

5.2

Goals and Objectives. Identify the PHA's quantifiable goals and objectives that will enable the PHA to serve the needs of low-income and very low-income, and extremely low-income families for the next five years. Include a report on the progress the PHA has made in meeting the goals and objectives described in the previous 5-Year Plan. **Mt001a10.doc**

PHA Goals and Objectives 2010-2014

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:
Continue to assess the need for additional low-income units and develop as able:
Apply for any appropriate programs:

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:
Renovate or modernize public housing units:
Continue to provide training in all required program elements:
Finish the Section 8 Administrative Plan and create a new Procedures Manual:
Finish converting to Project Based Asset Management if justified:
Examine possible disposal of public units
Examine public housing conversion option and potential implementation:
Continue to look for development opportunities:

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:
Monitor voucher payment standards to stay within HUD budgets:
Continue to look for development opportunities:

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:
Continue to contract for police officer if funds available:

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:
Provide Section 3 opportunities for clients:

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:
Determine need for additional accessible units in community:
Review affirmative Action policies and update:
Provide staff representation to local Community Housing Resource Board:
Continue to train staff in Fair Housing:

Other PHA Goals and Objectives:

Have staff proficient in current HUD environment/hire consultants when necessary:
Provide staff with the technology and training necessary to perform their jobs:
Send staff to trainings to stay abreast of changes and learn how to implement them:
Provide training for management staff:
Upgrade cellular/audio equipment:

