

PHA Plans
Streamlined Annual
Version

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

OMB No. 2577-0226
(exp. 08/31/2009)

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: 2008

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) 07/2007

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

Streamlined Annual PHA Plan
Fiscal Year 2008
[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

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Attachments

X	FY2007 Capital Fund Program Annual Statement (mt004a08 Annual Statement CFP 2007.doc)
X	Capital Fund Program 5-Year Action Plan (mt004b08 five Year CFP Plan.xls)
X	Organizational Chart (mt004c08 HHA Organization Chart.doc)
X	Resident Management Board (mt004d08 mbrship Resident Management.doc)
X	Admissions Policy for Deconcentration (mt004e08 Policy on Deconcentration.doc)
X	Resident Comment and Sign-Up sheets (mt004f08 ME Anderson Meeting Minutes.doc, mt004g08 ME Anderson 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-LLLa, *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
AMP MT00400001P

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:

AMP MT00400001P

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:

AMP MT00400001P

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:

AMP MT00400001P

Stewart Homes Re-development

The Board of Commissioners has directed management to explore options for the re-development of 132 public housing units known as the Stewart Homes campus. The Stewart Homes was constructed in two phases; 72 units in 1939 and 60 additional units in 1950. The Stewart Homes represents some of the oldest public housing in the nation. Although the Authority has made extraordinary efforts in maintaining and rehabilitating the units over the past 68 years the campus remains an undesirable mix of old, worn-out buildings that offer stressed living conditions for Helena's low-income citizens.

The Stewart Homes buildings represent the most expensive and most difficult to maintain in the Authorities portfolio. There remains asbestos in the mastic used in floor tiles; a condition that makes rehabilitation or remodeling unachievable. Weatherization of the apartments and efforts to increase energy efficiency often fall short due to the poor design and large structures.

Although the Authority has taken numerous steps to make the campus more attractive to families, such as the addition of a water park in 2005, many families simply refuse to live in the Stewart Homes campus. There is a stigma and reputation that unfortunately dates back to the 1960's and 1970's. Within the community, the Stewart Homes is viewed as "the ghetto area" for Helena and often is linked to high crime and drug use. The Authority has taken measures to reduce crime to and increase family participation however; the campus still incurs a 50% turn-over vacancy rate yearly.

For these reasons and many more the Authority has determined the need to request a demolition and disposition approval from HUD and begin the process of replacing the old campus with a modern, integrated neighborhood-friendly redevelopment.

The Authority has hired a financial team from Denver; Housing Options LLC, with Stephen Clark and Dick Sullivan assisting the Authority to find a viable funding source for the redevelopment. The Authority has also hired Dowling Architecture from Helena in partnership with Mithun Architecture from Seattle to design the redevelopment.

Several community and resident meetings have been held and community and resident responses has been very favorable.

The preliminary design and financing includes demolition of the 132 units in four to five phases over 5 years. The first phase will include the relocation of 19 public housing families however; the 19 apartments will be replaced with 32 units of tax-credit construction. The Authority will be seeking project based voucher approval from HUD to continue to provide the 0-30% medium income families a new, energy efficient place to live. The remaining phases of the project will include 20 town houses for sale to first time home buyers; 40 unit HUD 202 elderly project, a new Authority Administrative building and an additional 70+ units of tax credit construction. The redevelopment includes the sale of property along Montana Avenue for business expansion with rental units on the second level. The HHA retains the right to use and explore all forms of financing for this project including; Capital Fund; Housing Replacement funds; CDBG; HOME and other options approved and deemed appropriate by the Financial Consultants and Board of Commissioners.

The redevelopment of the Stewart Homes will represent a \$24 million project, one of the largest construction projects in Helena. Although this is an ambitious project the Authority believes it is in the best interest of our residents and our business portfolio to aggressively move forward with the redevelopment of the Stewart Homes campus. The Board of Commissioners strongly supports the redevelopment to include sufficient housing for the extremely low income citizens of Helena. Other priorities on this project include a commitment to meeting or exceeding accessibility standards and energy efficiency including the exploration of renewal and alternative energy resources.

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 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.

- 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:)

To serve the extremely low income individuals from 0-30%.

