

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

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# PHA Plans

5-Year Plan for Fiscal Years 2009 - 2013  
Annual Plan for Fiscal Year 2009

**NOTE: THIS PHA PLANS TEMPLATE (HUD 50075) IS TO BE COMPLETED IN ACCORDANCE  
WITH INSTRUCTIONS LOCATED IN APPLICABLE PIH NOTICES**

**PHA Plan**

**Housing Authority of the City of Columbia, Missouri – MO-007**

**PHA Name:** Housing Authority of the City of Columbia, Missouri

**PHA Number:** MO-007

**PHA Fiscal Year Beginning:** (mm/yyyy) 10/2008

### **Public Access to Information**

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

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

### **Display Locations For PHA Plans and Supporting Documents**

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

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

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

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

**5-YEAR PLAN**  
**PHA FISCAL YEARS 2009 - 2013**  
[24 CFR Part 903.5]

**A. Mission**

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

- The mission of the PHA is the same as that of the Department of Housing and Urban Development: To promote adequate and affordable housing, economic opportunity and a suitable living environment free from discrimination.
- The PHA's mission is: (state mission here)

**The mission of the Housing Authority of the City of Columbia, Missouri, (CHA) is to provide safe and affordable housing opportunities to low-income individuals and families. In carrying out this mission, CHA will seek partnerships and collaborative efforts with local organizations and other governmental agencies that provide services to improve the quality of life for CHA's residents.**

**Appropriate training will be provided to CHA personnel to ensure a qualified workforce to carry out this mission with a high degree of respect for each other and the persons served.**

**B. Goals**

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

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

- PHA Goal: Expand the supply of assisted housing  
Objectives:
- Apply for additional rental vouchers: Veterans Administration Supportive Housing Vouchers
  - Reduce public housing vacancies:
  - Leverage private or other public funds to create additional housing opportunities: Local TBRA and Homeownership programs with City HOME funds
  - Acquire or build units or developments: Continue to apply for and utilize Missouri Housing Development Commission funds and other sources to create affordable housing.
  - Other (list below): Promote homeownership opportunities for public housing residents and Section 8 participants in partnership with local agencies,

specifically targeting minorities and persons with disabilities.

- PHA Goal: Improve the quality of assisted housing  
Objectives:
- Improve public housing management: (PHAS score) Increase PHAS scoring in all areas where improvement can be achieved.
  - Improve voucher management: (SEMAP score) Increase SEMAP scoring in all areas where improvement can be achieved.
  - Increase customer satisfaction: Create and administer resident/tenant entry and exit surveys. Monitor resident survey responses in PHAS and other local survey information to gauge customer satisfaction, and respond as needed.
  - Concentrate on efforts to improve specific management functions (list; e.g., public housing finance; voucher unit inspections):
    - Management training for the on-going transition to project-based asset management;
    - Cross-training of employees within departments;
    - Increase quality control procedures for maintenance, public housing and Section 8 administration;
  - Renovate or modernize public housing units:
  - Demolish or dispose of obsolete public housing:
  - Provide replacement public housing: Through the homeownership program.
  - Provide replacement vouchers:
  - Other: (list below)
- PHA Goal: Increase assisted housing choices  
Objectives:
- Provide voucher mobility counseling:
  - Conduct outreach efforts to potential voucher landlords:
    - Non-participating landlords will be invited to the annual Section 8 Landlord meetings to encourage participation and to explain the basics of the program;
    - Conduct outreach to outlying Boone County area through regional newspapers and organizations.
    - Provide detailed information for prospective landlords on our web site.
    - Offer e-mail landlord newsletter as a new service.
  - Increase voucher payment standards
  - Implement voucher homeownership program:
    - Continue providing the Section 8 Homeownership program which began October 1, 2001.
    - Continue housing counseling services through MoneySmart classes for persons interested in homeownership.
    - Pursue attaining Housing Counseling Agency designation
  - Implement public housing or other homeownership programs: HUD has granted a waiver to utilize Replacement Housing Funds for a local homeownership program for public housing residents.
  - Implement public housing site-based waiting lists:

- Convert public housing to vouchers:
- Other: (list below)
  - CHA will convert tenant-based vouchers to project-based vouchers as allowed by Federal guidelines and as the local need arises;
  - Continue cooperative agreement with the Boone County Commission to administer the Section 8 units in Boone County jurisdiction;
  - Administer the local Tenant-Based Rental Assistance Program funded by City HOME funds.
  - Administer Veterans Administration Supportive Housing Vouchers

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

- PHA Goal: Provide an improved living environment
 

Objectives:

  - Implement measures to deconcentrate poverty by bringing higher income public housing households into lower income developments: By offering a local working family preference.
  - Implement measures to promote income mixing in public housing by assuring access for lower income families into higher income developments:
  - Implement public housing security improvements: Develop plans to promote safety through environmental design; security, cooperative working relationship with law enforcement agencies, and staff training.
  - Designate developments or buildings for particular resident groups (elderly, persons with disabilities) HUD approved renewal of CHA's application for designated housing in April, 2007. Oak Towers is designated Elderly/Near Elderly. Paquin Tower is designated Mixed Populations of Elderly/Near Elderly and Persons with Disabilities.
  - Other: (list below)
    - Decrease incidents of violence and drug-related crimes in public housing neighborhoods;
    - Screen applicants to eliminate ineligible and unsuitable public housing tenants;
    - CHA will conduct group briefing sessions for public housing applicants to orient potential residents to the terms of the lease agreement and to provide guidance for peaceful living in public housing neighborhoods to reduce incidents related to improper behaviors, illegal activities, and peace disturbance incidents;
    - Support residents in the operation of on-site CHA Food Pantries/Share Shelves;
    - Promote independent living services to elderly and disabled populations to enable residents to live independently in public housing rather than having to relocate to nursing homes for personal care;
    - Promote activities in the family sites through grant applications for youth services and self-sufficiency programs;

- Utilize not-for-profit corporation to administer grants to increase services to low-income youth and adults.
- Continue participation in Drug-Free Communities initiative.

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

- PHA Goal: Promote self-sufficiency and asset development of assisted households  
Objectives:
  - Increase the number and percentage of employed persons in assisted families:
    - Utilize the Section 8 HCV Family Self-Sufficiency Coordinator to assist families through the Section 8-FSS program;
    - Utilize the Public Housing Family Self-Sufficiency Coordinator to assist families through the PH-FSS program;
    - Utilize ROSS RSDM and Neighborhood Networks grant funding to increase employment opportunities
  - Provide or attract supportive services to improve assistance recipients' employability: Offer ROSS RSDM and Neighborhood Networks funded employment training programs
  - Provide or attract supportive services to increase independence for the elderly or families with disabilities: Provide an Independent Living resource and referral program.
  - Other: (list below)
    - Promote various local homeownership programs for public housing and Section 8 households;
    - Establish local partnerships to collaborate on programming for employment including adults, youth and homeless youth;
    - Continue to seek funding for supportive services for employment;
    - Establish CHA as a Housing Counseling agency building on the HUD/FDIC approved MoneySmart classes.
    - Pursue funding for establishing resident Individual Development Accounts.
    - Promote better resident understanding of Earned Income Disallowance and other asset building opportunities.

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

- PHA Goal: Ensure equal opportunity and affirmatively further fair housing  
Objectives:
  - Undertake affirmative measures to ensure access to assisted housing regardless of race, color, religion national origin, sex, familial status, and disability:
    - CHA staff will actively partner with local agencies to promote fair housing;
    - CHA will provide speakers who explain and promote equal access to our housing assistance programs.
    - CHA will explore becoming a Fair Housing Assistance Program (FHAP) or Fair Housing Initiative Program (FHIP) in cooperation with the City of

- Columbia and other area agencies.
- Undertake affirmative measures to provide a suitable living environment for families living in assisted housing, regardless of race, color, religion national origin, sex, familial status, and disability:
    - CHA housing staff has received Fair Housing training from HUD FHEO in 2006.
    - Fair housing information is distributed at every tenant occupancy briefing for public housing and Section 8 prior to tenancy.
  - Undertake affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required:
    - CHA provides ADA-accessible units based on need.
    - CHA will begin planning for additional Section 504 accessible units per Asset Management Project as required.
  - Other: (list below) CHA also extends fair housing protections based on sexual orientation and marital status in accordance with municipal ordinances.

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

Coordinate activities of CHALIS, the not-for-profit corporation of CHA, to provide services to low-income persons and families

**Annual PHA Plan**  
**PHA Fiscal Year 2009**  
[24 CFR Part 903.12]

**i. Annual Plan Type:**

Select which type of Annual Plan the PHA will submit.

**Standard Plan**

**Streamlined Plan:**

- High Performing PHA**  
 **Small Agency (<250 Public Housing Units)**

**Troubled Agency Plan**

**ii. Executive Summary of the Annual PHA Plan (optional)**

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

Provide a brief overview of the information in the Annual Plan, including highlights of major initiatives and discretionary policies the PHA has included in the Annual Plan.

The Columbia Housing Authority (CHA) was designated a PHAS High Performer for FY2006 ending on 9/30/2006 with a score of 90%. For FY2007, CHA was designated a Standard Performer which was directly related to an increase in our unit turnaround rate and an increase in our tenant accounts receivable. We feel that these issues mainly resulted from a near complete turnover of our public housing managers during this time and the large commitment of management and maintenance staff hours in our conversion to project-based asset management. While our REAC physical inspection score also dropped during FY2007, we feel that this was a result of the new REAC inspector being overly stringent in his assessment of our properties. We considered filing a protest but decided not to commit the additional resources necessary to do so since a change in our physical inspection score was not likely to make us a high performer. During FY2008, our unit turnaround rate and tenant accounts receivable have both of these issues have received a strong management focus from our new public housing managers and staff leading to great improvements during the first half of the fiscal year. Our goal is to be a High Performer in FY2008 and again in FY2009.

CHA owns and manages 719 public housing units within the City of Columbia, Missouri that are divided into four (4) Asset Management Properties or AMP's: Our Downtown family site (AMP #1), Bear Creek family site (AMP #2), Oak Towers (AMP #3) and Paquin Tower (AMP #4). Significant progress has been made in increasing occupancy rates which have stabilized at 95% during the past three years. In FY2008, a working preference was implemented with the goal of attracting more low-income working families to our properties. Additional family self-sufficiency programming and incentives have also been developed to help families build assets and work toward financial independence.

CHA is also administers 1,062 Section 8 Housing Choice Vouchers serving Columbia and Boone County which allow participants to choose their own rental housing based on family size and our established fair market rent (FMR). However, due to a continuing decrease in Federal appropriations for this program, CHA only received enough funding to provide housing

assistance to an average of 1,011 households during FY2007 and FY2008. CHA also administers 42 Shelter Plus Care housing vouchers serving homeless persons with disabilities and approximately 17 Tenant-Based Rental Assistance housing vouchers for high-risk populations. During FY2009, CHA will be adding 35 Veterans Administration Supportive Housing vouchers to better serve homeless veterans in our community.

For FY2007, CHA as designated as a High Performer on the annual Section 8 Management Assessment Program (SEMAP) with a score of 96%. Our goal is to continue to be designated as a SEMAP High Performer in FY2008 and FY2009.

The mission of CHA is to provide safe and affordable housing opportunities to low-income individuals and families. In carrying out this mission, CHA will seek partnerships and collaborative efforts with local organizations and other governmental agencies that provide services to improve the quality of life for CHA's residents. Appropriate training will be provided to CHA personnel to ensure a qualified workforce to carry out this mission with a high degree of respect for each other and those persons served. (Adopted November 19, 1999.)

It is the mission of the CHA Resident Advisory Board to facilitate positive communication and understanding among residents and administrators of CHA in order to create opportunities to continually improve affordable housing and the environment of the community. (Adopted April 2, 2003.)

Major initiatives included in the FY2009 Annual Plan are:

- 1) A strong emphasis on improving resident safety and reducing violent and drug-related criminal activity on CHA property and in surrounding areas.
- 2) Improved AMP-based maintenance operations and unit turnaround rate.
- 3) Enhanced resident services focusing on helping youth succeed in school, families work toward self-sufficiency, and seniors and persons with disabilities living independently.
- 4) Promotion of home ownership opportunities for both Public Housing residents and Section 8 participants through the Section 8 Homeownership Program, Money Smart Program, Individual Development Accounts, and CHA Family Self-Sufficiency Programs.
- 5) Provide resident leadership training and staff support for public housing Resident Associations.
- 6) Encouraging better income-mixing through the promotion of working preferences, lowered flat rents, and earned income disallowance and Individual Development Accounts.
- 7) Strong emphasis on reducing tenant accounts receivable and annual debt write-off while increasing collections for delinquent accounts.

**iii. Annual Plan Table of Contents**

[24 CFR Part 903.12(b)]

Provide a table of contents for the Annual Plan, including attachments, and a list of supporting documents available for public inspection.

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**Attachments**

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

- CHA Staff Organization Plan ..... (mo007a01)
- CFP 50108 Annual Statement & 5-Year Plan ..... (mo007b01)
- CFP 50107 Performance & Evaluation at 3/31/08 ..... (mo007c01)
- CFP 50106 Performance & Evaluation at 3/31/08 ..... (mo007d01)
- Consolidated Budget FYE September 30, 2009 ..... (mo007e01)
- Statement of Progress in Meeting the 5-Year Plan Mission & Goals ..... (mo007f01)
- Community Service Plan ..... (mo007g01)
- Pet Policy ..... (mo007h01)
- Resident Advisory Board Members & Appointment Data..... (mo007i01)

- Governing Board Members & Appointment Data.....(mo007j01)
- Section 8 Homeownership Plan.....(mo007k01)
- Special Programs – Tenant Based Rental Assistance.....(mo007l01)
- Voluntary Conversion Assessment.....(mo007m01)
- EIV Certification.....(mo007n01)
- Violence Against Women Act Goals, Programs, and Policies.....(mo007o01)

**Supporting Documents Available for Review**

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

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
X	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
X	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans
X	Fair Housing Documentation: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions’ initiatives to affirmatively further fair housing that require the PHA’s involvement.	5 Year and Annual Plans
X	Consolidated Plan for the jurisdiction/s in which the PHA is located (which includes the Analysis of Impediments to Fair Housing Choice (AI)) and any additional backup data to support statement of housing needs in the jurisdiction	Annual Plan: Housing Needs
X	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources;
X	Public Housing Admissions and (Continued) Occupancy Policy (A&O), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public Housing Deconcentration and Income Mixing Documentation: 1. PHA board certifications of compliance with deconcentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/99 <i>Quality Housing and Work Responsibility Act Initial Guidance; Notice</i> and any further HUD guidance) and 2. Documentation of the required deconcentration and income mixing analysis	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public housing rent determination policies, including the methodology for setting public housing flat rents	Annual Plan: Rent Determination

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
	<input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	
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 <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	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 HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
N/A	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
X	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	Annual Plan: Capital Needs
N/A	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans or any other approved proposal for development of public housing	Annual Plan: Capital Needs
N/A	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
X	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
X	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act	Annual Plan: Conversion of Public Housing
X	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
X	Policies governing any Section 8 Homeownership program <input checked="" type="checkbox"/> check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
X	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
X	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
X	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
N/A	The most recent Public Housing Drug Elimination Program (PHEDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)	Annual Plan: Safety and Crime Prevention
X	The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U. S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	Annual Plan: Annual Audit

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
N/A	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
X	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)
X	Utility allowances	Annual Plan: Other
X	Safety Department Procedures	Annual Plan: Other
X	Project-Based Asset Management Budget Plan	Annual Plan: Financial Resources
X	High-Rise Emergency Action Plan	Annual Plan: Other
N/A	Replacement Housing Fund Plan	5 Year and Annual Plan
X	Maintenance Operations Plan	Annual Plan: Other

# 1. Statement of Housing Needs

[24 CFR Part 903.7 9 (a)]

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

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

Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Overall	Affordability	Supply	Quality	Accessibility	Size	Location
Income <= 30% of AMI	10,110	5	4	5	4	3	4
Income >30% but <=50% of AMI	6,605	5	4	5	3	3	4
Income >50% but <80% of AMI	7,715	4	4	3	4	3	3
Elderly	3,678	4	3	4	3	3	4
Families with Disabilities	3,328	5	4	5	5	4	4
White	19,788	5	4	4	4	3	4
Black	2,248	5	4	4	4	3	4
Hispanic	806	5	4	4	4	3	4
Asian	1,344	5	4	4	4	3	4
Native American	73	5	4	4	4	3	4

What sources of information did the PHA use to conduct this analysis? (Check all that apply; all materials must be made available for public inspection.)

- Consolidated Plan of the Jurisdiction/s  
Indicate year: 2005-2009
- U.S. Census data: the Comprehensive Housing Affordability Strategy ("CHAS") dataset
- American Housing Survey data  
Indicate year:
- Other housing market study  
Indicate year: City of Columbia – Housing Market Analysis J-Quad Study, 2004
- Other sources: (list and indicate year of information) U.S. Census – American Fact Finder 2006.

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

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

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input type="checkbox"/> Section 8 tenant-based assistance			
<input checked="" type="checkbox"/> Public Housing			
<input type="checkbox"/> Combined Section 8 and Public Housing			
<input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional)			
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	625		260
Extremely low income <=30% AMI	569	90%	
Very low income (>30% but <=50% AMI)	48	9%	
Low income (>50% but <80% AMI)	8	<1%	
Families with children	226	36%	
Elderly families	35	6%	
Families with Disabilities	164	26%	
White	281	45%	
Black/African American	339	54%	
American Indian/Native Alaskan	2	.32%	
Asian	3	.48%	
Hawaiian/Pacific Islander	1	.16%	
Hispanic	11	1.76%	
* Note: Totals for the Number of Families broken out by race will not equal the waiting list total as PIC now allows families to select more than one race when reporting their race.			

Housing Needs of Families on the Waiting List			
Characteristics by Bedroom Size (Public Housing Only)	# of families	% of total families	
0 BR	153	24%	
1BR	192	31%	
2 BR	160	26%	
3 BR	99	16%	
4 BR	21	3%	
5 BR			
5+ BR			
Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes If yes: How long has it been closed (# of months)? Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			

Housing Needs of Families on the Waiting List			
Waiting list type: (select one) <input checked="" type="checkbox"/> Section 8 tenant-based assistance <input type="checkbox"/> Public Housing <input type="checkbox"/> Combined Section 8 and Public Housing <input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional) If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	831		241
Extremely low income <=30% AMI	692	83%	
Very low income (>30% but <=50% AMI)	126	15%	
Low income (>50% but <80% AMI)	11	1%	
Families with children	489	78%	
Elderly families	40	6%	
Families with Disabilities	143	23%	
White	244	29%	
Black/African American	583	70%	
American Indian/Native Alaskan	4	.48%	
Asian	3	.36%	
Hawaiian/Pacific Islander	1	.12%	

Housing Needs of Families on the Waiting List			
Hispanic	8	.96%	
Characteristics by Bedroom Size			
0 BR	0	0	
1BR	353	42%	
2 BR	273	33%	
3 BR	172	21%	
4 BR	32	4%	
5 BR	1	.12%	
5+ BR	0	0	
Is the waiting list closed (select one)? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes If yes: How long has it been closed (# of months)? 13 months Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			

### C. Strategy for Addressing Needs

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

#### (1) Strategies

**Need: Shortage of affordable housing for all eligible populations**

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

Select all that apply

- Employ effective maintenance and management policies to minimize the number of public housing units off-line
- Reduce turnover time for vacated public housing units
- Reduce time to renovate public housing units
- Seek replacement of public housing units lost to the inventory through mixed finance development
- Seek replacement of public housing units lost to the inventory through section 8 replacement housing resources
- Maintain or increase section 8 lease-up rates by establishing payment standards that will enable families to rent throughout the jurisdiction
- Undertake measures to ensure access to affordable housing among families assisted by the PHA, regardless of unit size required
- Maintain or increase section 8 lease-up rates by marketing the program to owners, particularly those outside of areas of minority and poverty concentration

- Maintain or increase section 8 lease-up rates by effectively screening Section 8 applicants to increase owner acceptance of program
- Participate in the Consolidated Plan development process to ensure coordination with broader community strategies
- Other (list below)
  - Market public housing units in the Columbia community; particularly to working families using our local working family preference.
  - Monitor turnover time related to occupancy function and resolve any identified problems.
  - Continue to improve communication and coordination between Intake staff, Housing Managers and Maintenance staff to reduce unit turnaround time and vacancies.
  - Increase property monitoring by all staff to reduce damages and make-ready time.

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

Select all that apply

- Apply for additional section 8 units should they become available.
- Leverage affordable housing resources in the community through the creation of mixed - finance housing.
- Pursue housing resources other than public housing or Section 8 tenant-based assistance.
- Other: (list below)
  - Pursue partnerships for alternative housing programs for special sub-populations, i.e., persons with a mental illness, persons with disabilities, victims of domestic violence, and veterans.
  - Convert tenant-based vouchers to project-based vouchers for high-risk and special populations.
  - Develop local homeownership opportunities utilizing HOME and CDBG funds, Federal Home Loan Bank funds and Missouri Housing Development Commission funding.
  - Help the City of Columbia establish a Housing Trust Fund that will enable the CHA to purchase and rehabilitate central city rental properties for rent and future homeownership.
  - Work with the City of Columbia to implement energy conservation programs to reduce utility expenses for low-income households.
  - Explore forming a Community Housing Development Organization (CHDO).

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

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

Select all that apply

- Exceed HUD federal targeting requirements for families at or below 30% of AMI in public housing
- Exceed HUD federal targeting requirements for families at or below 30% of AMI in tenant-based section 8 assistance
- Employ admissions preferences aimed at families with economic hardships

- Adopt rent policies to support and encourage work  
 Other: (list below) Develop and Individual Development Account (IDA) program to assist Public Housing and Section 8 families in building family assets.

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

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

Select all that apply

- Employ admissions preferences aimed at families who are working  
 Adopt rent policies to support and encourage work  
 Other: (list below) Develop and Individual Development Account (IDA) program to assist Public Housing and Section 8 families in building family assets.

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

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

Select all that apply

- Seek designation of public housing for the elderly  
 Apply for special-purpose vouchers targeted to the elderly, should they become available  
 Other: (list below)
  - Provide resource and referral services to public housing residents through the Independent Living Coordinator.

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

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

Select all that apply

- Seek designation of public housing for families with disabilities  
 Carry out the modifications needed in public housing based on the section 504 Needs Assessment for Public Housing  
 Apply for special-purpose vouchers targeted to families with disabilities, should they become available  
 Affirmatively market to local non-profit agencies that assist families with disabilities  
 Other: (list below)
  - CHA will begin planning for additional Section 504 accessible units per Asset Management Project as required.

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

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

Select if applicable

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

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

Select all that apply

- Counsel section 8 tenants as to location of units outside of areas of poverty or minority concentration and assist them to locate those units  
 Market the section 8 program to owners outside of areas of poverty /minority concentrations  
 Other: (list below)
- Conduct outreach to rural Boone County for the Section 8 program to increase participation outside the City of Columbia for tenants and landlords.

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

**(2) Reasons for Selecting Strategies**

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

- Funding constraints  
 Staffing constraints  
 Limited availability of sites for assisted housing  
 Extent to which particular housing needs are met by other organizations in the community  
 Evidence of housing needs as demonstrated in the Consolidated Plan and other information available to the PHA  
 Influence of the housing market on PHA programs  
 Community priorities regarding housing assistance  
 Results of consultation with local or state government  
 Results of consultation with residents and the Resident Advisory Board  
 Results of consultation with advocacy groups  
 Other: (list below)
- Local strategies recommended by the Mayor's Affordable Housing Policy Committee.
  - Desire to assist low-income working families in building family assets and achieving family self-sufficiency.

## 2. Statement of Financial Resources

[24 CFR Part 903.7 9 (b)]

List the financial resources that are anticipated to be available to the PHA for the support of Federal public housing and tenant-based Section 8 assistance programs administered by the PHA during the Plan year. Note: the table assumes that Federal public housing or tenant based Section 8 assistance grant funds are expended on eligible purposes; therefore, uses of these funds need not be stated. For other funds, indicate the use for those funds as one of the following categories: public housing operations, public housing capital improvements, public housing safety/security, public housing supportive services, Section 8 tenant-based assistance, Section 8 supportive services or other.

Planned Sources and Uses		
Sources	Planned \$	Planned Uses
<b>1. Federal Grants (FY 2009 grants)</b>		
a) Public Housing Operating Fund	\$1,772,000	
b) Public Housing Capital Fund	\$1,150,000	
c) HOPE VI Revitalization		
d) HOPE VI Demolition		
e) Annual Contributions for Section 8 Tenant-Based Assistance	\$5,383,500	
f) Shelter Plus Care Housing Choice Vouchers	\$270,000	
g) Public Housing Drug Elimination Program (including any Technical Assistance funds)		
h) Resident Opportunity and Self-Sufficiency Grant (ROSS RSDM)	\$64,000	
i) ROSS-Neighborhood Networks Grant	\$60,000	
j) Community Development Block Grant	\$12,000	Money Smart Program (Public Housing & Section 8 Supportive Services)
k) HOME (City of Columbia TBRA)	\$105,500	Section 8 Tenant-Based Assistance
l) Veterans Affairs Supportive Housing (VASH)	\$270,000	Section 8 Tenant-Based Assistance
Other Federal Grants (list below)		
m) Section 8 Housing Choice Voucher Family Self Sufficiency Coordinator	\$40,320	Section 8 Supportive Services
n) PHA Family Self Sufficiency Coordinator	\$45,000	Public Housing Supportive Services
o) FEMA	\$7,500	Public Housing Supportive Services
p) Drug Free Community Grant	\$100,000	Public Housing Safety/Security
q) Strategic Prevention Framework State Incentive Grant (Federal pass-through funds)	\$100,000	Public Housing Safety/Security
r) Missouri Department of Public Safety Title II Grant (Federal pass-through funds)	\$80,000	Moving Ahead Program (Public Housing & Section 8 Supportive Services)
Other Grants		
s)		
t)		
Operating Revenue		
u) Public Housing	\$1,286,800	Property Expenses

Planned Sources and Uses		
Sources	Planned \$	Planned Uses
v) McBaine Townhomes	\$27,000	Property Expenses
<b>3. Public Housing Dwelling Rental Income</b>		
a) Rent	1,055,000	public housing operations
b) Excess Utilities	57,000	public housing operations
c) Non-Dwelling Rentals	46,400	public housing operations
<b>4. Other income (list below)</b>		
a) Investment Interest	12,000	public housing operations
b) Laundry Income, Work Orders, Miscellaneous Income	81,700	public housing operations
c) Investment Interest	24,000	Section 8 tenant-based assistance
d) Capital Fund Program 50107	TBD	public housing operations
<b>4. Non-federal sources (list below)</b>		
a) City of Columbia-Independent Living Program Funding	\$7,000	Public Housing Supportive Services
b) City of Columbia-Moving Ahead Program Funding	\$40,000	Public Housing Supportive Services
<b>Total resources</b>	<b>\$11,041,720</b>	

### **3. PHA Policies Governing Eligibility, Selection, and Admissions**

[24 CFR Part 903.7 9 (c)]

#### **A. Public Housing**

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

##### **(1) Eligibility**

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

- When families are within a certain number of being offered a unit: (state number)
- When families are within a certain time of being offered a unit: Within thirty (30) days of move-in.
- Other: (describe)

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

- Criminal or Drug-related activity
- Rental history
- Housekeeping
- Other (describe): Applicant or household not on sexual offender list; applicant does not owe funds to CHA or other housing agency for a prior tenancy.

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

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

**(2) Waiting List Organization**

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

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

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

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

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

1. How many site-based waiting lists will the PHA operate in the coming year?

2.  Yes  No: Are any or all of the PHA's site-based waiting lists new for the upcoming year (that is, they are not part of a previously-HUD-approved site based waiting list plan)?  
 If yes, how many lists?

3.  Yes  No: May families be on more than one list simultaneously  
 If yes, how many lists?

4. Where can interested persons obtain more information about and sign up to be on the site-based waiting lists (select all that apply)?

- PHA main administrative office  
 All PHA development management offices  
 Management offices at developments with site-based waiting lists  
 At the development to which they would like to apply  
 Other (list below)

**(3) Assignment**

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

- One  
 Two

Three or More

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

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

**(4) Admissions Preferences**

a. Income targeting:

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

b. Transfer policies:

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

- Emergencies
- Overhoused
- Underhoused
- Medical justification
- Administrative reasons determined by the PHA (e.g., to permit modernization work)
- Resident choice: (state circumstances below)
- Other: (list below): Due to excess vacancies, transfers are limited to one per month per site, emergencies excluded.

c. Preferences

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

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

Former Federal preferences:

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

Other preferences: (select below)

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

- Households that contribute to meeting income requirements (targeting)
- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes
- Other preference(s) (list below)

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

- Date and Time

Former Federal preferences:

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

Other preferences (select all that apply)

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

4. Relationship of preferences to income targeting requirements:

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

**(5) Occupancy**

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

- The PHA-resident lease
- The PHA’s Admissions and (Continued) Occupancy policy
- PHA briefing seminars or written materials
- Other source (list): Grievance Procedures; attend mandatory Public Housing Briefing Classes for applicants

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

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

**(6) Deconcentration and Income Mixing**

a.  Yes  No: Did the PHA's analysis of its family (general occupancy) developments to determine concentrations of poverty indicate the need for measures to promote deconcentration of poverty or income mixing?

b.  Yes  No: Did the PHA adopt any changes to its **admissions policies** based on the results of the required analysis of the need to promote deconcentration of poverty or to assure income mixing?

c. If the answer to b was yes, what changes were adopted? (select all that apply)

- Adoption of site-based waiting lists  
If selected, list targeted developments below:
- Employing waiting list "skipping" to achieve deconcentration of poverty or income mixing goals at targeted developments  
If selected, list targeted developments below:
- Employing new admission preferences at targeted developments  
If selected, list targeted developments below:
- Other (list policies and developments targeted below)

d.  Yes  No: Did the PHA adopt any changes to **other** policies based on the results of the required analysis of the need for deconcentration of poverty and income mixing?

e. If the answer to d was yes, how would you describe these changes? (select all that apply)

- Additional affirmative marketing
- Actions to improve the marketability of certain developments
- Adoption or adjustment of ceiling rents for certain developments
- Adoption of rent incentives to encourage deconcentration of poverty and income-mixing
- Other (list below)

f. Based on the results of the required analysis, in which developments will the PHA make special efforts to attract or retain higher-income families? (select all that apply)

- Not applicable: results of analysis did not indicate a need for such efforts
- List (any applicable) developments below:

g. Based on the results of the required analysis, in which developments will the PHA make special efforts to assure access for lower-income families? (select all that apply)

- Not applicable: results of analysis did not indicate a need for such efforts  
 List (any applicable) developments below:

## B. Section 8

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

### (1) Eligibility

a. What is the extent of screening conducted by the PHA? (select all that apply)

- Criminal or drug-related activity only to the extent required by law or regulation  
 Criminal and drug-related activity, more extensively than required by law or regulation  
 More general screening than criminal and drug-related activity (list factors below)  
 Other (list below): Income Limits; Debt owed to CHA or other public housing agency; prior tenancies.

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

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

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

e. Indicate what kinds of information you share with prospective landlords? (select all that apply)

- Criminal or drug-related activity  
 Other (describe below): Current address and landlord.

### (2) Waiting List Organization

a. With which of the following program waiting lists is the section 8 tenant-based assistance waiting list merged? (select all that apply)

- None  
 Federal public housing  
 Federal moderate rehabilitation  
 Federal project-based certificate program  
 Other federal or local program (list below)

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

- PHA main administrative office

Other (list below)

**(3) Search Time**

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

If yes, state circumstances below: If voucher holder documents an active search and inability to locate a unit, or medical emergency, or search for a unit accessible to persons with disabilities.

**(4) Admissions Preferences**

a. Income targeting

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

b. Preferences

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

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

Former Federal preferences

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

Other preferences (select all that apply)

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

3. If the PHA will employ admissions preferences, please prioritize by placing a "1" in the space that represents your first priority, a "2" in the box representing your second priority, and so on.

If you give equal weight to one or more of these choices (either through an absolute hierarchy or through a point system), place the same number next to each. That means you can use “1” more than once, “2” more than once, etc.

Date and Time

Former Federal preferences

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

Other preferences (select all that apply)

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

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

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

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

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

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

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

**(5) Special Purpose Section 8 Assistance Programs**

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

- The Section 8 Administrative Plan
- Briefing sessions and written materials
- Other (list below): Homeownership Guide; Memoranda of Understanding (MOUs) with participating referral agencies and organizations.

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

- Through published notices
- Other (list below): Through the cooperating referral agency or organization for the HOME/TBRA program, Shelter Plus Care program, Veteran’s Administration Supportive Housing Program, Basic Needs Coalition/Continuum of Care, and local Family Unification program; brochures, agency representatives at speaking engagements, and through the Homeownership Guide for S8 Homeownership program.

**4. PHA Rent Determination Policies**

[24 CFR Part 903.7 9 (d)]

**A. Public Housing**

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

**(1) Income Based Rent Policies**

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

a. Use of discretionary policies: (select one)

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

---or---

- The PHA employs discretionary policies for determining income based rent (If selected, continue to question b.)

b. Minimum Rent

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

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

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

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

Public Housing Admissions and Continued Occupancy Policy (ACOP): Chapter 6 Income and Rent Determination, Part III Calculating Rent, Section B. Financial Hardships Affecting Minimum Rent

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

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

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

Statutory Flat Rents could result in less than 30% of adjusted income being charged for rent.

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

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

e. Ceiling rents

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

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

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

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

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

- Market comparability study
- Fair market rents (FMR)
- 95<sup>th</sup> percentile rents
- 75 percent of operating costs
- 100 percent of operating costs for general occupancy (family) developments
- Operating costs plus debt service
- The "rental value" of the unit
- Other (list below): Ceiling rents will be set below market rate in order to retain working families and assist them in building family assets.

f. Rent re-determinations:

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

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

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

**(2) Flat Rents**

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

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

**B. Section 8 Tenant-Based Assistance**

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

**(1) Payment Standards**

Describe the voucher payment standards and policies.

