

PHA Plans

5 Year Plan for Fiscal Years 2005 - 2009

Annual Plan for Fiscal Year 2008

PHA Name: Boone County PHA MO198
807-B North Providence
Columbia, MO 65203
573-443-8706

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

PHA Plan Agency Identification

PHA Name: Boone County PHA **PHA Number:** MO198

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

PHA Programs Administered:

Public Housing and Section 8 **Section 8 Only** **Public Housing Only**
 Number of public housing units: Number of S8 units: 401 Number of public housing units:
 Number of S8 units:

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

| Participating PHAs | PHA Code | Program(s) Included in the Consortium | Programs Not in the Consortium | # of Units Each Program |
|----------------------|----------|---------------------------------------|--------------------------------|-------------------------|
| Participating PHA 1: | | | | |
| Participating PHA 2: | | | | |
| Participating PHA 3: | | | | |

PHA Plan Contact Information:

Name: Pat Lockwood Phone: 573-443-8706 x 250
 Email: Pat-Lockwood@showmeaction.org

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 2005 - 2009
[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: to empower individuals and families to achieve self reliance.

B. Goals

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

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

- PHA Goal: Expand the supply of assisted housing
Objectives:
 - Apply for additional rental vouchers:
 - Reduce public housing vacancies:
 - Leverage private or other public funds to create additional housing opportunities:
 - Acquire or build units or developments
 - Other (list below)

- PHA Goal: Improve the quality of assisted housing
Objectives:
 - Improve public housing management: (PHAS score)
 - Improve voucher management: (SEMAP score)
 - Increase customer satisfaction:
 - Concentrate on efforts to improve specific management functions: (list; e.g., public housing finance; voucher unit inspections)
 - Renovate or modernize public housing units:

- Demolish or dispose of obsolete public housing:
- Provide replacement public housing:
- Provide replacement vouchers:
- Other: (list below)

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

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

- PHA Goal: Provide an improved living environment
Objectives:
 - Implement measures to deconcentrate poverty by bringing higher income public housing households into lower income developments:
 - Implement measures to promote income mixing in public housing by assuring access for lower income families into higher income developments:
 - Implement public housing security improvements:
 - Designate developments or buildings for particular resident groups (elderly, persons with disabilities)
 - Other: (list below)

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

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

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

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

Other PHA Goals and Objectives: (list below)

Annual PHA Plan
PHA Fiscal Year 2008
[24 CFR Part 903.7]

i. Annual Plan Type:

Select which type of Annual Plan the PHA will submit.

- Standard Plan**
- Troubled Agency Plan**

ii. Executive Summary of the Annual PHA Plan

[24 CFR Part 903.7 9 (r)]

PROGRAM OPERATION: October 1, 2008 through September 30, 2009

FUNDING AMOUNT: The ACC (Annual Contribution Contract) is anticipated to total \$1,655,286

STAFFING LEVELS: There are two full-time and three part-time employees working directly with the program. Assistance is also provided from the agency's finance department.

TARGET POPULATION: Low and Very Low income families, elderly and handicapped/disabled individuals residing in the following counties: Callaway, Cole, Cooper, Howard, Moniteau and Osage. Victims of Hurricane Katrina residing in Boone County are also being served by the program.

EXPECTED NUMER OF PARTICIPANTS/FAMILIES: 401 vouchers serving 1690 families per year x 2.83 average family size = 4791 persons housed.

UNIQUE PROGRAMS: Beginning implementation of a homeownership program, better partnering to achieve service integration.

iii. Annual Plan Table of Contents

[24 CFR Part 903.7 9 (r)]

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

Table of Contents

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| 6. Grievance Procedures | |

7. Capital Improvement Needs
8. Demolition and Disposition
9. Designation of Housing
10. Conversions of Public Housing
11. Homeownership
12. Community Service Programs
13. Crime and Safety
14. Pets (Inactive for January 1 PHAs)
15. Civil Rights Certifications (included with PHA Plan Certifications)
16. Audit
17. Asset Management
18. Other Information

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.

Required Attachments:

- Admissions Policy for Deconcentration
- FY 2005 Capital Fund Program Annual Statement
- X Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)
- List of Resident Advisory Board Members
- List of Resident Board Member
- Community Service Description of Implementation
- Section 8 Homeownership Capacity Statement, if applicable
- Description of Homeownership Programs, if applicable
- X Policy Regarding the Rights and Responsibilities Under the Violence Against Women Act of 2005
- X Policy Regarding Sexual Offenders
- X Rent Reasonableness Policy

Optional Attachments:

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.

| List of Supporting Documents Available for Review | | |
|----------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------|
| Applicable & On Display | Supporting Document | Applicable Plan Component |
| 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; |
| N/A | 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 |
| N/A | 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 |
| N/A | Public housing rent determination policies, including the methodology for setting public housing flat rents <input type="checkbox"/> check here if included in the public housing A & O Policy | Annual Plan: Rent Determination |
| N/A | Schedule of flat rents offered at each public housing development <input type="checkbox"/> check here if included in the public housing | Annual Plan: Rent Determination |

| List of Supporting Documents Available for Review | | |
|----------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------|
| Applicable & On Display | Supporting Document | Applicable Plan Component |
| | A & O Policy | |
| | Section 8 rent determination (payment standard) policies <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan | Annual Plan: Rent Determination |
| N/A | 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 |
| N/A | Public housing grievance procedures <input 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 |
| N/A | 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 |
| N/A | 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 |
| N/A | Approved or submitted applications for designation of public housing (Designated Housing Plans) | Annual Plan: Designation of Public Housing |
| N/A | Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act | Annual Plan: Conversion of Public Housing |
| N/A | 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 |
| N/A | Any cooperative agreement between the PHA and the TANF agency | Annual Plan: Community Service & Self-Sufficiency |
| N/A | FSS Action Plan/s for public housing and/or Section 8 | Annual Plan: Community Service & Self-Sufficiency |
| N/A | 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 (PHDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan) | Annual Plan: Safety and Crime Prevention |

| List of Supporting Documents Available for Review | | |
|----------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------|
| Applicable & On Display | Supporting Document | Applicable Plan Component |
| | 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 |
| | Troubled PHAs: MOA/Recovery Plan | Troubled PHAs |
| | Other supporting documents (optional) (list individually; use as many lines as necessary) | (specify as needed) |
| | | |

