offer of a unit made under HHA's deconcentration policy. HHA shall not take any adverse action toward any eligible family for choosing not to accept an offer of a unit under HHA's deconcentration policy. However, HHA shall uniformly limit the number of offers received by applicants described in this Chapter.

*** HHA shall establish a preference for admission of working families in covered developments below the EIR.**

Deconcentration Compliance

If, at annual review, the average incomes at all general occupancy developments are within the Established Income Range, **HHA** will be considered to be in compliance with the deconcentration requirement.

Skipping on the waiting list will only be in effect for as long as it takes to bring the development into compliance with the deconcentration policy.

February 6, 2006
7:00 P.M.

M.E. Anderson Tenant Association Meeting
100 S. Warren
Helena, MT 59601

Agenda: Annual Plan, Capital Fund Plan and 5 year Plan

Present: Colleen McCarthy, Executive Director
Sharon Southern, Property Manager
Charity Hacker, Resident Manager
Mary Lee Shepherd, Board Member
15 residents of M.E. Anderson Building (see attached)

Colleen: There are no changes to the Annual Plan this year. I would like some feedback from you to see if there are any changes to be made. Last year we changed some things in the ACOP like admission process, preferences and violent offenders. We are stricter on letting violent offenders into housing.

Steven Hall: Everything is working great.

Colleen: This year we have slated for M.E. Anderson air conditioning in every apartment. A few months ago we bided out the project. The amount for this project was \$60,000.00 to put air conditioners in the windows. We found out that we couldn't do that. We have to drill a hole in the wall and vent the air outside. This bid came in at \$175,000.00.

A few weeks ago we had an energy audit and it was determined that we have an energy problem here. We came up with the idea of a central heating system that would heat the building and also cool the building. We haven't received the final results from the Energy Audit.

This year in the budget we have slated for Handicap doors for the front door. This is a long process, we need to complete a cost analyzes and then bid the project out. We have the money and hopefully will be able to complete this project by mid-summer.

Allen Klahn: Would this be for both sets of front doors? The inside door is always locked, but the outside door locks at a certain time a night.

Colleen: I will have Josh check into this.

Lou Murphy: Maybe get a key card would work on both doors.

Ronada McLarnon: At Sunset Capital Apartments they have keys that fit into the handicap button to open the doors.

Toni Versteegh: Also at Queen City Estates has the same set up at Sunset Capital Apartments.

Colleen: I will have Josh check into all of these suggestions.

In the 2006 budget we have slated to replace the patio door screens on the 4-4 side, install and/or replace the smoke seal on all the doors and replace the patio and bedroom drapes in all of the apartments.

Allen Klahn: I think the heating system needs to be replaced before we get air conditioning. My apartment is always at 75-80% and I don't have the heat on.

Some of the patios don't have light. I think we need to get outside lights. I don't think it would be a good idea to have air conditioning in the window. In case of a fire we wouldn't be able to get out of the window.

Colleen: I agree, we can't put air conditioners in the windows for that reason. We need to look at a different solution for air conditioning.

Allen Klahn: I think the main thing that we need is air quality for the lobby, game room and T.V. room. There is no air circulation in these rooms. I think we should get a ceiling fan or air purifier for these rooms.

Veronica Waite: Would we have an air conditioner and heating system in the same unit or would it go through the window.

Colleen: No we would have to drill a hole in the brick and recess the air conditioner. This would cool the living room and kitchen.

Susanna McAndrews: I would like to have the air conditioner for the summer. Centralized air would be great.

MEETING WITH THE RESIDENT MANAGEMENT COROPORATION FOR THE HELENA HOUSING AUTHORITY ANNUAL PLAN MARCH 6, 2006

THIS MEEETING OF THE HELENA HOUSING AUTHORITY WAS HELD ON MONDAY, MARCH 06, 2006 AT 6:30 PM IN THE HELENA HOUSING AUTHORITY BOARD ROOM.

STAFFPRE SENT:
COLLEEN MCCARTHY
LESLIE TORGERSON

BOARD MEMBERS PRESENT:
MARY COLE

RESIDENTS:

(10) GUESTS, SEE SIGN IN SHEET ATTACHED

FLOOR REPRESENTATION:

CAMPUS	NUMBER OF GUESTS	% OF ATTENDANCE
MT004001	3	4.17%
MT004002	2	3.3%
MT004003	0	00%
MT004004	1	2.5%
MT004005	1	2.27%
MT004006	2	5.0%
MT004008	1	2.8%
MT004010	0	00%

Mary Cole called the meeting to order at 6:42 PM and turned the meeting over to Ms. McCarthy.

Ms. McCarthy advised that last year there were several changes to the plan and asked if anyone had any questions.

Ms. McCarthy gave an overview of the Capital Plan for FY 2006. Ms. McCarthy advised those individuals that live in the Stewart Homes that there are no plans in place for the next few years due to the redevelopment project.

- MT004003 Finish Entries and Laundry Rooms
- MT004003 Replace Refrigerators
- MT004003 Install new washer/dryer boxes
- MT004004 Replace bathroom Exhaust fans
- MT004005 Install new irrigation system
- MT004006 Replace all exterior doors
- MT004006 Replace all exterior door frame /weather stripping
- MT004008 Landscape maintenance

Ms. McCarthy advised that over the next few years new tile floors and fans at the MT004003 projects. Ms. McCarthy advised if grants don't come through on the redevelopment of Stewart Homes then we would look at replacing screen doors, entry doors, weather stripping and irrigation at the MT004001 and MT004002 projects.

Stephanie Thomas stated that her faucet hasn't worked properly in her kitchen and maintenance has been up her apartment several times to fix it.

Mary Cole- stated that she has also had problems with her faucet and the faucet in her tub does not work properly.

We advised them that we would look in to it.

Also, Lynn Weinacker addressed that people are constantly driving the wrong way in Stewart Homes even the Police.

Ms. McCarthy agreed to get better signs to show ongoing traffic that they are going the wrong way.

Lynn Weinacker asked if Helena Housing sprays for bugs.

Ms. McCarthy advised that we haven't for a couple of years, but we will getting on a scheduled in 2006.

Roger Hazen said we shouldn't, Susan Childress said that she was allergic.

Tim Martin said that his exhaust fan in his kitchen doesn't work properly, it blows in his face due to not having a duct.

A drawing was held at the end of the meeting to give away six computers donated by Qwest to residents that called earlier to enter.

Ms. McCarthy ended the meeting, thanking everyone for attending.

RESIDENT MANAGEMENT CORPORATION MEETING MARCH 6, 2006 6:30 P.M.

NAME	ADDRESS
Mary Cole	901 Hickout, Helena #610
Lynne Weinacker	929 N. Cooke #404
Stephanie Thomas	2457 Macy Dr #537
Jeffrey B. Kroft	804 N. Roberts Apt. 212
Sincerely Mentr.	100 S. WARREN APT. 311
Susan Childress	804 N. Cooke St. #101
John Dyle	
Roger Hazen	2507 Belt View DR 619
Paula Palmer	100 South Warren #602
William Liddell	803 N COOKE APT # 204