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

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

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

- FMRs are adequate to ensure success among assisted families in the PHA's segment of the FMR area  
 The PHA has chosen to serve additional families by lowering the payment standard  
 Reflects market or submarket  
 Other (list below)

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

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

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

- Annually  
 Other (list below)

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

- Success rates of assisted families  
 Rent burdens of assisted families  
 Other (list below): CHA will explore increasing the payment standard to 110% for energy efficient units.

## (2) Minimum Rent

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

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

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

Section 8 Administrative Plan: Chapter 6 Income and Subsidy Determination, Part III Calculating Family Share and PHA Subsidy, Section B. Financial Hardships Affecting Minimum Rent

## 5. Operations and Management

[24 CFR Part 903.7 9 (e)]

Exemptions from Component 5: High performing and small PHAs are not required to complete this section. Section 8 only PHAs must complete parts A, B, and C(2)

### A. PHA Management Structure

Describe the PHA's management structure and organization.

(select one)

- An organization chart showing the PHA's management structure and organization is attached.  
 A brief description of the management structure and organization of the PHA follows:

## B. HUD Programs Under PHA Management

List Federal programs administered by the PHA, number of families served at the beginning of the upcoming fiscal year, and expected turnover in each. (Use "NA" to indicate that the PHA does not operate any of the programs listed below.)

<b>Program Name</b>	<b>Units or Families Served at Fiscal Year Beginning 10/1/08</b>	<b>Expected Turnover</b>
Public Housing	703	260
Section 8 Vouchers	1050	241
Section 8 Certificates	N/A	
Section 8 Mod Rehab	N/A	
Special Purpose Section 8 Certificates/Vouchers (list individually): TBRA/HOME	17	10
Public Housing Drug Elimination Program (PHDEP)	N/A	
Other Federal Programs(list individually)		
Shelter Plus Care	52	22
Veterans Supportive Housing Vouchers (New in 2008, Estimate based on award.)	35	12

## C. Management and Maintenance Policies

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

### (1) Public Housing Maintenance and Management: (list below)

- Accident Prevention Manual
- Safety Services Manual and Trespass Policy
- Maintenance Plan (includes pest eradication measures)
- Admissions and Continued Occupancy Policy
- Personnel Policy
- Grievance Procedures
- Allocation Plan for Designated Housing
- High-Rise Emergency Action Plan
- Asset Management Plan
- Replacement Housing Program
- Safety Division Procedures

### (2) Section 8 Management: (list below)

- Section 8 Administrative Plan
- Personnel Policy
- Grievance Procedures
- Section 8 Homeownership Program

## **6. PHA Grievance Procedures**

[24 CFR Part 903.7 9 (f)]

Exemptions from component 6: High performing PHAs are not required to complete component 6. Section 8-Only PHAs are exempt from sub-component 6A.

### **A. Public Housing**

1.  Yes  No: Has the PHA established any written grievance procedures in addition to federal requirements found at 24 CFR Part 966, Subpart B, for residents of public housing?

If yes, list additions to federal requirements below:

2. Which PHA office should residents or applicants to public housing contact to initiate the PHA grievance process? (Select all that apply)

- PHA main administrative office  
 PHA development management offices  
 Other (list below): Initiated by written request using Request for Hearing form.

### **B. Section 8 Tenant-Based Assistance**

1.  Yes  No: Has the PHA established informal review procedures for applicants to the Section 8 tenant-based assistance program and informal hearing procedures for families assisted by the Section 8 tenant-based assistance program in addition to federal requirements found at 24 CFR 982?

If yes, list additions to federal requirements below: A formal grievance hearing is offered to Section 8 participants.

2. Which PHA office should applicants or assisted families contact to initiate the informal review and informal hearing processes? (select all that apply)

- PHA main administrative office  
 Other (list below): Initiated by written request using Request for Hearing form.

## **7. Capital Improvement Needs**

[24 CFR Part 903.7 9 (g)]

Exemptions from Component 7: Section 8 only PHAs are not required to complete this component and may skip to Component 8.

### **A. Capital Fund Activities**

Exemptions from sub-component 7A: PHAs that will not participate in the Capital Fund Program may skip to component 7B. All other PHAs must complete 7A as instructed.

**(1) Capital Fund Program Annual Statement**

Using parts I, II, and III of the Annual Statement for the Capital Fund Program (CFP), identify capital activities the PHA is proposing for the upcoming year to ensure long-term physical and social viability of its public housing developments. This statement can be completed by using the CFP Annual Statement tables provided in the table library at the end of the PHA Plan template OR, at the PHA’s option, by completing and attaching a properly updated HUD-52837.

Select one:

The Capital Fund Program Annual Statement is provided as an attachment to the PHA Plan at Attachment (state name) mo007b01

-or-

The Capital Fund Program Annual Statement is provided below: (if selected, copy the CFP Annual Statement from the Table Library and insert here)

**(2) Optional 5-Year Action Plan**

Agencies are encouraged to include a 5-Year Action Plan covering capital work items. This statement can be completed by using the 5 Year Action Plan table provided in the table library at the end of the PHA Plan template OR by completing and attaching a properly updated HUD-52834.

a.  Yes  No: Is the PHA providing an optional 5-Year Action Plan for the Capital Fund? (if no, skip to sub-component 7B)

b. If yes to question a, select one:

The Capital Fund Program 5-Year Action Plan is provided as an attachment to the PHA Plan at Attachment (state name) mo007b01

-or-

The Capital Fund Program 5-Year Action Plan is provided below: (if selected, copy the CFP optional 5 Year Action Plan from the Table Library and insert here)

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

Applicability of sub-component 7B: All PHAs administering public housing. Identify any approved HOPE VI and/or public housing development or replacement activities not described in the Capital Fund Program Annual Statement.

Yes  No: a) Has the PHA received a HOPE VI revitalization grant? (if no, skip to question c; if yes, provide responses to question b for each grant, copying and completing as many times as necessary)

b) Status of HOPE VI revitalization grant (complete one set of questions for each grant)

1. Development name:

2. Development (project) number:

3. Status of grant: (select the statement that best describes the current status)

- Revitalization Plan under development
- Revitalization Plan submitted, pending approval
- Revitalization Plan approved
- Activities pursuant to an approved Revitalization Plan underway

Yes  No: c) Does the PHA plan to apply for a HOPE VI Revitalization grant in the Plan year?

If yes, list development name/s below:

The CHA Board of Commissioners has accepted a report from the CHA Affordable Housing Task Force including recommendations for the revitalization of public housing properties. The Board of Commissioners has placed this project on hold during the current conversion to project-based asset management. The Board recognizes the need to initiate planning for the revitalization of public housing properties during FY2009 which could potentially include consideration of HOPE VI Revitalization funding as a component of the Board's financing strategy.

Yes  No: d) Will the PHA be engaging in any mixed-finance development activities for public housing in the Plan year?

If yes, list developments or activities below: See response to previous HOPE VI financing for the revitalization of public housing properties. Any future financing strategies will likely include a mix of local, state, federal and private funding.

Yes  No: e) Will the PHA be conducting any other public housing development or replacement activities not discussed in the Capital Fund Program Annual Statement?

If yes, list developments or activities below:

## **8. Demolition and Disposition**

[24 CFR Part 903.7 9 (h)]

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

1.  Yes  No: Does the PHA plan to conduct any demolition or disposition activities (pursuant to section 18 of the U.S. Housing Act of 1937 (42 U.S.C. 1437p)) in the plan Fiscal Year? (If "No", skip to component 9; if "yes", complete one activity description for each development.)

2. Activity Description

Yes  No: Has the PHA provided the activities description information in the **optional** Public Housing Asset Management Table? (If “yes”, skip to component 9. If “No”, complete the Activity Description table below.)

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

**9. Designation of Public Housing for Occupancy by Elderly Families or Families with Disabilities or Elderly Families and Families with Disabilities**

[24 CFR Part 903.7 9 (i)]

Exemptions from Component 9; Section 8 only PHAs are not required to complete this section.

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

2. Activity Description

Yes  No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? If “yes”, skip to component 10. If “No”, complete the Activity Description table below.

<b>Designation of Public Housing Activity Description</b>	
1a. Development name:	Oak Towers
1b. Development (project) number:	MO7-4
2. Designation type:	Occupancy by only the elderly <input checked="" type="checkbox"/> Occupancy by families with disabilities <input type="checkbox"/> Occupancy by only elderly families and families with disabilities <input type="checkbox"/>
3. Application status (select one)	Approved; included in the PHA's Designation Plan <input checked="" type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/>
4. Date this designation approved, submitted, or planned for submission:	<u>04/21/2007</u>
5. If approved, will this designation constitute a (select one)	<input type="checkbox"/> New Designation Plan – Two year renewal approved 4/21/2007 <input checked="" type="checkbox"/> Revision of a previously-approved Designation Plan?
6. Number of units affected:	147
7. Coverage of action (select one)	<input type="checkbox"/> Part of the development <input checked="" type="checkbox"/> Total development

<b>Designation of Public Housing Activity Description</b>	
1a. Development name:	Paquin Tower
1b. Development (project) number:	MO7-7
2. Designation type:	Occupancy by only the elderly <input type="checkbox"/> Occupancy by families with disabilities <input type="checkbox"/> Occupancy by only elderly families and families with disabilities <input checked="" type="checkbox"/>
3. Application status (select one)	Approved; included in the PHA's Designation Plan <input checked="" type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/>
4. Date this designation approved, submitted, or planned for submission:	<u>04/21/2007</u>
5. If approved, will this designation constitute a (select one)	<input type="checkbox"/> New Designation Plan – Two year renewal approved 4/21/2007 <input checked="" type="checkbox"/> Revision of a previously-approved Designation Plan?
6. Number of units affected:	200
7. Coverage of action (select one)	<input type="checkbox"/> Part of the development <input checked="" type="checkbox"/> Total development

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

[24 CFR Part 903.7 9 (j)]

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

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

1.  Yes  No: Have any of the PHA's developments or portions of developments been identified by HUD or the PHA as covered under section 202 of the HUD FY 1996 HUD Appropriations Act? (If "No", skip to component 11; if "yes", complete one activity description for each identified development, unless eligible to complete a streamlined submission. PHAs completing streamlined submissions may skip to component 11.)

#### 2. Activity Description

Yes  No: Has the PHA provided all required activity description information for this component in the optional Public Housing Asset Management Table? If "yes", skip to component 11. If "No", complete the Activity Description table below.

Conversion of Public Housing Activity Description
1a. Development name: 1b. Development (project) number:
2. What is the status of the required assessment? <input type="checkbox"/> Assessment underway <input type="checkbox"/> Assessment results submitted to HUD <input type="checkbox"/> Assessment results approved by HUD (if marked, proceed to next question) <input type="checkbox"/> Other (explain below)
3. <input type="checkbox"/> Yes <input type="checkbox"/> No: Is a Conversion Plan required? (If yes, go to block 4; if no, go to block 5.)
4. Status of Conversion Plan (select the statement that best describes the current status) <input type="checkbox"/> Conversion Plan in development <input type="checkbox"/> Conversion Plan submitted to HUD on: (DD/MM/YYYY) <input type="checkbox"/> Conversion Plan approved by HUD on: (DD/MM/YYYY) <input type="checkbox"/> Activities pursuant to HUD-approved Conversion Plan underway
5. Description of how requirements of Section 202 are being satisfied by means other than conversion (select one) <input type="checkbox"/> Units addressed in a pending or approved demolition application (date submitted or approved: <input type="checkbox"/> Units addressed in a pending or approved HOPE VI demolition application (date submitted or approved: ) <input type="checkbox"/> Units addressed in a pending or approved HOPE VI Revitalization Plan (date submitted or approved: ) <input type="checkbox"/> Requirements no longer applicable: vacancy rates are less than 10 percent <input type="checkbox"/> Requirements no longer applicable: site now has less than 300 units <input type="checkbox"/> Other: (describe below)

**B. Reserved for Conversions pursuant to Section 22 of the U.S. Housing Act of 1937**

**C. Reserved for Conversions pursuant to Section 33 of the U.S. Housing Act of 1937**

## **11. Homeownership Programs Administered by the PHA**

[24 CFR Part 903.7 9 (k)]

### **A. Public Housing**

Exemptions from Component 11A: Section 8 only PHAs are not required to complete 11A.

1.  Yes  No: Does the PHA administer any homeownership programs administered by the PHA under an approved section 5(h) homeownership program (42 U.S.C. 1437c(h)), or an approved HOPE I program (42 U.S.C. 1437aaa) or has the PHA applied or plan to apply to administer any homeownership programs under section 5(h), the HOPE I program, or section 32 of the U.S. Housing Act of 1937 (42 U.S.C. 1437z-4). (If "No", skip to component 11B; if "yes", complete one activity description for each applicable program/plan, unless eligible to complete a streamlined submission due to **small PHA** or **high performing PHA** status. PHAs completing streamlined submissions may skip to component 11B.)

### 2. Activity Description

- Yes  No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? (If "yes", skip to component 12. If "No", complete the Activity Description table below.)

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

## B. Section 8 Tenant Based Assistance

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 component 12; if "yes", describe each program using the table below (copy and complete questions for each program identified), unless the PHA is eligible to complete a streamlined submission due to high performer status. **High performing PHAs may skip to component 12.**)

### 2. Program Description:

#### a. Size of Program

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

If the answer to the question above was yes, which statement best describes the number of participants? (select one)

- 25 or fewer participants  
 26 - 50 participants  
 51 to 100 participants  
 more than 100 participants

#### b. PHA-established eligibility criteria

- Yes  No: Will the PHA's program have eligibility criteria for participation in its Section 8 Homeownership Option program in addition to HUD criteria?

If yes, list criteria below:

Participants must enroll in and successfully complete CHA's MoneySmart financial management and homeownership counseling program.

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

[24 CFR Part 903.7 9 (l)]

Exemptions from Component 12: High performing and small PHAs are not required to complete this component. Section 8-Only PHAs are not required to complete sub-component C.

### A. PHA Coordination with the Welfare (TANF) Agency

#### 1. Cooperative agreements:

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

If yes, what was the date that agreement was signed? 12/06/1999

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

- Client referrals  
 Information sharing regarding mutual clients (for rent determinations and otherwise)

- Coordinate the provision of specific social and self-sufficiency services and programs to eligible families
- Jointly administer programs: CHA and the Boone County Family Support Division jointly administer 10 units of Section 8 vouchers set aside for a local Family Unification Program.
- Partner to administer a HUD Welfare-to-Work voucher program
- Joint administration of other demonstration program
- Other (describe)

**B. Services and programs offered to residents and participants**

**(1) General**

**a. Self-Sufficiency Policies**

Which, if any of the following discretionary policies will the PHA employ to enhance the economic and social self-sufficiency of assisted families in the following areas? (select all that apply)

- Public housing rent determination policies
- Public housing admissions policies: preferences for working families
- Section 8 admissions policies: preferences for working families
- Preference in admission to section 8 for certain public housing families
- Preferences for families working or engaging in training or education programs for non-housing programs operated or coordinated by the PHA
- Preference/eligibility for public housing homeownership option participation
- Preference/eligibility for section 8 homeownership option participation
- Other policies (list below): CHA will enlist Resident Advisory Board members and Resident Associations to continue an economic self-sufficiency initiative for residents in the operation of mini-marts within laundry facilities recently constructed.

b. Economic and Social self-sufficiency programs

Yes  No: Does the PHA coordinate, promote or provide any programs to enhance the economic and social self-sufficiency of residents? (If “yes”, complete the following table; if “no” skip to sub-component 2, Family Self Sufficiency Programs. The position of the table may be altered to facilitate its use. )

Services and Programs				
Program Name & Description (including location, if appropriate)	Esti- mated Size	Allocation Method (waiting list/random selection/specific criteria/other)	Access (development office / PHA main office / other provider name)	Eligibility (Public Housing residents or Section 8 participants or both)
Youth Community Coalition	150	All youth	J. W. “Blind” Boone Community Center	Public Housing Residents
Moving Ahead Program	175	All youth	J. W. “Blind” Boone Community Center	Public Housing Residents
Opportunities for Families Program	115	Application	PHA Main Office	Public Housing Residents
Section 8 Homeownership	15	Application	PHA Main Office	Section 8 Participants
Independent Living Program	90	Referral	Oak Towers/ Paquin Tower	Public Housing residents
Money Smart Program	125	All adults	PHA Main Office	Both Public Housing & Section 8

(2) Family Self Sufficiency program/s

a. Participation Description

Family Self Sufficiency (FSS) Participation		
Program	Required Number of Participants	Actual Number of Participants (As of: DD/MM/YY)
Public Housing	50 ( <u>Voluntary</u> program started 3/24/2008)	3 (As of 5/1/2008)
Section 8	50 ( <u>Voluntary</u> program started 1/1/2006)	32 (As of 5/1/2008)

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

CHA received funding for a full-time Section 8 FSS Coordinator as of 1/17/2006 and a full-time Public Housing FSS Coordinator as of 3/24/2008. Our goal is to serve 50 FSS participants in each program.

As of 5/1/2008 there were 32 active Section 8 FSS participants and 3 active Public Housing FSS participants. HUD approved a revised FSS Action Plan in 2007 that covers both FSS programs.

### C. Welfare Benefit Reductions

1. The PHA is complying with the statutory requirements of section 12(d) of the U.S. Housing Act of 1937 (relating to the treatment of income changes resulting from welfare program requirements) by: (select all that apply)

- Adopting appropriate changes to the PHA's public housing rent determination policies and train staff to carry out those policies
- Informing residents of new policy on admission and reexamination
- Actively notifying residents of new policy at times in addition to admission and reexamination.
- Establishing or pursuing a cooperative agreement with all appropriate TANF agencies regarding the exchange of information and coordination of services
- Establishing a protocol for exchange of information with all appropriate TANF agencies
- Other: (list below)

<b>D. Reserved for Community Service Requirement pursuant to section 12(c) of the U.S. Housing Act of 1937</b>
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### 13. PHA Safety and Crime Prevention Measures

[24 CFR Part 903.7 9 (m)]

Exemptions from Component 13: High performing and small PHAs not participating in PHDEP and Section 8 Only PHAs may skip to component 15. High Performing and small PHAs that are participating in PHDEP and are submitting a PHDEP Plan with this PHA Plan may skip to sub-component D.

#### A. Need for measures to ensure the safety of public housing residents

1. Describe the need for measures to ensure the safety of public housing residents (select all that apply)

- High incidence of violent and/or drug-related crime in some or all of the PHA's developments
- High incidence of violent and/or drug-related crime in the areas surrounding or adjacent to the PHA's developments
- Residents fearful for their safety and/or the safety of their children
- Observed lower-level crime, vandalism and/or graffiti
- People on waiting list unwilling to move into one or more developments due to perceived and/or actual levels of violent and/or drug-related crime
- Other (describe below): Need to control drug-related criminal activity involving non-residents coming into our neighborhoods from outlying neighborhoods outside of the central city area

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

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

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

All sites: MO-7-1, 2, 3, 4, 5, 7

**B. Crime and Drug Prevention activities the PHA has undertaken or plans to undertake in the next PHA fiscal year**

1. List the crime prevention activities the PHA has undertaken or plans to undertake: (select all that apply)

- Contracting with outside and/or resident organizations for the provision of crime- and/or drug-prevention activities:
  - Active member of the local Drug-Free Coalition and Youth Community Coalition
- Crime Prevention Through Environmental Design
- Activities targeted to at-risk youth, adults, or seniors
- Volunteer Resident Patrol/Block Watchers Program
- Other (describe below):
  - Security staff CHA-wide
  - Digital security cameras located in some CHA developments.
  - Locked entry doors at Oak/Paquin Towers with key card entry by residents
  - Police sub-stations located on AMP 1 and AMP 2 family sites
  - Law enforcement officers residing in public housing units (Currently 1 officer living in AMP 1)
  - CHA Security Officers authorized to carry Columbia Police Department police radios for immediate communication between CHA and CPD officers when needed

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

All sites.

### C. Coordination between PHA and the police

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

- Police involvement in development, implementation, and/or ongoing evaluation of drug-elimination plan
- Police provide crime data to housing authority staff for analysis and action
- Police have established a physical presence on housing authority property (e.g., community policing office, officer in residence)
- Police regularly testify in and otherwise support eviction cases
- Police regularly meet with the PHA management and residents
- Agreement between PHA and local law enforcement agency for provision of above-baseline law enforcement services
- Other activities (list below):
  - Cooperative agreement between CHA and CPD
  - CHA offers public housing units for law enforcement officers rent-free
  - Police sub-stations on two sites
  - Columbia has been designated as a Drug-Free Community with grant funding approved from the Office of National Drug Control Policy. The CPD sits on the community coalition developed to address substance abuse issues.
  - CHA currently shares electronic trespass lists with CPD.
  - CPD has access to onsite security cameras at various sites of CHA properties.

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

All sites.

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

PHAs eligible for FY 2005 PHDEP funds must provide a PHDEP Plan meeting specified requirements prior to receipt of PHDEP funds.

- Yes  No: Is the PHA eligible to participate in the PHDEP in the fiscal year covered by this PHA Plan?
- Yes  No: Has the PHA included the PHDEP Plan for FY 2005 in this PHA Plan?
- Yes  No: This PHDEP Plan is an Attachment. (Attachment Filename: \_\_\_\_)

### 14. RESERVED FOR PET POLICY

[24 CFR Part 903.7 9 (n)]

### 15. Civil Rights Certifications

[24 CFR Part 903.7 9 (o)]

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

### 16. Fiscal Audit

[24 CFR Part 903.7 9 (p)]

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

## **17. PHA Asset Management**

[24 CFR Part 903.7 9 (q)]

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

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

## **18. Other Information**

[24 CFR Part 903.7 9 (r)]

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

1.  Yes  No: Did the PHA receive any comments on the PHA Plan from the Resident Advisory Board/s?
2. If yes, the comments are: (if comments were received, the PHA **MUST** select one)
  - Attached at Attachment (File name)
  - Provided below:

Not applicable

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

- Considered comments, but determined that no changes to the PHA Plan were necessary.
- The PHA changed portions of the PHA Plan in response to comments  
List changes below:
- Other: (list below) No comments were offered.

**B. Description of Election process for Residents on the PHA Board**

- 1.  Yes  No: Does the PHA meet the exemption criteria provided section 2(b)(2) of the U.S. Housing Act of 1937? (If no, continue to question 2; if yes, skip to sub-component C.)
- 2.  Yes  No: Was the resident who serves on the PHA Board elected by the residents? (If yes, continue to question 3; if no, skip to sub-component C.)

**3. Description of Resident Election Process**

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

- Candidates were nominated by resident and assisted family organizations
- Candidates could be nominated by any adult recipient of PHA assistance
- Self-nomination: Candidates registered with the PHA and requested a place on ballot
- Other: (describe): CHA provided information and distributed application forms to RAB members for application to the Mayor of the City of Columbia, Missouri, for appointment to the CHA Board of Commissioners. Open position was advertised by the City Clerk's Office and applications were accepted on-line, by mail, or in person.

b. Eligible candidates: (select one)

- Any recipient of PHA assistance
- Any head of household receiving PHA assistance
- Any adult recipient of PHA assistance
- Any adult member of a resident or assisted family organization
- Other (list): Eligible under Missouri Housing Authorities law.

c. Eligible voters: (select all that apply)

- All adult recipients of PHA assistance (public housing and section 8 tenant-based assistance)
- Representatives of all PHA resident and assisted family organizations
- Other (list): Resident Commissioner appointed by the Mayor of the City of Columbia.

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

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

1. Consolidated Plan jurisdiction: City of Columbia, Missouri

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

- The PHA has based its statement of needs of families in the jurisdiction on the needs expressed in the Consolidated Plan/s.
- The PHA has participated in any consultation process organized and offered by the Consolidated Plan agency in the development of the Consolidated Plan.
- 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):
  - CHA is developing five ADA-accessible town homes affordable to persons at or below 60% of AMI, consistent with the Consolidated Plan's areas of high priority need.
  - CHA continues to offer MoneySmart, a financial education and homeownership counseling program integral to the Consolidated Plan's efforts at affordable housing for families below 80% of AMI.
  - CHA was a member of the Mayor's Affordable Housing Policy Committee during 2007 and 2008.
- Other: (list below):
  - CHA is a member of the local Basic Needs Coalition which serves as the committee appointed by the city to develop the Housing and Homelessness section of the Consolidated Plan.
  - CHA is a member of the Balance of State Continuum of Care.
  - CHA continues the HOME/TBRA rental assistance to special populations and continues homeownership programs for low-income families and individuals.

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

- **FY1999**: CDBG funding provided in the amount of \$30,000 for design fees for sprinkler system for Paquin Tower.
- **FY2000**: CDBG funding provided in the amount of \$100,000 for installation of the sprinkler system.
- **FY2003**: HOME Investment Partnership Program funding of \$150,000 for acquisition of suitable properties for homeownership program, and \$150,000 for 2-year tenant-based rental assistance program, and \$18,000 from CDBG for demolition.
- **FY2005**: HOME funding of \$157,500 for TBRA for a two-year period.
- **FY2006**: HOME funding of \$183,600 for TBRA for a two-year period.
- **FY2007**: HOME funding of \$132,500 for TBRA for a two-year period and \$12,000 from CDBG to support homeownership financial education and counseling services through the Money Smart program.

- **FY2008:** \$12,000 from CDBG to support homeownership financial education and counseling services through the Money Smart program. FY2008/2009 CDBG funding application submitted for \$150,000 to assist with the renovation of the J.W. Blind Boone Community Center. \$12,000 CDBG funding application submitted for FY2009 to support homeownership financial education and counseling services through the Money Smart program.

**D. Other Information Required by HUD**

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

**Violence Against Women Act (VAWA)**

Attached is information regarding the CHA’s goals and objectives, programs and activities, and policies pertaining to the implementation of the **Violence Against Women Act (VAWA)** [Attachment mo007o01]

**Attachments**

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

- CHA Staff Organization Plan ..... (mo007a01)
- CFP 50108 Annual Statement & 5-Year Plan ..... (mo007b01)
- CFP 50107 Performance & Evaluation at 3/31/08 ..... (mo007c01)
- CFP 50106 Performance & Evaluation at 3/31/08 ..... (mo007d01)
- Consolidated Budget FYE September 30, 2009 ..... (mo007e01)
- Statement of Progress in Meeting the 5-Year Plan Mission & Goals ..... (mo007f01)
- Community Service Plan ..... (mo007g01)
- Pet Policy ..... (mo007h01)
- Resident Advisory Board Members & Appointment Data ..... (mo007i01)
- Governing Board Members & Appointment Data ..... (mo007j01)
- Section 8 Homeownership Plan ..... (mo007k01)
- Special Programs – Tenant Based Rental Assistance ..... (mo007l01)
- Voluntary Conversion Assessment ..... (mo007m01)
- EIV Certification ..... (mo007n01)
- Violence Against Women Act Goals, Programs, and Policies ..... (mo007o01)



**CAPITAL FUND PROGRAM TABLES START HERE**

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

<b>PHA Name:</b> Housing Authority of the City of Columbia, Missouri	<b>Grant Type and Number</b> Capital Fund Program Grant No: MO36P00750108 Replacement Housing Factor Grant No:	<b>Federal FY of Grant:</b> 2008
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Original Annual Statement     
  Reserve for Disasters/Emergencies     
  Revised Annual Statement (revision no: \_\_\_ )     
 updated: 03-Jul-08  
 Performance and Evaluation Report for Period Ending: \_\_\_\_\_     
  Final Performance and Evaluation Report

Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds	\$0.00			
2	1406 Operations	\$214,575.60			
3	1408 Management Improvements	\$185,346.47			
4	1410 Administration	\$107,287.80			
5	1411 Audit	\$0.00			
6	1415 Liquidated Damages	\$0.00			
7	1430 Fees and Costs	\$0.00			
8	1440 Site Acquisition	\$0.00			
9	1450 Site Improvement	\$68,619.60			
10	1460 Dwelling Structures	\$155,293.53			
11	1465.1 Dwelling Equipment—Nonexpendable	\$230,755.00			
12	1470 Nondwelling Structures	\$30,000.00			
13	1475 Nondwelling Equipment	\$81,000.00			
14	1485 Demolition	\$0.00			
15	1490 Replacement Reserve	\$0.00			
16	1492 Moving to Work Demonstration	\$0.00			
17	1495.1 Relocation Costs	\$0.00			
18	1499 Development Activities	\$0.00			
19	1501 Collateralization or Debt Service	\$0.00			
20	1502 Contingency	\$0.00			
21	Amount of Annual Grant: (sum of lines 2 – 20)	\$1,072,878.00	\$0.00	\$0.00	\$0.00
22	Amount of line 21 Related to LBP Activities	\$0.00			
23	Amount of line 21 Related to Section 504 compliance	\$0.00			
24	Amount of line 21 Related to Security – Soft Costs	\$164,346.47			
25	Amount of Line 21 Related to Security – Hard Costs	\$10,000.00			
26	Amount of line 21 Related to Energy Conservation Measures	\$230,755.00			

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

PHA Name: Housing Authority of the City of Columbia, Missouri		Grant Type and Number Capital Fund Program Grant No: MO36P00750108 Replacement Housing Factor Grant No:				Federal FY of Grant: <u>2008</u>		
AMP Number / Name /				Total Estimated Cost		Total Actual Cost		only for P & E Report
HA-Wide Activities	General Description of Major Work Categories	Development Acct Number	Quantity	Original	Revised	Funds Obligated	Funds Expended	Status of Work
Operations	Operations	1406.000		\$214,575.60				
		total for line item 1406:		\$214,575.60	\$0.00	\$0.00	\$0.00	
Mgt. Improve.	Staff Training	1408.020	20 sessions	\$20,000.00				
Mgt. Improve.	Protective Services - Salaries	1408.060	4.5	\$133,250.54				
Mgt. Improve.	Protective Services - Benefits	1408.065	4.5	\$31,095.93				
Mgt. Improve.	Computer Software	1408.200	2 progs	\$1,000.00				
		total for line item 1408:		\$185,346.47	\$0.00	\$0.00	\$0.00	
Administration	Management Fees (to COCC)	1410.000	1 ea	\$107,287.80				
		total for line item 1410:		\$107,287.80	\$0.00	\$0.00	\$0.00	
AMP 3	Fencing	1450.160	1000 ft	\$5,000.00				
AMP 1	Clothes Lines	1450.280	10 ea	\$2,500.00				
AMP 1	Landscaping, Beautification	1450.360	1000 sf	\$5,000.00				
AMP 1	Concrete Work	1450.560	3750 sf	\$5,000.00				
AMP 1	Parking Lots	1450.600	1 ea	\$51,119.60				
		total for line item 1450:		\$68,619.60	\$0.00	\$0.00	\$0.00	
AMP 1	504 Enhancements, Dwellings	1460.140	3 units	\$5,000.00				
AMP 1	Floor Tile	1460.250	10 units	\$5,000.00				
AMP 1	Sub Floors	1460.260	5 units	\$5,000.00				
AMP 1	Floor Slabs / Foundations	1460.270	3 units	\$3,000.00				
AMP 2	Floor Slabs / Foundations	1460.270	2 units	\$2,000.00				
AMP 1	Mailboxes	1460.400	2 clusters	\$5,000.00				
AMP 1	Siding, Exterior	1460.440	5 units	\$5,000.00				
AMP 1	Roofing	1460.450	34 bldgs	\$39,043.53				
AMP 3	Electrical Upgrades	1460.490	Boilers	\$7,500.00				
AMP 4	Electrical Upgrades	1460.490	Boilers	\$7,500.00				
AMP 1	Exhaust Fans	1460.550	10 ea	\$5,000.00				

AMP Number / Name / HA-Wide Activities				Total Estimated Cost		Total Actual Cost		only for P & E Report
	General Description of Major Work Categories	Development Acct Number	Quantity	Original	Revised	Funds Obligated	Funds Expended	Status of Work
AMP 4	Plumbing Enhancements	1460.580	294 ea	\$26,250.00				
AMP 3 / 4	Boiler Enhancements	1460.640	3 & 3	\$10,000.00				
AMP 3 / 4	Elevator Enhancements	1460.670	3 & 2	\$5,000.00				
AMP 1	Unit Restoration	1460.830	5 units	\$10,000.00				
AMP 2	Unit Restoration	1460.830	2 units	\$5,000.00				
AMP 3	Unit Restoration	1460.830	5 units	\$5,000.00				
AMP 4	Unit Restoration	1460.830	5 units	\$5,000.00				
total for line item 1460:				\$155,293.53	\$0.00	\$0.00	\$0.00	
AMP 3	Refrigerators	1470.012	200 ea	\$55,500.00				
AMP 4	Refrigerators	1470.012	150 ea	\$74,625.00				
AMP 3	Ranges	1470.014	200 ea	\$42,920.00				
AMP 4	Ranges	1470.014	150 ea	\$57,710.00				
total for line item 1460:				\$230,755.00	\$0.00	\$0.00	\$0.00	
AMP 1	Blind Boone Community Center	1470.520	1 ea	\$30,000.00				
total for line item 1460:				\$30,000.00	\$0.00	\$0.00	\$0.00	
Non-Dwell Equip.	Office Furniture	1475.011	5 sets	\$5,000.00				
Non-Dwell Equip.	Office Equipment	1475.014	15 cm,1 cp	\$20,000.00				
Non-Dwell Equip.	Maintenance Tools & Equip	1475.021	20 Tools	\$10,000.00				
Non-Dwell Equip.	Community Space Furniture	1475.035	Lobby Furn	\$9,000.00				
Non-Dwell Equip.	Security Systems, Non-Dwelling	1475.050	4 cameras	\$10,000.00				
Non-Dwell Equip.	Park / Playground Equipment	1475.055	1 set	\$5,000.00				
Non-Dwell Equip.	Vehicles, Maintenance	1475.075	1 ea	\$20,000.00				
Non-Dwell Equip.	Vehicles Accessories, Maint.	1475.080	1 ea	\$2,000.00				
total for line item 1475:				\$81,000.00	\$0.00	\$0.00	\$0.00	
GRAND TOTAL:				\$1,072,878.00	\$0.00	\$0.00	\$0.00	