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 | Afford-ability | Supply | Quality | Access-ibility | Size | Loca-tion |
| Income <= 30% of AMI | 22776 | 4 | 4 | 3 | 2 | 2 | 4 |
| Income >30% but <=50% of AMI | 1996 | 4 | 4 | 3 | 2 | 2 | 4 |
| Income >50% but <80% of AMI | 2365 | 4 | 4 | 3 | 2 | 2 | 4 |
| Elderly | 3472 | 4 | 4 | 3 | 2 | 2 | 4 |
| Families with Disabilities | 330 | 4 | 4 | 3 | 2 | 2 | 4 |
| Race/Ethnicity Non-White | 826 | 4 | 4 | 3 | 2 | 2 | 4 |
| Race/Ethnicity | | | | | | | |
| Race/Ethnicity | | | | | | | |
| Race/Ethnicity | | | | | | | |

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: 2008/2012
- U.S. Census data: the Comprehensive Housing Affordability Strategy ("CHAS") dataset
- American Housing Survey data
Indicate year:
- Other housing market study
Indicate year: 2007/2008 Out Reach , NLIHC
- Other sources: (list and indicate year of information)2006, Dataplex

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 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 | 376 | | |
| Extremely low income <=30% AMI | | | |
| Very low income (>30% but <=50% AMI) | | | |
| Low income (>50% but <80% AMI) | | | |
| Families with children | | | |
| Elderly families | 16 | 4% | |
| Families with Disabilities | 75 | 20% | |
| Race/ethnicity Hispanic | 8 | 3% | |
| Race/ethnicity White | 242 | 64% | |
| Race/ethnicity Black | 122 | 32% | |
| Race/ethnicity Indian/Alaskan | 5 | 1% | |
| Race/Ethnicity Pacific Islander | 1 | 0.0% | |
| Race/Ethnicity Mixed | 6 | 1% | |
| Characteristics by Bedroom Size | | | |

| Housing Needs of Families on the Waiting List | | | |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|--|
| (Public Housing Only) | | | |
| 1BR | | | |
| 2 BR | | | |
| 3 BR | | | |
| 4 BR | | | |
| 5 BR | | | |
| 5+ BR | | | |
| Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes If yes: How long has it been closed (# of months)? Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input checked="" 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.

Currently the available vouchers will address approximately one tenth of the waiting list. There are more families in need. BCPHA is focusing on working families and implementing strategies to help those families. BCPHA is examining ways to increase participation at all levels.

(1) Strategies

Need: Shortage of affordable housing for all eligible populations

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

Select all that apply

- Employ effective maintenance and management policies to minimize the number of public housing units off-line
- Reduce turnover time for vacated public housing units
- Reduce time to renovate public housing units
- Seek replacement of public housing units lost to the inventory through mixed finance development
- Seek replacement of public housing units lost to the inventory through section 8 replacement housing resources
- Maintain or increase section 8 lease-up rates by establishing payment standards that will enable families to rent throughout the jurisdiction

- Undertake measures to ensure access to affordable housing among families assisted by the PHA, regardless of unit size required
- Maintain or increase section 8 lease-up rates by marketing the program to owners, particularly those outside of areas of minority and poverty concentration
- Maintain or increase section 8 lease-up rates by effectively screening Section 8 applicants to increase owner acceptance of program
- Participate in the Consolidated Plan development process to ensure coordination with broader community strategies
- Other (list below)

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

Select all that apply

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

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

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

Select all that apply

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

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

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

Select all that apply

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

Need: Specific Family Types: The Elderly

Strategy 1: Target available assistance to the elderly:

Select all that apply

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

Need: Specific Family Types: Families with Disabilities

Strategy 1: Target available assistance to Families with Disabilities:

Select all that apply

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

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

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

Select if applicable

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

Strategy 2: Conduct activities to affirmatively further fair housing

Select all that apply

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

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

(2) Reasons for Selecting Strategies

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

- Funding constraints
- Staffing constraints
- Limited availability of sites for assisted housing
- Extent to which particular housing needs are met by other organizations in the community
- Evidence of housing needs as demonstrated in the Consolidated Plan and other information available to the PHA
- Influence of the housing market on PHA programs
- Community priorities regarding housing assistance
- Results of consultation with local or state government
- Results of consultation with residents and the Resident Advisory Board
- Results of consultation with advocacy groups
- Other: (list below)

2. Statement of Financial Resources

[24 CFR Part 903.7 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.

| Financial Resources: Planned Sources and Uses | | |
|---------------------------------------------------------------------------------------|-------------------|---------------------|
| Sources | Planned \$ | Planned Uses |
| 1. Federal Grants (FY 2005 grants) | | |
| a) Public Housing Operating Fund | | |
| b) Public Housing Capital Fund | | |
| c) HOPE VI Revitalization | | |
| d) HOPE VI Demolition | | |
| e) Annual Contributions for Section 8 Tenant-Based Assistance | 1,655,286 | |
| f) Public Housing Drug Elimination Program (including any Technical Assistance funds) | | |
| g) Resident Opportunity and Self-Sufficiency Grants | | |

| Financial Resources: Planned Sources and Uses | | |
|---------------------------------------------------------------------------|-------------------|---------------------|
| Sources | Planned \$ | Planned Uses |
| h) Community Development Block Grant | | |
| i) HOME | | |
| Other Federal Grants (list below) | | |
| | | |
| 2. Prior Year Federal Grants (unobligated funds only) (list below) | | |
| | | |
| | | |
| | | |
| 3. Public Housing Dwelling Rental Income | | |
| | | |
| | | |
| 4. Other income (list below) | | |
| | | |
| | | |
| 4. Non-federal sources (list below) | | |
| | | |
| | | |
| | | |
| Total resources | | |
| | | |
| | | |