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

109 units in AMP MT00400001P

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)
City of Helena Growth Policy

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. Domestic Violence, Dating Violence, Sexual Assault, Stalking

The Helena Housing Authority (HHA) has adopted a policy (the “HHA VAWA Policy”) to implement applicable provisions of the Violence Against Women and Department of Justice Reauthorization Act of 2005 (Pub. L. 109-162) (VAWA). HHA’s goals, objectives and policies to enable HHA to serve the needs of child and adult victims of domestic violence, dating violence and stalking, as defined in VAWA, are stated in the HHA VAWA Policy, a copy of which is attached to this Plan.

In addition:

A. The following activities, services, or programs are provided by HHA, directly or in partnership with other service providers, to child and adult victims of domestic violence, dating violence, sexual assault or stalking.

The HHA has a preference for victims of domestic violence, dating violence or stalking.

This preference is for applicants where actual or threatened physical violence is directed against the applicant or other members of the applicant’s household. HUD defines this as “actual or threatened physical violence directed against one of more members of the applicant’s family by a spouse or other members of the applicant’s household.”

B The following activities, services, or programs are provided by HHA to help child and adult victims of domestic violence, dating violence, sexual assault, or stalking maintain housing.

The HHA has a partnership with the Friendship Center, which is a shelter for women and children who have suffered domestic violence and sexual abuse. The HHA has a co-operative agreement with the Friendship Center to assist with housing for victims.

C. The following activities, services, or programs are provided by HHA to prevent domestic violence, dating violence, sexual assault and stalking, or to enhance victim safety in assisted families.

The Executive Director, HHA Police Officer, and HHA Social Services Coordinator all traveled to Duluth, MN to attend training on community intervention in regards to domestic violence.

7. 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, 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
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 checked="" 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-

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Related Plan Component
		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
X	Public housing grievance procedures <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. <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
	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 implementing Section 504 of the Rehabilitation Act and the Americans with Disabilities Act. See PIH Notice 99-52 (HA).	Annual Plan: Capital Needs
	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
	Approved or submitted public housing homeownership programs/plans.	Annual Plan: Homeownership
X	Policies governing any Section 8 Homeownership program (Section _____ of the Section 8 Administrative Plan)	Annual Plan: Homeownership
X	Public Housing Community Service Policy/Programs <input checked="" type="checkbox"/> Check here if included in Public Housing A & O Policy	Annual Plan: Community Service & Self-Sufficiency
X	Cooperative agreement between the PHA and the TANF agency and between the PHA and local employment and training service agencies.	Annual Plan: Community Service & Self-Sufficiency
X	FSS Action Plan(s) for public housing and/or Section 8.	Annual Plan: Community Service & Self-Sufficiency
X	Section 3 documentation required by 24 CFR Part 135, Subpart E for public housing.	Annual Plan: Community Service & Self-Sufficiency
	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

PHA Plan Table Library

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

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

Capital Fund Grant Number FFY of Grant Approval: (07/2007)

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	\$55,033
5	1411 Audit	
6	1415 Liquidated Damages	
7	1430 Fees and Costs	\$55,033
8	1440 Site Acquisition	
9	1450 Site Improvement	\$11,000
10	1460 Dwelling Structures	\$129,407
11	1465.1 Dwelling Equipment-Nonexpendable	\$25,239
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)	\$550,332
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	\$75,000.00
24	Amount of line 20 Related to Energy Conservation Measures	\$126,400.00

Capital Fund Program (CFP) Part III: Implementation Schedule		
	All Funds Obligated (Quarter Ending Date)	All Funds Expended (Quarter Ending Date)
Development Number/Name HA-Wide Activities	8/18/09	8/18/11
Operations		
	8/18/09	8/18/11
Management 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		
4-3		
	8/18/09	8/18/11
Dwelling Structures		
4-3		
4-4		
4-5		
4-8		
	8/18/09	8/18/11