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

PHA Name: Housing Authority of the City of Columbia, Missouri			Federal FY of Grant: <u>2008</u>	Grant Type and Number Capital Fund Program Grant No: MO36P00750108 Replacement Housing Factor Grant No:			
AMP Number / Name / HA-Wide Activities	All Funds Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			
	Original	Revised	Actual	Original	Revised	Actual	Reasons for Revised Target Dates
AMP 1	12-Jun-10			12-Jun-12			
AMP 2	12-Jun-10			12-Jun-12			
AMP 3	12-Jun-10			12-Jun-12			
AMP 4	12-Jun-10			12-Jun-12			

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

**Part I: Summary**

PHA Name: Housing Authority of the City of Columbia, Missouri		<input checked="" type="checkbox"/> Original 5-Year Plan (or) <input type="checkbox"/> Revision No: ___			
AMP Number / Name / HA-Wide Activities / Line Item Accounts		FFY Grant: 2009 PHA FYE: 2010	FFY Grant: 2010 PHA FYE: 2011	FFY Grant: 2011 PHA FYE: 2012	FFY Grant: 2012 PHA FYE: 2013
	Year 1	Work Statement for Year 2	Work Statement for Year 3	Work Statement for Year 4	Work Statement for Year 5
AMP 1		\$ 166,750.00	\$ 179,280.85	\$ 126,280.85	\$ 119,438.87
AMP 2	See	\$ 10,000.00	\$ 72,500.00	\$ 45,000.00	\$ 65,500.00
AMP 3		\$ 95,000.00	\$ 51,500.00	\$ 55,000.00	\$ 60,635.00
AMP 4	Annual	\$ 89,618.14	\$ 106,500.00	\$ 125,000.00	\$ 109,735.96
	Statement				
HA-Wide (719)		\$ -	\$ -	\$ -	\$ 36,930.00
HA-Wide Contingency		\$ -	\$ -	\$ -	\$ 7,500.00
Physical Improvements (Subtotals of Above):		\$ 361,368.14	\$ 409,780.85	\$ 351,280.85	\$ 392,239.83
1406 Operations		\$ 193,970.00	\$ 193,970.00	\$ 193,970.00	\$ 193,970.00
1408 Management Improvements	See	\$ 191,276.86	\$ 195,355.17	\$ 196,355.17	\$ 195,555.17
1410 Administration		\$ 96,985.00	\$ 96,985.00	\$ 96,985.00	\$ 96,985.00
1411 Audit	Annual	\$ -	\$ -	\$ -	\$ -
1415 Liquidated Damages		\$ -	\$ -	\$ -	\$ -
1430 Fees and Costs	Statement	\$ -	\$ -	\$ -	\$ 100.00
1440 Site Acquisition		\$ -	\$ -	\$ -	\$ 100.00
1470 Nondwelling Structures		\$ 5,000.00	\$ -	\$ -	\$ 3,300.00
1475 Nondwelling Equipment		\$ 121,250.00	\$ 73,758.98	\$ 131,258.98	\$ 87,400.00
1485 Demolition		\$ -	\$ -	\$ -	\$ 100.00
1490 Replacement Reserve		\$ -	\$ -	\$ -	\$ -
1492 Moving to Work Demonstration		\$ -	\$ -	\$ -	\$ -
1495.1 Relocation Costs		\$ -	\$ -	\$ -	\$ 100.00
1499 Development Activities		\$ -	\$ -	\$ -	\$ -
1501 Collateralization or Debt Service		\$ -	\$ -	\$ -	\$ -
Total CFP Funds for 5-year Plan:		\$ 969,850.00	\$ 969,850.00	\$ 969,850.00	\$ 969,850.00
Total Non-CFP Funds in 5-year Plan		\$ -	\$ -	\$ -	\$ -
Replacement Housing Factor Funds:		\$ -	\$ -	\$ -	\$ -

Capital Fund Program Five-Year Action Plan

Part II: Supporting Pages - Work Activities (years 2 and 3)

PHA Name: Housing Authority of the City of Columbia, Missouri				<input checked="" type="checkbox"/> Original 5-Year Plan (or) <input type="checkbox"/> Revision No: ___		
Activities for Year 1	Activities for Year: <u>2</u> FFY Grant: <u>2009</u> PHA FYE: <u>20010</u>			Activities for Year: <u>3</u> FFY Grant: <u>2010</u> PHA FYE: <u>2011</u>		
	AMP Number / Name / HA-Wide Activities	Major Work Categories	Estimated Cost	AMP Number / Name / HA-Wide Activities	Major Work Categories	Estimated Cost
See Annual Statement	Operations	Operations	\$ 193,970.00	Operations	Operations	\$ 193,970.00
	Mgt Improvements	Staff Training	\$ 20,000.00	Mgt Improvements	Staff Training	\$ 20,000.00
	Mgt Improvements	Protective Services - Salaries	\$ 137,248.06	Mgt Improvements	Protective Services - Salaries	\$ 141,365.50
	Mgt Improvements	Protective Services - Benefits	\$ 32,028.80	Mgt Improvements	Protective Services - Benefits	\$ 32,989.67
		Resident Services - Salaries	\$ -		Resident Services - Salaries	\$ -
		Resident Services - Benefits	\$ -		Resident Services - Benefits	\$ -
	Mgt Improvements	Computer Software	\$ 1,000.00	Mgt Improvements	Computer Software	\$ 1,000.00
		Consultant Fees (M/I)	\$ 1,000.00		Consultant Fees (M/I)	\$ -
	Administration	Management Fees	\$ 96,985.00	Administration	Management Fees	\$ 96,985.00
		A&E Fees	\$ -		A&E Fees	\$ -
		Site Acquisitions	\$ -		Site Acquisitions	\$ -
		Lighting, Exterior	\$ -		Lighting, Exterior	\$ -
	AMP 1	Fencing	\$ 5,000.00	AMP 1	Fencing	\$ 5,000.00
		Dumpster Enclosures	\$ -		Dumpster Enclosures	\$ -
		Handrails, Exterior	\$ -		Handrails, Exterior	\$ -
	AMP 1	Clothes Lines	\$ 2,500.00	AMP 2	Clothes Lines	\$ 2,500.00
		Tree Work	\$ -		Tree Work	\$ -
	AMP 1	Landscaping, Beautification	\$ 5,000.00	AMP 1	Landscaping, Beautification	\$ 5,000.00
	AMP 1	Landscaping, Erosion Control	\$ 5,000.00	AMP 1	Landscaping, Erosion Control	\$ 5,000.00
		Water Supply, Outside	\$ -		Water Supply, Outside	\$ -
		Retaining Walls	\$ -		Retaining Walls	\$ -
	AMP 1	Concrete Work	\$ 5,000.00	AMP 1	Concrete Work	\$ 5,000.00
		Parking Lots	\$ -		Parking Lots	\$ -
		Fuel Storage Tanks	\$ -		Fuel Storage Tanks	\$ -
		Force Account Salaries	\$ -		Force Account Salaries	\$ -
		Force Account Benefits	\$ -		Force Account Benefits	\$ -
		Security Systems, Apartments	\$ -		Security Systems, Apartments	\$ -
		Asbestos Abatement	\$ -		Asbestos Abatement	\$ -
	Pressurized Stairwells, Towers	\$ -		Pressurized Stairwells, Towers	\$ -	
AMP 1	504 Enhancements, Dwellings	\$ 5,000.00	AMP 2	504 Enhancements, Dwellings	\$ 5,000.00	
	Painting, Interior	\$ -	AMP 2	Painting, Interior	\$ 20,000.00	
	Painting, Exterior	\$ -	AMP 3,4	Painting, Exterior	\$ 83,000.00	
	Ceiling Tile	\$ -		Ceiling Tile	\$ -	
	Kitchen Cabinets / Fixtures	\$ -		Kitchen Cabinets / Fixtures	\$ -	
AMP 4	Bath Cabinets / Fixtures	\$ 44,618.14	AMP 1	Bath Cabinets / Fixtures	\$ 83,280.85	
	Handrails, Interior	\$ -		Handrails, Interior	\$ -	
AMP 4	Floor Tile	\$ 5,000.00	AMP 3	Floor Tile	\$ 5,000.00	
AMP 1	Sub Floors	\$ 5,000.00	AMP 2	Sub Floors	\$ 5,000.00	

Activities for Year <u>1</u>	Activities for Year: <u>2</u> FFY Grant: <u>2009</u> PHA FYE: <u>2010</u>			Activities for Year: <u>3</u> FFY Grant: <u>2010</u> PHA FYE: <u>2011</u>		
	AMP Number / Name / HA-Wide Activities	Major Work Categories	Estimated Cost	AMP Number / Name / HA-Wide Activities	Major Work Categories	Estimated Cost
Annual Statement	AMP 2	Floor Slabs / Foundations	\$ 5,000.00	AMP 1	Floor Slabs / Foundations	\$ 5,000.00
		Window Screens	\$ -		Window Screens	\$ -
		Windows	\$ -		Windows	\$ -
		Door Hardware	\$ -		Door Hardware	\$ -
		Interior Doors	\$ -		Interior Doors	\$ -
	AMP 3	Hallway Doors, Towers	\$ 50,000.00		Hallway Doors, Towers	\$ -
		Screen Doors	\$ -		Screen Doors	\$ -
		Entry Doors	\$ -		Entry Doors	\$ -
		Room Dividers	\$ -	AMP 4	Room Dividers	\$ 45,000.00
		Mailboxes	\$ -	AMP 4	Mailboxes	\$ 10,000.00
		Gutters / Downspouts	\$ -		Gutters / Downspouts	\$ -
	AMP 1	Siding, Exterior	\$ 5,000.00	AMP 1	Siding, Exterior	\$ 5,000.00
	AMP 1	Roofing	\$ 56,231.27	AMP 1	Roofing	\$ 5,000.00
		Porches / Balconies	\$ -		Porches / Balconies	\$ -
	AMP 1	Electrical Upgrades	\$ 5,000.00	AMP 1	Electrical Upgrades	\$ 5,000.00
		Smoke Detectors	\$ -		Smoke Detectors	\$ -
	AMP 1	Interior Lighting	\$ 18,018.73	AMP 2	Interior Lighting	\$ 15,000.00
		Hallway Lighting	\$ -		Hallway Lighting	\$ -
	AMP 3,4 (10,000 EA)	Emergency Lighting	\$ 20,000.00		Emergency Lighting	\$ -
	AMP 2	Exhaust Fans	\$ 5,000.00	AMP 1	Exhaust Fans	\$ 5,000.00
		Range Exhaust Hoods	\$ -		Range Exhaust Hoods	\$ -
	AMP 1	Plumbing Enhancements	\$ 15,000.00	AMP 1	Plumbing Enhancements	\$ 15,000.00
	AMP 1	Water Heaters	\$ 10,000.00	AMP 1	Water Heaters	\$ 36,000.00
		Fire Sprinkler System, Dwelling	\$ -		Fire Sprinkler System, Dwelling	\$ -
		Cold Water Pumps, Towers	\$ -		Cold Water Pumps, Towers	\$ -
		Domestic Water, Towers	\$ -		Domestic Water, Towers	\$ -
		Sump Pumps, Towers	\$ -		Sump Pumps, Towers	\$ -
	AMP 3	Boiler Enhancements	\$ 10,000.00	AMP 4	Boiler Enhancements	\$ 10,000.00
	AMP 4	Elevator Enhancements	\$ 5,000.00	AMP 3	Elevator Enhancements	\$ 5,000.00
		Gas Lines	\$ -		Gas Lines	\$ -
		Furnaces	\$ -		Furnaces	\$ -
		A/C, Central, Family Sites	\$ -		A/C, Central, Family Sites	\$ -
		A/C, Windows, Towers	\$ -		A/C, Windows, Towers	\$ -
		A/C Systems	\$ -		A/C Systems	\$ -
		Laundry Facilities, Towers	\$ -		Laundry Facilities, Towers	\$ -
		Trash Chutes, Towers	\$ -		Trash Chutes, Towers	\$ -
		Pest Control	\$ -		Pest Control	\$ -
	AMP 1	Unit Restoration	\$ 25,000.00	AMP 2	Unit Restoration	\$ 25,000.00
		Force Account Salaries	\$ -		Force Account Salaries	\$ -
		Force Account Benefits	\$ -		Force Account Benefits	\$ -
	Refrigerators	\$ -		Refrigerators	\$ -	
	Ranges	\$ -		Ranges	\$ -	
AMP 3,4 (25,000 EA)	Laundry Equipment , Towers	\$ 50,000.00		Laundry Equipment , Towers	\$ -	
See		Force Account Salaries	\$ -		Force Account Salaries	\$ -
		Force Account Benefits	\$ -		Force Account Benefits	\$ -
		504 Enhancements, Non-Dwelling	\$ -		504 Enhancements, Non-Dwelling	\$ -

Activities for Year <u>1</u>	Activities for Year: <u>2</u> FFY Grant: <u>2009</u> PHA FYE: <u>2010</u>			Activities for Year: <u>3</u> FFY Grant: <u>2010</u> PHA FYE: <u>2011</u>			
	AMP Number / Name / HA-Wide Activities	Major Work Categories	Estimated Cost	AMP Number / Name / HA-Wide Activities	Major Work Categories	Estimated Cost	
Annual Statement		Painting, Interior, Non-Dwelling	\$ -		Painting, Interior, Non-Dwelling	\$ -	
		Painting, Exterior, Non-Dwelling	\$ -		Painting, Exterior, Non-Dwelling	\$ -	
		Public Bathrooms	\$ -		Public Bathrooms	\$ -	
		Window Screens, Non-Dwelling	\$ -		Window Screens, Non-Dwelling	\$ -	
		Windows, Non-Dwelling	\$ -		Windows, Non-Dwelling	\$ -	
		Door Hardware, Non-Dwelling	\$ -		Door Hardware, Non-Dwelling	\$ -	
		Doors, Interior, Non-Dwelling	\$ -		Doors, Interior, Non-Dwelling	\$ -	
		Doors, Exterior, Non-Dwelling	\$ -		Doors, Exterior, Non-Dwelling	\$ -	
	AMP 4	Community Space Dividers	\$ 5,000.00		Community Space Dividers	\$ -	
		Roofing, Non-Dwelling	\$ -		Roofing, Non-Dwelling	\$ -	
		Shelter, Exterior	\$ -		Shelter, Exterior	\$ -	
		Administration Building	\$ -		Administration Building	\$ -	
		Laundry Facilities, Family Sites	\$ -		Laundry Facilities, Family Sites	\$ -	
		Blind Boone Community Center	\$ -		Blind Boone Community Center	\$ -	
		Bear Creek Community Center	\$ -		Bear Creek Community Center	\$ -	
		403 Park Community Center	\$ -		403 Park Community Center	\$ -	
		Maintenance Shops	\$ -		Maintenance Shops	\$ -	
		Warehousing	\$ -		Warehousing	\$ -	
		Restoration, Non-Dwelling	\$ -		Restoration, Non-Dwelling	\$ -	
		Force Account Salaries	\$ -		Force Account Salaries	\$ -	
		Force Account Benefits	\$ -		Force Account Benefits	\$ -	
		Non-Dwelling Equipment	Office Furniture	\$ 5,000.00	Non-Dwelling Equipment	Office Furniture	\$ 5,000.00
		Non-Dwelling Equipment	Office Equipment	\$ 40,000.00	Non-Dwelling Equipment	Office Equipment	\$ 21,758.98
			Communication Equipment	\$ -		Communication Equipment	\$ -
		Non-Dwelling Equipment	Maintenance Tools & Equip	\$ 10,000.00	Non-Dwelling Equipment	Maintenance Tools & Equip	\$ 10,000.00
		Non-Dwelling Equipment	Grounds Tools & Equipment	\$ 1,000.00	Non-Dwelling Equipment	Grounds Tools & Equipment	\$ 1,000.00
			Community Space Furniture	\$ -		Community Space Furniture	\$ -
		Non-Dwelling Equipment	Community Space Equipment	\$ 7,250.00		Community Space Equipment	\$ -
			Laundry Equipment, Non-Dwell	\$ -		Laundry Equipment, Non-Dwell	\$ -
		Non-Dwelling Equipment	Security Systems, Non-Dwelling	\$ 10,000.00	Non-Dwelling Equipment	Security Systems, Non-Dwelling	\$ 10,000.00
		Non-Dwelling Equipment	Park / Playground Equipment	\$ 5,000.00	Non-Dwelling Equipment	Park / Playground Equipment	\$ 5,000.00
		Non-Dwelling Equipment	Vehicles, Maintenance	\$ 40,000.00		Vehicles, Maintenance	\$ -
	Non-Dwelling Equipment	Vehicle Accessories, Maint	\$ 3,000.00		Vehicle Accessories, Maint	\$ -	
		Vehicles, Management	\$ -	Non-Dwelling Equipment	Vehicles, Management	\$ 20,000.00	
		Vehicle Accessories, Mgmt	\$ -	Non-Dwelling Equipment	Vehicle Accessories, Mgmt	\$ 1,000.00	
		Demolition Cost	\$ -		Demolition Cost	\$ -	
		Relocation Expense	\$ -		Relocation Expense	\$ -	
		Contingency	\$ -		Contingency	\$ -	
	CFP Estimated Cost for Year 2 (total of above):		\$ 969,850.00	CFP Estimated Cost for Year 3 (total of above):		\$ 969,850.00	

Capital Fund Program Five-Year Action Plan

Part II: Supporting Pages - Work Activities (years 4 and 5)

PHA Name: Housing Authority of the City of Columbia, Missouri

Original 5-Year Plan (or)  Revision No: \_\_\_

Activities for Year: 4 FFY Grant: 2011 PHA FYE: 2012

Activities for Year: 5 FFY Grant: 2012 PHA FYE: 2013

AMP Number / Name / HA-Wide Activities	Major Work Categories	Estimated Cost	AMP Number / Name / HA-Wide Activities	Major Work Categories	Estimated Cost
Operations	Operations	\$ 193,970.00	Operations	Operations	\$ 193,970.00
Mgt Improvements	Staff Training	\$ 20,000.00	Mgt Improvements	Staff Training	\$ 20,000.00
Mgt Improvements	Protective Services - Salaries	\$ 141,365.50	Mgt Improvements	Protective Services - Salaries	\$ 141,365.50
Mgt Improvements	Protective Services - Benefits	\$ 32,989.67	Mgt Improvements	Protective Services - Benefits	\$ 32,989.67
	Resident Services - Salaries	\$ -		Resident Services - Salaries	\$ 100.00
	Resident Services - Benefits	\$ -		Resident Services - Benefits	\$ 100.00
Mgt Improvements	Computer Software	\$ 1,000.00	Mgt Improvements	Computer Software	\$ 1,000.00
	Consultant Fees (M/I)	\$ 1,000.00		Consultant Fees (M/I)	\$ -
Administration	Management Fees	\$ 96,985.00	Administration	Management Fees	\$ 96,985.00
	A&E Fees	\$ -	AMP 1,2,3,4	A&E Fees	\$ 100.00
	Site Acquisitions	\$ -	AMP 1,2	Site Acquisitions	\$ 100.00
	Lighting, Exterior	\$ -	AMP 1,2,3,4	Lighting, Exterior	\$ 100.00
AMP 2	Fencing	\$ 5,000.00	AMP 1	Fencing	\$ 5,000.00
	Dumpster Enclosures	\$ -	AMP 1,2	Dumpster Enclosures	\$ 100.00
	Handrails, Exterior	\$ -	AMP 1,2	Handrails, Exterior	\$ 100.00
AMP 1	Clothes Lines	\$ 2,500.00	AMP 1	Clothes Lines	\$ 2,500.00
	Tree Work	\$ -	AMP 1,2,3,4	Tree Work	\$ 100.00
AMP 2	Landscaping, Beautification	\$ 10,000.00	AMP 3	Landscaping, Beautification	\$ 10,000.00
AMP 1	Landscaping, Erosion Control	\$ 5,000.00	AMP 2	Landscaping, Erosion Control	\$ 5,000.00
	Water Supply, Outside	\$ -	AMP 1,2	Water Supply, Outside	\$ 100.00
	Retaining Walls	\$ -	AMP 1,2	Retaining Walls	\$ 100.00
AMP 1	Concrete Work	\$ 10,000.00	AMP 2	Concrete Work	\$ 10,000.00
	Parking Lots	\$ -	AMP 1	Parking Lots	\$ 19,438.87
	Fuel Storage Tanks	\$ -	AMP 3,4	Fuel Storage Tanks	\$ 100.00
	Force Account Salaries	\$ -	AMP 1,2,3,4	Force Account Salaries	\$ 1,000.00
	Force Account Benefits	\$ -	AMP 1,2,3,4	Force Account Benefits	\$ 300.00
	Security Systems, Apartments	\$ -	AMP 1,2,3,4	Security Systems, Apartments	\$ 100.00
	Asbestos Abatement	\$ -	AMP 1,2,3,4	Asbestos Abatement	\$ 100.00
	Pressurized Stairwells, Towers	\$ -	AMP 3,4	Pressurized Stairwells, Towers	\$ 100.00
AMP 3	504 Enhancements, Dwellings	\$ 5,000.00	AMP 4	504 Enhancements, Dwellings	\$ 5,000.00
AMP 1	Painting, Interior	\$ 27,600.00	AMP 3,4	Painting, Interior	\$ 39,670.00
	Painting, Exterior	\$ -	AMP 3,4	Painting, Exterior	\$ 100.00
	Ceiling Tile	\$ -	AMP 3,4	Ceiling Tile	\$ 100.00
AMP 1	Kitchen Cabinets / Fixtures	\$ 42,180.85	AMP 2	Kitchen Cabinets / Fixtures	\$ 35,000.00
	Bath Cabinets / Fixtures	\$ -	AMP 1,2,3,4	Bath Cabinets / Fixtures	\$ 100.00
	Handrails, Interior	\$ -	AMP 1,2,3,4	Handrails, Interior	\$ 100.00
AMP 2	Floor Tile	\$ 5,000.00	AMP 1	Floor Tile	\$ 10,000.00
AMP 1	Sub Floors	\$ 5,000.00	AMP 2	Sub Floors	\$ 5,000.00

Activities for Year: <u>4</u> FFY Grant: <u>2011</u> PHA FYE: <u>2012</u>			Activities for Year: <u>5</u> FFY Grant: <u>2012</u> PHA FYE: <u>2013</u>		
AMP Number / Name / HA-Wide Activities	Major Work Categories	Estimated Cost	AMP Number / Name / HA-Wide Activities	Major Work Categories	Estimated Cost
AMP 2	Floor Slabs / Foundations	\$ 5,000.00	AMP 1	Floor Slabs / Foundations	\$ 10,000.00
	Window Screens	\$ -	AMP 1,2,3,4	Window Screens	\$ 100.00
	Windows	\$ -	AMP 1,2,3,4	Windows	\$ 100.00
	Door Hardware	\$ -	AMP 1,2,3,4	Door Hardware	\$ 100.00
	Interior Doors	\$ -	AMP 1,2,3,4	Interior Doors	\$ 100.00
AMP 4	Hallway Doors, Towers	\$ 75,000.00	AMP 3,4	Hallway Doors, Towers	\$ 100.00
	Screen Doors	\$ -	AMP 1,2	Screen Doors	\$ 100.00
	Entry Doors	\$ -	AMP 1,2	Entry Doors	\$ 100.00
	Room Dividers	\$ -	AMP 3,4	Room Dividers	\$ 100.00
	Mailboxes	\$ -	AMP 1,2,3,4	Mailboxes	\$ 100.00
	Gutters / Downspouts	\$ -	AMP 1,2	Gutters / Downspouts	\$ 100.00
AMP 1	Siding, Exterior	\$ 5,000.00	AMP 2	Siding, Exterior	\$ 5,000.00
AMP 2	Roofing	\$ 5,000.00	AMP 1	Roofing	\$ 72,000.00
	Porches / Balconies	\$ -	AMP 1,2	Porches / Balconies	\$ 100.00
AMP 4	Electrical Upgrades	\$ 45,000.00	AMP 3	Electrical Upgrades	\$ 10,000.00
AMP 3	Smoke Detectors	\$ 15,000.00	AMP 1,2,3,4	Smoke Detectors	\$ 100.00
	Interior Lighting	\$ -	AMP 1,2,3,4	Interior Lighting	\$ 20,000.00
	Hallway Lighting	\$ -	AMP 3,4	Hallway Lighting	\$ 100.00
	Emergency Lighting	\$ -	AMP 3,4	Emergency Lighting	\$ 100.00
AMP 1	Exhaust Fans	\$ 5,000.00	AMP 2	Exhaust Fans	\$ 5,000.00
	Range Exhaust Hoods	\$ -	AMP 1,2,3,4	Range Exhaust Hoods	\$ 100.00
AMP 2	Plumbing Enhancements	\$ 15,000.00	AMP 3	Plumbing Enhancements	\$ 15,000.00
AMP 1	Water Heaters	\$ 24,000.00	AMP 1,2	Water Heaters	
	Fire Sprinkler System, Dwelling	\$ -	AMP 3,4	Fire Sprinkler System, Dwelling	\$ 100.00
	Cold Water Pumps, Towers	\$ -	AMP 3,4	Cold Water Pumps, Towers	\$ 100.00
	Domestic Water, Towers	\$ -	AMP 3,4	Domestic Water, Towers	\$ 100.00
	Sump Pumps, Towers	\$ -	AMP 3,4	Sump Pumps, Towers	\$ 100.00
AMP 3	Boiler Enhancements	\$ 10,000.00	AMP 4	Boiler Enhancements	\$ 59,100.96
AMP 4	Elevator Enhancements	\$ 5,000.00	AMP 3	Elevator Enhancements	\$ 5,000.00
	Gas Lines	\$ -	AMP 1,2,3,4	Gas Lines	\$ 100.00
	Furnaces	\$ -	AMP 1,2	Furnaces	\$ 100.00
	A/C, Central, Family Sites	\$ -	AMP 1,2	A/C, Central, Family Sites	\$ 100.00
	A/C, Windows, Towers	\$ -	AMP 3,4	A/C, Windows, Towers	\$ 100.00
	A/C Systems	\$ -	AMP 3,4	A/C Systems	\$ 100.00
	Laundry Facilities, Towers	\$ -	AMP 4	Laundry Facilities, Towers	\$ 5,000.00
	Trash Chutes, Towers	\$ -	AMP 3,4	Trash Chutes, Towers	\$ 100.00
	Pest Control	\$ -	AMP 1,2,3,4	Pest Control	\$ 100.00
AMP 3	Unit Restoration	\$ 25,000.00	AMP 4	Unit Restoration	\$ 25,000.00
	Force Account Salaries	\$ -	AMP 1,2,3,4	Force Account Salaries	\$ 1,000.00
	Force Account Benefits	\$ -	AMP 1,2,3,4	Force Account Benefits	\$ 300.00
	Refrigerators	\$ -	AMP 1,2,3,4	Refrigerators	\$ 100.00
	Ranges	\$ -	AMP 1,2,3,4	Ranges	\$ 100.00
	Laundry Equipment , Towers	\$ -	AMP 3,4	Laundry Equipment , Towers	\$ 100.00
	Force Account Salaries	\$ -	AMP 1,2,3,4	Force Account Salaries	\$ 100.00
	Force Account Benefits	\$ -	AMP 1,2,3,4	Force Account Benefits	\$ 30.00
	504 Enhancements, Non-Dwelling	\$ -	AMP 1,2,3,4	504 Enhancements, Non-Dwelling	\$ 100.00

Activities for Year: <u>4</u> FFY Grant: <u>2011</u> PHA FYE: <u>2012</u>			Activities for Year: <u>5</u> FFY Grant: <u>2012</u> PHA FYE: <u>2013</u>		
AMP Number / Name / HA-Wide Activities	Major Work Categories	Estimated Cost	AMP Number / Name / HA-Wide Activities	Major Work Categories	Estimated Cost
	Painting, Interior, Non-Dwelling	\$ -	AMP 1,2,3,4	Painting, Interior, Non-Dwelling	\$ 100.00
	Painting, Exterior, Non-Dwelling	\$ -	AMP 1,2	Painting, Exterior, Non-Dwelling	\$ 100.00
	Public Bathrooms	\$ -	AMP 1,2,3,4	Public Bathrooms	\$ 100.00
	Window Screens, Non-Dwelling	\$ -	AMP 1,2	Window Screens, Non-Dwelling	\$ 100.00
	Windows, Non-Dwelling	\$ -	AMP 1,2	Windows, Non-Dwelling	\$ 100.00
	Door Hardware, Non-Dwelling	\$ -	AMP 1,2	Door Hardware, Non-Dwelling	\$ 100.00
	Doors, Interior, Non-Dwelling	\$ -	AMP 1,2	Doors, Interior, Non-Dwelling	\$ 100.00
	Doors, Exterior, Non-Dwelling	\$ -	AMP 1,2	Doors, Exterior, Non-Dwelling	\$ 100.00
	Community Space Dividers	\$ -	AMP 3,4	Community Space Dividers	\$ 100.00
	Roofing, Non-Dwelling	\$ -	AMP 1,2	Roofing, Non-Dwelling	\$ 100.00
	Shelter, Exterior	\$ -	AMP 1,2,3,4	Shelter, Exterior	\$ 100.00
	Administration Building	\$ -	AMP 1	Administration Building	\$ 100.00
	Laundry Facilities, Family Sites	\$ -	AMP 1,2	Laundry Facilities, Family Sites	\$ 100.00
	Blind Boone Community Center	\$ -	AMP 1	Blind Boone Community Center	\$ 100.00
	Bear Creek Community Center	\$ -	AMP 2	Bear Creek Community Center	\$ 100.00
	403 Park Community Center	\$ -	AMP 1	403 Park Community Center	\$ 100.00
	Maintenance Shops	\$ -	AMP 1,2,3,4	Maintenance Shops	\$ 100.00
	Warehousing	\$ -	AMP 1,2,3,4	Warehousing	\$ 100.00
	Restoration, Non-Dwelling	\$ -	AMP 1,2	Restoration, Non-Dwelling	\$ 100.00
	Force Account Salaries	\$ -	AMP 1,2,3,4	Force Account Salaries	\$ 1,000.00
	Force Account Benefits	\$ -	AMP 1,2,3,4	Force Account Benefits	\$ 300.00
Non-Dwelling Equipment	Office Furniture	\$ 5,000.00	Non-Dwelling Equipment	Office Furniture	\$ 5,000.00
Non-Dwelling Equipment	Office Equipment	\$ 42,258.98	Non-Dwelling Equipment	Office Equipment	\$ 20,000.00
	Communication Equipment	\$ -	Non-Dwelling Equipment	Communication Equipment	\$ 100.00
Non-Dwelling Equipment	Maintenance Tools & Equip	\$ 25,000.00	Non-Dwelling Equipment	Maintenance Tools & Equip	\$ 25,000.00
	Grounds Tools & Equipment	\$ 1,000.00	Non-Dwelling Equipment	Grounds Tools & Equipment	\$ 1,000.00
	Community Space Furniture	\$ -	Non-Dwelling Equipment	Community Space Furniture	\$ 100.00
	Community Space Equipment	\$ -	Non-Dwelling Equipment	Community Space Equipment	\$ 100.00
	Laundry Equipment, Non-Dwell	\$ -	Non-Dwelling Equipment	Laundry Equipment, Non-Dwell	\$ 100.00
Non-Dwelling Equipment	Security Systems, Non-Dwelling	\$ 10,000.00	Non-Dwelling Equipment	Security Systems, Non-Dwelling	\$ 10,000.00
Non-Dwelling Equipment	Park / Playground Equipment	\$ 5,000.00	Non-Dwelling Equipment	Park / Playground Equipment	\$ 5,000.00
Non-Dwelling Equipment	Vehicles, Maintenance	\$ 40,000.00	Non-Dwelling Equipment	Vehicles, Maintenance	\$ -
Non-Dwelling Equipment	Vehicle Accessories, Maint	\$ 3,000.00	Non-Dwelling Equipment	Vehicle Accessories, Maint	\$ -
	Vehicles, Management	\$ -	Non-Dwelling Equipment	Vehicles, Management	\$ 20,000.00
	Vehicle Accessories, Mgmnt	\$ -	Non-Dwelling Equipment	Vehicle Accessories, Mgmnt	\$ 1,000.00
	Demolition Cost	\$ -	AMP 1,2,3,4	Demolition Cost	\$ 100.00
	Relocation Expense	\$ -	AMP 1,2,3,4	Relocation Expense	\$ 100.00
	Contingency	\$ -	AMP 1,2,3,4	Contingency	\$ 7,500.00
CFP Estimated Cost for Year 4 (total of above):		\$ 969,850.00	CFP Estimated Cost for Year 5 (total of above):		\$ 969,850.00

**CAPITAL FUND PROGRAM TABLES START HERE**

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary					
PHA Name: Housing Authority of the City of Columbia, Missouri		Grant Type and Number Capital Fund Program Grant No: MO36P00750107 Replacement Housing Factor Grant No:		Federal FY of Grant: <u>2007</u>	
<input type="checkbox"/> Original Annual Statement		<input type="checkbox"/> Reserve for Disasters/Emergencies		<input checked="" type="checkbox"/> Revised Annual Statement (revision no: 1)	
<input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: <u>March 31, 2008</u>		<input type="checkbox"/> Final Performance and Evaluation Report		updated: 03-Jul-08	
Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds	\$0.00	\$0.00		
2	1406 Operations	\$193,970.00	\$193,970.00	\$193,970.00	\$193,970.00
3	1408 Management Improvements	\$185,559.68	\$179,559.68	\$161,637.84	\$31,169.86
4	1410 Administration	\$96,985.00	\$96,985.00	\$96,985.00	\$96,985.00
5	1411 Audit	\$0.00	\$0.00		
6	1415 Liquidated Damages	\$0.00	\$0.00		
7	1430 Fees and Costs	\$0.00	\$1,080.00	\$0.00	\$0.00
8	1440 Site Acquisition	\$0.00	\$0.00		
9	1450 Site Improvement	\$27,500.00	\$15,000.00	\$0.00	\$0.00
10	1460 Dwelling Structures	\$312,835.32	\$338,120.31	\$90,463.65	\$90,463.65
11	1465.1 Dwelling Equipment—Nonexpendable	\$0.00	\$0.00		
12	1470 Nondwelling Structures	\$20,000.00	\$21,684.16	\$3,127.16	\$3,127.16
13	1475 Nondwelling Equipment	\$133,000.00	\$113,450.85	\$55,283.41	\$55,283.41
14	1485 Demolition	\$0.00	\$0.00		
15	1490 Replacement Reserve	\$0.00	\$0.00		
16	1492 Moving to Work Demonstration	\$0.00	\$0.00		
17	1495.1 Relocation Costs	\$0.00	\$0.00		
18	1499 Development Activities	\$0.00	\$0.00		
19	1501 Collateralization or Debt Service	\$0.00	\$0.00		
20	1502 Contingency	\$0.00	\$0.00		
21	Amount of Annual Grant: (sum of lines 2 – 20)	\$969,850.00	\$959,850.00	\$601,467.06	\$470,999.08
22	Amount of line 21 Related to LBP Activities	\$0.00	\$0.00	\$0.00	\$0.00
23	Amount of line 21 Related to Section 504 compliance	\$0.00	\$5,325.90	\$5,295.79	\$5,295.79
24	Amount of line 21 Related to Security – Soft Costs	\$159,559.68	\$159,559.68	\$159,559.68	\$29,091.70
25	Amount of Line 21 Related to Security – Hard Costs	\$10,000.00	\$10,000.00	\$0.00	\$0.00
26	Amount of line 21 Related to Energy Conservation Measures	\$31,500.00	\$159,468.58	\$0.00	\$0.00