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: (state time)
- 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)
- 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)

c. Preferences

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

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

Former Federal preferences:

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

Other preferences: (select below)

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

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

Date and Time

Former Federal preferences:

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

High rent burden

Other preferences (select all that apply)

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

4. Relationship of preferences to income targeting requirements:

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

(5) Occupancy

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

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

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

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

(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)
- b. Yes No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?
- c. Yes No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?
- d. Yes No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)
- e. Indicate what kinds of information you share with prospective landlords? (select all that apply)
- Criminal or drug-related activity
 - Other (describe below)

(2) Waiting List Organization

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

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

- PHA main administrative office
- Other (list below)

The CMCA/Section 8 HCVP Family Resource Centers located in the counties of Callaway, Cole, Cooper, Howard, Moniteau and Osage. The PHA also accepts applications via the US Postal Service.

(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:

The Boone County PHA issues vouchers for the full 120-day period.
For Ports and Move-out-at-Annals we allow a 60 day search.

(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.

1 Date and Time

Former Federal preferences

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

Other preferences (select all that apply)

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

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

- Date and time of application

Drawing (lottery) or other random choice technique

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

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

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

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

(5) Special Purpose Section 8 Assistance Programs

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

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

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

- Through published notices
 Other (list below) Notification at the County Family Resource Centers.

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:

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:

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

- For the earned income of a previously unemployed household member
 For increases in earned income

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

e. Ceiling rents

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

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

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

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

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

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

Other (list below)

f. Rent re-determinations:

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

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

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

(2) Flat Rents

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)

B. Section 8 Tenant-Based Assistance

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

(1) Payment Standards

Describe the voucher payment standards and policies.

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

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

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

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

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

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

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

- Annually
- Other (list below)

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

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

(2) Minimum Rent

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

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

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

5. 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: PHA is a Community Action Agency employing 200 persons. The executive director oversees all operations. The Section 8 program lies within the Economic Development Group. The Director of Economic Development oversees the Section 8 Coordinator who oversees two full time Section 8 Housing Assistance Representatives and one part time office assistant.

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.)

| Program Name | Units or Families Served at Year Beginning | Expected Turnover |
|---------------------------------------------------------------------|---------------------------------------------------|--------------------------|
| Public Housing | | |
| Section 8 Vouchers | 363 | 10 % |
| Section 8 Certificates | | |
| Section 8 Mod Rehab | | |
| Special Purpose Section 8 Certificates/Vouchers (list individually) | | |
| Public Housing Drug Elimination Program (PHDEP) | | |
| | | |

| | | |
|-------------------------------------------|--|--|
| | | |
| Other Federal Programs(list individually) | | |
| | | |
| | | |

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)
- (2) Section 8 Management: (list below) PHA plan, Orientation Briefing Packet, Landlord Tenant Law, A Good Place to Live, Lead Based Paint Protection.

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)

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:

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)

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)

-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)
- 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:

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:

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.)

| Demolition/Disposition Activity Description |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1a. Development name: 1b. Development (project) number: |
| 2. Activity type: Demolition <input type="checkbox"/> Disposition <input type="checkbox"/> |
| 3. Application status (select one) Approved <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/> |
| 4. Date application approved, submitted, or planned for submission: <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.

| Designation of Public Housing Activity Description | |
|--------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------|
| 1a. Development name: | |
| 1b. Development (project) number: | |
| 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 type="checkbox"/> |
| 3. Application status (select one) | |
| | Approved; included in the PHA’s Designation Plan <input type="checkbox"/> |
| | Submitted, pending approval <input type="checkbox"/> |
| | Planned application <input type="checkbox"/> |
| 4. Date this designation approved, submitted, or planned for submission: <u>(DD/MM/YY)</u> | |
| 5. If approved, will this designation constitute a (select one) | |
| | <input type="checkbox"/> New Designation Plan |
| | <input type="checkbox"/> Revision of a previously-approved Designation Plan? |

6. Number of units affected:
7. Coverage of action (select one)
- Part of the development
- 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) | |

- Conversion Plan approved by HUD on: (DD/MM/YYYY)
- 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)

- Units addressed in a pending or approved demolition application (date submitted or approved: _____)
- Units addressed in a pending or approved HOPE VI demolition application (date submitted or approved: _____)
- Units addressed in a pending or approved HOPE VI Revitalization Plan (date submitted or approved: _____)
- Requirements no longer applicable: vacancy rates are less than 10 percent
- Requirements no longer applicable: site now has less than 300 units
- 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.)

| Public Housing Homeownership Activity Description (Complete one for each development affected) | |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| 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:

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 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? DD/MM/YY

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
- 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
- Section 8 admissions policies
- 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)

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) | Estimated Size | Allocation Method (waiting list/random selection/specific criteria/other) | Access (development office / PHA main office / other provider name) | Eligibility (public housing or section 8 participants or both) |
| | | | | |

D. Reserved for Community Service Requirement pursuant to section 12(c) of the U.S. Housing Act of 1937

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)

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

- Safety and security survey of residents
- 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)

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

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
- Crime Prevention Through Environmental Design
- Activities targeted to at-risk youth, adults, or seniors
- Volunteer Resident Patrol/Block Watchers Program
- Other (describe below)

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

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)

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

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)

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:
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)

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)

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)

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)

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: (provide name here)

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

- The PHA has based its statement of needs of families 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)

- Other: (list below)

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

D. Other Information Required by HUD

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

Attachments

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

Central Missouri Community Action dba Boone County Public Housing Section 8 – Housing Choice Voucher Program Annual Administrative Plan for Fiscal Year 2008

Introduction:

The Boone County Public Housing Agency (BCPHA) service area consist of six counties: Callaway, Cole, Cooper, Howard, Moniteau, and Osage. Each county court designated Boone County as the signatory court and Central Missouri Community Action (CMCA) as the administrative agency of the Section 8 Housing Choice Voucher Program. In addition, the BCPHA provides service in Boone County for persons who were affected by Hurricane Katrina through the Disaster Voucher Program and for victims who were affected by the hurricane but not on DVP through the regular Section 8 program.