Capital Fund Program Five-Year Action Plan

Part I: Summary

PHA Name		Original 5-Year Plan			
Helena Housing Authority		Revision No:			
Development Year 1	Work Statement for Year 2	Work Statement for Year 3	Work Statement for Year 4	Work Statement for Year 5	
Number/Name/HA-Wide	FFY Grant: 2008 PHA FY: 2009	FFY Grant: 2009 PHA FY: 2010	FFY Grant: 2010 PHA FY: 2011	FFY Grant: 2011 PHA FY: 2012	
HA Wide	\$ 363,620.00	\$ 373,620.00	\$ 363,620.00	\$ 30,000.00	
	Annual Statement				
MT 4-1	\$ 78,220.00	\$ 187,259.00	\$ 68,000.00	\$ 24,400.00	
MT 4-2	\$ 62,364.00	\$ 87,278.00	\$ 45,000.00	\$ 83,200.00	
MT 4-3	\$ 43,536.00	\$ 70,860.00	\$ -	\$ 125,340.00	
MT 4-4	\$ 91,200.00	\$ 94,185.00	\$ 32,000.00	\$ 20,000.00	
MT 4-5	\$ 4,000.00	\$ 145,805.00	\$ 145,088.00	\$ 60,000.00	
MT 4-6	\$ 17,292.00	\$ 10,194.00	\$ 95,480.00	\$ 131,000.00	
MT 4-8	\$ 15,480.00	\$ 36,000.00	\$ 57,000.00	\$ 81,000.00	
MT 4-10	\$ -	\$ -	\$ 22,400.00	\$ -	
Administration Building	\$ -	\$ 15,680.00	\$ 10,000.00		
			\$ -		
CFP Funds Listed for 5-year planning	\$ 837,412.00	\$ 1,030,881.00	\$ 888,588.00	\$ 662,940.00	
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: 2
FFY Grant: 2008
PHA FY: 2009

Activities for Year: 3
FFY Grant: 2009
PHA FY: 2010

	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	
		Training / Travel	\$ 10,000.00		Upgrade Computers	\$ 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
			Legal	\$ 20,000.00		Legal	\$ 20,000.00
			Off Line Modern Rehabilitation/Vacancy Unit Turnaround	\$ 10,000.00	HA Wide	Off Line Modern Rehabilitation/Vacancy Unit Turnaround	\$ 10,000.00
		HA Wide	Replace all entry doors	\$ 33,320.00	HA Admin BLDG	Replace and Add Gutters and Downspouts	\$ 1,200.00
			Replace all screen doors	\$ 24,500.00	HA Admin BLDG	Replace Overhead Garage Doors	\$ 8,400.00
		MT004001	Replace Water Main	\$ 10,000.00	HA Admin BLDG	Replace Existing Thermal Payne Windows	\$ 6,080.00
		MT004001	Replace all entry door locksets	\$ 20,400.00	MT004001	Replace Water Main	\$ 10,000.00
		MT004001	Replace all exterior door frame weather stripping	\$ 5,880.00	MT004001	Replace and Add Gutters and Downspouts	\$ 18,779.00
		MT004001	Replace all entry doors	\$ 25,704.00	MT004001	Asphalt, Seal and Stripe Parking Lot	\$ 21,840.00
		MT004002	Replace all screen doors	\$ 18,900.00	MT004001	Repair Garbage Enclosures	\$ 9,000.00
		MT004002	Replace all entry door locksets	\$ 11,880.00	MT004001	Replace Interior Doors with Solid Core	\$ 52,200.00
		MT004002	Irrigation Upgrade	\$ 14,000.00	MT004001	Replace Byfolding Closet Doors	\$ 12,000.00
		MT004002	Replace exterior doors	\$ 25,000.00	MT004001	Washer/Dyer Plumbing Box	\$ 15,840.00
		MT004003	Tile Floors	\$ 100,000.00	MT004001	Replace existing light fixtures in units	\$ 21,600.00
		MT004003	Replace all exterior door frame weather stripping	\$ 4,536.00	MT004001	Replace outlets and switches	\$ 36,000.00
		MT004003	Replace furnaces	\$ 78,000.00	MT004002	Replace and Add Gutters and Downspouts	\$ 11,438.00
		MT004003	Replace bathroom exhaust fans	\$ 8,000.00	MT004002	Asphalt, Seal and Stripe Parking Lot	\$ 21,840.00
		MT004004	Replace bathroom medicine cabinets	\$ 5,200.00	MT004002	Repair Garbage Enclosures	\$ 6,000.00
		MT004004	Tile Floors	\$ 40,000.00	MT004002	Replace existing light fixtures in units	\$ 18,000.00
		MT004004	Replace faucets on all bathroom lavatories	\$ 4,000.00	MT004002	Replace outlets and switches	\$ 30,000.00
		MT004005	Reseal and re-strip parking lots	\$ 17,292.00	MT004003	Landscape Maintenance	\$ 14,000.00
		MT004005	Replace bathroom exhaust fans	\$ 7,200.00	MT004003	New Irrigation System	\$ 14,000.00
		MT004006	Replace all bathroom medicine cabinets	\$ 4,680.00	MT004003	New Playground Equipment	\$ 1,000.00
		MT004008	Replace all faucets on bathroom lavatories	\$ 3,600.00	MT004003	Remedy Below Ground Moisture Problem	\$ 15,000.00
		MT004008	Replace sections of VCT flooring	\$ 5,700.00	MT004003	Replace Portions of VCT Flooring	\$ 5,660.00
		MT004008	Heated Sidewalk	\$ 6,000.00	MT004003	Coverd Sidewalk along West sidewalk	\$ 8,000.00
			Total CFP Estimated Cost \$	837,412.00	MT004003	Replace Smoke Detectors	\$ 13,200.00
				MT004004	Replace Portions of VCT Flooring	\$ 4,300.00	
				MT004004	Asphalt, Seal and Stripe Parking Lot	\$ 14,418.00	
				MT004004	Replace Existing Interior Water Valves	\$ 8,100.00	
				MT004004	Boiler Pump Replacement	\$ 12,700.00	
				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 Strip	\$ 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 \$	1,030,881.00	