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

PHA Name: Housing Authority of the City of Columbia, Missouri		Grant Type and Number Capital Fund Program Grant No: MO36P00750107 Replacement Housing Factor Grant No:				Federal FY of Grant: <u>2007</u>		
AMP Number / Name /				Total Estimated Cost		Total Actual Cost		only for P & E Report
HA-Wide Activities	General Description of Major Work Categories	Development Acct Number	Quantity	Original	Revised	Funds Obligated	Funds Expended	Status of Work
Operations	Operations	1406.000		\$193,970.00	\$193,970.00	\$193,970.00	\$193,970.00	N/A
		total for line item 1406:		\$193,970.00	\$193,970.00	\$193,970.00	\$193,970.00	
Mgt. Improve.	Staff Training	1408.020	20 sessions	\$20,000.00	\$20,000.00	\$2,078.16	\$2,078.16	N/A
Mgt. Improve.	Protective Services - Salaries	1408.060	4.5	\$129,369.46	\$129,369.46	\$129,369.46	\$22,546.65	N/A
Mgt. Improve.	Protective Services - Benefits	1408.065	4.5	\$30,190.22	\$30,190.22	\$30,190.22	\$6,545.05	N/A
Mgt. Improve.	Computer Software	1408.200		\$5,000.00	\$0.00			N/A
Mgt. Improve.	Consultant Fees (M/I)	1408.600		\$1,000.00	\$0.00			N/A
		total for line item 1408:		\$185,559.68	\$179,559.68	\$161,637.84	\$31,169.86	
Administration	Management Fees (to COCC)	1410.000	1 ea	\$96,985.00	\$96,985.00	\$96,985.00	\$96,985.00	N/A
		total for line item 1410:		\$96,985.00	\$96,985.00	\$96,985.00	\$96,985.00	
AMP 1	A & E Fees	1430.010	1 ea	\$0.00	\$1,080.00	\$0.00	\$0.00	In Process
		total for line item 1410:		\$0.00	\$1,080.00	\$0.00	\$0.00	
AMP 1	Fencing	1450.160		\$3,750.00	\$0.00			N/A
AMP 2	Fencing	1450.160		\$1,250.00	\$0.00			N/A
AMP 1	Clothes Lines	1450.280		\$1,875.00	\$0.00			N/A
AMP 2	Clothes Lines	1450.280		\$625.00	\$0.00			N/A
AMP 1	Landscaping, Beautification	1450.360	750 sf	\$7,500.00	\$7,500.00	\$0.00	\$0.00	In Process
AMP 2	Landscaping, Beautification	1450.360	250 sf	\$2,500.00	\$2,500.00	\$0.00	\$0.00	In Process
AMP 1	Concrete Work	1450.560	3750 sf	\$7,500.00	\$3,750.00	\$0.00	\$0.00	Future
AMP 2	Concrete Work	1450.560	1250 sf	\$2,500.00	\$1,250.00	\$0.00	\$0.00	Future
		total for line item 1450:		\$27,500.00	\$15,000.00	\$0.00	\$0.00	
AMP 1	504 Enhancements, Dwellings	1460.140	3 units	\$3,750.00	\$3,634.33	\$3,634.33	\$3,634.33	Complete
AMP 3	504 Enhancements, Dwellings	1460.140	1 units	\$1,250.00	\$1,691.57	\$1,661.46	\$1,661.46	Complete
AMP 1	Floor Tile	1460.250	15 units	\$7,500.00	\$4,722.28	\$2,337.28	\$2,337.28	In Process
AMP 2	Floor Tile	1460.250	5 units	\$2,500.00	\$3,140.76	\$3,140.76	\$3,140.76	Complete
AMP 1	Sub Floors	1460.260	3 units	\$3,750.00	\$3,750.00	\$2,017.38	\$2,017.38	In Process

AMP Number / Name / HA-Wide Activities				Total Estimated Cost		Total Actual Cost		only for P & E Report
	General Description of Major Work Categories	Development Acct Number	Quantity	Original	Revised	Funds Obligated	Funds Expended	Status of Work
AMP 2	Sub Floors	1460.260	1 units	\$1,250.00	\$1,250.00	\$0.00	\$0.00	Future
AMP 1	Floor Slabs / Foundations	1460.270	7.5 units	\$7,500.00	\$3,750.00	\$0.00	\$0.00	Future
AMP 2	Floor Slabs / Foundations	1460.270	2.5 units	\$2,500.00	\$1,250.00	\$0.00	\$0.00	Future
AMP 4	Windows	1460.310	100 units	\$47,335.32	\$133,798.17	\$0.00	\$0.00	Future
AMP 4	Room Dividers	1460.390		\$45,000.00	\$0.00			N/A
AMP 1	Mailboxes	1460.400		\$6,667.00	\$0.00			N/A
AMP 4	Mailboxes	1460.400	1 clusters	\$3,333.00	\$5,000.00	\$0.00	\$0.00	Future
AMP 1	Gutters / Downspouts	1460.430	20 units	\$10,000.00	\$6,767.85	\$3,832.85	\$3,832.85	In Process
AMP 1	Siding, Exterior	1460.440	5 units	\$5,000.00	\$1,852.35	\$1,852.35	\$1,852.35	Complete
AMP 1	Roofing	1460.450	5 units	\$5,000.00	\$2,160.00	\$2,160.00	\$2,160.00	Complete
AMP 1	Porches / Balconies	1460.460	8 units	\$10,000.00	\$19,000.00	\$7,485.00	\$7,485.00	In Process
AMP 3	Electrical Upgrades	1460.490	Boilers	\$7,500.00	\$897.68	\$177.68	\$177.68	In Process
AMP 4	Electrical Upgrades	1460.490	Boilers	\$7,500.00	\$1,080.00	\$0.00	\$0.00	In Process
AMP 1	Smoke & CO Detectors	1460.500	294 units	\$12,000.00	\$10,060.00	\$10,060.00	\$10,060.00	Complete
AMP 2	Smoke & CO Detectors	1460.500	78 units	\$3,000.00	\$2,613.00	\$2,613.00	\$2,613.00	Complete
AMP 2	Exhaust Fans	1460.550	50 ea	\$5,000.00	\$850.69	\$0.00	\$0.00	In Process
AMP 1	Plumbing Enhancements	1460.580	100 ea	\$15,000.00	\$11,855.00	\$873.00	\$873.00	In Process
AMP 2	Plumbing Enhancements	1460.580	1 ea	\$0.00	\$183.00	\$78.00	\$78.00	In Process
AMP 4	Plumbing Enhancements	1460.580	1 ea	\$0.00	\$105.00	\$105.00	\$105.00	Complete
AMP 1	Water Heaters	1460.590	154 ea	\$31,500.00	\$11,670.41	\$0.00	\$0.00	In Process
AMP 3 / 4	Boiler Enhancements	1460.640	3 & 3	\$10,000.00	\$27,000.00	\$3,675.56	\$3,675.56	In Process
AMP 3 / 4	Elevator Enhancements	1460.670		\$5,000.00	\$0.00			N/A
AMP 2	Furnaces	1460.690	7 ea	\$14,000.00	\$14,000.00	\$0.00	\$0.00	Future
AMP 1	Unit Restoration	1460.830	15 units	\$30,000.00	\$33,511.25	\$23,010.00	\$23,010.00	In Process
AMP 2	Unit Restoration	1460.830	5 units	\$10,000.00	\$24,510.00	\$17,350.00	\$17,350.00	In Process
AMP 3	Unit Restoration	1460.830	5 units	\$10,000.00	\$1,352.16	\$0.00	\$0.00	In Process
AMP 4	Unit Restoration	1460.830	5 units	\$10,000.00	\$6,664.81	\$4,400.00	\$4,400.00	In Process
		total for line item 1460:		\$332,835.32	\$338,120.31	\$90,463.65	\$90,463.65	
AMP 1	Blind Boone Community Center	1470.520	1 ea	\$10,000.00	\$5,000.00	\$0.00	\$0.00	Future
AMP 2	Bear Creek Community Center	1470.580	1 ea	\$10,000.00	\$5,000.00	\$0.00	\$0.00	Future
AMP 1	403 Park Community Center	1470.640	1 ea	\$0.00	\$8,557.00	\$0.00	\$0.00	In Process
AMP 2	Maintenance Shop, Bear Creek	1470.700	1 ea	\$0.00	\$3,127.16	\$3,127.16	\$3,127.16	Complete

AMP Number / Name / HA-Wide Activities				Total Estimated Cost		Total Actual Cost		only for P & E Report
	General Description of Major Work Categories	Development Acct Number	Quantity	Original	Revised	Funds Obligated	Funds Expended	Status of Work
		total for line item 1460:		\$20,000.00	\$21,684.16	\$3,127.16	\$3,127.16	
Non-Dwell Equip.	Office Furniture	1475.011	5 sets	\$5,000.00	\$2,500.00	\$0.00	\$0.00	N/A
Non-Dwell Equip.	Office Equipment	1475.014	15 cm,1 cp	\$40,000.00	\$37,358.15	\$8,006.10	\$8,006.10	N/A
Non-Dwell Equip.	Maintenance Tools & Equip	1475.021	20 Tools	\$10,000.00	\$4,342.93	\$0.00	\$0.00	N/A
Non-Dwell Equip.	Grounds Tools & Equipment	1475.024	5 Tools	\$10,000.00	\$1,349.99	\$1,349.99	\$1,349.99	N/A
Non-Dwell Equip.	Community Space Furniture	1475.035	Lobby Furn	\$10,000.00	\$2,716.56	\$423.36	\$423.36	N/A
Non-Dwell Equip.	Security Systems, Non-Dwelling	1475.050	4 cameras	\$10,000.00	\$7,079.26	\$0.00	\$0.00	N/A
Non-Dwell Equip.	Park / Playground Equipment	1475.055	1 set	\$5,000.00	\$10,000.00	\$0.00	\$0.00	N/A
Non-Dwell Equip.	Vehicles, Maintenance	1475.075	1 ea	\$20,000.00	\$18,509.70	\$18,509.70	\$18,509.70	N/A
Non-Dwell Equip.	Vehicles Accessories, Maint.	1475.080	1 ea	\$2,000.00	\$3,579.78	\$979.78	\$979.78	N/A
Non-Dwell Equip.	Vehicles, Management	1475.085	1 ea	\$20,000.00	\$19,634.00	\$19,634.00	\$19,634.00	N/A
Non-Dwell Equip.	Vehicles Accessories, Mgmt.	1475.090	1 ea	\$1,000.00	\$6,380.48	\$6,380.48	\$6,380.48	N/A
		total for line item 1475:		\$133,000.00	\$113,450.85	\$55,283.41	\$55,283.41	
AMP 1	Demolition	1485.000	1 ea	\$0.00	\$10,000.00	\$0.00	\$0.00	Future
		total for line item 1475:		\$0.00	\$10,000.00	\$0.00	\$0.00	
GRAND TOTAL:				\$989,850.00	\$969,850.00	\$601,467.06	\$470,999.08	

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

PHA Name: Housing Authority of the City of Columbia, Missouri			Federal FY of Grant: <u>2007</u>	Grant Type and Number Capital Fund Program Grant No: MO36P00750107 Replacement Housing Factor Grant No:			
AMP Number / Name / HA-Wide Activities	All Funds Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			
	Original	Revised	Actual	Original	Revised	Actual	Reasons for Revised Target Dates
AMP 1	13-Sep-09			13-Sep-11			
AMP 2	13-Sep-09			13-Sep-11			
AMP 3	13-Sep-09			13-Sep-11			
AMP 4	13-Sep-09			13-Sep-11			

**CAPITAL FUND PROGRAM TABLES START HERE**

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary					
PHA Name: Housing Authority of the City of Columbia, Missouri		Grant Type and Number Capital Fund Program Grant No: MO36P00750106 Replacement Housing Factor Grant No:		Federal FY of Grant: <u>2006</u>	
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/Emergencies <input checked="" type="checkbox"/> Revised Annual Statement (revision no: <u>2</u> ) <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: <u>03/31/2008</u> <input type="checkbox"/> Final Performance and Evaluation Report				updated: 03-Jul-08	
Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds	\$0.00	\$0.00		
2	1406 Operations	\$208,622.40	\$208,622.40	\$208,622.40	\$208,622.40
3	1408 Management Improvements	\$163,653.26	\$194,599.88	\$194,599.88	\$194,599.88
4	1410 Administration	\$91,367.52	\$104,311.20	\$104,311.20	\$104,311.20
5	1411 Audit	\$0.00	\$0.00		
6	1415 Liquidated Damages	\$0.00	\$0.00		
7	1430 Fees and Costs	\$0.00	\$14,800.00	\$0.00	\$0.00
8	1440 Site Acquisition	\$0.00	\$0.00		
9	1450 Site Improvement	\$56,000.00	\$50,045.88	\$49,045.88	\$49,045.88
10	1460 Dwelling Structures	\$308,041.72	\$280,256.12	\$148,779.01	\$148,779.01
11	1465.1 Dwelling Equipment—Nonexpendable	\$86,250.00	\$77,544.00	\$77,544.00	\$77,544.00
12	1470 Nondwelling Structures	\$10,000.00	\$10,216.25	\$0.00	\$0.00
13	1475 Nondwelling Equipment	\$119,177.10	\$102,716.27	\$94,636.96	\$94,636.96
14	1485 Demolition	\$0.00	\$0.00		
15	1490 Replacement Reserve	\$0.00	\$0.00		
16	1492 Moving to Work Demonstration	\$0.00	\$0.00		
17	1495.1 Relocation Costs	\$0.00	\$0.00		
18	1499 Development Activities	\$0.00	\$0.00		
19	1501 Collateralization or Debt Service	\$0.00	\$0.00		
20	1502 Contingency	\$0.00	\$0.00		
21	Amount of Annual Grant: (sum of lines 2 – 20)	\$1,043,112.00	\$1,043,112.00	\$877,539.33	\$877,539.33
22	Amount of line 21 Related to LBP Activities	\$0.00	\$0.00	\$0.00	\$0.00
23	Amount of line 21 Related to Section 504 compliance	\$0.00	\$6,671.00	\$737.00	\$737.00
24	Amount of line 21 Related to Security – Soft Costs	\$137,653.26	\$137,653.26	\$137,653.26	\$137,653.26
25	Amount of Line 21 Related to Security – Hard Costs	\$10,284.96	\$10,284.96	\$10,284.96	\$10,284.96
26	Amount of line 21 Related to Energy Conservation Measures	\$0.00	\$171,096.71	\$48,074.88	\$48,074.88

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

PHA Name: Housing Authority of the City of Columbia, Missouri		Grant Type and Number Capital Fund Program Grant No: MO36P00750106 Replacement Housing Factor Grant No:				Federal FY of Grant: <u>2006</u>		
Development Number Name / HA-Wide Activities				Total Estimated Cost		Total Actual Cost		only for P & E Report
	General Description of Major Work Categories	Development Acct Number	Quantity	Original	Revised	Funds Obligated	Funds Expended	Status of Work
Operations	Operations	1406.000		\$208,622.40	\$208,622.40	\$208,622.40	\$208,622.40	n/a
		total for line item 1406:		\$208,622.40	\$208,622.40	\$208,622.40	\$208,622.40	
Mgt. Improve.	Staff Training	1408.020	20 sessions	\$20,000.00	\$32,561.01	\$32,561.01	\$32,561.01	n/a
Mgt. Improve.	Protective Services - Salaries	1408.060	4.5	\$109,742.57	\$125,376.56	\$125,376.56	\$125,376.56	n/a
Mgt. Improve.	Protective Services - Benefits	1408.065	4.5	\$27,910.69	\$27,945.09	\$27,945.09	\$27,945.09	n/a
Mgt. Improve.	Computer Software	1408.200	10 progs	\$6,000.00	\$8,717.22	\$8,717.22	\$8,717.22	n/a
		total for line item 1408:		\$163,653.26	\$194,599.88	\$194,599.88	\$194,599.88	
Administration	Management Fees (COCC)	1410.000		\$0.00	\$19,042.02	\$19,042.02	\$19,042.02	n/a
Administration	Non-Technical Salaries	1410.010	2	\$33,454.40	\$26,023.81	\$26,023.81	\$26,023.81	n/a
Administration	Non-Technical Benefits	1410.015	2	\$10,141.62	\$6,708.25	\$6,708.25	\$6,708.25	n/a
Administration	Technical Salaries	1410.020	1	\$36,429.27	\$39,419.60	\$39,419.60	\$39,419.60	n/a
Administration	Technical Benefits	1410.025	1	\$10,342.23	\$9,246.52	\$9,246.52	\$9,246.52	n/a
Administration	Advertising Expenses	141004	5 bids	\$1,000.00	\$3,871.00	\$3,871.00	\$3,871.00	n/a
		total for line item 1410:		\$91,367.52	\$104,311.20	\$104,311.20	\$104,311.20	
MO7-7	A & E Fees	1430.010	1	\$0.00	\$14,800.00	\$0.00	\$0.00	n/a
		total for line item 1410:		\$0.00	\$14,800.00	\$0.00	\$0.00	
MO7-1, 2, 3, 5	Lighting, Exterior	1450.120	372 ea	\$20,000.00	\$9,055.07	\$9,055.07	\$9,055.07	no action
MO7-2	Fencing	1450.160	750 ft	\$5,000.00	\$1,950.00	\$1,950.00	\$1,950.00	no action
MO7-5	Dumpster Enclosures	1450.200		\$1,000.00	\$0.00	\$0.00	\$0.00	no action
MO7-4	Handrails, Exterior	1450.240	1 ea	\$10,000.00	\$2,166.57	\$1,166.57	\$1,166.57	no action
MO7-2	Landscaping, Beautification	1450.360	1000 sf	\$10,000.00	\$17,131.87	\$17,131.87	\$17,131.87	in process
MO7-5	Concrete Work	1450.560	5000 sf	\$10,000.00	\$19,742.37	\$19,742.37	\$19,742.37	no action
		total for line item 1450:		\$56,000.00	\$50,045.88	\$49,045.88	\$49,045.88	
MO7-1, 2, 3, 5	504 Enhancements, Dwellings	1460.140	2 ea	\$5,000.00	\$6,671.00	\$737.00	\$737.00	no action
MO7-4,7	Bathroom Cabinets / Fixtures	1460.230		\$55,000.00	\$0.00	\$0.00	\$0.00	no action
MO7-2	Floor Tile	1460.250	15 units	\$15,000.00	\$17,184.55	\$17,184.55	\$17,184.55	in process

Development Number Name / HA-Wide Activities				Total Estimated Cost		Total Actual Cost		only for P & E Report
	General Description of Major Work Categories	Development Acct Number	Quantity	Original	Revised	Funds Obligated	Funds Expended	Status of Work
MO7-1, 2, 3, 5	Sub-Floors	1460.260	10 units	\$5,000.00	\$2,550.00	\$2,550.00	\$2,550.00	in process
MO7-1,2	Floor Slabs / Foundations	1460.270	7 units	\$10,000.00	\$20,711.25	\$20,711.25	\$20,711.25	no action
MO7-7	Windows	1460.310	100 units	\$46,252.80	\$123,021.83	\$0.00	\$0.00	no action
MO7-4	Hallway Doors, Towers	1460.350		\$50,000.00	\$0.00	\$0.00	\$0.00	no action
MO7-7	Mailboxes	1460.400	200 ea	\$11,288.92	\$10,080.34	\$10,080.34	\$10,080.34	no action
MO7-1,2	Gutters / Downspouts	1460.430	20 units	\$6,000.00	\$7,205.00	\$7,205.00	\$7,205.00	in process
MO7-1,2	Siding, Exterior	1460.440	10 units	\$15,000.00	\$882.50	\$882.50	\$882.50	in process
MO7-1,2	Roofing	1460.450	15 units	\$5,000.00	\$2,264.62	\$2,264.62	\$2,264.62	in process
MO7-1	Interior Lighting	1460.510	10 ea	\$0.00	\$1,199.00	\$1,199.00	\$1,199.00	no action
MO7-7	Plumbing Enhancements	1460.580	200	\$20,000.00	\$20,195.28	\$17,674.00	\$17,674.00	no action
MO7-5	Water Heaters	1460.590	78 ea	\$19,500.00	\$37,820.81	\$37,820.81	\$37,820.81	no action
MO7-4, 7	Boiler Enhancements	1460.640	3 & 3	\$10,000.00	\$8,619.94	\$8,619.94	\$8,619.94	in process
MO7-4, 7	Elevator Enhancements	1460.670		\$5,000.00	\$0.00	\$0.00	\$0.00	no action
MO7-1, 2, 3, 5	Unit Restoration	1460.830	2,3,2,3 ea	\$30,000.00	\$21,850.00	\$21,850.00	\$21,850.00	in process
		total for line item 1460:		\$308,041.72	\$280,256.12	\$148,779.01	\$148,779.01	
MO7-2,5	Refrigerators	1465.012	150 ea	\$52,500.00	\$47,204.00	\$47,204.00	\$47,204.00	no action
MO7-2,5	Ranges	1465.014	150 ea	\$33,750.00	\$30,340.00	\$30,340.00	\$30,340.00	no action
		total for line item 1465:		\$86,250.00	\$77,544.00	\$77,544.00	\$77,544.00	
Non-Dwell Struct.	Administration Building, HVAC	1470.400	1 ea	\$10,000.00	\$10,216.25	\$0.00	\$0.00	no action
		total for line item 1465:		\$10,000.00	\$10,216.25	\$0.00	\$0.00	
Non-Dwell Equip.	Office Furniture	1475.011	10 sets	\$10,000.00	\$12,533.74	\$12,533.74	\$12,533.74	in process
Non-Dwell Equip.	Office Equipment	1475.014	15 cm,1 cp	\$17,505.60	\$25,216.28	\$25,216.28	\$25,216.28	in process
Non-Dwell Equip.	Maintenance Tools & Equip	1475.021	20 Tools	\$10,000.00	\$10,875.19	\$10,805.14	\$10,805.14	in process
Non-Dwell Equip.	Community Space Furniture	1475.035	Lobby Furn	\$30,000.00	\$12,146.60	\$4,137.34	\$4,137.34	no action
Non-Dwell Equip.	Security Systems, Non-Dwelling	1475.050	4 cameras	\$10,000.00	\$10,284.96	\$10,284.96	\$10,284.96	in process
Non-Dwell Equip.	Park / Playground Equipment	1475.055		\$10,000.00	\$0.00	\$0.00	\$0.00	no action
Non-Dwell Equip.	Vehicles, Management	1475.085	1 ea	\$29,671.50	\$29,671.50	\$29,671.50	\$29,671.50	no action
Non-Dwell Equip.	Vehicles Accessories, Mgmt.	1475.090	1 ea	\$2,000.00	\$1,988.00	\$1,988.00	\$1,988.00	no action
		total for line item 1475:		\$119,177.10	\$102,716.27	\$94,636.96	\$94,636.96	
GRAND TOTAL:				\$1,043,112.00	\$1,043,112.00	\$877,539.33	\$877,539.33	

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

PHA Name: Housing Authority of the City of Columbia, Missouri			Federal FY of Grant: 2006	Grant Type and Number Capital Fund Program Grant No: MO36P00750106 Replacement Housing Factor Grant No:			
Development Number Name / HA-Wide Activities	All Funds Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
MO7-1	17-Jul-08			17-Jul-10			
MO7-2A	17-Jul-08			17-Jul-10			
MO7-2B	17-Jul-08			17-Jul-10			
MO7-2D	17-Jul-08			17-Jul-10			
MO7-2E	17-Jul-08			17-Jul-10			
MO7-3	17-Jul-08			17-Jul-10			
MO7-4	17-Jul-08			17-Jul-10			
MO7-5	17-Jul-08			17-Jul-10			
MO7-7	17-Jul-08			17-Jul-10			
HA-Wide	17-Jul-08			17-Jul-10			

**Housing Authority of the City of Columbia, Missouri**  
Agency Wide Budget / Fiscal Year End - September 30, 2009

Description	Total AMPs	Central Office Cost Center	Housing Choice Vouchers	SPC	TBRA	VA	ROSS GRANTS	CHALIS	Elimination	Total
Net tenant rental revenue	\$ 1,011,673							\$ 23,994		\$ 1,035,667
Excess Utilities	57,075									57,075
1 Non-Dwelling Rentals	87,970								(31,800)	56,170
Other Income	5,100							30,000		35,100
Laundry Income	47,400									47,400
Other Income-Work Orders	27,700									27,700
<b>Total tenant revenue</b>	<b>1,236,918</b>	-	-	-	-	-	-	<b>53,994</b>	<b>(31,800)</b>	<b>1,259,112</b>
Housing assistance payments			4,897,783	200,000	100,000	166,000				5,363,783
Ongoing administrative fees earned			474,415	16,000	5,500	33,156				529,070
HUD PHA operating grants	2,615,815	-	5,372,198	216,000	105,500	199,156	-	-	-	8,508,669
<b>Capital grants</b>	<b>318,370</b>									<b>318,370</b>
Management Fees PHA	-	363,296						2,700	(363,296)	2,700
Management Fees CFP		107,288							(107,288)	-
Management Fees HCV		121,800							(121,800)	-
Management Fees CHALIS		9,605							(9,605)	-
Asset Management Fee	-	86,280							(86,280)	-
Book-Keeping Fees PHA	-	70,993							(70,993)	-
Book-Keeping Fees HCV		24,000							(24,000)	-
Fees for Service	-	65,000							(65,000)	-
<b>Total Fee Revenue</b>	-	<b>848,262</b>	-	-	-	-	-	<b>2,700</b>	<b>(848,262)</b>	<b>2,700</b>
Other government grants	-		40,318				170,672	430,209		641,199
Investment income - unrestricted	10,000		3,000							13,000
Investment income - restricted			12,000							12,000
Fraud recovery-unrestricted			5,000							5,000
Fraud recovery-restricted			5,000							5,000
<b>Total Other Revenue</b>	<b>10,000</b>	-	<b>65,318</b>	-	-	-	<b>170,672</b>	<b>430,209</b>	-	<b>676,199</b>
<b>Total Revenue</b>	<b>\$ 4,181,103</b>	<b>\$ 848,262</b>	<b>\$ 5,437,516</b>	<b>\$ 216,000</b>	<b>\$ 105,500</b>	<b>\$ 199,156</b>	<b>\$ 170,672</b>	<b>\$ 486,903</b>	<b>\$ (880,062)</b>	<b>\$ 10,765,050</b>
2 Administrative salaries	278,153	426,577	151,283	8,553	2,053	15,395				882,014
FICA/MEDICARE	21,279	32,633	11,573	-	-	-	-			65,485
Employee-Health Ins.	46,536	68,333	25,832	654	157	1,178				142,689
Employee-Retirement	18,080	27,728	9,833	2,923	702	5,261				64,527
Auditing fees	20,000	3,000	7,000	-	-	-		200		30,200
Management Fee	363,296		108,000	6,000	1,800	6,000		9,605	(494,701)	-
Management Fees CFP	107,288								(107,288)	-
Accounting/Book-Keeping Fees	70,993	26,400	24,000	-	-	-		200	(94,993)	26,600
Rent	-		30,000					1,800	(31,800)	-
Advertising and Marketing	5,000	500	1,000	-	-	-		38,541		45,041
Office Supplies	9,600	12,000	7,500	556	133	1,001	3,000	3,041		36,831
Telephone	14,200	3,600	2,000	-	-	-		185		19,985
Publications	-	900	250	-	-	-				1,150
Postage	6,400	3,000	10,000	-	-	-		240		19,640
Computer/IT Expense	33,000	30,000	10,000	-	-	-	10,000			83,000
Memberships & Dues	2,485	1,800	1,250	-	-	-		250		5,785
Office Furniture	-	1,500	2,500	-	-	-				4,000
Office Equipment & Maintenance Contracts	5,500	3,870	4,800	-	-	-				14,170
Legal Expense	6,750	5,000	500	-	-	-		550		12,800
Staff Training	20,000	12,000	10,750	-	-	-		4,000		46,750

**Housing Authority of the City of Columbia, Missouri**  
Agency Wide Budget / Fiscal Year End - September 30, 2009

Description	Total AMPs	Central Office Cost Center	Housing Choice Vouchers	SPC	TBRA	VA	ROSS GRANTS	CHALIS	Elimination	Total
Travel	3,120	5,000	5,000	-	-	-		16,080		29,200
Travel - CEO		5,000	-	-	-	-				5,000
Travel - Commissioners		5,000	-	-	-	-				5,000
Sundry, Miscellaneous	6,750	10,000	4,200	-	-			30,180		51,130
Inspections			85,000			3,000				88,000
<b>Total Operating-Administrative</b>	<b>1,038,429</b>	<b>683,841</b>	<b>512,271</b>	<b>18,686</b>	<b>4,845</b>	<b>31,835</b>	<b>13,000</b>	<b>104,872</b>	<b>(728,782)</b>	<b>1,678,997</b>
<b>Asset Management Fee</b>	<b>86,280</b>								<b>(86,280)</b>	<b>-</b>
Tenant services - salaries	58,084						72,871	168,115		299,070
FICA/MEDICARE	4,443						5,575	12,861		22,879
Employee-Health Ins.	5,125						7,690	12,041		24,856
Employee-Retirement	3,775						4,737	10,927		19,440
Resident Participation Funds	13,694									13,694
<b>3 Tenant Services - Other</b>	<b>10,000</b>						<b>66,800</b>	<b>125,523</b>		<b>202,323</b>
<b>Total Tenant Services</b>	<b>95,121</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>157,672</b>	<b>329,468</b>	<b>-</b>	<b>582,261</b>
Water	94,450	375								94,825
Electricity	336,100	5,500								341,600
Gas	301,900	2,200								304,100
Sewer	46,600	175								46,775
Other utilities expense (TV cable)	27,600									27,600
<b>4 Total Utilities</b>	<b>806,650</b>	<b>8,250</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1,220</b>	<b>-</b>	<b>816,120</b>
<b>5 Maintenance - labor</b>	<b>439,868</b>	<b>82,196</b>								<b>522,064</b>
FICA/MEDICARE	33,650	6,288								39,938
Employee-Health Ins.	77,561	12,789								90,350
Employee-Retirement	28,591	5,343								33,934
<b>6 Front Line Services between AMPs</b>	<b>-</b>									<b>-</b>
Maintenance - Materials	355,255	1,800								357,055
Maintenance - Tools & Equipment	14,500	-								14,500
Maintenance - Gasoline	25,500	3,500								29,000
Maintenance- Garbage and Trash Removal Contracts	69,800	320								70,120
Maintenance- Heating & Cooling Contracts	49,800								(34,000)	15,800
Maintenance- Snow Removal Contracts	800									800
Maintenance- Elevator Maintenance Contracts	33,000									33,000
Maintenance- Landscape & Grounds Contracts	49,600	900								50,500
<b>7 Maint. - Unit Turnaround/Restoration Contracts</b>	<b>57,000</b>									<b>57,000</b>
Maintenance- Electrical Contracts	18,000								(5,000)	13,000
Maintenance- Plumbing Contracts	34,750								(1,000)	33,750
Maintenance- Extermination Contracts	33,242	150								33,392
Maintenance - Janitorial Contracts	24,000	7,200								31,200
Maintenance - Misc Contracts	49,917	3,800						5,725	(25,000)	34,442
Maintenance-Vehicles	13,500	2,250								15,750
Maintenance-Annual Inspections	7,412									7,412
<b>Total Maintenance</b>	<b>1,415,747</b>	<b>126,536</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>5,725</b>	<b>(65,000)</b>	<b>1,483,008</b>
Protective services - labor	125,689									125,689
Protective services - other	2,000									2,000
FICA/MEDICARE	9,615									9,615
Employee-Health Ins.	11,678									11,678
Employee-Retirement	8,170									8,170
<b>Total Protective Services</b>	<b>157,152</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>157,152</b>

**Housing Authority of the City of Columbia, Missouri**  
Agency Wide Budget / Fiscal Year End - September 30, 2009

Description	Total AMPs	Central Office Cost Center	Housing Choice Vouchers	SPC	TBRA	VA	ROSS GRANTS	CHALIS	Elimination	Total
Property Insurance	97,500	-	-	-	-	-	-	-	-	97,500
Liability Insurance	35,700	6,000	5,500	-	-	-	-	3,000	-	50,200
Workmen's Compensation	27,054	15,263	4,538	257	62	462	-	5,043	-	52,679
All other Insurance	9,600	2,000	-	-	-	-	-	850	-	12,450
<b>8 Total insurance Premiums</b>	<b>169,854</b>	<b>23,263</b>	<b>10,038</b>	<b>257</b>	<b>62</b>	<b>462</b>	<b>-</b>	<b>8,893</b>	<b>-</b>	<b>212,829</b>
Other general expenses	-	-	-	-	-	-	-	-	-	-
Compensated absences	-	-	-	-	-	-	-	-	-	-
Payments in lieu of taxes	40,800	-	-	-	-	-	-	-	-	40,800
Real Estate Taxes	-	-	-	-	-	-	-	5,000	-	5,000
Bad debt - tenant rents	37,700	-	-	-	-	-	-	-	-	37,700
<b>Total Other General Expenses</b>	<b>78,500</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>5,000</b>	<b>-</b>	<b>83,500</b>
<b>Total Operating Expenses</b>	<b>\$ 3,847,733</b>	<b>\$ 841,890</b>	<b>\$ 522,310</b>	<b>\$ 18,943</b>	<b>\$ 4,906</b>	<b>\$ 32,297</b>	<b>\$ 170,672</b>	<b>\$ 455,178</b>	<b>\$ (880,062)</b>	<b>\$ 5,013,867</b>
<b>Excess Revenue Over Operating Expenses</b>	<b>\$ 333,370</b>	<b>\$ 6,372</b>	<b>\$ 4,915,206</b>	<b>\$ 197,057</b>	<b>\$ 100,594</b>	<b>\$ 166,859</b>	<b>\$ (0)</b>	<b>\$ 31,725</b>	<b>\$ -</b>	<b>\$ 5,751,183</b>
Extraordinary maintenance	15,000	-	-	-	-	-	-	-	-	15,000
Casualty losses- Non-capitalized	-	-	-	-	-	-	-	-	-	-
Depreciation expense	-	-	-	-	-	-	-	-	-	-
Fraud losses	-	-	-	-	-	-	-	-	-	-
<b>Total Other</b>	<b>15,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>15,000</b>
<b>9 Operating transfer in</b>	<b>214,575</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>214,575</b>
Operating transfer out	(214,575)	-	-	-	-	-	-	-	-	(214,575)
Inter AMP Excess Cash Transfer In	119,793	-	-	-	-	-	-	-	-	119,793
Inter AMP Excess Cash Transfer Out*	(119,793)	-	-	-	-	-	-	-	-	(119,793)
<b>Total other financing sources (uses)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Excess (Deficiency) of Revenue Over (Under) Expenditures</b>	<b>\$ 318,370</b>	<b>\$ 6,372</b>	<b>\$ 4,915,206</b>	<b>\$ 197,057</b>	<b>\$ 100,594</b>	<b>\$ 166,859</b>	<b>\$ (0)</b>	<b>\$ 31,725</b>	<b>\$ -</b>	<b>\$ 5,736,183</b>
<b>Housing Assistance Payments</b>	<b>-</b>	<b>-</b>	<b>5,220,000</b>	<b>200,000</b>	<b>100,000</b>	<b>166,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>5,686,000</b>
Land Purchases	-	-	-	-	-	-	-	-	-	-
Building Enhancements	267,370	-	-	-	-	-	-	-	-	267,370
Replacement Reserves	-	5,000	-	-	-	-	-	1,500	-	6,500
Furniture & Equipment-Dwelling Purchases	-	-	-	-	-	-	-	-	-	-
Furniture & Equipment-Non-Dwelling Purchases	24,000	-	-	-	-	-	-	-	-	24,000
Furniture & Equipment-Administrative Purchases	-	-	-	-	-	-	-	-	-	-
Leasehold Improvements Purchases	5,000	-	-	-	-	-	-	-	-	5,000
Vehicles	22,000	-	-	-	-	-	-	-	-	22,000
<b>Total Assets Additions</b>	<b>318,370</b>	<b>5,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1,500</b>	<b>-</b>	<b>324,870</b>
<b>Net Change in Cash</b>	<b>\$ (0)</b>	<b>\$ 1,372</b>	<b>\$ (304,794)</b>	<b>\$ (2,943)</b>	<b>\$ 594</b>	<b>\$ 859</b>	<b>\$ (0)</b>	<b>\$ 30,225</b>	<b>\$ -</b>	<b>\$ (274,687)</b>
<b>Beginning Cash</b>	<b>\$ 641,289</b>	<b>\$ 333,061</b>	<b>\$ 734,385</b>	<b>\$ 5,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 500</b>	<b>\$ -</b>	<b>\$ 1,714,235</b>
<b>Ending Cash</b>	<b>\$ 641,289</b>	<b>\$ 334,433</b>	<b>\$ 429,591</b>	<b>\$ 2,057</b>	<b>\$ 594</b>	<b>\$ 859</b>	<b>\$ (0)</b>	<b>\$ 30,725</b>	<b>\$ -</b>	<b>\$ 1,439,548</b>



# Housing Authority of the City of Columbia, Missouri

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## Statement of Progress in Meeting 5-Year Plan Mission and Goals Contained in FY2006 PHA Plans

### MISSION

The mission of the Housing Authority of the City of Columbia, Missouri, (CHA) is to provide safe and affordable housing opportunities to low-income individuals and families. In carrying out this mission, CHA will seek partnerships and collaborative efforts with local organizations and other governmental agencies that provide services to improve the quality of life for CHA's residents.