Central Missouri Community is a private, non-profit 501 (c) 3 corporation formed December 6, 1965 as a community action agency. It operates programs through a network of Family Development Centers located in each of the counties within the agency's service area.

Central Missouri Community Action envisions a healthy community of empowered families living in decency and dignity. CMCA's mission is to empower individuals and families to achieve self-reliance. Central Missouri Community Action, in partnership with other agencies within the communities that we serve, encourages and promotes better housing and economic conditions for low-income families as a part of its mission. Central Missouri Community Action has extensive experience with managing and administering public funds from federal, state, and local funding sources as well as an established history of handling all financial transactions required by this program.

- 1. Outreach**
 - a. Families:

- i. CMCA’s Strategic Plan is developed with the premise of integrating all of the agency’s programs. The goal of this process is to better serve our clients and will result in significantly increasing awareness of the Section 8 HCV Program.
 - ii. Clients who utilize our family resource services will be informed of the housing assistance program as a part of their initial intake.
 - iii. CMCA will focus on improving the overall image of the BCPHA participant by holding discussion with concerned citizens, agency & program participants, owner/landlords/agents, public/state/local officials, other social service agencies, and other agency staff.
 - iv. When deemed necessary other forms of outreach (multi-media and/or home visits) will be utilized to reach the “hard-to-reach’ families (rural families or foreign language speaking families).
- b. Landlords/Owners/Agents:
- i. BCPHA will hold orientation for current and future landlords/owners/agents at least annually for open discussions regarding program changes and updates, and landlord/owner/agents rights.
 - ii. BCPHA will actively seek landlords/owners/agents that own properties that are located in areas other than those predisposed to low-income families.
 - iii. BCPHA will actively seek landlords/owners/agents that own property specifically designed to accommodate handicapped/disabled families.
 - iv. When deemed necessary other forms of outreach (all forms of multi-media currently available) will be utilized to reach the “hard-to-reach” landlords/owners/agents.

2. The Applicant Process:

- a. Completion of Application: Tentative eligibility is determined when applicant submits the completed application
- b. The applicant is placed on the Waitlist in chronological order based on the date and time the application is received. Boone County PHA will maintain one waitlist for the service area. Vouchers may be transferred between counties in the service area. Should the waitlist reach 24 months in length, the list will be closed until the time the listing is reduced.
- c. Determination of eligibility is based on the following:
 - i. Verification of Income- BCPHA will require documentation and verification of all income (as defined by HUD) that a family receives.
 - ii. Utilization of the Enterprise Income Verification (EIV) System.
 - iii. Verification of Family Composition- Copies of Social Security Cards and Birth Certificates (if available) are considered necessary documentation.
 - iv. Criminal Background Check- Part of the application process is for the Section 8 Coordinator or Assisted Housing Representative to conduct a background check of every adult member of the household.
 - v. Previous Assisted Housing- Part of the application process is for the Section 8 Coordinator or Assisted Housing Representative to verify that the applicant does not owe money to another Public Housing Agency and the applicant is in good standing.
- d. As Vouchers become available, families on the wait list are notified to continue the process which includes:
 - i. Determination of Gross Family Contribution is determined after family' income has been verified and calculated on an annual basis.
 - ii. Deductions for children, disability, medical expenses and child care cost and calculated to determine the family's gross income. This amount is used in association with the Landlords

et al. asking rent along with the Utility Allowance to calculate the Gross Rent. The Gross rent is the compared with the Payment Standard; which is ever is lowest is used to calculate the HAP and Gross Family contribution.

e. Issuance of a Voucher happens once the applicant's eligibility is confirmed by the Assisted Housing Representative.

i. Vouchers are issued for a period not to exceed 120 days.

A Voucher must be used in the county in which it was issued. Clients then proceed to find eligible housing.

f. Preferences:

i. Verifiably homeless as defined by HUD regulations.

ii. Verifiably in a domestic violence shelter

iii. Verifiably a victim of a federally declared natural disaster.

iv. Verifiably a victim of a local disaster such as fire, flood or tornado.

g. Ineligible applicants are notified in writing by the AHR of the reason(s)

that ineligibility was determined and are informed of their rights for an informal review.

3. Orientation for Families:

a. All participants are required to attend an orientation session explaining how the voucher program works. Items covered include but are not limited to tenant responsibilities, expectations and requirements. The Section 8 HCV program educational component also consist of referrals to CMCA's already existing programs on budgeting, money management and "Home Matters" educational components to assist the family on their path to self-reliance.

4. Use of Over Fair Market Rent Tenant Option (30-40% Split Option):

- a. Option available only to those participants that have had stable income for the past previous year (12 months consecutively).

5. Housing Quality Standards:

- a. Inspections:
 - i. Are based on the Housing Quality Standards (HQS) provided by HUD.
 - ii. Are used to determine the acceptability of a unit for the Section 8 HCV Program.
 - iii. HQS regulations and the HUD inspection form are used to conduct and record HQS inspections.
 - iv. A unit will not be leased and put under contract until after the unit meets the Housing Quality Standards.
 - v. All units are to be inspected within 15 days after receiving the completed Request for Tenancy Approval form.
 - vi. If the landlord et al. or the tenant request a delay, it will be noted on or attached to the form.
- b. Compliance:
 - i. At the time of initial occupancy and at least annually thereafter, units will be inspected by an inspection qualified member of this staff for the housing quality compliance.
 - ii. Quarterly ten (10%) per cent of all units will be spot checked by the Section 8 Coordinator or a qualified member of this staff for quality control purposes.
 - iii. Owners will be notified in writing regarding any deficiencies.
 - iv. Any emergency deficiencies must be corrected immediately.
 - v. Any deficiencies that are of a life threatening nature must be corrected within 24 hours of notice or termination of the contract will occur.
 - vi. Any other deficiencies must be corrected within 30 days.