Capital Fund Program Five-Year Action Plan

Part II: Supporting Pages—Work Activities

Activities for Year: 4

FFY Grant: 2010

PHA FY: 2011

Activities for Year: 5

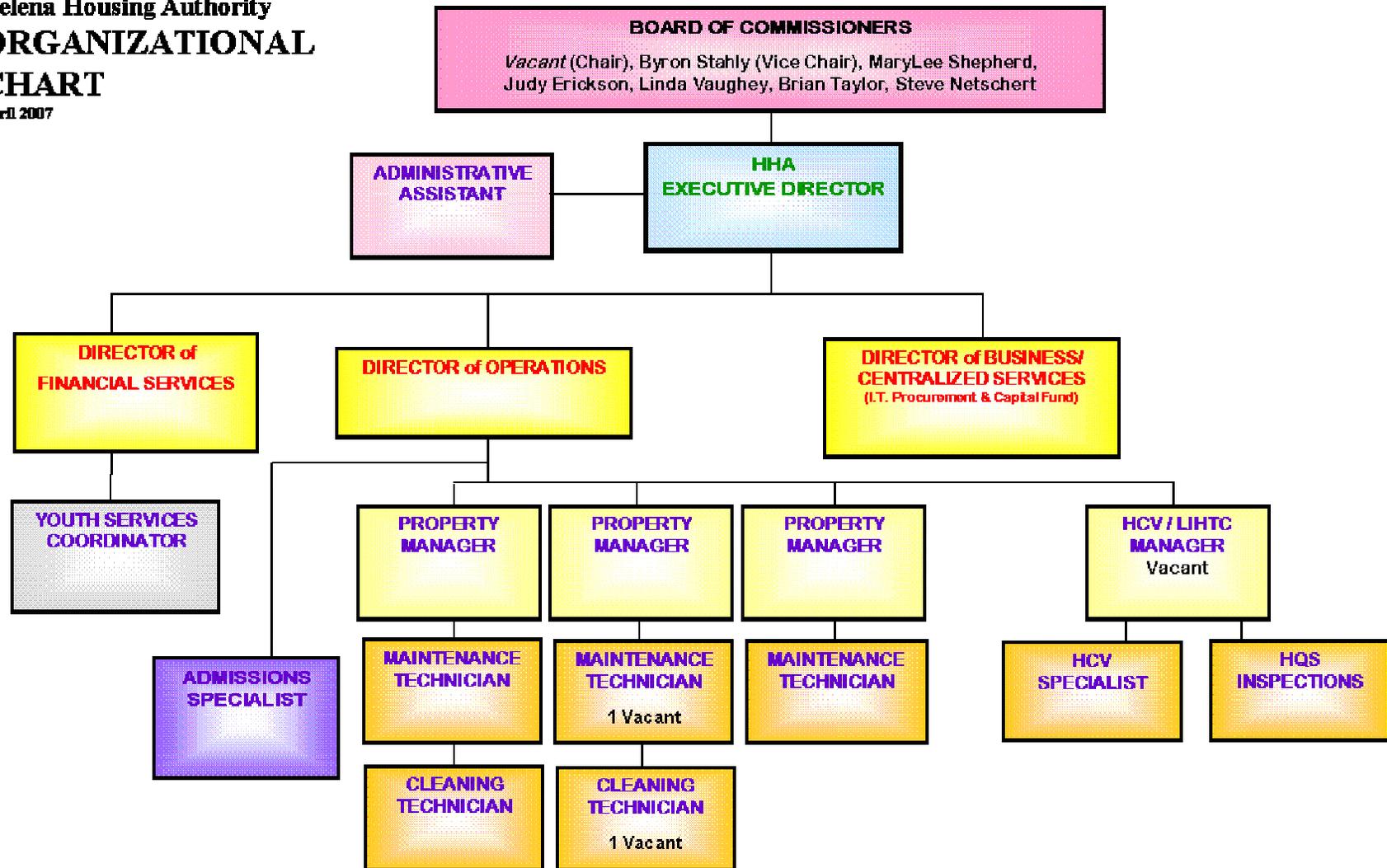
FFY Grant: 2011

PHA FY: 2012

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
	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
	Legal	\$ 20,000.00		Legal	\$ 20,000.00
					\$10,000.00
HA Wide	Off Line Modern Rehabilitation/Vacancy Unit Turnaround	\$ 10,000.00	HA Wide	Off Line Modern Rehabilitation/Vacancy Unit Turnaround	\$20,000.00
HA Admin BLDG	Building Rooftop Vents/Ductwork	\$ 10,000.00	HA Wide	Concrete sidewalk & Step repair	\$10,000.00
MT004001	Replace Water Main	\$ 10,000.00	MT004001	Replace Water Main	\$ 10,000.00
MT004001	Irrigation system upgrade	\$ 45,000.00	MT004001	Replace Coin-op Wahshers& Dryers	\$14,400.00
MT004001	Install well onsite	\$ 15,000.00	MT004001	Replace bathroom exhaust fans	\$83,200.00
MT004001	Landscape Maintnence	\$ 8,000.00	MT004002	Replace furnaces	\$12,000.00
MT004002	Irrigation system upgrade	\$ 35,000.00	MT004003	Replace all bathroom exhaust fans	\$13,340.00
MT004002	Landscape Maintnence	\$ 10,000.00	MT004003	Replace faucets on all bathroom lavatories	\$30,000.00
MT004004	Community Room	\$ 10,000.00	MT004003	Insulate attics	\$10,000.00
Mt004004	Coomunity Area Doors	\$ 7,000.00	MT004004	Replace Coin-op Wahshers& Dryers	\$20,000.00
MT004004	Kitchen Common Area	\$ 15,000.00	MT004004	Air Conditioners	\$90,000.00