Appropriate training will be provided to CHA personnel to ensure a qualified workforce to carry out this mission with a high degree of respect for each other and the persons served.

### GOALS

- I. **HUD Strategic Goal: Increase the availability of decent, safe, and affordable housing.**
  - A. **PHA Goal: Expand the supply of assisted housing:** CHA has employed the following strategies to expand the supply of assisted housing in our community.
    1. **Reduce public housing vacancies:** CHA has worked hard to decrease our "unit turnaround time" over the past four years. The recent transition to project-based asset management and the restructuring of our public housing intake process has led to a temporary increase in our "lease up" time and vacancy rate. Improved management practices for maintenance staff coupled with the use of outside contractors has reduced our unit "down time" and "make ready time." Our goal is to reduce our overall unit turnaround time to an average of less than 20 days per unit and to reduce our vacancy rate to less than 5% for our family housing sites and less than 3% for our high-rise housing sites.
    2. **Leverage private or other public funds to create additional housing opportunities:**
      - a) CHA applied for and received \$175,000 in HOME funds from the City of Columbia in 2006 to provide Tenant-Based Rental Assistance (TBRA). These funds were designated for a two-year period for 2007-2008. In 2007, CHA applied for and received \$125,000 in HOME funds to fund the TBRA program for through March 2010. Current funding supports approximately 17 vouchers with matching community support services.
      - b) CHA applied for and received \$150,000 in HOME funds from the City of Columbia to build five (5) affordable townhomes for rent and possible future homeownership by persons at or below 60% AMI. In addition, CHA received \$18,000 in CDBG funds from the

City of Columbia for property demolition. The Missouri Housing Development Commission provided \$663,000 in rental housing production funds to complete the project. A private donation of \$10,000 was received from The Callaway Bank to support this project. This project is scheduled to be completed in September 2008 with full leasing by December 2008. These homes will be leased for four (4) years and then offered for sale. CHA will monitor this project for a minimum of 20 years to ensure that it remains affordable.

3. **Acquire or build units or developments:** See 2. b.) above. CHA is in the process of building five (5) affordable, ADA accessible townhomes.
4. **Other:** CHA is promoting homeownership opportunities for public housing residents and Section 8 participants in partnership with local agencies, specifically targeting minorities and persons with disabilities. CHA's Money Smart classes are provided free of charge to help educate low-income persons about homeownership. In 2008, CHA implemented a working preference for public housing admission, lowered ceiling rents, added a Public Housing Family Self-Sufficiency Coordinator and provided increased opportunities for Section 8 homeownership. Our Opportunities for Families Program is entering its third and final year of grant funding to provide education, employment training, and job placement to public housing families.

**B. PHA Goal: Improve the quality of assisted housing:** CHA has employed the following strategies to improve the quality of assisted housing:

1. **Improve public housing management: (PHAS score):** CHA has reviewed the PHAS scoring in all areas with appropriate staff and is working to make improvement in all areas.
2. **Improve voucher management: (SEMAP score):** CHA is designated as a high performer scoring 100 this past year. We will work to maintain this level of efficient management of our Section 8 program.
3. **Increase customer satisfaction:** Monitor resident survey responses in PHAS and other local survey information to gauge customer satisfaction, and respond as needed.
4. **Concentrate on efforts to improve specific management functions:** Planning is underway for the implementation of project-based asset management site evaluation protocol by a four-member senior management team. Current internal controls are also being reviewed and improved.
5. **Renovate or modernize public housing units:** CHA is in the process of developing a long-term strategic plan for the revitalization of public housing. Information from a revitalization study conducted in 2005 will be reviewed in the process.
6. **Demolish or dispose of obsolete public housing:** Any long-term strategic revitalization plan will address the issue of demolishing or

disposing of obsolete public housing. This will be an important community discussion as our public housing stock approaches or exceeds its 50 year development anniversary.

7. **Provide replacement public housing:** Should CHA decide to demolish or dispose of obsolete public housing, CHA is committed to replacing an equal number of assisted housing units in our community through either new construction or an equal number of housing vouchers.

C. **PHA Goal: Increase assisted housing choices:** CHA has employed the following strategies to increase assisted housing choices.

1. **Conduct outreach efforts to potential voucher landlords:**

- a) Non-participating landlords are recruited to attend annual Section 8 Landlord meetings in order to encourage program participation;
- b) CHA plans to conduct additional outreach recruitment efforts to landlords in outlying Boone County areas through regional newspapers and organizations.
- c) Provide detailed information for prospective landlords on our web site.
- d) Offer e-mail landlord newsletter as a new service.

2. **Increase voucher payment standards:** CHA examines the FMR on an annual basis and determines which voucher payment standards to increase in order to increase the supply of assisted housing choices for Section 8 participants.

3. **Implement voucher homeownership program:** CHA began our Section 8 Homeownership program on October 1, 2001. We continue to provide housing counseling services through our Money Smart classes for persons interested in homeownership. We are also promoting Section 8 Homeownership through our Section 8 and Public Housing Family Self-Sufficiency programs. CHA is working toward attaining Housing Counseling Agency designation.

4. **Implement public housing or other homeownership programs:** HUD has granted a waiver to utilize the first 5-year increment of Replacement Housing Funds for a local homeownership program for public housing residents using HOPE VI demolition replacement housing factor funds.

5. **Other:**

- a) CHA will convert tenant-based vouchers to project-based vouchers as allowed by Federal guidelines and as the local need arises;
- b) CHA has a cooperative agreement with the Boone County Commission to administer the Section 8 units in the Boone County jurisdiction;

- c) CHA has applied for and received HOME funds from the City of Columbia to provide Tenant-Based Rental Assistance (TBRA) housing vouchers.
- d) CHA has applied for and will administer 35 Veterans Administration Supportive Housing vouchers.

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

**A. PHA Goal: Provide an improved living environment:** CHA has employed the following strategies to improve the living environment of our public housing neighborhoods.

**1. Implement public housing security improvements:**

- a) CHA has installed security cameras covering approximately 50% of our properties and community streets.
- b) CHA has developed a cooperative information sharing arrangement with the Columbia Police Department regarding our trespass list.
- c) CHA provides two Police substations in our family neighborhoods.
- d) CHA has developed security and disaster plans for our two high-rise buildings.

**2. Designate developments or buildings for particular resident groups (elderly, persons with disabilities):** HUD approved the renewal of CHA's application for designated housing in April, 2007. Oak Towers is designated Elderly/Near Elderly. Paquin Tower is designated Mixed Populations of Elderly/Near Elderly and Persons with Disabilities.

**3. Other:**

- a) CHA has decreased incidents of violence and drug-related crimes in public housing neighborhoods through strong eviction procedures and cooperation with local law enforcement;
- b) CHA currently screens applicants to eliminate ineligible and unsuitable public housing tenants;
- c) CHA conducts group briefing sessions for public housing applicants to orient potential residents to the terms of the lease agreement and to provide guidance for peaceful living in public housing neighborhoods to reduce incidents related to improper behaviors, illegal activities, and peace disturbance incidents;
- d) CHA supports residents in the operation of the on-site CHA Food Pantry for CHA residents located at 200 Boone Drive and at the Bear Creek Public Housing Manager's office on Elleta Boulevard;
- e) CHA promotes services to the elderly and disabled populations to enable residents to live independently in a residential environment rather than having to relocate to nursing homes for personal care;

- f) CHA promotes grant funded activities in our family sites for youth services and self-sufficiency programs;
- g) CHA has created and utilizes a not-for-profit corporation to administer grants to increase services to low-income youth and adults.
- h) Continue participation in Drug-Free Communities/Youth Community Coalition initiative.

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

**A. PHA Goal: Promote self-sufficiency and asset development of assisted households:** CHA has employed the following strategies to promote self-sufficiency and asset development of assisted households.

1. **Increase the number and percentage of employed persons in assisted families:**
  - a) CHA is utilizing the Section 8 HCV Family Self-Sufficiency Coordinator to assist families through the Section 8 FSS program. To date 34 families have been enrolled in the program.
  - b) In 2008, CHA received funding for a Public Housing FSS Coordinator whose goal is to assist 50 families with developing family self-sufficiency plans.
  - c) CHA established a public housing admissions preference for working families.
  - d) Ceiling rents have been lowered in order to retain working families in public housing and assist them with building financial assets in order to assist them with self-sufficiency and homeownership goals.
  - e) Persons enrolled in family self-sufficiency programs have financial incentives through escrow accounts to build family financial assets.
  - f) The earned income disallowance is available for families who qualify.
2. **Provide or attract supportive services to improve assistance recipients' employability:** CHA is partnering with Job Point employment services to provide on-site resident employment training and placement services in the areas of building maintenance, retail sales and secretarial services. These services are being provided with support from ROSS RSDM and Neighborhood Networks grants from HUD.
3. **Provide or attract supportive services to increase independence for the elderly or families with disabilities:** CHA's Resident Services Coordinator works closely with local social service agencies to coordinate services for our elderly and disabled residents. Additional local grant

funding has been secured to support a 25% FTE Independent Living Coordinator serving our elderly and disabled residents.

**4. Other:**

- a) Promote various local homeownership programs for public housing and Section 8 households;
- b) Establish local partnerships to collaborate on programming for employment including adults, youth and homeless youth;
- c) Continue to seek funding for supportive services for employment;
- d) Establish CHA as a Housing Counseling agency building on the HUD/FDIC approved MoneySmart classes.
- e) Pursue funding for establishing resident Individual Development Accounts.
- f) Promote better resident understanding of Earned Income Disallowance and other asset building opportunities.

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

**A. PHA Goal: Ensure equal opportunity and affirmatively further fair housing**

1. CHA has undertaken the following affirmative measures to ensure access to assisted housing regardless of race, color, religion national origin, sex, familial status, and disability:

- a) CHA is an active member of the Columbia-Boone County Basic Needs Coalition. The purpose of the Basic Needs Coalition is to assist the citizens of Columbia and Boone County in meeting their basic needs for food, clothing, shelter, and transportation. To accomplish this, the Coalition works to bring together providers of basic needs to exchange information; determine any unmet needs; find solutions to these needs by mobilizing community resources; and evaluate progress toward meeting the Coalition's goals.

Formerly, the Columbia-Boone County Basic Needs Coalition also served as the Columbia/Boone County Continuum of Care's Lead Organization. However, in 2006, the Basic Needs Coalition joined the Missouri Balance of State Continuum of Care. The Basic Needs Coalition currently hosts the quarterly Balance of State Central Missouri Regional Housing Continuum Meetings.

Through the Basic Needs Coalition, and other local coalitions, CHA staff members promote affirmative equal access to assisted housing.

- b) CHA staff provides programs to local community organizations promoting affirmative equal access to assisted housing.
  - c) CHA staff actively partners with local agencies to promote fair housing;
  - d) CHA provides speakers who explain and promote equal access to our housing assistance programs.
  - e) CHA will explore becoming a Fair Housing Assistance Program (FHAP) or Fair Housing Initiative Program (FHIP) in cooperation with the City of Columbia and other area agencies.
2. CHA has undertaken the following affirmative measures to provide a suitable living environment for families living in assisted housing, regardless of race, color, religion national origin, sex, familial status, and disability:
- a) CHA housing staff has received Fair Housing training from HUD FHEO in 2006.
  - b) Fair housing information is distributed at every tenant occupancy briefing for public housing and every Section 8 briefing prior to voucher issuance.
3. CHA has undertaken the following affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required:
- a) CHA provides ADA-accessible units to applicants to meet special needs and to residents as their health needs require.
  - b) CHA works with all residents to provide accommodation for special needs and disabilities on an individual basis.

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

- A. CHA established CHA Low-Income Services (CHALIS), a not-for-profit corporation, in order to access additional funding through grants, contracts, gifts, etc. to provide additional community support services to CHA residents and Section 8 tenants.
- B. CHA coordinates the activities of CHALIS with CHA services to enhance the services to CHA residents and Section 8 residents.

## ACOP - Chapter 11

### COMMUNITY SERVICE

#### INTRODUCTION

This chapter explains HUD regulations requiring PHAs to implement a community service program for all non-exempt adults living in public housing.

This chapter describes HUD regulations and PHA policies related to these topics in two parts:

Part I: Community Service Requirements. This part describes who is subject to the community service requirement, who is exempt, and HUD's definition of economic self-sufficiency.

Part II: PHA Implementation of Community Service. This part provides PHA policy regarding PHA implementation and program design.

#### PART I: COMMUNITY SERVICE REQUIREMENT

##### 11-I.A. OVERVIEW

HUD regulations pertaining to the community service requirement are contained in 24 CFR 960 Subpart F (960.600 through 960.609). PHAs and residents must comply with the community service requirement, effective with PHA fiscal years that commenced on or after October 1, 2000. Per 903.7(1)(1)(iii), the PHA Plan must contain a statement of the how the PHA will comply with the community service requirement, including any cooperative agreement that the PHA has entered into or plans to enter into.

Community service is the performance of voluntary work or duties that are a public benefit, and that serve to improve the quality of life, enhance resident self-sufficiency, or increase resident self-responsibility in the community. Community service is not employment and may not include political activities [24 CFR 960.601(b)].

In administering community service requirements, the PHA must comply with all nondiscrimination and equal opportunity requirements [24 CFR 960.605(c)(5)].

## 11-I.B. REQUIREMENTS

Each adult resident of the PHA, who is not exempt, must [24 CFR 960.603(a)]:

- Contribute 8 hours per month of community service; or
- Participate in an economic self-sufficiency program (as defined in the regulations) for 8 hours per month; or
- Perform 8 hours per month of combined activities (community service and economic self-sufficiency programs).

### PHA Policy

An individual may use any combination of community service activities within the year under examination. The PHA will offer tracking forms for tenant compliance throughout the year; however, individuals will not be seen as non-compliant until the annual lease renewal date.

Individuals who have special circumstances which they believe will prevent them from completing the required community service hours for a given month, must notify the PHA in writing when the circumstances becoming known. The PHA will review the request and notify the individual, in writing, of its determination. The PHA may require those individuals to provide documentation to support their claim.

## Definitions

### *Exempt Individual [24 CFR 960.601(b)]*

An *exempt individual* is an adult who:

- Is age 62 years or older
- Is blind or disabled (as defined under section 216[i][1] or 1614 of the Social Security Act), and who certifies that because of this disability s/he is unable to comply with the service provisions
- Is a primary caretaker of such an individual
- Is engaged in work activities

### PHA Policy

The PHA will consider 30 hours per week as the minimum number of hours needed to qualify for a work activity exemption.

- Meets the requirements for being exempted from having to engage in a work activity under the state program funded under part A of title IV of the Social Security Act, or under any other welfare program of the state in which the PHA is located, including a state-administered welfare-to-work program; or
- Is in a family receiving assistance under a state program funded under part A of title IV of the Social Security Act, or under any other welfare program of the state in which the PHA is located, including a state-administered welfare-to-work program, and has not been found by the state or other administering entity to be in noncompliance with such program.

***Community Service [PH Occ GB, p. 174]***

*Community service* is volunteer work which includes, but is not limited to:

- Work at a local institution including but not limited to: school, child care center, hospital, hospice, recreation center, senior center, adult day care center, homeless shelter, indigent feeding program, cooperative food bank, etc.
- Work with a nonprofit organization that serves PHA residents or their children such as: Boy Scouts, Girl Scouts, Boys or Girls Clubs, 4-H programs, PAL, Garden Center, community clean-up programs, beautification programs, other youth or senior organizations
- Work at the PHA to help improve physical conditions
- Work at the PHA to help with children's programs
- Work at the PHA to help with senior programs
- Helping neighborhood groups with special projects
- Working through a resident organization to help other residents with problems, serving as an officer in a resident organization, serving on the resident advisory board
- Caring for the children of other residents so they may volunteer

NOTE: Political activity is excluded for purposes of eligible community service activities.

***Economic Self-Sufficiency Program [24 CFR 5.603(b)]***

For purposes of satisfying the community service requirement, an *economic self-sufficiency program* is defined by HUD as: Any program designed to encourage, assist, train, or facilitate economic independence of assisted families or to provide work for such families.

These economic self-sufficiency programs can include job training, employment counseling, work placement, basic skills training, education, English proficiency, workfare, financial or household management, apprenticeships (formal or informal), or any other program necessary to ready a participant to work (such as substance abuse or mental health treatment).

***Work Activities [42 U.S.C. 607(d)]***

As it relates to an exemption from the community service requirement, *work activities* means:

- Unsubsidized employment
- Subsidized private sector employment
- Subsidized public sector employment
- Work experience (including work associated with the refurbishing of publicly assisted housing) if sufficient private sector employment is not available
- On-the-job training
- Job search and job readiness assistance
- Community service programs
- Vocational educational training (not to exceed 12 months with respect to any individual)
- Job skills training directly related to employment
- Education directly related to employment, in the case of a recipient who has not received a high school diploma or a certificate of high school equivalency
- Satisfactory attendance at secondary school or in a course of study leading to a certificate of general equivalence, in the case of a recipient who has not completed secondary school or received such a certificate
- Provision of child care services to an individual who is participating in a community service program

## **Notification Requirements [24 CFR 960.605(c)(2)]**

The PHA must give each family a written description of the community service requirement, the process for claiming status as an exempt person, and the process for PHA verification of exempt status. The PHA must also notify the family of its determination identifying the family members who are subject to the service requirement, and the family members who are exempt.

### PHA Policy

The PHA will provide the family with a copy of the Community Service Policy found in Exhibit 11-1 of this chapter, at lease-up, lease renewal, when a family member is determined to be subject to the community service requirement during the lease term, and at any time upon the family's request.

On a monthly basis, the PHA will notify the family in writing of the family members who are subject to the community service requirement. If the family includes non-exempt individuals the notice will include a documentation form on which they may record the activities they perform and the number of hours contributed. The form will also have a place for a signature by an appropriate official, who will certify to the activities and hours completed.

### **11-I.C. DETERMINATION OF EXEMPTION STATUS AND COMPLIANCE [24 CFR 960.605(c)(3)]**

The PHA must review and verify family compliance with service requirements annually at least thirty days before the end of the twelve month lease term. The policy for documentation and verification of compliance with service requirements may be found at Section 11-I.D., Documentation and Verification.

#### **Annual Determination**

##### ***Determination of Exemption Status***

An exempt individual is excused from the community service requirement [24 CFR 960.603(a)].

##### PHA Policy

At least 60 days prior to lease renewal, the PHA will review and verify the exemption status of all adult family members. This verification will only be done on an annual basis unless the family reports a change or the PHA has reason to believe that an individual's exemption status has changed. For individuals who are exempt because they are 62 years of age and older, verification of exemption status will be done only at the initial examination.

Upon completion of the verification process, the PHA will notify the family of its determination in accordance with the policy in Section 11-I.B., Notification Requirements.

## ***Determination of Compliance***

The PHA must review resident family compliance with service requirements annually at least thirty days before the end of the twelve month lease term [24 CFR 960.605(c)(3)]. As part of this review, the PHA must verify that any family member that is not exempt from the community service requirement has met his or her service obligation.

### PHA Policy

The PHA will provide monthly written notice requiring the family to submit documentation that all subject family members have complied with the service requirement. The family will have 10 days to submit the PHA required documentation form(s).

If the family fails to submit the required documentation within the required timeframe, or PHA approved extension, the subject family members will be considered noncompliant with community service requirements, and notices of noncompliance will be issued pursuant to the policies in Section 11-I.E., Noncompliance.

## **Change in Status Between Annual Determinations**

### PHA Policy

#### Exempt to Non-Exempt Status

If an exempt individual becomes non-exempt during the twelve month lease term, it is the family's responsibility to report this change to the PHA within 10 days.

Within 10 days of a family reporting such a change, or the PHA determining such a change is necessary, the PHA will provide written notice of the effective date of the requirement, as well as a documentation form on which the family member may record the activities performed and number of hours contributed.

The effective date of the community service requirement will be the first of the month following 30 day notice.

#### Non-Exempt to Exempt Status

If a non-exempt person becomes exempt during the twelve month lease term, it is the family's responsibility to report this change to the PHA within 10 days. Any claim of exemption will be verified by the PHA in accordance with the policy at 11-I.D., Documentation and Verification of Exemption Status.

Within 10 days of a family reporting such a change, or the PHA determining such a change is necessary, the PHA will provide the family written notice that the family member is no longer subject to the community service requirement, if the PHA is able to verify the exemption.

The exemption will be effective immediately.

## **11-I.D. DOCUMENTATION AND VERIFICATION [24 CFR 960.605(c)(4)]**

The PHA must retain reasonable documentation of service requirement performance or exemption in participant files.

### **Documentation and Verification of Exemption Status**

#### PHA Policy

All family members who claim they are exempt from the community service requirement will be required to sign the community service exemption certification form found in Exhibit 11-3. The PHA will provide a completed copy to the family and will keep a copy in the tenant file.

The PHA will verify that an individual is exempt from the community service requirement by following the verification hierarchy and documentation requirements in Chapter 7.

The PHA makes the final determination whether or not to grant an exemption from the community service requirement. If a resident does not agree with the PHA's determination, s/he can dispute the decision through the PHA's grievance procedures (see Chapter 14).

### **Documentation and Verification of Compliance**

If qualifying community service activities are administered by an organization other than the PHA, a family member who is required to fulfill a service requirement must provide certification to the PHA, signed by the organization, that the family member has performed the qualifying activities [24 CFR 960.607].

#### PHA Policy

If anyone in the family is subject to the community service requirement, the PHA will provide the family with community service documentation forms at admission, at lease renewal, when a family member becomes subject to the community service requirement during the lease term, or upon request by the family.

Each individual who is subject to the requirement will be required to record their community service or self-sufficiency activities and the number of hours contributed on the required form. The certification form will also include places for signatures and phone numbers of supervisors, instructors, and counselors certifying to the number of hours contributed.

Families will be required to submit the documentation to the PHA, upon request by the PHA.

If the PHA has reasonable cause to believe that the certification provided by the family is false or fraudulent, the PHA has the right to require third-party verification.

## **11-I.E. NONCOMPLIANCE**

### **Initial Noncompliance**

The lease specifies that it is renewed automatically for all purposes, unless the family fails to comply with the community service requirement. Violation of the service requirement is grounds for nonrenewal of the lease at the end of the twelve month lease term, but not for termination of tenancy during the course of the twelve month lease term [24 CFR 960.603(b)].

If the tenant or another family member has violated the community service requirement, the PHA may not renew the lease upon expiration of the twelve-month term of the lease, unless the tenant and any other noncompliant family member enter into a written agreement with the PHA. Under this agreement the tenant or noncompliant family member must agree to cure the noncompliance by completing the additional hours of community service or economic self-sufficiency needed to make up the total number of hours required, over the twelve-month term of the new lease. In addition, all other members of the family who are subject to the service requirement must be currently complying with the service requirement or must no longer be residing in the unit [24 CFR 960.607(c)].

#### ***Notice of Initial Noncompliance [24 CFR 960.607(b)]***

If the PHA determines that there is a family member who is required to fulfill a service requirement, but who has failed to comply with this obligation (noncompliant resident), the PHA must notify the tenant of this determination.

The notice to the tenant must briefly describe the noncompliance. The notice must state that the PHA will not renew the lease at the end of the twelve-month lease term unless the tenant, and any other noncompliant resident, enter into a written agreement with the PHA to cure the noncompliance, or the family provides written assurance satisfactory to the PHA that the tenant or other noncompliant resident no longer resides in the unit.

The notice must also state that the tenant may request a grievance hearing on the PHA's determination, in accordance with the PHA's grievance procedures, and that the tenant may exercise any available judicial remedy to seek timely redress for the PHA's nonrenewal of the lease because of the PHA's determination.

### PHA Policy

The notice of initial noncompliance will be sent at least 45 days prior to the end of the lease term.

The family will have 10 days from the date of the notice of noncompliance to enter into a written agreement to cure the noncompliance over the 12 month term of the new lease, provide documentation that the noncompliant resident no longer resides in the unit, or to request a grievance hearing.

If the family reports that a noncompliant family member is no longer residing in the unit, the family must provide documentation that the family member has actually vacated the unit before the PHA will agree to continued occupancy of the family. Documentation must consist of a certification signed by the head of household as well as evidence of the current address of the family member that previously resided with them.

If the family does not request a grievance hearing, or does not take either corrective action required by the notice of noncompliance within the required 10 day timeframe, the PHA will terminate tenancy in accordance with the policies in Section 13-IV.D.

### **Continued Noncompliance [24 CFR 960.607(b)]**

If, after the 12 month cure period, the family member is still not compliant, the PHA must terminate tenancy of the entire family, according to the PHA's lease, unless the family provides documentation that the noncompliant resident no longer resides in the unit.

### PHA Policy

Notices of continued noncompliance will be sent at least 30 days prior to the end of the lease term.

The family will have 10 days from the date of the notice of non-compliance to provide documentation that the noncompliant resident no longer resides in the unit, at which point the PHA will send a termination notice to the family. The notice will meet the requirements for termination notices described in Section 13-IV.D., Form, Delivery, and Content of the Notice.

If the family reports that a noncompliant family member is no longer residing in the unit, the family must provide documentation that the family member has actually vacated the unit before the PHA will agree to continued occupancy of the family. Documentation must consist of a certification signed by the head of household as well as evidence of the current address of the noncompliant family member that previously resided with them.

If the family does not request a grievance hearing, or provide such documentation within the required 10 day timeframe, the PHA will proceed with the termination process.

## **PART II: IMPLEMENTATION OF COMMUNITY SERVICE**

### **11-II.A. OVERVIEW**

Each PHA must develop a policy for administration of the community service and economic self-sufficiency requirements for public housing. It is in the PHA's best interests to develop a viable, effective community service program, to provide residents the opportunity to engage in the community and to develop competencies.

#### **PHA Implementation of Community Service**

The PHA may not substitute any community service or self-sufficiency activities performed by residents for work ordinarily performed by PHA employees, or replace a job at any location where residents perform activities to satisfy the service requirement [24 CFR 960.609].

##### PHA Policy

The PHA will notify its insurance company if residents will be performing community service at the PHA. In addition, the PHA will ensure that the conditions under which the work is to be performed are not hazardous.

If a disabled resident certifies that s/he is able to perform community service, the PHA will ensure that requests for reasonable accommodation are handled in accordance with the policies in Chapter 2.

#### **PHA Program Design**

The PHA may administer qualifying community service or economic self-sufficiency activities directly, or may make community service activities available through a contractor, or through partnerships with qualified organizations, including resident organizations, and community agencies or institutions [24 CFR 960.605(b)].

##### PHA Policy

The PHA will attempt to provide the broadest choice possible to residents as they choose community service activities.

The PHA's goal is to design a service program that gives residents viable opportunities to become involved in the community and to gain competencies and skills. The PHA will work with resident organizations and community organizations to design, implement, assess and recalibrate its community service program.

The PHA will make every effort to identify volunteer opportunities throughout the community, especially those in proximity to public housing developments. To the greatest extent possible, the PHA will provide names and contacts at agencies that can provide opportunities for residents, including persons with disabilities, to fulfill their community service obligations.

Any written agreements or partnerships with contractors and/or qualified organizations, including resident organizations, are described in the PHA Plan.

The PHA will provide in-house opportunities for volunteer work or self-sufficiency programs when possible.



## EXHIBIT 11-1: COMMUNITY SERVICE AND SELF-SUFFICIENCY POLICY

### A. Background

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

### B. Definitions

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

- Work at a local institution, including but not limited to: school, child care center, hospital, hospice, recreation center, senior center, adult day care center, homeless shelter, indigent feeding program, cooperative food bank, etc.
- Work with a nonprofit organization such as: Parks and Recreation, United Way, Red Cross, Volunteers of America, Boy Scouts, Girl Scouts, Boys or Girls Clubs, 4-H Program, PAL, Garden Center, community clean-up programs, beautification programs, other counseling, aid, youth or senior organizations
- Work at the housing authority to help with litter control
- Work at the housing authority to help with children's programs
- Work at the housing authority to help with senior programs
- Helping neighborhood groups with special projects
- Working through a resident organization to help other residents with problems
- Serving as an officer in a resident organization
- Serving on the Resident Advisory Board
- Caring for children of other residents so they may volunteer

**NOTE:** Political activity is excluded.

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

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

**Exempt Adult** – an adult member of the family who meets any of the following criteria:

- Is 62 years of age or older
- Is blind or a person with disabilities (as defined under section 216[i][1] or 1614 of the Social Security Act), and who certifies that because of this disability he or she is unable to comply with the service provisions, or is the primary caretaker of such an individual
- Is working at least 30 hours per week
- Meets the requirements for being exempted from having to engage in a work activity under TANF or any other State welfare program including a State-administered welfare-to-work program
- Is a member of a family receiving assistance, benefits or services under TANF or any other State welfare program and has not been found to be in noncompliance with such program

### **C. Requirements of the Program**

1. The eight (8) hours per month may be either volunteer work or self-sufficiency program activity, or a combination of the two.
2. At least eight (8) hours of activity must be performed each month.
3. Family obligation:
  - At lease execution, all adult members (18 or older) of a public housing resident family must:
    - Sign a certification that they have received and read this policy and understand that if they are not exempt, failure to comply with the community service requirement will result in a nonrenewal of their lease; and
    - Declare if they are exempt. If exempt, they must complete the Exemption Form (Exhibit 11-3) and provide documentation of the exemption.
  - Upon written notice from the PHA, non-exempt family members must present complete documentation of activities performed during the applicable lease term. This documentation will include places for signatures of supervisors, instructors, or counselors, certifying to the number of hours contributed.
  - If a family member is found to be noncompliant at the end of the 12-month lease term, he or she, and the head of household, will be required to sign an agreement with the housing authority to make up the deficient hours over the next twelve (12) month period, as a condition of continued occupancy.
4. Change in exempt status:
  - If, during the twelve (12) month lease period, a non-exempt person becomes exempt, it is his or her responsibility to report this to the PHA and provide documentation of exempt status.
  - If, during the twelve (12) month lease period, an exempt person becomes non-exempt, it is his or her responsibility to report this to the PHA. Upon receipt of this information the PHA will provide the person with the appropriate documentation form(s) and a list of agencies in the community that provide volunteer and/or training opportunities.