- vii. If the deficiencies are not corrected, the unit will be removed from the program.
- viii. Any Assisted Housing Representative or inspection qualified personnel knowingly leases a family in a substandard unit shall be subject to disciplinary action, including dismissal.

6. Lease Approval and Housing Assistance Payment (HAP) Contract Execution:

- a. Lease Approval:
 - i. Approval of the lease is done by the Assisted Housing Representative.
- b. Housing Assistance Payments(HAP) Contract Execution:
 - i. Approval of the Contract by the Section 8 Coordinator.
 - ii. HUD requirement for the landlord et al. provide BCPHA a completed W-9 form for each contract.

7. Housing Assistance Payments (HAP) to Owners:

- a. Based on approved contract.
- b. Issued on or before the first working day of each month.
- c. Pro-rated payments maybe allowed, only if no other payments are being paid on another unit for the participant.
- d. Any landlord/owner/agent that violated HUD regulations shall be disqualified from the Section 8 HCV Program. Violations could include, but are not limited to the following:
 - i. The majority of the landlord/owner/agent's units fail Housing Quality Standards over a six (6) month period.
 - ii. The landlord/owner/agent engages in any unlawful activity in regard to any unit currently under a HAP Contract (ex Committing fraud by asking for side payments from the program participant, illegal request for deposits from the program participant.)
 - iii. A Final Determination from a Federal or State agency decreeing that the landlord/owner/agent has engaged in discriminatory practices.

- iv. Notification from HUD that the landlord/owner/agent is barred from participating in any federal contract.

8. Continued Information Assistance for Participating Families:

- a. It is essential to offer continued information and educational opportunities for the families that we serve. CMCA's Strategic Plan emphasizes integration to assist a family in any way that is needed to increase self reliance. Other agency services include: Head Start, Workforce Development, Weatherization, Energy Assistance, Foster Grandparents and referral assistance. We also, provide Life Skill education courses which cover topics such as Employment Skills, Budgeting, Money Management , Home Matters and Weatherization. Additional leadership classes are also provided by the agency.

9. Re-Examination(Annual & Interim):

- a. Review of Family Circumstances (Income, Rent, Utilities and Family Composition) is conducted at least annually.
 - i. All Annual Reviews are scheduled 60 to 90 days prior to the end of the lease year.
 - ii. Each participating household will be reviewed annually to ascertain Continued program eligibility, including but no limited to:
 - 1. the amount of the Housing Assistance Payments
 - 2. the unit's Housing Quality Standards compliance (any deficiencies to be corrected),
 - 3. the suitability for the unit for the family's needs.
 - 4. the rent and utility allowance and review of the Housing Assistance Payments.
 - iii. Failure of the tenant to cooperate in a timely manner is grounds for termination.
- b. It is the responsibility of the tenant to notify the agency of any changes in

The household which would affect participation anytime between annual reviews thereby resulting in an interim review. Changes include, but are not limited to:

- i. an increase or decrease in family income
- ii. loss of employment
- iii. lay-off or seasonal work
- iv. change in family composition and or size
- v. prolonged illness of the principal wage-earner.

c. Family Notifications:

- i. For Annual Reviews the effective date of the Family Share of Rent (Total Tenant Payment) will be the first day of the following month.

For Interim Reviews the effective date of the Family Share of Rent (Total Tenant Payment) will be the first day of the month following the completion of the special review.

- ii. Written notice will be sent to families and landlords et al. following

Initial Lease-ups (Move-Ins), Re-examinations (Annuals) and Interim Reviews regarding the new Family Share of Rent (Total Tenant Payment) and the Housing Assistance Payment.

10. Portability

- a. Vouchers are portability ONLY after a year's residency in the jurisdiction in which they are issued.
- b. Vouchers are portable within the United States.
- c. Proof of thirty (30) days written notice to the current landlord is required in order to obtain a portable voucher. The Voucher is issued once it has been determined that the participant is in good standing in the program.

11. Tenant Terminations:

- a. Tenant Move-Outs:
 - i. Mutual Consent – In some situations it is the best interest of the participant and the landlord/owner/agent to end the arrangement for various reasons. In these situations the participant is issued a searching voucher for a period not to exceed sixty (60) days.

- ii. Over Income – When a participant becomes over income their HAP assistance is stopped. The participant then has a six (6) month window or until the ending date of their HAP contract (which ever comes first) in which they can be re-instated without having to re-apply.
- iii. Sanctions – Sanctions are not the preferred ending for any of the participants. A sanction is three (3) years in length and can be issued for a Move-Out Without Proper Notice and/or Lease Violation Termination. For more serious offenses the length of the sanction is determined by the offense with final determination by the Economic Development Director.

12. Complaints and Appeals:

- a. Complaints are to be submitted to the Economic Development Director and/or the Executive Director of CMCA.
- b. Applicants – Informal Review:
 - i. An applicant (a person who is not currently on the program) must contact in writing, the Economic Development Director and/or the Executive director of CMCA to request and informal review within ten (10) days of the date of the notice in which they wish to dispute. The informal review will be conducted by a person (s) designated by the Executive Director.
- c. Participants – Informal Hearing:
 - i. A participant (a person currently on the program) must contact, in writing, the Economic Development Director and/or the Executive Director of CMCA to request an informal hearing within ten (10) day of the date of the notice in which they wish to dispute. The informal hearing will be conducted by a three person panel designated by the Economic Development Director in consultation with the Section 8 HCV Program Coordinator. The panel shall include at least one person not employed by the agency.