MT004005	Replace furnace and Hot water heaters	\$ 90,000.00	MT004005	Replace Kitchen cabinets	\$150,000.00
MT004005	Exterior Metal (Soffit, Fascia)	\$ 13,200.00	MT004005	Replace Furnaces and Hot Water Heaters	\$20,000.00
MT004005	Exterior Painting	\$ 29,040.00	MT004005	Insulate Attics	20,000
MT004005	Wood Trim/Replace ext trim	\$ 12,848.00	MT004006	Insulate attics	\$50,000.00
MT004005	Insulate attics	\$ 40,000.00	MT004006	New Irrigation System	\$81,000.00
MT004006	Siding	\$ 33,000.00	MT004008	Replace Kitchen cabinets	\$ 662,940.00
MT004006	Bathroom Cabinets/Sinks	\$ 11,040.00		Total CFP Estimated Cost	
MT004006	Exhaust Fans	\$ 9,200.00			
MT004006	Paint Exterior (Metal)	\$ 13,200.00			
MT004006	Paint Exterior	\$ 29,040.00			
MT004008	Community Room	\$ 10,000.00			
MT004008	Halls/ Cooridors/stair wells	\$ 35,000.00			
MT004008	Lobby	\$ 10,000.00			
MT004008	Laundry Room Remodel	\$ 2,000.00			
MT004010	Re-Seal Stripe Parking Areas	\$ 14,000.00			
MT004010	Landscape Maintnence	\$ 8,400.00			
	Total CFP Estimated Cost	\$ 888,588.00			

Helena Housing Authority
ORGANIZATIONAL
CHART

April 2007



Footnote: The Helena Housing Authority has recently eliminated positions: 2 Receptionists, 1 Social Services Coordinator

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 Lee Shepherd appointed 1-07 non-expiring term
Vice-President: Vie Kristoffersen appointed 1-07 non-expiring term
Sec/Treasurer Terrie Martin appointed 1-07 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.

M.E. Anderson Meeting
Monday, March 5, 2007
7:00 P.M.