## **D. Authority Obligation**

1. To the greatest extent possible and practicable, the PHA will:
  - Provide names and contacts at agencies that can provide opportunities for residents, including residents with disabilities, to fulfill their community service obligations.
  - Provide in-house opportunities for volunteer work or self-sufficiency activities.
2. The PHA will provide the family with a copy of this policy, and all applicable exemption verification forms and community service documentation forms, at lease-up, lease renewal, when a family member becomes subject to the community service requirement during the lease term, and at any time upon the family's request.
3. Although exempt family members will be required to submit documentation to support their exemption, the PHA will verify the exemption status in accordance with its verification policies. The PHA will make the final determination as to whether or not a family member is exempt from the community service requirement. Residents may use the PHA's grievance procedure if they disagree with the PHA's determination.
4. Noncompliance of family member:
  - At least thirty(30) days prior to the end of the 12-month lease term, the PHA will begin reviewing the exempt or non-exempt status and compliance of family members;
  - If, at the end of the initial 12-month lease term under which a family member is subject to the community service requirement, the PHA finds the family member to be noncompliant, the PHA will not renew the lease unless:
    - The head of household and any other noncompliant resident enter into a written agreement with the PHA, to make up the deficient hours over the next twelve (12) month period; or
    - The family provides written documentation satisfactory to the PHA that the noncompliant family member no longer resides in the unit.
  - If, at the end of the next 12-month lease term, the family member is still not compliant, a 30-day notice to terminate the lease will be issued and the entire family will have to vacate, unless the family provides written documentation satisfactory to the PHA that the noncompliant family member no longer resides in the unit;
  - The family may use the PHA's grievance procedure to dispute the lease termination.

All adult family members must sign and date below, certifying that they have read and received a copy of this Community Service and Self-Sufficiency Policy.

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Resident

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Date

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Resident

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Date

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Resident

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Date

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Resident

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Date



**EXHIBIT 11-2: DEFINITION OF A PERSON WITH A DISABILITY UNDER SOCIAL SECURITY ACTS 216(i)(1) and Section 1416(excerpt) FOR PURPOSES OF EXEMPTION FROM COMMUNITY SERVICE**

**Social Security Act:**

**216(i)(1):** Except for purposes of sections 202(d), 202(e), 202(f), 223, and 225, the term “disability” means (A) inability to engage in any substantial gainful activity by reason of any medically determinable physical or mental impairment which can be expected to result in death or has lasted or can be expected to last for a continuous period of not less than 12 months, or (B) blindness; and the term “blindness” means central visual acuity of 20/200 or less in the better eye with the use of a correcting lens. An eye which is accompanied by a limitation in the fields of vision such that the widest diameter of the visual field subtends an angle no greater than 20 degrees shall be considered for purposes of this paragraph as having a central visual acuity of 20/200 or less.

**Section 1416** (excerpt):

SEC. 1614. [42 U.S.C. 1382c] (a)(1) For purposes of this title, the term “aged, blind, or disabled individual” means an individual who—

(A) is 65 years of age or older, is blind (as determined under paragraph (2)), or is disabled (as determined under paragraph (3)), and

(B)(i) is a resident of the United States, and is either (I) a citizen or (II) an alien lawfully admitted for permanent residence or otherwise permanently residing in the United States under color of law (including any alien who is lawfully present in the United States as a result of the application of the provisions of section 212(d)(5) of the Immigration and Nationality Act), or

(ii) is a child who is a citizen of the United States and, who is living with a parent of the child who is a member of the Armed Forces of the United States assigned to permanent duty ashore outside the United States.

(2) An individual shall be considered to be blind for purposes of this title if he has central visual acuity of 20/200 or less in the better eye with the use of a correcting lens. An eye which is accompanied by a limitation in the fields of vision such that the widest diameter of the visual field subtends an angle no greater than 20 degrees shall be considered for purposes of the first sentence of this subsection as having a central visual acuity of 20/200 or less. An individual shall also be considered to be blind for purposes of this title if he is blind as defined under a State plan approved under title X or XVI as in effect for October 1972 and received aid under such plan (on the basis of blindness) for December 1973, so long as he is continuously blind as so defined.

(3)(A) Except as provided in subparagraph (C), an individual shall be considered to be disabled for purposes of this title if he is unable to engage in any substantial gainful activity by reason of any medically determinable physical or mental impairment which can be expected to result in death or which has lasted or can be expected to last for a continuous period of not less than twelve months.



**EXHIBIT 11-3: PHA DETERMINATION OF EXEMPTION FOR COMMUNITY SERVICE**

Family: \_\_\_\_\_

Adult family member: \_\_\_\_\_

This adult family member meets the requirements for being exempted from the PHA's community service requirement for the following reason:

- 62 years of age or older. (*Documentation of age in file*)
- Is a person with disabilities and self-certifies below that he or she is unable to comply with the community service requirement. (*Documentation of HUD definition of disability in file*)

**Tenant certification:** I am a person with disabilities and am unable to comply with the community service requirement.

\_\_\_\_\_  
Signature of Family Member

\_\_\_\_\_  
Date

- Is the primary caretaker of such an individual in the above category. (*Documentation in file*)
- Is working at least 30 hours per week. (*Employment verification in file*)
- Is participating in a welfare-to-work program. (*Documentation in file*).
- Meets the requirements for being exempted from having to engage in a work activity under TANF or any other State welfare program, including a State-administered welfare-to-work program (*Documentation in file*)
- Is a member of a family receiving assistance, benefits or services under TANF or any other State welfare program and has not been found to be in noncompliance with such program. (*Documentation in file*)

\_\_\_\_\_  
Signature of Family Member

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of PHA Official

\_\_\_\_\_  
Date



## ACOP - Chapter 10

### PETS

[24 CFR 5, Subpart C; 24 CFR 960, Subpart G]

#### INTRODUCTION

This chapter explains the PHA's policies on the keeping of pets and any criteria or standards pertaining to the policies. The rules adopted are reasonably related to the legitimate interest of the PHA to provide a decent, safe and sanitary living environment for all tenants, and to protect and preserve the physical condition of the property, as well as the financial interest of the PHA.

The chapter is organized as follows:

Part I: Assistance Animals. This part explains the difference between assistance animals and pets and contains policies related to the designation of an assistance animal as well as their care and handling.

Part II: Pet policies for all developments. This part includes pet policies that are common to both elderly/disabled developments and general occupancy developments.

Part III: Pet deposits and fees for elderly/disabled developments. This part contains policies for pet deposits and fees that are applicable to elderly/disabled developments.

Part IV: Pet deposits and fees for general occupancy developments. This part contains policies for pet deposits and fees that are applicable to general occupancy developments.



## **PART I: ASSISTANCE ANIMALS**

[Section 504; Fair Housing Act (42 U.S.C.); 24 CFR 5.303]

### **10-I.A. OVERVIEW**

This part discusses situations under which permission for an assistance animal may be denied, and also establishes standards for the care of assistance animals.

Assistance animals are animals that work, provide assistance, or perform tasks for the benefit of a person with a disability, or that provide emotional support that alleviates one or more identified symptoms or effects of a person's disability. Assistance animals – often referred to as “service animals,” “assistive animals,” “support animals,” or “therapy animals” – perform many disability-related functions, including but not limited to the following:

- Guiding individuals who are blind or have low vision
- Alerting individuals who are deaf or hearing impaired
- Providing minimal protection or rescue assistance
- Pulling a wheelchair
- Fetching items
- Alerting persons to impending seizures
- Providing emotional support to persons with disabilities who have a disability-related need for such support

Assistance animals that are needed as a reasonable accommodation for persons with disabilities are not considered pets, and thus, are not subject to the PHA’s pet policies described in Parts II through IV of this chapter [24 CFR 5.303; 960.705].

## **10-I.B. APPROVAL OF ASSISTANCE ANIMALS**

A person with a disability is not automatically entitled to have an assistance animal. Reasonable accommodation requires that there is a relationship between the person's disability and his or her need for the animal [PH Occ GB, p. 179].

A PHA may not refuse to allow a person with a disability to have an assistance animal merely because the animal does not have formal training. Some, but not all, animals that assist persons with disabilities are professionally trained. Other assistance animals are trained by the owners themselves and, in some cases, no special training is required. The question is whether or not the animal performs the assistance or provides the benefit needed by the person with the disability [PH Occ GB, p. 178].

A PHA's refusal to permit persons with a disability to use and live with an assistance animal that is needed to assist them, would violate Section 504 of the Rehabilitation Act and the Fair Housing Act unless [PH Occ GB, p. 179]:

- There is reliable objective evidence that the animal poses a direct threat to the health or safety of others that cannot be reduced or eliminated by a reasonable accommodation
- There is reliable objective evidence that the animal would cause substantial physical damage to the property of others

PHAs have the authority to regulate assistance animals under applicable federal, state, and local law [24 CFR 5.303(b)(3); 960.705(b)(3)].

### PHA Policy

For an animal to be excluded from the pet policy and be considered an assistance animal, there must be a person with disabilities in the household, and the family must request and the PHA approve a reasonable accommodation in accordance with the policies contained in Chapter 2.

## **10-I.C. CARE AND HANDLING**

HUD regulations do not affect any authority a PHA may have to regulate assistance animals under federal, state, and local law [24 CFR 5.303; 24 CFR 960.705].

### PHA Policy

Residents must care for assistance animals in a manner that complies with state and local laws, including anti-cruelty laws.

Residents must ensure that assistance animals do not pose a direct threat to the health or safety of others, or cause substantial physical damage to the development, dwelling unit, or property of other residents.

When a resident's care or handling of an assistance animal violates these policies, the PHA will consider whether the violation could be reduced or eliminated by a reasonable accommodation. If the PHA determines that no such accommodation can be made, the PHA may withdraw the approval of a particular assistance animal.



## **PART II: PET POLICIES FOR ALL DEVELOPMENTS**

[24 CFR 5, Subpart C; 24 CFR 960, Subpart G]

### **10-II.A. OVERVIEW**

The purpose of a pet policy is to establish clear guidelines for ownership of pets and to ensure that no applicant or resident is discriminated against regarding admission or continued occupancy because of ownership of pets. It also establishes reasonable rules governing the keeping of common household pets. This part contains pet policies that apply to all developments.

### **10-II.B. MANAGEMENT APPROVAL OF PETS**

#### **Registration of Pets**

PHAs may require registration of the pet with the PHA [24 CFR 960.707(b)(5)].

#### PHA Policy

Pets must be registered with the PHA before they are brought onto the premises.

Registration includes documentation signed by a licensed veterinarian or state/local authority that the pet has received all inoculations required by state or local law, and that the pet has no communicable disease(s) and is pest-free. This registration must be renewed annually and will be coordinated with the annual reexamination date.

Pets will not be approved to reside in a unit until completion of the registration requirements.

## **Refusal to Register Pets**

### PHA Policy

The PHA will refuse to register a pet if:

The pet is not a *common household pet* as defined in Section 10-II.C. below

Keeping the pet would violate any pet restrictions listed in this policy

The pet owner fails to provide complete pet registration information, or fails to update the registration annually

The applicant has previously been charged with animal cruelty under state or local law; or has been evicted, had to relinquish a pet or been prohibited from future pet ownership due to pet rule violations or a court order

The PHA reasonably determines that the pet owner is unable to keep the pet in compliance with the pet rules and other lease obligations. The pet's temperament and behavior may be considered as a factor in determining the pet owner's ability to comply with provisions of the lease.

If the PHA refuses to register a pet, a written notification will be sent to the pet owner within 10 days of the PHA's decision. The notice will state the reason for refusing to register the pet and will inform the family of their right to appeal the decision in accordance with the PHA's grievance procedures.

## **Pet Agreement**

### PHA Policy

Residents who have been approved to have a pet must enter into a pet agreement with the PHA, or the approval of the pet will be withdrawn.

The pet agreement is the resident's certification that he or she has received a copy of the PHA's pet policy and applicable house rules, that he or she has read the policies and/or rules, understands them, and agrees to comply with them.

The resident further certifies by signing the pet agreement that he or she understands that noncompliance with the PHA's pet policy and applicable house rules may result in the withdrawal of PHA approval of the pet or termination of tenancy.

## **10-II.C. STANDARDS FOR PETS [24 CFR 5.318; 960.707(b)]**

PHAs may establish reasonable requirements related to pet ownership including, but not limited to:

- Limitations on the number of animals in a unit, based on unit size
- Prohibitions on types of animals that the PHA classifies as dangerous, provided that such classifications are consistent with applicable state and local law
- Prohibitions on individual animals, based on certain factors, including the size and weight of the animal
- Requiring pet owners to have their pets spayed or neutered

PHA's may not require pet owners to have any pet's vocal cords removed.

### **Definition of "Common Household Pet"**

There is no regulatory definition of common household pet for public housing programs, although the regulations for pet ownership in both elderly/disabled and general occupancy developments use the term. The regulations for pet ownership in elderly/disabled developments expressly authorize PHAs to define the term [24 CFR 5.306(2)].

#### PHA Policy

*Common household pet* means a domesticated animal, such as a dog, cat, bird, or fish that is traditionally recognized as a companion animal and is kept in the home for pleasure rather than commercial purposes.

The following animals are not considered common household pets:

Reptiles

Rodents

Insects

Arachnids

Wild animals or feral animals

Pot-bellied pigs

Animals used for commercial breeding

## **Pet Restrictions**

### PHA Policy

The following animals are not permitted:

Any animal whose adult weight will exceed 20 pounds

Dogs of the pit bull, rottweiler, chow, or boxer breeds

Ferrets or other animals whose natural protective mechanisms pose a risk to small children of serious bites or lacerations

Any animal not permitted under state or local law or code

## **Number of Pets**

### PHA Policy

In the case of fish, residents may keep no more than can be maintained in a safe and healthy manner in a tank holding up to 20 gallons. Such a tank or aquarium will be counted as 1 pet.

## **Other Requirements**

### PHA Policy

Dogs and cats must be spayed or neutered at the time of registration or, in the case of underage animals, within 30 days of the pet reaching 6 months of age. Exceptions may be made upon veterinary certification that subjecting this particular pet to the procedure would be temporarily or permanently medically unsafe or unnecessary.

Pets must be licensed in accordance with state or local law. Residents must provide proof of licensing at the time of registration and annually, in conjunction with the resident's annual reexamination.

## **10-II.D. PET RULES**

Pet owners must maintain pets responsibly, in accordance with PHA policies, and in compliance with applicable state and local public health, animal control, and animal cruelty laws and regulations [24 CFR 5.315; 24 CFR 960.707(a)].

### **Pet Area Restrictions**

#### PHA Policy

Pets must be maintained within the resident's unit. When outside of the unit (within the building or on the grounds) dogs and cats must be kept on a leash or carried and under the control of the resident or other responsible individual at all times.

Pets other than dogs or cats must be kept in a cage or carrier when outside of the unit.

Pet owners are not permitted to exercise pets or permit pets to deposit waste on project premises outside of the areas designated for such purposes.

### **Designated Pet/No-Pet Areas [24 CFR 5.318(g), PH Occ GB, p. 182]**

PHAs may designate buildings, floors of buildings, or sections of buildings as no-pet areas where pets generally may not be permitted. Pet rules may also designate buildings, floors of building, or sections of building for residency by pet-owning tenants.

PHAs may direct initial tenant moves as may be necessary to establish pet and no-pet areas. The PHA may not refuse to admit, or delay admission of, an applicant on the grounds that the applicant's admission would violate a pet or no-pet area. The PHA may adjust the pet and no-pet areas or may direct such additional moves as may be necessary to accommodate such applicants for tenancy or to meet the changing needs of the existing tenants.

PHAs may not designate an entire development as a no-pet area, since regulations permit residents to own pets.

#### PHA Policy

With the exception of common areas as described in the previous policy, the PHA has not designated any buildings, floors of buildings, or sections of buildings as no-pet areas. In addition, the PHA has not designated any buildings, floors of buildings, or sections of buildings for residency of pet-owning tenants.

## **Cleanliness**

### PHA Policy

The pet owner shall be responsible for the removal of waste from the exercise area by placing it in a sealed plastic bag and disposing of it in a container provided by the PHA.

The pet owner shall take adequate precautions to eliminate any pet odors within or around the unit and to maintain the unit in a sanitary condition at all times.

Litter box requirements:

Pet owners must promptly dispose of waste from litter boxes and must maintain litter boxes in a sanitary manner.

Litter shall not be disposed of by being flushed through a toilet.

Litter boxes shall be kept inside the resident's dwelling unit.

## **Alterations to Unit**

### PHA Policy

Pet owners shall not alter their unit, patio, premises or common areas to create an enclosure for any animal.

Installation of pet doors is prohibited.

## **Noise**

### PHA Policy

Pet owners must agree to control the noise of pets so that such noise does not constitute a nuisance to other residents or interrupt their peaceful enjoyment of their housing unit or premises. This includes, but is not limited to loud or continuous barking, howling, whining, biting, scratching, chirping, or other such activities.

## **Pet Care**

### PHA Policy

Each pet owner shall be responsible for adequate care, nutrition, exercise and medical attention for his/her pet.

Each pet owner shall be responsible for appropriately training and caring for his/her pet to ensure that the pet is not a nuisance or danger to other residents and does not damage PHA property.

No animals may be tethered or chained inside or outside the dwelling unit at any time.

## **Responsible Parties**

### PHA Policy

The pet owner will be required to designate one responsible party for the care of the pet if the health or safety of the pet is threatened by the death or incapacity of the pet owner, or by other factors that render the pet owner unable to care for the pet.

A resident who cares for another resident's pet must notify the PHA and sign a statement that they agree to abide by all of the pet rules.

## **Pets Temporarily on the Premises**

### PHA Policy

Pets that are not owned by a tenant are not allowed on the premises. Residents are prohibited from feeding or harboring stray animals.

This rule does not apply to visiting pet programs sponsored by a humane society or other non-profit organizations, and approved by the PHA.

## **Pet Rule Violations**

### PHA Policy

All complaints of cruelty and all dog bites will be referred to animal control or an applicable agency for investigation and enforcement.

If a determination is made on objective facts supported by written statements, that a resident/pet owner has violated the pet rules, written notice will be served.

The notice will contain a brief statement of the factual basis for the determination and the pet rule(s) that were violated. The notice will also state:

That the pet owner has 10 days from the effective date of the service of notice to correct the violation or make written request for a meeting to discuss the violation

That the pet owner is entitled to be accompanied by another person of his or her choice at the meeting

That the pet owner's failure to correct the violation, request a meeting, or appear at a requested meeting may result in initiation of procedures to remove the pet, or to terminate the pet owner's tenancy

## **Notice for Pet Removal**

### PHA Policy

If the pet owner and the PHA are unable to resolve the violation at the meeting or the pet owner fails to correct the violation in the time period allotted by the PHA, the PHA may serve notice to remove the pet.

The notice will contain:

A brief statement of the factual basis for the PHA's determination of the pet rule that has been violated

The requirement that the resident /pet owner must remove the pet within 10 calendar days of the notice

A statement that failure to remove the pet may result in the initiation of termination of tenancy procedures

## **Pet Removal**

### PHA Policy

If the death or incapacity of the pet owner threatens the health or safety of the pet, or other factors occur that render the owner unable to care for the pet, the situation will be reported to the responsible party designated by the pet owner.

If the responsible party is unwilling or unable to care for the pet, or if the PHA after reasonable efforts cannot contact the responsible party, the PHA may contact the appropriate state or local agency and request the removal of the pet.

## **Termination of Tenancy**

### PHA Policy

The PHA may initiate procedures for termination of tenancy based on a pet rule violation if:

The pet owner has failed to remove the pet or correct a pet rule violation within the time period specified

The pet rule violation is sufficient to begin procedures to terminate tenancy under terms of the lease

## **Emergencies**

### PHA Policy

The PHA will take all necessary steps to ensure that pets that become vicious, display symptoms of severe illness, or demonstrate behavior that constitutes an immediate threat to the health or safety of others, are immediately removed from the premises by referring the situation to the appropriate state or local entity authorized to remove such animals.

If it is necessary for the PHA to place the pet in a shelter facility, the cost will be the responsibility of the pet owner.

If the pet is removed as a result of any aggressive act on the part of the pet, the pet will not be allowed back on the premises.



## **PART III: PET DEPOSITS AND FEES IN ELDERLY/DISABLED DEVELOPMENTS**

### **10-III.A. OVERVIEW**

This part describes the PHA's policies for pet deposits and fees in elderly, disabled and mixed population developments. Policies governing deposits and fees in general occupancy developments are described in Part IV.

### **10-III.B. PET DEPOSITS**

#### **Payment of Deposit**

The PHA may require tenants who own or keep pets in their units to pay a refundable pet deposit. This deposit is in addition to any other financial obligation generally imposed on tenants of the project [24 CFR 5.318(d)(1)].

The maximum amount of pet deposit that may be charged by a PHA on a per dwelling unit basis, is the higher of the total tenant payment (TTP) or such reasonable fixed amount as the PHA may require. The PHA may permit gradual accumulation of the pet deposit by the pet owner [24 CFR 5.318(d)(3)].

The pet deposit is not part of the rent payable by the resident [24 CFR 5.318(d)(5)].

#### PHA Policy

Pet owners are required to pay a pet deposit of \$100 in addition to any other required deposits. The amount of the deposit must be paid in full before the pet is brought on the premises. Installment payments are permitted: pet owners may pay up to three equal installments prior to the date before the pet is brought onto the premises.

#### **Refund of Deposit [24 CFR 5.318(d)(1)]**

The PHA may use the pet deposit only to pay reasonable expenses directly attributable to the presence of the pet, including (but not limited to) the costs of repairs and replacements to, and fumigation of, the tenant's dwelling unit. The PHA must refund the unused portion of the pet deposit to the tenant within a reasonable time after the tenant moves from the project or no longer owns or keeps a pet in the unit.

#### PHA Policy

The PHA will refund the pet deposit to the resident, less the costs of any damages caused by the pet to the dwelling unit, within 30 days of move-out or removal of the pet from the unit.

The resident will be billed for any amount that exceeds the pet deposit.

The PHA will provide the resident with a written list of any charges against the pet deposit within 10 days of the move-out inspection. If the resident disagrees with the amount charged to the pet deposit, the PHA will provide a meeting to discuss the charges.

## **10-III.C. OTHER CHARGES**

### **Pet-Related Damages During Occupancy**

#### PHA Policy

All reasonable expenses incurred by the PHA as a result of damages directly attributable to the presence of the pet in the project will be the responsibility of the resident, including:

The cost of repairs and replacements to the resident's dwelling unit

Fumigation of the dwelling unit

Repairs to common areas of the project

The expense of flea elimination shall also be the responsibility of the resident.

If the resident is in occupancy when such costs occur, the resident shall be billed for such costs in accordance with the policies in Section 8-I.G, Maintenance and Damage Charges. Pet deposits will not be applied to the costs of pet-related damages during occupancy.

Charges for pet-related damage are not part of rent payable by the resident.

### **Pet Waste Removal Charge**

The regulations do not address the PHA's ability to impose charges for house pet rule violations. However, charges for violation of PHA pet rules may be treated like charges for other violations of the lease and PHA tenancy rules.

#### PHA Policy

A separate pet waste removal charge of \$25.00 per occurrence will be assessed against pet owners who fail to remove pet waste in accordance with this policy.

Notices of pet waste removal charges will be in accordance with requirements regarding notices of adverse action. Charges are due and payable 14 calendar days after billing. If the family requests a grievance hearing within the required timeframe, the PHA may not take action for nonpayment of the charge until the conclusion of the grievance process.

Charges for pet waste removal are not part of rent payable by the resident.

## **PART IV: PET DEPOSITS AND FEES IN GENERAL OCCUPANCY DEVELOPMENTS**

### **10-IV.A. OVERVIEW**

This part describes the PHA's policies for pet deposits and fees for those who reside in general occupancy developments.

### **10-IV.B. PET DEPOSITS**

A PHA may require a refundable pet deposit to cover additional costs attributable to the pet and not otherwise covered [24 CFR 960.707(b)(1)].

A PHA that requires a resident to pay a pet deposit must place the deposit in an account of the type required under applicable State or local law for pet deposits, or if there are no such requirements, for rental security deposits, if applicable. The PHA must comply with such laws as to retention of the deposit, interest, and return of the deposit to the resident, and any other applicable requirements [24 CFR 960.707(d)].

#### **Payment of Deposit**

##### PHA Policy

Pet owners are required to pay a pet deposit of \$100 in addition to any other required deposits. The amount of the deposit must be paid in full before the pet is brought on the premises. Installment payments are permitted: pet owners may pay up to three equal installments prior to the date before the pet is brought onto the premises.

The pet deposit is not part of rent payable by the resident.

#### **Refund of Deposit**

##### PHA Policy

The PHA will refund the pet deposit to the resident, less the costs of any damages caused by the pet to the dwelling unit, within 30 days of move-out or removal of the pet from the unit.

The resident will be billed for any amount that exceeds the pet deposit.

The PHA will provide the resident with a written list of any charges against the pet deposit within 10 days of the move-out inspection. If the resident disagrees with the amount charged to the pet deposit, the PHA will provide a meeting to discuss the charges.

#### **10-IV.C. NON-REFUNDABLE NOMINAL PET FEE**

PHAs may require payment of a non-refundable nominal pet fee to cover the reasonable operating costs to the development relating to the presence of pets [24 CFR 960.707(b)(1)].

##### PHA Policy

The PHA requires pet owners to pay a non-refundable nominal pet fee.

This fee is intended to cover the reasonable operating costs to the project relating to the presence of pets. Reasonable operating costs to the project relating to the presence of pets include, but are not limited to:

- Landscaping costs

- Pest control costs

- Insurance costs

- Clean-up costs

The pet fee of \$5.00 will be billed upon approval of the pet, and payment will be due before the pet is allowed on the premises.

Charges for the non-refundable pet fee are not part of rent payable by the resident.

## **10-IV.D. OTHER CHARGES**

### **Pet-Related Damages During Occupancy**

#### PHA Policy

All reasonable expenses incurred by the PHA as a result of damages directly attributable to the presence of the pet in the project will be the responsibility of the resident, including:

The cost of repairs and replacements to the resident's dwelling unit

Fumigation of the dwelling unit

Repairs to common areas of the project

The expense of flea elimination shall also be the responsibility of the resident.

If the resident is in occupancy when such costs occur, the resident shall be billed for such costs in accordance with the policies in Section 8-I.G, Maintenance and Damage Charges. Pet deposits will not be applied to the costs of pet-related damages during occupancy.

Charges for pet-related damage are not part of rent payable by the resident.

### **Pet Waste Removal Charge**

The regulations do not address the PHA's ability to impose charges for house pet rule violations. However, charges for violation of PHA pet rules may be treated like charges for other violations of the lease and PHA tenancy rules.

#### PHA Policy

A separate pet waste removal charge of \$25.00 per occurrence will be assessed against pet owners who fail to remove pet waste in accordance with this policy.

Such charges will be due and payable 14 calendar days after billing.

Charges for pet waste removal are not part of rent payable by the resident.





# Housing Authority of the City of Columbia, Missouri

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## Columbia Housing Authority Resident Advisory Board (RAB)

“It is the mission of the CHA Resident Advisory Board to facilitate positive communication and understanding among residents and administrators of CHA in order to create opportunities to continually improve affordable housing and the environment of the community.”

### TERMS EXPIRE SEPTEMBER 30, 2008

- Donald Burkett.....Paquin
- Karin Davis.....Paquin
- Carmaleta Givans.....Section 8
- Anita Henley.....Downtown
- Donnetta Hill.....Section 8
- Nancy Kievit.....Section 8
- Dawn Richardson.....Section 8
- Elvie Verge.....Section 8
- James Will.....Paquin
- William Woodward.....Downtown

### TERMS EXPIRE SEPTEMBER 30, 2009

- Cheryl Barnes.....Paquin
- Michael D. Barnes.....Section 8
- Arminda Buys.....Oak
- James Stephen Cooper.....Paquin
- Betty Countryman.....Oak
- David Dollens.....Paquin
- Orene Henderson.....Paquin
- Jerry C. Lewis.....Oak
- Bernadine Lile.....Downtown
- Kathryn Smith.....Section 8
- Peggy Tuggle.....Paquin
- Phyllis Ward.....Paquin



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Office: (573) 443-2556 ♦ TTY: (573) 875-5161 ♦ Fax Line: (573) 443-0051 ♦ [www.ColumbiaHA.com](http://www.ColumbiaHA.com)

## Columbia Housing Authority Board of Commissioners

<u>Name and Address</u>	<u>Phone and E-mail</u>	<u>Term of Office</u>
Marvin Kinney, Chairman 1623 High Ridge Circle Columbia, MO 65203-1929	446-3729 Home	05/17/08 - 05/31/12
Genie Rogers, Vice-Chair 1400 Business Loop 70 East Columbia, MO 65201-4612	449-4448 Home	05/15/06 - 05/31/10
Max Lewis * 1201 Paquin Street, Apt. 609 Columbia, MO 65201	(573) 449-2847 Home	6/1/08 – 5/31/12
Mary Anne McCollum 601 N. William Street Columbia, MO 65201-5655	442-0224 Home	05/16/05 - 05/31/09
Edward Robinson 1100 Kennesaw Ridge, #508 Columbia, MO 65203	446-4895 Home	02/18/08 - 05/31/11

\* *Resident Commissioner*

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## Columbia Housing Authority Support Staff

### **Phil Steinhaus, Chief Executive Officer/ Executive Secretary**

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Columbia, MO 65203

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Cell Phone: (573) 881-6209  
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### **Sally Dehn, Administrative Secretary**

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Columbia Housing Authority Web Page: [www.ColumbiaHA.com](http://www.ColumbiaHA.com)



## **ADMIN PLAN - Chapter 15**

### **SPECIAL HOUSING TYPES**

[24 CFR 982 Subpart M]

#### **INTRODUCTION**

The PHA may permit a family to use any of the special housing types discussed in this chapter. However, the PHA is not required to permit families receiving assistance in its jurisdiction to use these housing types, except that PHAs must permit use of any special housing type if needed as a reasonable accommodation for a person with a disability. The PHA also may limit the number of families who receive HCV assistance in these housing types and cannot require families to use a particular housing type. No special funding is provided for special housing types.

#### PHA Policy

Families will not be permitted to use any special housing types, unless use is needed as a reasonable accommodation so that the program is readily accessible to a person with disabilities.

Special housing types include single room occupancy (SRO), congregate housing, group homes, shared housing, cooperative housing, manufactured homes where the family owns the home and leases the space, and homeownership [24 CFR 982.601].

This chapter consists of the following seven parts. Each part contains a description of the housing type and any special requirements associated with it. Except as modified by this chapter, the general requirements of the HCV program apply to special housing types.

#### Part I: Single Room Occupancy

#### Part II: Congregate Housing

#### Part III: Group Homes

#### Part IV: Shared Housing

#### Part V: Cooperative Housing

#### Part VI: Manufactured Homes (including manufactured home space rental)

#### Part VII: Homeownership



## **PART I: SINGLE ROOM OCCUPANCY**

[24 CFR 982.602 through 982.605]

### **15-I.A. OVERVIEW**

A single room occupancy (SRO) unit provides living and sleeping space for the exclusive use of the occupant but requires the occupant to share sanitary and/or food preparation facilities with others. More than one person may not occupy an SRO unit. HCV regulations do not limit the number of units in an SRO facility, but the size of a facility may be limited by local ordinances.

When providing HCV assistance in an SRO unit, a separate lease and HAP contract are executed for each assisted person, and the standard form of the HAP contract is used.

### **15-I.B. PAYMENT STANDARD, UTILITY ALLOWANCE, AND HAP CALCULATION**

The payment standard for SRO housing is 75 percent of the 0-bedroom payment standard amount on the PHA's payment standard schedule.

The utility allowance for an assisted person residing in SRO housing is 75 percent of the zero bedroom utility allowance.

The HAP for an assisted occupant in an SRO facility is the lower of the SRO payment standard amount minus the TTP or the gross rent for the unit minus the TTP.

### **15-I.C. HOUSING QUALITY STANDARDS (HQS)**

HQS requirements described in Chapter 8 apply to SRO housing except as modified below.

- *Access:* Access doors to the SRO unit must have working locks for privacy. The occupant must be able to access the unit without going through any other unit. Each unit must have immediate access to two or more approved means of exit from the building, appropriately marked and leading to safe and open space at ground level. The SRO unit must also have any other means of exit required by State or local law.
- *Fire Safety:* All SRO facilities must have a sprinkler system that protects major spaces. "Major spaces" are defined as hallways, common areas, and any other areas specified in local fire, building, or safety codes. SROs must also have hard-wired smoke detectors, and any other fire and safety equipment required by state or local law.

Sanitary facilities and space and security standards must meet local code requirements for SRO housing. In the absence of local code standards the requirements discussed below apply [24 CFR 982.605].

- *Sanitary Facilities:* At least one flush toilet that can be used in privacy, a lavatory basin, and a bathtub or shower in proper operating condition must be provided for each six persons (or fewer) residing in the SRO facility. If the SRO units are leased only to men, flush urinals may be substituted for up to one half of the required number of toilets. Sanitary facilities must be reasonably accessible from a common hall or passageway, and may not be located more than one floor above or below the SRO unit. They may not be located below grade unless the SRO units are located on that level.
- *Space and Security:* An SRO unit must contain at least 110 square feet of floor space, and at least four square feet of closet space with an unobstructed height of at least five feet, for use by the occupant. If the closet space is less than four square feet, the habitable floor space in the SRO unit must be increased by the amount of the deficiency. Exterior doors and windows accessible from outside the SRO unit must be lockable.

Because no children live in SRO housing, the housing quality standards applicable to lead-based paint do not apply.

## **PART II: CONGREGATE HOUSING**

[24 CFR 982.606 through 982.609]

### **15-II.A. OVERVIEW**

Congregate housing is intended for use by elderly persons or persons with disabilities. A congregate housing facility contains a shared central kitchen and dining area and a private living area for the individual household that includes at least a living room, bedroom and bathroom. Food service for residents must be provided.