13. Monitoring Program Performance:

- a. Data will be monitored, collected and analyzed each month from program records and reports to measure achievements of goals.
- b. The data collected will include, but not limited to:
 - i. Number of New Lease-ups
 - ii. Re-examinations
 - iii. Vacancies by bedroom size
 - iv. Elderly, non-elderly, disabled or handicapped
 - v. Female Head-of Households
 - vi. Male Head-of Households
 - vii. Minority by group
 - viii. Low and very low-income families
 - ix. Total amounts of contract rents
 - x. Family rents
 - xi. Housing Assistance Payments
 - xii. Quantity and amounts of Utility Reimbursement check that are issued in behalf of families.
- c. The data collected will be for each county and by grand totals.
- d. Data collected on vacancies by bedroom size may indicate a need to focus temporarily on families that require a specific bedroom size other than that of the norm via the various outreach resources that are available.
- e. In the event that monitoring and analysis reveal a lack of participating tenant in any of the above listed categories, agency staff will endeavor to seek eligible families via the various outreach resources that are available.
- f. Application for additional housing assistance vouchers will be made to HUD as the need arises and if vouchers are made available.
- g. The Section 8 Housing Choice Voucher Program Coordinator will review the Administrative Plan on a bi-annual basis, using the procedures established in monthly staff meeting notes. If necessary, the Administrative Plan will be updated to reflect procedural changes.

14. Denial of Assistance and Sanctions:

- a. Any member of a Family charged or convicted for drug-related crime or crimes involving serious violence will be terminated from the Section 8 – Housing Choice Voucher Program. The Family will be sanctioned for three (3) years. After that time, if a family re-applies, they are required to provide documentation that rehabilitation has occurred successfully.
- b. Any Family that commits a lease violation will be terminated from the Section 8 – HCV Program and will be sanctioned for three (3) years.

15. Discretionary Policy:

- a. Family Policies
 - 1. Dissolution of the Family Unit:
 - i. Families with children – The voucher/assistance will go to the custodial Parent if they are determined eligible.
 - ii. Families without children – The voucher/assistance will go to the remaining household member if they are determined eligible.
 - 2. Family absence from Unit:
 - i. If the family is absent from the unit for more than 21 days, the family must notify the PHA as to the reason for the absence. The PHA will then determine if the family is eligible to remain on the program.
- b. Other
 - 1. Security Deposits:
 - i. As defined by the State of Missouri, the amount of the security deposit required by an Owner may not exceed a maximum of two months rent.
 - 2. Utility Allowance:

- i. The utility allowance will be reviewed annually to determine if any increase should be made.
- ii. Utility allowances are paid directly to the utility (electric) company with the family providing a copy of the electric bill for account number verification. Misuse of the funds by participants shall be grounds for termination.

HOUSING CHOICE VOUCHER PROGRAM
RIGHTS AND RESPONSIBILITIES UNDER THE VIOLENCE
AGAINST WOMAN ACT OF 2005

**PROHIBITION AGAINST TERMINATION TENANCY OF
VICTIMS OF DOMESTIC VIOLENCE, DATING VIOLENCE,
AND STALKING (PUBLIC LAW 109-162 AND 109-271)**

The purpose of the Violence against Women Reauthorization Act of 2005 (VAWA), provides that “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 caused for termination of the tenancy or occupancy rights, if the tenant or immediate family member of the tenant’s family is the victim or threatened victim of that abuse.” VAWA further provides that incidents of actual or threatened domestic violence, or stalking may not be construed either as serious or repeated violations of the lease by the victim of such violence or as good cause of termination the tenancy or occupancy rights of the victim of such violence.

VAWA does not limit the Boone County PHA’s (BCPHA) authority to terminate the tenancy of any tenant if the PHA can demonstrate an actual and imminent threat to other tenants, applicants, while maintaining a safe environment for BCPHA, Central Missouri Community Action employees, and others.

Victim Documentation

PHA Policy

When a tenant family is facing lease termination because of the actions of a tenant, household member, guest or other person under the tenant’s control and a tenant or immediate family member of the tenant’s family claims that she or he is the victim of such actions and that the actions are related to domestic violence, dating violence, or stalking, BCPHA will require the individual to submit documentation affirming that claim.

Documentation must include two elements:

1. A signed statement by the victim that provides the name of the perpetrator and certifies that the incidents in question are bona fide incidents of actual or threatened domestic violence, dating violence, or stalking.

One of the following:

A police or court record documenting the actual or threatened abuse.

A statement signed by an employee, agent, or volunteer of a victim service provider; an attorney; a medical professional; or another knowledgeable professional from whom the victim has sought assistance in addressing the actual or threatened abuse. The professional must attest under penalty of perjury that the incidents in question are bona fide incidents of abuse, and the victim must sign or attest to the statement.

The required certification and supporting documentation must be submitted to BCPHA within 14 business days after the individual claiming victim status receives a request for such certification. BCPHA, owner manager will be aware that the delivery of the certification form to the tenant in response to an incident via mail may place the victim at risk. BCPHA will require the tenant come into the office to pick up the certification form and will work with the tenant to make arrangements that do not place the tenant at risk. This 14-day deadline may be extended at the BCPHA's discretion. If the individual does not provide the required certification and supporting documentation within 14 business days, or the approved extension period, BCPHA may proceed with assistance termination.

BCPHA also reserves the right to waive victim verification requirements and accept only a self-certification from the victim if BCPHA deems the victim's life to be in imminent danger.

Once a victim has completed certification requirements, BCPHA will continue to assist the victim and may use bifurcation as a tool to remove a perpetrator from assistance. Owners will be notified of their legal obligation to continue housing the victim, while using lease bifurcation as a tool to remove a perpetrator from a unit. BCPHA will make efforts to work with victims of domestic violence before terminating the victim's assistance.

In extreme circumstances when BCPHA can demonstrate an actual and imminent threat to other participants or employees of BCPHA/Central Missouri Community Action if the participant's (including the victim's) tenancy is not terminated, BCPHA will bypass the standard process and proceed with the immediate termination of the family's assistance.