Attending: 27 residents from M.E. Anderson, Colleen McCarthy; Executive Director, Sharon Southern; Property Manager

RE: PHA Plan, Lease and Maintenance charges

PHA Plan:

It is time again for the PHA plan and I wanted to tell you what maintenance and repairs that we have scheduled for the next year. In the previous several years we have had improvements at M.E. Anderson. This year we are replacing the doors and drapes on the tower side.

Q. Are the drapes just for all the apartments or just the 4-8 side (tower)?

A. I thought they were for all of the units, but I will check that.

Comment: The drapes are just for the tower side.

We recently replace the fire alarm which cost approximately \$100,000.00. We are currently working on the front door to make it handicap accessible.

We are sending in our 2007 budget which these items will be completed in late 2008. For M.E. Anderson we have slated to replace the Heat Tape on the roof spouts which will cost about \$2000.00. We are also repairing the door seals.

If you have other suggestion, please let Sharon or I know and we can get them into the plan.

Maintenance charges:

We are changing the maintenance labor charge from \$9.00 to \$21.00. How did we come up with these charges? We took the highest and lowest maintenance wages and averaged them. I am unable to find any records when the last time these charges were raised. These charges are for damage that were incurred by the resident above the normal wear and tear. We don't get much up there. These charges would be about what it would cost to fix things.

Lease:

There aren't too many changes to the lease. In January 2006 VAWA was implemented by the Federal Government. We have added this to the lease. Any Landlord that receives federal money such as Public Housing, Section 8 and a client comes to us who has been a victim of VAWA; we can't keep them out of housing because of that. If there is violence

in the apartment and you were the victim, we can't evict you. VAWA pertains to both male and female. If you are the head of household and you commit violence towards someone else in your apartment, we can terminate the head of household and turn the lease over to another person on the lease. You need to know your rights.

Q. Do you have to be 18 years old?

A. Fair Housing says that any age can take over the lease. We don't know about that. We don't agree with this and it will have to go to a judge to make the decision.

Comment. You wouldn't want to turn the lease over to a 10 year old.

Q. There was some confusing on this lease. Do we have to sign this lease?

A. No this is a draft. This is what we are proposing. We need to publish this for 30 days and on March 27 at the Board meeting it is scheduled to be approved. Once it is approved the Property Managers will schedule appointment to have you sign the lease.

The Board has made the decision to make all of Public Housing non-smoking. We had a training session with Fair Housing and they advised us that landlords can make a building or apartment non-smoking. They said that we can grandfather it or make it all non-smoking. The Board has decided to make all Public Housing non-smoking.

Q. Do you have to be 25 feet from the building?

A. That is the state law that you have to be 25 feet from the building.

Q. Why wouldn't you be able to smoke on your balcony?

A. This has to do with 2nd hand smoking. The smoke would be able to travel to another apartment. The 25 feet is up for debate. Montana passed the indoor act and researched 2nd hand smoking. They found out that the smoke dissipates at 25 feet.

Q. Can I sign this lease and turn it in with my rent.

A. No, please don't sign this one.

Q. What date would the non-smoking go into effect?

A. I came up with a date of July 1, 2007. That is our fiscal year. I also thought that 4 months is a good time so people would be able to go to smoking sensation classes.

Comment: I go to work early and come home late and I smell smoke in the hallway.

A. This building and apartments were not designed to contain odors. I have received so many complaints that if I don't do something, someone is going to come back and sue us.

Every one has the right to clean air to breath.

Comment: The elevator smells like smoke.

A. It is against the law to smoke in the elevator.

Q. Before when you talked about the non-smoking we discussed putting up a semi shelter.

A. If I do it here I have to do it at 27 sites. Maybe the tenant association can have a fundraiser to raise money to put up a shelter.

Q. Are you going to mark where 15-25 feet are?

A. I'm sure we would have to do something like that.

Any other questions?

The meeting closed at 8:30 P.M.

Sign Up Sheet For:

MEA Tenant Mtg, March 5, 2007 - 7PM

1. ~~John Z...~~
2. Gini Folz
3. Renee Spurrsem
4. Monica Waite
5. Donna J. Voigt
6. ~~H. Edmond~~
7. Don Doy
8. Jay Penke
9. Jay Williams
10. Belva Keech
11. Elvira Orantia
12. Allen Klahn
13. John Willie
14. Janet Waldron
15. Donald Robertson
16. ~~John Mc...~~
17. Diane Bradley
18. Gazi McAndrews
19. Helen Eversole
20. Ben Kennedy
21. Cress Young
- 22.
23. Willard & Mary Gustafson
24. Mary Lee Shepherd
- 25.