If approved by the PHA, a family member or live-in aide may reside with the elderly person or person with disabilities. The PHA must approve a live-in aide if needed as a reasonable accommodation so that the program is readily accessible to and usable by persons with disabilities.

When providing HCV assistance in congregate housing, a separate lease and HAP contract are executed for each assisted family, and the standard form of the HAP contract is used.

## **15-II.B. PAYMENT STANDARD, UTILITY ALLOWANCE, AND HAP CALCULATION**

The payment standard for an individual unit in a congregate housing facility is based on the number of rooms in the private living area. If there is only one room in the unit (not including the bathroom or the kitchen, if a kitchen is provided), the PHA must use the payment standard for a 0-bedroom unit. If the unit has two or more rooms (other than the bathroom and the kitchen), the PHA must use the 1-bedroom payment standard.

The HAP for an assisted occupant in a congregate housing facility is the lower of the applicable payment standard minus the TTP or the gross rent for the unit minus the TTP.

The gross rent for the unit for the purpose of calculating HCV assistance is the shelter portion (including utilities) of the resident's monthly housing expense only. The residents' costs for food service should not be included in the rent for a congregate housing unit.

## **15-II.C. HOUSING QUALITY STANDARDS**

HQS requirements as described in Chapter 8 apply to congregate housing except for the requirements stated below.

Congregate housing must have (1) a refrigerator of appropriate size in the private living area of each resident; (2) a central kitchen and dining facilities located within the premises and accessible to the residents, and (3) food service for the residents, that is not provided by the residents themselves.

The housing quality standards applicable to lead-based paint do not apply.

## **PART III: GROUP HOME**

[24 CFR 982.610 through 982.614 and HCV GB p. 7-4]

### **15-III.A. OVERVIEW**

A group home is a state-licensed facility intended for occupancy by elderly persons and/or persons with disabilities. Except for live-in aides, all persons living in a group home, whether assisted or not, must be elderly persons or persons with disabilities. Persons living in a group home must not require continuous medical or nursing care.

A group home consists of bedrooms for residents, which can be shared by no more than two people, and a living room, kitchen, dining area, bathroom, and other appropriate social, recreational, or community space that may be shared with other residents.

No more than 12 persons may reside in a group home including assisted and unassisted residents and any live-in aides.

If approved by the PHA, a live-in aide may live in the group home with a person with disabilities. The PHA must approve a live-in aide if needed as a reasonable accommodation so that the program is readily accessible to and usable by persons with disabilities.

When providing HCV assistance in a group home, a separate lease and HAP contract is executed for each assisted family, and the standard form of the HAP contract is used.

### **15-III.B. PAYMENT STANDARD, UTILITY ALLOWANCE, AND HAP CALCULATION**

Unless there is a live-in aide, the family unit size for an assisted occupant of a group home must be 0- or 1-bedroom, depending on the PHA's subsidy standard. If there is a live-in aide, the aide must be counted in determining the household's unit size.

The payment standard used to calculate the HAP is the lower of the payment standard for the family unit size or the prorata share of the payment standard for the group home size. The prorata share is calculated by dividing the number of persons in the assisted household by the number of persons (assisted and unassisted) living in the group home.

The HAP for an assisted occupant in a group home is the lower of the payment standard minus the TTP or the gross rent minus the TTP.

The utility allowance for an assisted occupant in a group home is the prorata share of the utility allowance for the group home.

The rents paid for participants residing in group homes are subject to generally applicable standards for rent reasonableness. The rent for an assisted person must not exceed the prorata portion of the reasonable rent for the group home. In determining reasonable rent, the PHA should consider whether sanitary facilities and facilities for food preparation and service are common facilities or private facilities.

### **15-III.C. HOUSING QUALITY STANDARDS**

HQS requirements described in Chapter 8 apply to group homes except for the requirements stated below.

- *Sanitary Facilities:* A group home must have at least one bathroom in the facility, with a flush toilet that can be used in privacy, a fixed basin with hot and cold running water, and a shower or bathtub with hot and cold running water. A group home may contain private or common bathrooms. However, no more than four residents can be required to share a bathroom.
- *Food Preparation and Service:* Group home units must contain a kitchen and dining area with adequate space to store, prepare, and serve food. The facilities for food preparation and service may be private or may be shared by the residents. The kitchen must contain a range, an oven, a refrigerator, and a sink with hot and cold running water. The sink must drain into an approvable public or private disposal system.
- *Space and Security:* Group homes must contain at least one bedroom of appropriate size for every two people, and a living room, kitchen, dining area, bathroom, and other appropriate social, recreational, or community space that may be shared with other residents.
- *Structure and Material:* To avoid any threat to the health and safety of the residents, group homes must be structurally sound. Elevators must be in good condition. Group homes must be accessible to and usable by residents with disabilities.
- *Site and Neighborhood:* Group homes must be located in a residential setting. The site and neighborhood should be reasonably free from hazards to the health, safety, and general welfare of the residents, and should not be subject to serious adverse conditions, such as:
  - Dangerous walks or steps
  - Instability
  - Flooding, poor drainage
  - Septic tank back-ups
  - Sewage hazards
  - Mud slides
  - Abnormal air pollution
  - Smoke or dust
  - Excessive noise
  - Vibrations or vehicular traffic
  - Excessive accumulations of trash
  - Vermin or rodent infestation, and
  - Fire hazards.

The housing quality standards applicable to lead-based paint do not apply.

## **PART IV: SHARED HOUSING**

[24 CFR 982.615 through 982.618]

### **15-IV.I. OVERVIEW**

Shared housing is a single housing unit occupied by an assisted family and another resident or residents. The shared unit consists of both common space for use by the occupants of the unit and separate private space for each assisted family.

An assisted family may share a unit with other persons assisted under the HCV program or with other unassisted persons. The owner of a shared housing unit may reside in the unit, but housing assistance may not be paid on behalf of the owner. The resident owner may not be related by blood or marriage to the assisted family.

If approved by the PHA, a live-in aide may reside with the family to care for a person with disabilities. The PHA must approve a live-in aide if needed as a reasonable accommodation so that the program is readily accessible to and usable by persons with disabilities.

When providing HCV assistance in shared housing, a separate lease and HAP contract are executed for each assisted family, and the standard form of the HAP contract is used.

### **15-IV.B. PAYMENT STANDARD, UTILITY ALLOWANCE AND HAP CALCULATION**

The payment standard for a family in shared housing is the lower of the payment standard for the family unit size or the prorata share of the payment standard for the shared housing unit size.

The prorata share is calculated by dividing the number of bedrooms available for occupancy by the assisted family in the private space by the total number of bedrooms in the unit.

The HAP for a family in shared housing is the lower of the payment standard minus the TTP or the gross rent minus the TTP. The utility allowance for an assisted family living in shared housing is the prorata share of the utility allowance for the shared housing unit.

The rents paid for families living in shared housing are subject to generally applicable standards for rent reasonableness. The rent paid to the owner for the assisted family must not exceed the pro-rata portion of the reasonable rent for the shared unit. In determining reasonable rent, the PHA should consider whether sanitary and food preparation areas are private or shared.

### **15-IV.C. HOUSING QUALITY STANDARDS**

The PHA may not give approval to reside in shared housing unless the entire unit, including the portion of the unit available for use by the assisted family under its lease, meets the housing quality standards.

HQS requirements described in Chapter 8 apply to shared housing except for the requirements stated below.

- *Facilities Available for the Family:* Facilities available to the assisted family, whether shared or private, must include a living room, a bathroom, and food preparation and refuse disposal facilities.
- *Space and Security:* The entire unit must provide adequate space and security for all assisted and unassisted residents. The private space for each assisted family must contain at least one bedroom for each two persons in the family. The number of bedrooms in the private space of an assisted family must not be less than the family unit size. A 0-bedroom or 1-bedroom unit may not be used for shared housing.

## **PART V: COOPERATIVE HOUSING**

[24 CFR 982.619]

### **15-V.A. OVERVIEW**

This part applies to rental assistance for a cooperative member residing in cooperative housing. It does not apply to assistance for a cooperative member who has purchased membership under the HCV homeownership option, or to rental assistance for a family that leases a cooperative housing unit from a cooperative member.

A cooperative is a form of ownership (nonprofit corporation or association) in which the residents purchase memberships in the ownership entity. Rather than being charged “rent” a cooperative member is charged a “carrying charge.”

When providing HCV assistance in cooperative housing, the standard form of the HAP contract is used.

### **15-V.B. PAYMENT STANDARD, UTILITY ALLOWANCE AND HAP CALCULATION**

The payment standard and utility allowance are determined according to regular HCV program requirements.

The HAP for a cooperative housing unit is the lower of the payment standard minus the TTP or the monthly carrying charge for the unit, plus any utility allowance, minus the TTP. The monthly carrying charge includes the member’s share of the cooperative debt service, operating expenses, and necessary payments to cooperative reserve funds. The carrying charge does not include down payments or other payments to purchase the cooperative unit or to amortize a loan made to the family for this purpose.

### **15-V.C. HOUSING QUALITY STANDARDS**

All standard HQS requirements apply to cooperative housing units. There are no additional HQS requirements.



## **PART VI: MANUFACTURED HOMES**

[24 CFR 982.620 through 982.624]

### **15-VI.A. OVERVIEW**

A manufactured home is a manufactured structure, transportable in one or more parts, that is built on a permanent chassis, and designed for use as a principal place of residence. HCV-assisted families may occupy manufactured homes in two different ways.

(1) A family can choose to rent a manufactured home already installed on a space and the PHA must permit it. In this instance program rules are the same as when a family rents any other residential housing, except that there are special HQS requirements as provided in 15-VI.D below.

(2) HUD also permits an otherwise eligible family that owns a manufactured home to rent a space for the manufactured home and receive HCV assistance with the rent for the space. PHAs may, but are not required to, provide assistance for such families.

### **15-VI.B. SPECIAL POLICIES FOR MANUFACTURED HOME OWNERS WHO LEASE A SPACE**

#### **Family Income**

In determining the annual income of families leasing manufactured home spaces, the value of the family's equity in the manufactured home in which the family resides is not counted as a family asset.

#### **Lease and HAP Contract**

There is a separate Tenancy Addendum (Form 52642-a) and separate HAP Contract (Form 52642) for this special housing type.

## **15-VI.C. PAYMENT STANDARD, UTILITY ALLOWANCE AND HAP CALCULATION**

### **Payment Standards**

The FMR for a manufactured home space is generally 40 percent of the published FMR for a 2-bedroom unit or, where approved by HUD, the 40th percentile of the rental distribution of manufactured home spaces for the FMR area. The PHA may establish a payment standard for manufactured home spaces that is between 90-110 percent of the FMR for manufactured home spaces.

### **Utility Allowance**

The PHA must establish utility allowances for manufactured home space rental. For the first 12 months of the initial lease term only, the allowance must include an amount for a utility hook-up charge if the family actually incurred a hook-up charge because of a move. This allowance will not be given to a family that leases in place. Utility allowances for manufactured home space must not include the costs of digging a well or installing a septic system.

### **Space Rent**

The space rent is the sum of the rent to the owner for the manufactured home space, any charges for maintenance and management provided by the owner, and the utility allowance for tenant-paid utilities.

### **Housing Assistance Payment**

The HAP for a manufactured home space under the housing choice voucher program is the lower of the payment standard minus the TTP or the (gross) manufactured home space rent minus the TTP.

### **Rent Reasonableness**

Initially, and annually thereafter the PHA must determine that the rent for the manufactured home space is reasonable based on rents for comparable manufactured home spaces. The PHA must consider the location and size of the space, and any services and maintenance to be provided by the owner. By accepting the monthly HAP check, the owner certifies that the rent does not exceed rents charged by the owner for comparable unassisted spaces in the manufactured home park or elsewhere.

## **15-VI.D. HOUSING QUALITY STANDARDS**

Under either type of occupancy described in 15-VI.A above, the manufactured home must meet all HQS performance requirements and acceptability criteria discussed in Chapter 8 of this plan. In addition, the following requirement applies:

### ***Manufactured Home Tie-Down***

A manufactured home must be placed on the site in a stable manner, and must be free from hazards such as sliding or wind damage. The home must be securely anchored by a tie-down device that distributes and transfers the loads imposed by the unit to appropriate ground anchors to resist overturning and sliding.



## **PART VII: HOMEOWNERSHIP**

[24 CFR 982.625 through 982.643]

### **15-VII.A. OVERVIEW [24 CFR 982.625]**

The homeownership option is used to assist a family residing in a home purchased and owned by one or more members of the family. A family assisted under this option may be newly admitted or an existing participant in the HCV program. The PHA must have the capacity to operate a successful HCV homeownership program as defined by the regulations.

There are two forms of homeownership assistance a PHA may offer under this option: monthly homeownership assistance payments, or a single down payment assistance grant. PHAs may choose to offer either or both forms of homeownership assistance, or choose not to offer either. If a PHA offers both forms of assistance, a family must choose which form of assistance to receive.

The PHA must offer either form of homeownership assistance if needed as a reasonable accommodation so that the program is readily accessible to and usable by persons with disabilities. It is the sole responsibility of the PHA to determine whether it is reasonable to implement a homeownership program as a reasonable accommodation. The PHA must determine what is reasonable based on the specific circumstances and individual needs of the person with a disability. The PHA may determine that it is not reasonable to offer homeownership assistance as a reasonable accommodation in cases where the PHA has otherwise opted not to implement a homeownership program.

The PHA must approve a live-in aide if needed as a reasonable accommodation so that the program is readily accessible to and usable by persons with disabilities.

#### PHA Policy

The PHA has instituted a minimum homeowner down payment requirement of at least three percent of the purchase price, and requires that at least one percent of the purchase price come from the family's personal resources.

The PHA requires that financing for purchase of a home under its Section 8 homeownership program complies with secondary mortgage market underwriting requirements; or complies with generally accepted private sector underwriting standards.

The PHA will offer monthly homeownership assistance payments to qualified families. The PHA may offer the down payment assistance program (when permitted by HUD).

## **15-VII.B. FAMILY ELIGIBILITY [24 CFR 982.627]**

The family must meet all of the requirements listed below before the commencement of homeownership assistance. The PHA may also establish additional initial requirements as long as they are described in the PHA administrative plan.

- The family must have been admitted to the Housing Choice Voucher program.
- The family must qualify as a first-time homeowner, or may be a cooperative member.
- The family must meet the Federal minimum income requirement. The family must have a gross annual income equal to the Federal minimum wage multiplied by 2000, based on the income of adult family members who will own the home. The PHA may establish a higher income standard for families. However, a family that meets the federal minimum income requirement (but not the PHA's requirement) will be considered to meet the minimum income requirement if it can demonstrate that it has been pre-qualified or pre-approved for financing that is sufficient to purchase an eligible unit.
- For disabled families, the minimum income requirement is equal to the current SSI monthly payment for an individual living alone, multiplied by 12.
- For elderly or disabled families, welfare assistance payments for adult family members who will own the home will be included in determining whether the family meets the minimum income requirement. It will not be included for other families.
- The family must satisfy the employment requirements by demonstrating that one or more adult members of the family who will own the home at commencement of homeownership assistance is currently employed on a full-time basis (the term 'full-time employment' means not less than an average of 30 hours per week); and has been continuously so employed during the year before commencement of homeownership assistance for the family.
- The employment requirement does not apply to elderly and disabled families. In addition, if a family, other than an elderly or disabled family includes a person with disabilities, the PHA must grant an exemption from the employment requirement if the PHA determines that it is needed as a reasonable accommodation.
- The family has not defaulted on a mortgage securing debt to purchase a home under the homeownership option.
- Except for cooperative members who have acquired cooperative membership shares prior to commencement of homeownership assistance, no family member has a present ownership interest in a residence at the commencement of homeownership assistance for the purchase of any home.
- Except for cooperative members who have acquired cooperative membership shares prior to the commencement of homeownership assistance, the family has entered a contract of sale in accordance with 24 CFR 982.631(c).

## PHA Policy

The family must have been leased in the PHA's jurisdiction on any CHA housing assistance program for at least 12 months.

For disabled and elderly families, the additional minimum income requirement is the monthly SSI payment multiplied by 12 months (\$7,716 in September, 2007). For non-disabled families, the minimum income requirement will be the Federal minimum hourly wage multiplied by 2000 hours (\$11,700 in September, 2007). The requirements of 982.627(c)(3) will be applicable.

Families will be considered "continuously employed" if the break in employment does not exceed one month.

The PHA will count self-employment in a business when determining whether the family meets the employment requirement.

The PHA will impose additional eligibility requirements. To be eligible to participate in the homeownership option, families must meet the following criteria:

- The family is not within the initial one-year period of any CHA-assisted housing lease.

- The family does not owe money to the PHA.

- The family has not committed any serious or repeated violations of a PHA-assisted lease within the past year.

- The family has had no family-caused violations of HUD's Housing Quality Standards (HQS) or Uniform Physical Conditions Standards (UPCS) within the past year.

- The family has attended and completed a CHA-approved Money Smart or other homeownership counseling program.

- The family is currently in good standing in the CHA assisted housing programs.

### **15-VII.C. SELECTION OF FAMILIES [24 CFR 982.626]**

Unless otherwise provided (under the homeownership option), the PHA may limit homeownership assistance to families or purposes defined by the PHA, and may prescribe additional requirements for commencement of homeownership assistance for a family. Any such limits or additional requirements must be described in the PHA administrative plan.

If the PHA limits the number of families that may participate in the homeownership option, the PHA must establish a system by which to select families to participate.

#### PHA Policy

The PHA will administer up to 20 homeownership units per year. The PHA may exceed the number of units planned per year if it is necessary as a reasonable accommodation for a person with a disability. If this occurs, the PHA may reduce the number of homeownership units offered in subsequent years.

Participation in the homeownership assistance is voluntary. Families apply for homeownership participation. All families must meet eligibility requirements as defined in Section 15-VII.B. of this plan.

### **15-VII.D. ELIGIBLE UNITS [24 CFR 982.628]**

In order for a unit to be eligible, the PHA must determine that the unit satisfies all of the following requirements:

- The unit must meet HUD's "eligible housing" requirements. The unit may not be any of the following:
  - A public housing or Indian housing unit;
  - A unit receiving Section 8 project-based assistance;
  - A nursing home, board and care home, or facility providing continual psychiatric, medical or nursing services;
  - A college or other school dormitory;
  - On the grounds of penal, reformatory, medical, mental, or similar public or private institutions.
- The unit must be under construction or already exist at the time the family enters into the contract of sale.
- The unit must be a one-unit property or a single dwelling unit in a cooperative or condominium.
- The unit must have been inspected by the PHA and by an independent inspector designated by the family.
- The unit must meet Housing Quality Standards (see Chapter 8).
- For a unit where the family will not own fee title to the real property (such as a manufactured home), the home must have a permanent foundation and the family must have the right to occupy the site for at least 40 years.

- For PHA-owned units all of the following conditions must be satisfied:
  - The PHA informs the family, both orally and in writing, that the family has the right to purchase any eligible unit and a PHA-owned unit is freely selected by the family without PHA pressure or steering;
  - The unit is not ineligible housing;
  - The PHA obtains the services of an independent agency to inspect the unit for compliance with HQS, review the independent inspection report, review the contract of sale, determine the reasonableness of the sales price and any PHA provided financing. All of these actions must be completed in accordance with program requirements.

The PHA must not approve the unit if the PHA has been informed that the seller is debarred, suspended, or subject to a limited denial of participation.

**15-VII.E. ADDITIONAL PHA REQUIREMENTS FOR SEARCH AND PURCHASE [24 CFR 982.629]**

It is the family’s responsibility to find a home that meets the criteria for voucher homeownership assistance. The PHA may establish the maximum time that will be allowed for a family to locate and purchase a home, and may require the family to report on their progress in finding and purchasing a home. If the family is unable to purchase a home within the maximum time established by the PHA, the PHA may issue the family a voucher to lease a unit or place the family’s name on the waiting list for a voucher.

PHA Policy

The family will be allowed 90 days to identify a unit and submit a sales contract to the PHA for review. The family will be allowed an additional 60 days to close on the home. PHAs may grant extensions to either of these periods for good cause. The length of extension(s) will be determined on a case-by-case basis, but in no case will an extension exceed a total 300 days. The maximum amount of time a family will be given to locate and complete the purchase of a home under the homeownership option is 300 days.

During these periods, the family will continue to receive CHA housing assistance in accordance with any applicable lease and/or contract until the family vacates the rental unit for its purchased home.

All requests for extensions must be submitted in writing to the PHA prior to the expiration of the period for which the extension is being requested. The PHA will approve or disapprove the extension request within 10 days. The family will be notified of the PHA’s decision in writing.

The family will be required to report their progress on locating and purchasing a home to the PHA every 60 days until the home is purchased.

If the family cannot complete the purchase of a unit within the maximum required time frame, and is not receiving rental assistance from CHA at the time the search and purchase time period expires, the family will be issued a voucher to lease a unit.

## **15-VII.F. HOMEOWNERSHIP COUNSELING [24 CFR 982.630]**

Before commencement of homeownership assistance for a family, the family must attend and satisfactorily complete the pre-assistance homeownership and housing counseling program required by the PHA. HUD suggests the following topics for the PHA-required pre-assistance counseling:

- Home maintenance (including care of the grounds);
- Budgeting and money management;
- Credit counseling;
- How to negotiate the purchase price of a home;
- How to obtain homeownership financing and loan pre-approvals, including a description of types of financing that may be available, and the pros and cons of different types of financing;
- How to find a home, including information about homeownership opportunities, schools, and transportation in the PHA jurisdiction;
- Advantages of purchasing a home in an area that does not have a high concentration of low-income families and how to locate homes in such areas;
- Information on fair housing, including fair housing lending and local fair housing enforcement agencies; and
- Information about the Real Estate Settlement Procedures Act (12 U.S.C. 2601 et seq.) (RESPA), state and Federal truth-in-lending laws, and how to identify and avoid loans with oppressive terms and conditions.

The PHA may adapt the subjects covered in pre-assistance counseling (as listed) to local circumstances and the needs of individual families.

The PHA may also offer additional counseling after commencement of homeownership assistance (ongoing counseling). If the PHA offers a program of ongoing counseling for participants in the homeownership option, the PHA shall have discretion to determine whether the family is required to participate in the ongoing counseling.

If the PHA does not use a HUD-approved housing counseling agency to provide the counseling, the PHA should ensure that its counseling program is consistent with the counseling provided under HUD's Housing Counseling program.

### PHA Policy

Families must attend and complete Money Smart or a CHA-approved pre-purchase homeownership counseling. If required by the PHA, families must attend and complete CHA-approved post-purchase ongoing homeownership counseling.

## **15-VII.G. HOME INSPECTIONS, CONTRACT OF SALE, AND PHA DISAPPROVAL OF SELLER [24 CFR 982.631]**

### **Home Inspections**

The PHA may not commence monthly homeownership assistance payments or provide down payment assistance grants for a family until the PHA has inspected the unit and has determined that the unit passes HQS.

An independent professional inspector selected by and paid for by the family must also inspect the unit. The independent inspection must cover major building systems and components, including foundation and structure, housing interior and exterior, and the roofing, plumbing, electrical, and heating systems. The independent inspector must be qualified to report on property conditions, including major building systems and components.

The PHA may not require the family to use an independent inspector selected by the PHA. The independent inspector may not be a PHA employee or contractor, or other person under control of the PHA. However, the PHA may establish standards for qualification of inspectors selected by families under the homeownership option.

The PHA may disapprove a unit for assistance based on information in the independent inspector's report, even if the unit was found to comply with HQS.

### PHA Policy

When the family locates a home they wish to purchase and submits a copy of their purchase offer/contract, the PHA will conduct a housing quality standards (HQS) inspection within 10 days. Any items found not to meet HQS must be repaired before the unit can be determined eligible for the homeownership program.

The family must hire an independent professional inspector, whose report must be submitted to the PHA for review. No specific credentials are required. The inspector may not be a PHA employee.

The PHA will review the professional report in a timely fashion, and, based on the presence of major physical problems, may disapprove the purchase of the home.

If the PHA disapproves the purchase of a home, the family will be notified in writing of the reasons for the disapproval.

While the family is receiving homeownership assistance, the PHA will offer to conduct an annual HQS inspection. The PHA will conduct an HQS inspection once every three years while the family is receiving homeownership assistance.

### **Contract of Sale**

Before commencement of monthly homeownership assistance payments or receipt of a down payment assistance grant, a member or members of the family must enter into a contract of sale with the seller of the unit to be acquired by the family. The family must give the PHA a copy of the contract of sale. The contract of sale must:

- Specify the price and other terms of sale by the seller to the purchaser;

- Provide that the purchaser will arrange for a pre-purchase inspection of the dwelling unit by an independent inspector selected by the purchaser;
- Provide that the purchaser is not obligated to purchase the unit unless the inspection is satisfactory to the purchaser;
- Provide that the purchaser is not obligated to pay for any necessary repairs; and
- Contain a certification from the seller that the seller has not been debarred, suspended, or subject to a limited denial of participation under CFR part 24.

**Disapproval of a Seller**

In its administrative discretion, the PHA may deny approval of a seller for the same reasons a PHA may disapprove an owner under the regular HCV program [see 24 CFR 982.306(c)].

## **15-VII.H. FINANCING [24 CFR 982.632]**

The PHA may establish requirements for financing purchase of a home under the homeownership option. This may include requirements concerning qualification of lenders, terms of financing, restrictions concerning debt secured by the home, lender qualifications, loan terms, and affordability of the debt. The PHA must establish policies describing these requirements in the administrative plan.

A PHA may not require that families acquire financing from one or more specified lenders, thereby restricting the family's ability to secure favorable financing terms.

### PHA Policy

As a check against predatory lending, the PHA will review the financing of each purchase transaction, including estimated closing costs. The PHA will review the loans for features, such as balloon payments, adjustable rate mortgages, and unusually high interest rates, all of which are prohibited. The PHA also will not approve "seller financing" or "owner-held" mortgages. Beyond these basic criteria, the PHA will rely on the lenders to determine that the loan will be affordable to program participants.

The mortgage the family applies for must require a minimum down payment of at least 3% of the sales price with 1% of the down payment coming from the purchaser's personal funds. The PHA will not require that the family have any more than the minimum of 1% of their own money in the transaction. However, in cases where a lender is requiring a larger amount, the family may be held to the underwriting guidelines set by their lending institution.

The PHA will approve a family's request to utilize its Family Self-Sufficiency (FSS) escrow account for down payment and/or closing costs when purchasing a unit under the HCV homeownership option.

## **15-VII.I. CONTINUED ASSISTANCE REQUIREMENTS; FAMILY OBLIGATIONS [24 CFR 982.633]**

Homeownership assistance may only be paid while the family is residing in the home. If the family moves out of the home, the PHA may not continue homeownership assistance after the month when the family moves out. The family or lender is not required to refund to the PHA the homeownership assistance for the month when the family moves out.

Before commencement of homeownership assistance, the family must execute a statement in which the family agrees to comply with all family obligations under the homeownership option.

The family must comply with the following obligations:

- The family must comply with the terms of the mortgage securing debt incurred to purchase the home, or any refinancing of such debt.
- The family may not convey or transfer ownership of the home, except for purposes of financing, refinancing, or pending settlement of the estate of a deceased family member. Use and occupancy of the home are subject to 24 CFR 982.551 (h) and (i).

- The family must supply information to the PHA or HUD as specified in 24 CFR 982.551(b). The family must further supply any information required by the PHA or HUD concerning mortgage financing or refinancing, sale or transfer of any interest in the home, or homeownership expenses.
- The family must notify the PHA before moving out of the home.
- The family must notify the PHA if the family defaults on the mortgage used to purchase the home.
- No family member may have any ownership interest in any other residential property.
- The family must comply with the obligations of a participant family described in 24 CFR 982.551, except for the following provisions which do not apply to assistance under the homeownership option: 24 CFR 982.551(c), (d), (e), (f), (g) and (j).

#### PHA Policy

Any HQS failed items noted on any inspection after the initial inspection will have to be corrected by the family within 30 calendar days (or PHA-approved extension) as a condition of continued assistance.

#### **15-VII.J. MAXIMUM TERM OF HOMEOWNER ASSISTANCE [24 CFR 982.634]**

Except in the case of a family that qualifies as an elderly or disabled family, other family members (described below) shall not receive homeownership assistance for more than:

- Fifteen years, if the initial mortgage incurred to finance purchase of the home has a term of 20 years or longer; or
- Ten years, in all other cases.

The maximum term described above applies to any member of the family who:

- Has an ownership interest in the unit during the time that homeownership payments are made; or
- Is the spouse of any member of the household who has an ownership interest in the unit during the time homeownership payments are made.

In the case of an elderly family, the exception only applies if the family qualifies as an elderly family at the start of homeownership assistance. In the case of a disabled family, the exception applies if at any time during receipt of homeownership assistance the family qualifies as a disabled family.

If, during the course of homeownership assistance, the family ceases to qualify as a disabled or elderly family, the maximum term becomes applicable from the date homeownership assistance commenced. However, such a family must be provided at least 6 months of homeownership assistance after the maximum term becomes applicable (provided the family is otherwise eligible to receive homeownership assistance).

If the family has received such assistance for different homes, or from different PHAs, the total of such assistance terms is subject to the maximum term described in this part.

#### **15-VII.K. HOMEOWNERSHIP ASSISTANCE PAYMENTS AND HOMEOWNERSHIP EXPENSES [24 CFR 982.635]**

The monthly homeownership assistance payment is the lower of: the voucher payment standard minus the total tenant payment, or the monthly homeownership expenses minus the total tenant payment.

In determining the amount of the homeownership assistance payment, the PHA will use the same payment standard schedule, payment standard amounts, and subsidy standards as those described in elsewhere in this plan for the Housing Choice Voucher program.

The PHA may pay the homeownership assistance payments directly to the family, or at the PHA's discretion, to a lender on behalf of the family. If the assistance payment exceeds the amount due to the lender, the PHA must pay the excess directly to the family.

##### PHA Policy

The PHA's housing assistance payment will be made directly to an account in the family's name. The PHA will confirm that an automatic withdrawal of the mortgage payment has been set up by the lender for the specified account and the account numbers

will be recorded for the PHA's payments. If the assistance payment exceeds the amount due to the lender, the PHA will deposit the excess amount in the same account.

Homeownership assistance for a family terminates automatically 180 calendar days after the last homeownership assistance payment on behalf of the family. However, a PHA may grant relief from this requirement in those cases where automatic termination would result in extreme hardship for the family.

PHA Policy

The PHA will not grant relief, under any circumstances, from the requirement to automatically terminate homeownership assistance 180 calendar days after the PHA makes the last housing assistance payment on behalf of the family.

The PHA must adopt policies for determining the amount of homeownership expenses to be allowed by the PHA in accordance with HUD requirements.

Homeownership expenses (not including cooperatives) only include amounts allowed by the PHA to cover:

- Principal and interest on initial mortgage debt, any refinancing of such debt, and any mortgage insurance premium incurred to finance purchase of the home;
- Real estate taxes and public assessments on the home;
- Home insurance;
- The PHA allowance for maintenance expenses;
- The PHA allowance for costs of major repairs and replacements;
- The PHA utility allowance for the home;
- Principal and interest on mortgage debt incurred to finance costs for major repairs, replacements or improvements for the home. If a member of the family is a person with disabilities, such debt may include debt incurred by the family to finance costs needed to make the home accessible for such person, if the PHA determines that allowance of such costs as homeownership expenses is needed as a reasonable accommodation so that the homeownership option is readily accessible to and usable by such person;
- Land lease payments where a family does not own fee title to the real property on which the home is located; [see 24 CFR 982.628(b)].
- For a condominium unit, condominium operating charges or maintenance fees assessed by the condominium homeowner association.

### PHA Policy

The PHA will allow the following homeownership expenses:

**Monthly homeownership payment.** This includes principal and interest on initial mortgage debt, taxes and insurance, and any mortgage insurance premium, if applicable.

**Utility allowance.** The PHAs utility allowance for the unit, based on the current HCV utility allowance schedule.

**Monthly maintenance allowance.** The monthly maintenance allowance will be the annual maintenance allowance, divided by twelve. The annual maintenance allowance will be set by the PHA.

**Monthly major repair/replacement allowance.** The monthly major repair/replacement allowance will be the annual major repair/replacement allowance divided by twelve. The annual major repair/replacement allowance will be set by the PHA.

**Monthly co-op/condominium assessments.** If applicable, the monthly amount of co-op or condominium association operation and maintenance assessments.

**Monthly principal and interest on debt for improvements.** Principal and interest for major home repair, replacements, or improvements, if applicable.

Homeownership expenses for a cooperative member may only include amounts allowed by the PHA to cover:

- The cooperative charge under the cooperative occupancy agreement including payment for real estate taxes and public assessments on the home;
- Principal and interest on initial debt incurred to finance purchase of cooperative membership shares and any refinancing of such debt;
- Home insurance;
- The PHA allowance for maintenance expenses;
- The PHA allowance for costs of major repairs and replacements;
- The PHA utility allowance for the home; and
- Principal and interest on debt incurred to finance major repairs, replacements or improvements for the home. If a member of the family is a person with disabilities, such debt may include debt incurred by the family to finance costs needed to make the home accessible for such person, if the PHA determines that allowance of such costs as homeownership expenses is needed as a reasonable accommodation so that the homeownership option is readily accessible to and usable by such person.
- Cooperative operating charges or maintenance fees assessed by the cooperative homeowner association.

#### **15-VII.L. PORTABILITY [24 CFR 982.636, 982.637, 982.353(b) and (c), 982.552, 982.553]**

Subject to the restrictions on portability included in HUD regulations and PHA policies, a family may exercise portability if the receiving PHA is administering a voucher homeownership program and accepting new homeownership families. The receiving PHA may absorb the family into its voucher program, or bill the initial PHA.

The family must attend the briefing and counseling sessions required by the receiving PHA. The receiving PHA will determine whether the financing for, and the physical condition of the unit, are acceptable. The receiving PHA must promptly notify the initial PHA if the family has purchased an eligible unit under the program, or if the family is unable to purchase a home within the maximum time established by the PHA.