Termination or Evicting a Perpetrator of Domestic Violence

Although VAWA provides protection from termination for victims of domestic violence, it does not provide protection for perpetrators. In fact, VAWA give the PHA the explicit authority to bifurcate a lease, or to remove a household member from a lease, "in order to evict, remove, terminate occupancy rights, or terminate assistance to any individual who is a tenant or lawful occupant and who engages in criminal acts of physical violence against family members or others, without evicting, removing, terminating assistance to, or otherwise penalizing the victim of such violence who is also a tenant or lawful occupant." This authority supersedes any local, state, or other federal law to the contrary. However, if BCPHA chooses to exercise this authority, it must follow any procedures prescribed by HUD or by applicable local, state, or federal law for eviction, lease termination or termination of assistance [Pub. L. 109-271].

PHA Policy

When the actions of a tenant or other family member results in a determination by BCPHA to terminate the family's lease and another family member claims that the actions involve criminal acts of physical violence against family members or others, BCPHA will request that the victim submit the above required certification and supporting documentation in accordance with the stated time frame. If the certification and supporting documentation are submitted within the required time or any approved extension period, BCPHA will bifurcate the lease and evict or

terminate the occupancy rights of the perpetrator. If the victim does not provide the certification and supporting documentation, as required, BCPHA will proceed with termination of the family's lease.

If BCPHA can demonstrate an actual and imminent threat to other tenants or those employed by BCPHA/Central Missouri Community Action if the tenant's tenancy is not terminated, BCPHA will bypass the standard process and proceed with the immediate termination of the family.

PHA Confidentiality Requirements

All information provided to BCPHA regarding domestic violence, dating violence, or stalking, including the fact that an individual is a victim of such violence or stalking, must be retained in confidence and may either neither be entered into any shared data base nor provided to any related entity, except to the extent that the disclosure (a) is requested or consented to by the individual in writing, (b) is required for use in an eviction proceeding, or (c) is otherwise required by applicable law.

I understand my rights and obligations under the Violence Against Women Reauthorization Act of 2005.

Resident (Head of Household)

Date

Resident (Other Adult)

Date

Housing Authority Representative

Date

Central Missouri Community Action
Boone County Public Housing Agency

Sexual Offenders

Housing and Urban Development has a strict policy on Denial and Termination of Assistance under 24CFR982.553 subpart L-(b) (2) prohibiting admission of other criminals (i) Mandatory prohibition. The PHA must establish standards that prohibit admission to the program if any member of the household is subject to the life time registration requirement under the State sex offender registration program. In this screening of applicants, the PHA must perform criminal history background checks necessary to determine whether any household member is subject to a lifetime sex offender registration requirement in the state where the housing is located and in other states where the household members are know to have resided.

The Supreme Court of Missouri repealed part of “Megan’s Law” 589.425. The conclusion of this repeal states as follows:

Missouri’s constitutional bar on laws retrospective in their operation compels this Court to invalidate Megan’s Laws” registration requirements as to, and only as to, those persons who were convicted or pled guilty prior to the law’s January 1, 1995, effective date. This ruling applies only to the registration requirements. All other provisions of Megan’s Law remain

in effect as to these and all other persons subject to it. Further, the law is fully in effect as to all persons whose please or judgments of conviction were entered on or after its effective date of January 1, 1995, more than 11 years ago, or who committed additional crimes subject to Meagan’s Law thereafter, and is fully effective as to sexually violent predators (SVPs).

As this currently stands Central Missouri Community Action/Boone County PHA will require from the applicant or household member to provide proof from the State of Missouri that they are no longer require to register on the sexual offenders registry.

CENTRAL MISSOURI COMMUNITY ACTION

Board of Directors Meeting

September 27, 2007

Board Members Present

| | |
|-----------------|------------------|
| Alice Brandt | Loretta Brackley |
| David Burgeon | Lisa Taborowski |
| Helen Pavuc | Mary Graveman |
| Tom Exle | Murray Purcell |
| Judy Bakka | Oris Clark |
| Lawrence Cooper | Renee Gagnon |
| Leroy Smith | Roger Young |
| Lisa Jefferson | Susan Keyton |

Board Members Absent

| | |
|--------------|------------------------|
| Arden Taylor | Nancy Kirby |
| Dill Embrey | Rebecca Turner |
| Chris Patten | Sister Margaret Snyder |
| Mary Winger | Vince Brunson |

Staff Present

| | |
|-----------------|-----------------|
| Angela Hirsch | Diana Morse |
| Arita Sendorfer | Joyce Davis |
| Chris May | Lupe Buckingham |
| Darin Preis | Marjo King |

I. Call to Order and Welcome

The meeting was called to order by Board chair Murray Purcell at 8:05. All Board members and staff that was present introduced themselves and the told the county they represent.

II. Consent agenda items - Requires Action

- a. Minutes from May 24th Board Meeting
- b. Agenda
- c. August Financial Reports

Item CB, the Annual Budget was added to the agenda. A motion was made by David Burgeon and seconded by Susan Keyton to approve the consent agenda items. The motion carried.

III. New Business

- a. Executive Committee - At large member - Murray Purcell

Murray Purcell said Bob Hansen has resigned and a position was open for the second at large member for Executive Committee. Susan Keyton had agreed to serve in that capacity.

b. Annual Budget approval – Anita Sanderson

Anita said that September is time for the budget to be formulated. October 1 is the beginning of the program year. All programs pay into a pool that is called funds, or administrative pool. She noted that this year's Administrative budget balanced.

The Head Start staff was awarded a COLA. Anita said that after working on the budget, all programs would be receiving a COLA this year.

The county budget, which included all the other employees except Head Start was also handed out and discussed. They also have an increase in wages because of the COLA.

Specific programs were discussed on the budget. Those programs remaining the same or increased slightly include CDBG, Section 8, Family Resources, Weatherization, Columbia Oaks, and the Foster Grandparents Program.

Those programs reflecting a cut are WTA (Workforce Investment Act), TANF/CAP, and LIHEAP.

Anita said that money will be taken out of the reserves to make the budget balance. \$ 59,142 will be used for USRG and \$141,472 for WIA/CAP.