#### **15-VII.M. MOVING WITH CONTINUED ASSISTANCE [24 CFR 982.637]**

A family receiving homeownership assistance may move with continued tenant-based assistance. The family may move with voucher rental assistance or with voucher homeownership assistance. Continued tenant-based assistance for a new unit cannot begin so long as any family member holds title to the prior home.

The PHA may deny permission to move to a new unit with continued voucher assistance as follows:

- Lack of funding to provide continued assistance.
- At any time, the PHA may deny permission to move with continued rental or homeownership assistance in accordance with 24 CFR 982.638, regarding denial or termination of assistance.
- In accordance with the PHA's policy regarding number of moves within a 12-month period.

The PHA must deny the family permission to move to a new unit with continued voucher rental assistance if:

- The family defaulted on an FHA-insured mortgage; and
- The family fails to demonstrate that the family has conveyed, or will convey, title to the home, as required by HUD, to HUD or HUD's designee; and the family has moved, or will move, from the home within the period established or approved by HUD.

#### PHA Policy

For families participating in the homeownership option, requests to move will be approved and/or denied in accordance with PHA policies in Chapter 10.

The PHA will not require additional counseling of any families who move with continued assistance.

## **15-VII.N. DENIAL OR TERMINATION OF ASSISTANCE [24 CFR 982.638]**

At any time, the PHA may deny or terminate homeownership assistance in accordance with HCV program requirements in 24 CFR 982.552 (Grounds for denial or termination of assistance) or 24 CFR 982.553 (Crime by family members).

The PHA may also deny or terminate assistance for violation of participant obligations described in 24 CFR Parts 982.551 or 982.633.

The PHA must terminate voucher homeownership assistance for any member of family receiving homeownership assistance that is dispossessed from the home pursuant to a judgment or order of foreclosure on any mortgage (whether FHA insured or non-FHA) securing debt incurred to purchase the home, or any refinancing of such debt.

### PHA Policy

The PHA will terminate a family's homeownership assistance if the family violates any of the homeowner obligations listed in Section 1, as well as for any of the reasons listed in Section 2 of form HUD-52649, Statement of Homeowner Obligations Housing Choice Homeownership Voucher Program.

In making its decision to terminate homeownership assistance, the PHA will consider alternatives as described in Section 12-II.C and other factors described in Section 12-II.D. Upon consideration of such alternatives and factors, the PHA may, on a case-by-case basis, choose not to terminate assistance.

Termination notices will be sent in accordance with the requirements and policies set for in Section 12-II.F.

## **SPECIAL PROGRAMS**

### **HOME RENTAL ASSISTANCE PROGRAM**

**1. The HOME Tenant-Based Rental Assistance (TBRA) program** is authorized under the U.S. Housing and Community Development Act of 1992. Federal regulations governing the administration of the program are contained in 24 CFR Parts 5 and 92. The Housing Authority of the City of Columbia, Missouri (CHA) will administer a local TBRA program under a Subrecipient Agreement between CHA and the City of Columbia, Missouri. This Agreement provides HOME Investment Partnership Program (HOME) funds from the U.S. Department of Housing and Urban Development (HUD) for the purpose of assisting low income and very-low income households to obtain decent, safe and affordable rental housing.

The mission of the program is:

**“To provide housing assistance to under-served populations of very-low income persons and families as defined under HUD HOME regulations.”**

The goal of the program is:

**“To obtain provide a stable living environment for the individual participants and families through the provision of housing assistance and supportive services for integration into the greater Columbia community”.**

Partnerships will be developed with participating local agencies to refer qualified and eligible individuals and families. The partnerships to be developed with local agencies to provide a support network for participants will include, but are not limited to, the Boone County Mental Health Court, the McCambridge Center, The Women’s Shelter, Probation and Parole, and other affiliated agencies.

Operation of this local HOME TBRA program will be consistent with provisions of the CHA Section 8 Administrative Plan adopted February 2002, as subsequently amended, except those provisions and forms specific to the HOME TBRA program as detailed in this addendum.

**2. Eligibility.** An eligible person for this local HOME TBRA program is a very-low income person or family as identified in the Consolidated Plan for the City of Columbia as persons with special needs. Very-low income is defined as an annual household income not in excess of 50 percent of the median income for the area, as published annually by HUD. During the period of assistance, CHA will annually determine that the family continues to be a low-income household to be eligible for continued assistance for the two-year term of the HOME TBRA grant.

### **3. Housing Provisions**

- A. The housing component of the TBRA Program will vary dependent on availability of local HOME funds and approval of renewal funding. Referral agencies are subject to change if program experience suggests a change to maintain full utilization.
- B. All housing units approved for participation must pass a physical inspection before the HOME rental assistance contract is signed. The inspection shall be conducted according to Housing Quality Standards as defined by HUD.
- C. The HOME TBRA program may be used only within the City of Columbia.
- D. HOME coupons are not portable to another jurisdiction.
- E. All contract rents must be reasonable based on rents that are charged for comparable unassisted rental units.
- F. The lease shall not contain prohibited lease provisions as contained in 24CFR 92.253.
- G. Part 5 Annual Income as defined in 24 CFR 5.609 shall be used for calculating income and allowances.
- H. The amount of the monthly assistance shall not exceed the difference between a rent standard for the unit size and 30 percent of the family's monthly adjusted income, as defined in 24CFR Parts 5 and 92.
- I. Rent standards shall be the same Payment Standards adopted by CHA for the Housing Choice Voucher Program and shall be based on the applicable fair market rent (FMR), or may exceed the FMR by up to 10% for 20% of the units assisted.
- J. The minimum rent shall be Twenty-Five Dollars (\$25.00).
- K. HOME funds may be used for security deposit grants not to exceed the equivalent of one month's rent for the unit, which shall be paid to the landlord. Any refund due the tenant at move-out shall be refunded to the tenant.
- L. HOME funds may be used for utilities deposits, which shall be paid to the utilities company.

**4. Service Provisions.** The services to be offered by the participating agencies in conjunction with the housing assistance are assessment, assertive case management, counseling, substance abuse and/or psychiatric rehabilitation, medication services, 24-hour support, crisis intervention and fiduciary services.

**5. Program Administration.** The program will be administered utilizing the following process:

- A. Based upon the eligibility criteria, participating agencies will make an initial case finding.
- B. The participating agency making the initial case finding will conduct an initial screening. The screening will include obtaining demographic information from the participating individual, a signed Agreement to Participate from the participating individual, and a provision of a brief orientation to the program.

- C. Referrals will be made to CHA based upon a determination that the potential participant is qualified and eligible for the HOME TBRA program.
- D. CHA will screen all adult household members for criminal history. The placement of individuals within the program is based solely on minimum eligibility requirements and the established criteria/recommendations of the participating agencies.
- E. The participating agency making a referral must also certify that the referral is in compliance with the following nondiscrimination laws on the basis of race, color, sex, religion, creed, national or ethnic origin, age, Family or marital status, handicap or disability or sexual orientation:
1. The Fair Housing Act (42 USC 3601-19) and implementing regulations at 24 CFR 100; Executive Order 11063, as amended by Executive Order 12259 (3 CFR 1958-1963 Comp., p. 652 and 3 CFR 1980 Comp., p. 307) and implementing regulations at 24 CFR part 107; and Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d) and implementing regulations issued at 24 CFR part 1.
  2. The prohibitions against discrimination on the basis of age under the Age Discrimination Act of 1974 (42 U.S.C. 6101-071) and implementing regulations at 24 CFR part 146.
  3. The prohibitions against discrimination against handicapped individuals under section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) and implementing regulations at 24 CFR part 8.
- F. The participating agency making the referral must also certify that services including but not limited to any one of the following will be provided:
- (1) assessment
  - (2) assertive case management
  - (3) counseling
  - (4) substance abuse and/or psychiatric rehabilitation
  - (5) medication services
  - (6) 24 hour support and crisis intervention
  - (7) fiduciary services
- G. The participant may be referred to CHA for housing assistance by the participating agency, or the participant may make application directly to CHA. Applications will be coordinated through the Section 8 Specialist and Section 8 Assistant II. An interview date and time will be established to provide information to the participating agency. The participant should bring the following documents to the interview for use in determining household composition:

1. Picture identification (such as a driver's license, a state I.D., or an employment tag or badge) for the head(s) of household.
2. Social Security cards for all Family members. Social Security numbers that appear on valid driver's license may be used in place of a Social Security Card.
3. Birth Records for all Family members 18 years of age and younger.

H. The participating agency must have the case manager attend the interview.

I. CHA will conduct an intake interview with the participant. It will include a financial means questionnaire to verify income eligibility and perform the appropriate rent calculation. At this time, income verification from all sources of income including: Social Security, Aid to Families with Dependent Children, employment, Child Support, unemployment and/or retirement benefits, income from Family or friends and verification of all assets including privately owned homes, real estate and checking and/or savings accounts must be provided. Each participant must pay rent in accordance with Section 3(a) (1) of the U.S. Housing Act of 1937, which is the highest of:

1. 30 percent of the Family's monthly adjusted income;
2. 10 percent of the Family's monthly income; or
3. If the Family is Receiving payments for welfare assistance from a public agency and if part of the payments, adjusted in accordance with the Family's actual housing costs, is specifically designated by the agency to meet the Family's housing costs, the portion of the payments that is so designated; with the exception that the gross income of a person occupying intermediate care facility assisted under Title XIX of the Social Security Act is the same as if the person were being assisted under the Title XCVI of the Social Security Act.
4. Minimum rent as established by CHA's Board of Commissioners.

J. The participating agencies will assist individual participants with finding and maintaining their apartments.

K. Once a potential appropriately sized bedroom unit is located, CHA will perform a housing inspection. The unit must meet the applicable housing quality standards (HQS) under 24 CFR 882.109. Assistance will not be provided for units that fail to meet the HQS. CHA will also inspect the units at least annually to insure that the units continue to meet the HQS.

L. Participants must enter into an occupancy agreement for a term that is consistent with local practice.

## **6. Termination of Assistance**

Termination of assistance may occur when a participant or any member of tenant's household violates HOME TBRA program requirements or conditions of occupancy including but not limited to:

- A. Violation of terms of the HOME Coupon.
- B. Violation of terms of the lease.
- C. Refusal to accept services under the program from the referral agency.
- D. Illegal drug activities or violent criminal activities in or near the leased premises.
- E. Participant's household income exceeds the income limit for low-income households as defined by HUD

## **7. Grievance Procedures**

The CHA Grievance Procedure shall apply to the HOME TBRA program.

**TENANT BASED RENTAL ASSISTANCE (TBRA) CERTIFICATION**

I certify that the selection of \_\_\_\_\_, Social Security number \_\_\_\_\_ for admission to the TBRA program administered by the Housing Authority of the City of Columbia, Missouri is in compliance with the following requirements for nondiscrimination on the basis of race, color, religion, sex, national origin, age, familial status and handicap:

(1) The Fair Housing Act (42 USC 3601-19) and implementing regulations at 24 CFR 100; Executive Order 11053, as amended by Executive Order 12259 (3 CFR 1958-1963 Comp., pp. 652 and 3 CFR 1980 Comp., p. 307) and implementing regulations at 24 CFR part 107; and Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d) and implementing regulations issued at 24 CFR part 146.

(2) The prohibitions against discrimination on the basis of age under the Age Discrimination Act of 11974 (42 U.S.C. 6101-07) and implementing regulations at 24 CFR part 146.

(3) The prohibitions against discrimination against handicapped individuals under section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) and implementing regulations at 24 CFR part 8.

I further certify that the above individual meets program requirements for participation in the local TBRA program and that the individual/family will receive case management services in conjunction with the housing assistance under the TBRA Program.

I further understand that by making this referral to CHA for the HOME TBRA program, I agree to provide documentation to CHA of the dollar value of case management services provided to this individual and family for matching fund purposes.

\_\_\_\_\_  
Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Agency

## Voluntary Conversion Initial Assessment

PHA: Housing Authority of the City of Columbia, Missouri -- MO-007

PHA Plan Year: 2009 (beginning 10/1/2008)

I certify that I have reviewed each development's operations as public housing, I have considered the implications of converting the public housing to tenant-based assistance; and concluded that conversion of the development may be inappropriate because removal of the development would not meet the necessary conditions for voluntary conversion described at Section 972.200(c). This determination is based on factors of cost, ability to occupy the development, cost and/or workability of vouchers in the community.

Developments:

AMP 1 & 2 (Downtown & Bear Creek - family sites)

- 28 vacant units; 214 applicants.

AMP 3 & 4 (Oak & Paquin - high-rises)

- 14 vacant; 75 applicants

I have determined that there are sufficient applications on hand to fill any existing vacant apartments, and that these developments are viable public housing operations.

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Phil Steinhaus  
Chief Executive Officer  
July 3, 2008

## **Excerpts from the ACOP and Admin Plans**

### **ACOP - Chapter 7**

#### **VERIFICATION**

[24 CFR 960.259, 24 CFR 5.230]

#### **INTRODUCTION**

The PHA must verify all information that is used to establish the family's eligibility and level of assistance and is required to obtain the family's consent to collect the information. Applicants and tenants must cooperate with the verification process as a condition of receiving assistance. The PHA must not pass on the cost of verification to the family.

The PHA will follow the verification guidance provided by HUD in PIH Notice 2004-01 Verification Guidance ("VG") and any subsequent guidance issued by HUD. This chapter summarizes those requirements and provides supplementary PHA policies.

Part I describes the general verification process. More detailed requirements related to individual factors are provided in subsequent parts including family information (Part II), income and assets (Part III), and mandatory deductions (Part IV).

Verification policies, rules and procedures will be modified as needed to accommodate persons with disabilities. All information obtained through the verification process will be handled in accordance with the records management policies established by the PHA.

#### **7-I.B. OVERVIEW OF VERIFICATION REQUIREMENTS**

##### **HUD's Verification Hierarchy [VG, p. 11-14]**

HUD authorizes the PHA to use five methods to verify family information and specifies the circumstances in which each method will be used. In general HUD requires the PHA to use the most reliable form of verification that is available and to document the reasons when the PHA uses a lesser form of verification.

##### PHA Policy

In order of priority, the forms of verification that the PHA will use are:

Up-front Income Verification (UIV) whenever available

Third-party Written Verification

Third-party Oral Verification

Review of Documents

Self-Certification

Each of the verification methods is discussed in subsequent sections below. Exhibit 7-1 at the end of the chapter contains an excerpt from the Verification Guidance that provides guidance with respect to how each method may be used.

## **7-I.C. UP-FRONT INCOME VERIFICATION (UIV)**

Up-front income verification (UIV) refers to the PHA's use of the verification tools available from independent sources that maintain computerized information about earnings and benefits. UIV will be used to the extent that these systems are available to the PHA.

### PHA Policy

The PHA will inform all applicants and residents of its use of the following UIV resources during the admission and reexamination process:

HUD's EIV system

University of Missouri system

The Work Number system

The PHA must restrict access to and safeguard UIV data in accordance with HUD guidance on security procedures, as issued and made available by HUD.

There may be legitimate differences between the information provided by the family and UIV-generated information. No adverse action can be taken against a family until the PHA has independently verified the UIV information and the family has been granted an opportunity to contest any adverse findings through the PHA's informal review/hearing processes.

### **Definition of Substantial Difference**

UIV information is used differently depending upon whether there is a *substantial difference* between information provided by the family and the UIV information. In "HUD Guidelines for Projecting Annual Income When UIV Data is Available," HUD recommends using \$200 per month as the threshold for a substantial difference. The PHA will use the \$200 per month as the threshold for a substantial difference.

See Chapter 6 for the PHA's policies on the definition of substantial difference and the use of UIV to project annual income and for the PHA's threshold for substantial difference.

### **When No Substantial Difference Exists**

If UIV information does not differ substantially from family information, the UIV documentation may serve as third-party written verification.

### **When a Substantial Difference Exists [24 CFR 5.236(b)]**

When there is a substantial difference between the information provided by the UIV source and the family, the PHA must request another form of third-party written verification and use any other verification methods (in priority order) to reconcile the difference(s).

## **Use of HUD's Enterprise Income Verification (EIV) System**

HUD's EIV system contains data showing earned income, unemployment benefits, Social Security and SSI benefits for resident families. HUD requires the PHA to use the EIV system when available. The following policies will apply when the PHA has access to HUD's EIV system.

The EIV system contains two main components: tenant income data reports and "exceeds threshold" reports.

### ***Tenant Income Data (TID) Reports***

The data shown on TID reports is updated quarterly. Data may be between 3 and 6 months old at the time reports are generated.

#### **PHA Policy**

The PHA will obtain TID reports for annual reexaminations on a monthly basis. Reports will be generated as part of the regular reexamination process.

TID reports will be compared to family-provided information as part of the annual reexamination process. TID reports may be used in the calculation of annual income, as described in Chapter 6.I.C. TID reports may also be used to meet the regulatory requirement for third party verification, as described above. Policies for resolving discrepancies between TID reports and family-provided information will be resolved as described in Chapter 6.I.C. and in this chapter.

TID reports will be used in interim reexaminations when it is necessary to verify and calculate earned income, unemployment benefits, Social Security and/or SSI benefits, and to verify that families claiming zero income are not receiving income from any of these sources.

TID reports will be retained in resident files with the applicable annual or interim reexamination documents.

When the PHA determines through TID reports and third party verification that a family has concealed or under-reported income, corrective action will be taken pursuant to the policies in Chapter 15, Program Integrity.

### ***Exceeds Threshold Reports (ETRs)***

The ETR is a tool for identifying families who may have concealed or under-reported income. Data in the ETR represents income for past reporting periods and may be between 6 months and 30 months old at the time ETRs are generated.

Families who have not concealed or under-reported income may appear on the ETR in some circumstances, such as loss of a job or addition of new family members.

#### **PHA Policy**

The PHA will generate and review ETRs on a quarterly basis. The ETR threshold percentage will be adjusted as necessary based on the findings in the ETRs.

In reviewing ETRs, the PHA will begin with the largest discrepancies.

When the PHA determines that a resident appearing on the ETR has not concealed or under-reported income, the resident's name will be placed on a list of "false positive" reviews. To avoid multiple reviews in this situation, residents appearing on this list will be eliminated from ETR processing until a subsequent interim or annual reexamination has been completed.

When it appears that a family may have concealed or under-reported income, the PHA will request third-party written verification of the income in question.

When the PHA determines through ETR review and third party verification that a family has concealed or under-reported income, corrective action will be taken pursuant to the policies in Chapter 15, Program Integrity.

### ***EIV Identity Verification***

The EIV system verifies resident identities against SSA records. These records are compared to PIC data for a match on Social Security number, name, and date of birth.

When identity verification for a resident fails, a message will be displayed within the EIV system and no income information will be displayed.

#### **PHA Policy**

The PHA will identify residents whose identity verification has failed as part of the annual reexamination process.

The PHA will attempt to resolve PIC/SSA discrepancies by reviewing file documents. When the PHA determines that discrepancies exist due to PHA errors such as spelling errors or incorrect birth dates, the errors will be corrected promptly.

## **7-II.F. DOCUMENTATION OF DISABILITY**

The PHA must verify the existence of a disability in order to allow certain income disallowances and deductions from income. The PHA is not permitted to inquire about the nature or extent of a person's disability [24 CFR 100.202(c)]. The PHA may not inquire about a person's diagnosis or details of treatment for a disability or medical condition. If the PHA receives a verification document that provides such information, the PHA will not place this information in the tenant file. Under no circumstances will the PHA request a resident's medical record(s). For more information on health care privacy laws, see the Department of Health and Human Services' website at [www.os.dhhs.gov](http://www.os.dhhs.gov).

The above cited regulation does not prohibit the following inquiries, provided these inquiries are made of all applicants, whether or not they are persons with disabilities [VG, p. 24]:

- Inquiry into an applicant's ability to meet the requirements of ownership or tenancy
- Inquiry to determine whether an applicant is qualified for a dwelling available only to persons with disabilities or to persons with a particular type of disability
- Inquiry to determine whether an applicant for a dwelling is qualified for a priority available to persons with disabilities or to persons with a particular type of disability
- Inquiring whether an applicant for a dwelling is a current illegal abuser or addict of a controlled substance
- Inquiring whether an applicant has been convicted of the illegal manufacture or distribution of a controlled substance

### **Family Members Receiving SSA Disability Benefits**

Verification of receipt of SSA benefits or SSI based upon disability is sufficient for verification of disability for the purpose of qualification for waiting list preferences or certain income disallowances and deductions [VG, p. 23].

#### PHA Policy

For family members claiming disability who receive SSI or other disability payments from the SSA, the PHA will attempt to obtain information about disability benefits through the HUD Enterprise Income Verification (EIV) system when it is available, or HUD's Tenant Assessment Subsystem (TASS). If documentation from HUD's EIV System or TASS is not available, the PHA will request a current (dated within the last 60 days) SSA benefit verification letter from each family member claiming disability status. If the family is unable to provide the document(s), the PHA will ask the family to request a benefit verification letter by either calling SSA at 1-800-772-1213, or by requesting it from [www.ssa.gov](http://www.ssa.gov). Once the applicant or resident receives the benefit verification letter they will be required to provide it to the PHA.

## **Admin Plan - Chapter 7**

### **VERIFICATION**

[24 CFR 982.516, 24 CFR 982.551, 24 CFR 5.230]

#### **INTRODUCTION**

The PHA must verify all information that is used to establish the family's eligibility and level of assistance and is required to obtain the family's consent to collect the information. Applicants and program participants must cooperate with the verification process as a condition of receiving assistance. The PHA must not pass on the cost of verification to the family.

The PHA will follow the verification guidance provided by HUD in PIH Notice 2004-01 Verification Guidance and any subsequent guidance issued by HUD. This chapter summarizes those requirements and provides supplementary PHA policies.

Part I describes the general verification process. More detailed requirements related to individual factors are provided in subsequent parts including family information (Part II), income and assets (Part III), and mandatory deductions (Part IV).

Verification policies, rules and procedures will be modified as needed to accommodate persons with disabilities. All information obtained through the verification process will be handled in accordance with the records management policies of the PHA.

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HUD authorizes the PHA to use five methods to verify family information and specifies the circumstances in which each method will be used. In general HUD requires the PHA to use the most reliable form of verification that is available and to document the reasons when the PHA uses a lesser form of verification.

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In order of priority, the forms of verification that the PHA will use are:

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Self-Certification

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Up-front income verification (UIV) refers to the PHA's use of the verification tools available from independent sources that maintain computerized information about earnings and benefits. UIV will be used to the extent that these systems are available to the PHA.

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The PHA will inform all applicants and participants of its use of the following UIV resources during the admission and reexamination process:

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The Work Number

University of Missouri's Evolve System

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There may be legitimate differences between the information provided by the family and UIV-generated information. No adverse action can be taken against a family until the PHA has independently verified the UIV information and the family has been granted an opportunity to contest any adverse findings through the informal review/hearing process of the PHA.

#### **Definition of Substantial Difference**

UIV information is used differently depending upon whether there is a *substantial difference* between information provided by the family and the UIV information. In "HUD Guidelines for Projecting Annual Income When UIV Data is Available" [HUD website, April 2004], HUD recommends using \$200 per month as the threshold for a substantial difference. The PHA will, therefore, use \$200 per month as the threshold for a substantial difference.

See Chapter 6 for the PHA's policy on the use of UIV to project annual income and for the PHA's threshold for substantial difference.

#### **When No Substantial Difference Exists**

If UIV information does not differ substantially from family information, the UIV documentation may serve as third-party written verification.

#### **When a Substantial Difference Exists**

When there is a substantial difference between the information provided by the UIV source and the family, the PHA must request another form of third-party written verification and use any other verification methods (in priority order) to reconcile the difference(s).

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HUD's EIV system contains data showing earned income, unemployment benefits, Social Security and SSI benefits for participant families. HUD requires the PHA to use the EIV system when available. The following policies will apply when the PHA has access to HUD's EIV system.

The EIV system contains two main components: tenant income data reports and "exceeds threshold" reports.

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The data shown on TID reports is updated quarterly. Data may be between 3 and 6 months old at the time reports are generated.

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The PHA will obtain TID reports for annual reexaminations on a quarterly basis. Reports will be generated as part of the regular reexamination process.

TID reports will be compared to family-provided information as part of the annual reexamination process. TID reports may be used in the calculation of annual income, as described in Chapter 6.I.C. TID reports may also be used to meet the regulatory requirement for third party verification, as described above. Policies for resolving discrepancies between TID reports and family-provided information will be resolved as described in Chapter 6.I.C. and in this chapter.

TID reports will be used in interim reexaminations when it is necessary to verify and calculate earned income, unemployment benefits, Social Security and/or SSI benefits, and to verify that families claiming zero income are not receiving income from any of these sources.

TID reports will be retained in participant files with the applicable annual or interim reexamination documents.

When the PHA determines through TID reports and third party verification that a family has concealed or under-reported income, corrective action will be taken pursuant to the policies in Chapter 14, Program Integrity.

### ***Exceeds Threshold Reports (ETRs)***

The ETR is a tool for identifying families who may have concealed or under-reported income. Data in the ETR represents income for past reporting periods and may be between 6 months and 30 months old at the time ETRs are generated.

Families who have not concealed or under-reported income may appear on the ETR in some circumstances, such as loss of a job or addition of new family members.

#### **PHA Policy**

The PHA will generate and review ETRs on a quarterly basis. The ETR threshold percentage will be adjusted as necessary based on the findings in the ETRs.

In reviewing ETRs, the PHA will begin with the largest discrepancies.

When the PHA determines that a participant appearing on the ETR has not concealed or under-reported income, the participant's name will be placed on a list of "false positive" reviews. To avoid multiple reviews in this situation, participants appearing on this list will be eliminated from ETR processing until a subsequent interim or annual reexamination has been completed.

When it appears that a family may have concealed or under-reported income, the PHA will request third-party written verification of the income in question.

When the PHA determines through ETR review and third party verification that a family has concealed or under-reported income, corrective action will be taken pursuant to the policies in Chapter 14, Program Integrity.

### ***EIV Identity Verification***

The EIV system verifies tenant identities against SSA records. These records are compared to PIC data for a match on Social Security number, name, and date of birth.

When identity verification for a participant fails, a message will be displayed within the EIV system and no income information will be displayed.

#### **PHA Policy**

The PHA will identify participants whose identity verification has failed as part of the annual reexamination process.

The PHA will attempt to resolve PIC/SSA discrepancies by reviewing file documents. When the PHA determines that discrepancies exist due to PHA errors such as spelling errors or incorrect birth dates, the errors will be corrected promptly.

### **Family Members Receiving SSA Disability Benefits**

Verification of the receipt of disability benefits from the Social Security Administration (SSA) is sufficient verification of disability for the purpose of qualifying for waiting list preferences (if applicable) or certain income disallowances and deductions [VG, p. 23].

#### PHA Policy

For family members claiming disability who receive disability benefits from the SSA, the PHA will attempt to obtain information about disability benefits through the HUD Enterprise Income Verification (EIV) system when it is available, or HUD's Tenant Assessment Subsystem (TASS). If documentation from HUD's EIV System or TASS is not available, the PHA will request a current (dated within the last 60 days) SSA benefit verification letter from each family member claiming disability status. If the family is unable to provide the document(s), the PHA will ask the family to request a benefit verification letter by either calling SSA at 1-800-772-1213, or by requesting it from [www.ssa.gov](http://www.ssa.gov). Once the applicant or participant receives the benefit verification letter they will be required to provide it to the PHA.



# **Housing Authority of the City of Columbia, Missouri**

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201 Switzler Street, Columbia, MO 65203  
Office: (573) 443-2556 ♦ TTY: (573) 875-5161 ♦ Fax Line: (573) 443-0051 ♦ [www.ColumbiaHA.com](http://www.ColumbiaHA.com)

## **Violence Against Women Act (VAWA)**

### **CHA Goals and Objectives; Programs and Activities; and Policies**

#### **CHA Goals and Objectives**

It is the goal of the CHA to provide for the health and safety of all residents and to act quickly to respond to all acts of violence occurring within our neighborhoods. The CHA has the following goals in responding to domestic violence and violence against women:

- CHA Safety Staff will respond immediately to all reports of domestic violence and immediately notify Police, Public Housing Managers and Resident Services of such acts of violence and request appropriate protections and services.
- CHA Safety Staff, Public Housing Managers and Resident Services will work with the Police and the Women's Shelter (domestic violence shelter) to provide for the immediate safety and protection of any victim of domestic violence and assist them with locating safe shelter, medical services, counseling services, and other health and social services.
- The CHA will act quickly to remove the violent offender/domestic violence perpetrator from CHA property through arrest, trespass warning, or eviction and use all legal methods to prevent the offender from future acts of violence toward their victim and other public housing residents.
- The CHA considers domestic violence as high priority transfer request and will make every effort to transfer a public housing resident who is a confirmed victim of domestic violence as soon as possible to another appropriate public housing unit in a safer location.
- The CHA will assist all Section 8 Housing Choice Voucher Program participants and others in CHA administered tenant-based rental assistance programs who are a confirmed victim of domestic violence to relocate to other appropriate rental housing in a safer location as soon as possible.

#### **CHA Programs and Activities**

- The CHA currently has a Memorandum of Understanding (MOU) with The Women's Shelter to administer Shelter Plus Care vouchers for their clients who are victims of domestic violence.
- The CHA is actively pursuing partnerships for alternative housing programs for special sub-populations including victims of domestic violence which may include

converting tenant-based vouchers to project-based vouchers for victims of domestic violence.

- The CHA has an informal referral agreement with The Women's Shelter for intake, assessment and service referral of all public housing residents and Section 8 tenants who report being victims of domestic violence.
- CHA Resident Services provides immediate assistance and service referral to all victims of domestic violence by a licensed clinical social worker.
- The CHA receives FEMA Emergency Food and Shelter funding to assist with temporary emergency shelter for victims of domestic violence until they can be relocated to safer housing and other appropriate support services.

### **CHA Policies**

The CHA has completed a full review and revision of its Public Housing Admissions and Continued Occupancy Policy (ACOP), Public Housing Lease, and Section 8 Housing Choice Voucher Program Administrative Plan.

**The CHA Admissions and Continued Occupancy Policy (ACOP)** provides for Public Housing residents who are victims of domestic violence to be considered as high priority housing transfer requests based on the conditions listed below.

**Section 8 Housing Choice Voucher Program Administrative Plan** provides that Section 8 tenants and others in CHA administered tenant-based rental assistance programs, which are confirmed victims of domestic violence, must also meet the conditions below to be considered as high priority transfer requests for their housing voucher to allow them to secure safer housing.

- The victim of domestic violence must complete a HUD Form 50066 and name their abuser. If the victim chooses not to complete the HUD Form 50066, they must report the crime of domestic violence to either the Police or The Women's Shelter.
- All victims of domestic violence must go to The Women's Shelter for assessment and confirmation by The Women's Shelter that an act of domestic violence has occurred.

**The CHA Public Housing Lease** will include the following additional lease provisions to provide for the protection of victims of domestic violence:

- (1) An incident of actual or threatened domestic violence, dating violence, or stalking shall not be construed as a serious or repeated violation of the lease by the victim or threatened victim of that violence and shall not be good cause for terminating the tenancy or occupancy rights of the victim of such violence. Additionally, criminal activity directly relating to domestic violence, dating violence, or stalking engaged in by a member of a tenant's household or any guest or other person under the tenant's control, shall not be cause for termination of the tenancy

or occupancy rights, if and only if the tenant or immediate member of the tenant's family is a victim of that domestic violence, dating violence, or stalking.

- (2) Notwithstanding subsection 1, or any Federal, State, or local law to the contrary, the Authority may bifurcate a lease or remove a household member from a lease without regard to whether a household member is a signatory to a lease in order to evict, remove, or terminate occupancy rights of any individual who is a tenant or lawful occupant and who engaged in criminal acts of physical violence against family members or others without evicting, removing, or terminating occupancy rights or otherwise penalizing the victim of such violence who is also a tenant or lawful occupant. Such eviction or removal of occupancy rights shall be effected in accordance with the procedures prescribed by Federal, State, and local law.
- (3) Nothing in this Section:
  - limits the Authority from honoring court orders addressing rights of access or control of the property, including civil protection orders issued to protect the victim and issued to address the distribution or possession of property among the household members in cases where a family breaks up;
  - limits the Authority from evicting a tenant for any violation of a lease not premised on the act or acts of violence in question against the tenant or a member of the tenant's household, provided that the Authority does not subject an individual who is or has been a victim of domestic violence, dating violence, or stalking to a more demanding standard than other tenants in determining whether to evict;
  - limits the Authority to terminate the tenancy of any tenant if the Authority can demonstrate an actual and imminent threat to other tenants or those employed at or providing service to the property if that tenant is not evicted;
  - supersedes any provision of any Federal, State, or local law that provides greater protection than this section for victims of domestic violence, dating violence, or stalking.
- (4) All information the Authority may request to confirm domestic violence, dating violence or stalking victim status, pursuant to Federal law, shall be retained in confidence by the Authority, and shall neither be entered into any shared database nor provided to any related entity, except to the extent that disclosure is:
  - Requested or consented to by the individual in writing;
  - Required for use in an eviction proceeding; or
  - Otherwise required by applicable law
- (5) For the purposes of this Section and this lease, the following definitions apply:

**“domestic violence”** includes felony or misdemeanor crimes of violence committed by a current or former spouse of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitation with or has cohabitated with the victim as a spouse, by a person similarly situated to a spouse of the victim under domestic or family violence laws, or by any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws;

**“dating violence”** is defined as violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim; and where the existence of such a relationship shall be determined based on a consideration of the length of the relationship, the type of the relationship, and the frequency of interaction between the persons involved in the relationship;

**“stalking”** is defined as following, pursuing, or repeatedly committing acts with the intent to kill, injure, harass, or intimidate another person; or placing under surveillance with the intent to kill, injure, harass, or intimidate another person; and, in the course of, or as a result of, such following, pursuit, surveillance, or repeatedly committed acts, placing a person in reasonable fear of the death of, or serious bodily injury to, or causing substantial emotional harm to that person; a member of the immediate family of that person; or the spouse or intimate partner of that person.

**“immediate family member”**, with respect to a person, is identified as a spouse, parent, brother or sister, or child of that person, or an individual to whom that person stands in loco parentis; or any other person living in the household of that person and related to that person by blood or marriage.