Susan Newton made a motion to approve the Administration Budget, the County Budget as well as the CMCA Agency Budget for 2007-2008. The motion was seconded by Mary Groves. The motion carried.

IV. Program Updates

a. Housing – Resolution – CMCHDC Properties, Ltd. – Dianna Nourse – *Myriam Adams*

The resolution states that the Executive Committee of the CMCA Board of Directors will officially be the board of CMCHDC Properties. This was agreed and voted on at an earlier Executive Committee meeting. There wasn't a quorum at the regular Board meeting so a qualification vote was required from full Board.

Chris Clark made a motion to approve the Executive Committee to be the official for board for CMCHDC Properties. Lilla Jefferson seconded the motion. The motion carried.

V. Client Summary Sheets

u. Federal Home Loan Bank Rental Project Application

The application is to the Federal Home Loan Bank in Des Moines for a grant (\$135,127) to rehabilitate Columbus Oaks apartments in Centuria, MO. This update is necessary to upgrade the property overall but specifically the seven townhome apartments that have not been renovated previously and some exterior updates. Dianna Moore said that a resolution board was necessary to move the application.

Rodney Garnert made a motion to approve application. Alice Dearth seconded the motion. The motion carried.

b. HOME and Housing Tax Credits for Mexico II

The first part of the renovation was for 48 units. This is for the remaining 20 units. This property was acquired five years ago with the goal to become a general partner. Board approval is necessary for application for the credits. Diana said that CHCA would go into this as the applicant rather than the development company. The funding amount is approx. \$250,000 to completely gut and rehab 20 units in the second phase.

Lila Jefferson made a motion to apply for the tax credits. Roger Young seconded the motion. The motion carried.

c. Missouri Homeownership Preservation Network

Dianne Moore explained their approval for participation as a collaborator to assist in the newly formed Missouri Homeownership Preservation Network. The goal of the network is to provide and provide information regarding foreclosures in the state of Missouri. This will market to 500 members (hotline 1-888-995-HOPE) in the Missouri Homeowner Network where people can call 24/7. Dianne said that eventually, if money happens available, we would be trained in providing services.

CHCA must have a memorandum of agreement to participate in the association. She was asking board to approve Darin to sign on behalf of the agency.

A motion was made by David Buegeman to approve Darin signing the memorandum. Mary Greversen seconded the motion. The motion carried.

c. Board Resolution – Sunshine Law – Darin Preis – Requester Action

A resolution that states the agencies agreement to comply by all Sunshine Law requirements was discussed. This resolution was updated to show the correct agency name, board president and executive director.

Reidney Garnett made a motion to approve the resolution. Otis Clark seconded the motion. The motion carried.

VI. Discussion

a. Circles – Lope Buckingham

The Circles Initiative went into action in Cole County in July. She said that they are pleased with the progress. The Point of Entry meetings that have been held in the counties have lead into Circles.

Lope said that Circles has generated interest from all areas of the community. She said that the families that are taking part (15 families) have received the money they receive. The Funding Condition is the governing force for Circles and has generated support from United Way, Ministerial Alliance, and independent living. Board members were invited to participate.

VII. Executive Director's Report – Darin Preis

Darin said the good news is that Head Start was awarded \$483,352 (for this year) for a Healthy Families Grant. The grant is a five year grant. Motion also passed.

out the Annual Program Enhancement Report that she explained, revised, strengthened the program as well as giving Head Start a useful tool.

Darin gave a heads-up on a hotline call that was made for a Head Start. He said it was a non-substantiated claim that was unwarranted but he wanted the board to be aware.

Darin called the board's attention to all the good press the agency has received lately. Articles were included in the board's e-mailing as well as the newsletter.

MACA is having a Board Training on October 21st at the Country Club Here-
Lake Ozark, MO. Darin asked all board members to attend.

What are the fundraising goals for our agency? There are two events planned in the near future. The 1st marathon challenge will be held on October 7th. Board members were asked to volunteer to help.

The second event will be a breakfast that will be held on November 6th in Jefferson City. The goal for this event is \$100,000.

It is time once again for the Executive Director's evaluation. All Executive Committee members were asked to meet after the meeting for a discussion.

VIII. Other Business

There was no other business.

IX. Adjourn

Susan Keyton made a motion to adjourn the meeting. Lucetta Breeding seconded the motion. The meeting adjourned.

PHA Plan Table Library

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

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

Capital Fund Grant Number FFY of Grant Approval: (MM/YYYY)

Original Annual Statement

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

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

| Development Number/Name HA-Wide Activities | General Description of Major Work Categories | Development Account Number | Total Estimated Cost |
|--------------------------------------------------|-------------------------------------------------|----------------------------------|----------------------------|
| | | | |

Annual Statement

Capital Fund Program (CFP) Part III: Implementation Schedule

| Development Number/Name HA-Wide Activities | All Funds Obligated (Quarter Ending Date) | All Funds Expended (Quarter Ending Date) |
|--------------------------------------------------|----------------------------------------------|---------------------------------------------|
| | | |

Optional Table for 5-Year Action Plan for Capital Fund (Component 7)

Complete one table for each development in which work is planned in the next 5 PHA fiscal years. Complete a table for any PHA-wide physical or management improvements planned in the next 5 PHA fiscal year. Copy this table as many times as necessary. Note: PHAs need not include information from Year One of the 5-Year cycle, because this information is included in the Capital Fund Program Annual Statement.

| Optional 5-Year Action Plan Tables | | | | |
|------------------------------------------------------------------------|-----------------------------------------|---------------------|----------------------------|-------------------------------------|
| Development Number | Development Name (or indicate PHA wide) | Number Vacant Units | % Vacancies in Development | |
| | | | | |
| Description of Needed Physical Improvements or Management Improvements | | | Estimated Cost | Planned Start Date (HA Fiscal Year) |
| | | | | |
| Total estimated cost over next 5 years | | | | |