6.0	<p>PHA Plan Update</p> <p>(a) Identify all PHA Plan elements that have been revised by the PHA since its last Annual Plan submission:</p> <p>(b) Identify the specific location(s) where the public may obtain copies of the 5-Year and Annual PHA Plan. For a complete list of PHA Plan elements, see Section 6.0 of the instructions.</p> <p>Mt001b10.doc</p>
7.0	<p>Hope VI, Mixed Finance Modernization or Development, Demolition and/or Disposition, Conversion of Public Housing, Homeownership Programs, and Project-based Vouchers. <i>Include statements related to these programs as applicable. The PHA has undertaken all five year of modernization dollars it has received from HUD and has met all obligation and expenditure deadlines ahead of time. The Housing Authority runs a Section 8 Homeownership program and will continue to do so.</i></p>
8.0	<p>Capital Improvements. Please complete Parts 8.1 through 8.3, as applicable.</p>
8.1	<p>Capital Fund Program Annual Statement/Performance and Evaluation Report. As part of the PHA 5-Year and Annual Plan, annually complete and submit the <i>Capital Fund Program Annual Statement/Performance and Evaluation Report</i>, form HUD-50075.1, for each current and open CFP grant and CFFP financing.</p> <p>Mt00c10.doc</p>
8.2	<p>Capital Fund Program Five-Year Action Plan. As part of the submission of the Annual Plan, PHAs must complete and submit the <i>Capital Fund Program Five-Year Action Plan</i>, form HUD-50075.2, and subsequent annual updates (on a rolling basis, e.g., drop current year, and add latest year for a five year period). Large capital items must be included in the Five-Year Action Plan.</p> <p>Mt001d10.doc</p>
8.3	<p>Capital Fund Financing Program (CFFP).</p> <p>x Check if the PHA proposes to use any portion of its Capital Fund Program (CFP)/Replacement Housing Factor (RHF) to repay debt incurred to finance capital improvements. The housing Authority may use a portion of the Capital Fund program to repay indebtedness for capital improvements during the next five years.</p>
9.0	<p>Housing Needs. Based on information provided by the applicable Consolidated Plan, information provided by HUD, and other generally available data, make a reasonable effort to identify the housing needs of the low-income, very low-income, and extremely low-income families who reside in the jurisdiction served by the PHA, including elderly families, families with disabilities, and households of various races and ethnic groups, and other families who are on the public housing and Section 8 tenant-based assistance waiting lists. The identification of housing needs must address issues of affordability, supply, quality, accessibility, size of units, and location.</p> <p>Mt001e10.doc</p>
9.1	<p>Strategy for Addressing Housing 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. Note: Small, Section 8 only, and High Performing PHAs complete only for Annual Plan submission with the 5-Year Plan.</p> <p>Mt001f10.doc</p>
10.0	<p>Additional Information. Describe the following, as well as any additional information HUD has requested.</p> <p>(a) Progress in Meeting Mission and Goals. Provide a brief statement of the PHA's progress in meeting the mission and goals described in the 5-Year Plan. The HA has been able to fulfill its mission of providing housing for low and very low income individuals and families with links to community services with success in the past five years. The PHA has received high marks in customer satisfaction, serving a larger population, by adding new developments and programs that are well run and not only benefit the residents but add to the greater Billings local economy as well.</p> <p>(b) Significant Amendment and Substantial Deviation/Modification. Provide the PHA's definition of "significant amendment" and "substantial deviation/modification" The Housing Authority will consider an amendment Substantial deviation/Modification if it proposes a project that is not listed in the entire five year plan, or that changes the cost of a project upward more than fifty percent then initially approved.</p>
11.0	<p>Required Submission for HUD Field Office Review. In addition to the PHA Plan template (HUD-50075), PHAs must submit the following documents. Items (a) through (g) may be submitted with signature by mail or electronically with scanned signatures, but electronic submission is encouraged. Items (h) through (i) must be attached electronically with the PHA Plan. Note: Faxed copies of these documents will not be accepted by the Field Office.</p> <p>(a) Form HUD-50077, <i>PHA Certifications of Compliance with the PHA Plans and Related Regulations</i> (which includes all certifications relating to Civil Rights)</p> <p>(b) Form HUD-50070, <i>Certification for a Drug-Free Workplace</i> (PHAs receiving CFP grants only)</p> <p>(c) Form HUD-50071, <i>Certification of Payments to Influence Federal Transactions</i> (PHAs receiving CFP grants only)</p> <p>(d) Form SF-LLL, <i>Disclosure of Lobbying Activities</i> (PHAs receiving CFP grants only)</p> <p>(e) Form SF-LLL-A, <i>Disclosure of Lobbying Activities Continuation Sheet</i> (PHAs receiving CFP grants only)</p> <p>(f) Resident Advisory Board (RAB) comments. Comments received from the RAB must be submitted by the PHA as an attachment to the PHA Plan. PHAs must also include a narrative describing their analysis of the recommendations and the decisions made on these recommendations.</p> <p>(g) Challenged Elements</p> <p>(h) Form HUD-50075.1, <i>Capital Fund Program Annual Statement/Performance and Evaluation Report</i> (PHAs receiving CFP grants only)</p> <p>(i) Form HUD-50075.2, <i>Capital Fund Program Five-Year Action Plan</i> (PHAs receiving CFP grants only)</p>

This information collection is authorized by Section 511 of the Quality Housing and Work Responsibility Act, which added a new section 5A to the U.S. Housing Act of 1937, as amended, which introduced 5-Year and Annual PHA Plans. The 5-Year and Annual PHA plans provide a ready source for interested parties to locate basic PHA policies, rules, and requirements concerning the PHA's operations, programs, and services, and informs HUD, families served by the PHA, and members of the public of the PHA's mission and strategies for serving the needs of low-income and very low-income families. This form is to be used by all PHA types for submission of the 5-Year and Annual Plans to HUD. Public reporting burden for this information collection is estimated to average 12.68 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. HUD may not collect this information, and respondents are not required to complete this form, unless it displays a currently valid OMB Control Number.

Privacy Act Notice. The United States Department of Housing and Urban Development is authorized to solicit the information requested in this form by virtue of Title 12, U.S. Code, Section 1701 et seq., and regulations promulgated thereunder at Title 12, Code of Federal Regulations. Responses to the collection of information are required to obtain a benefit or to retain a benefit. The information requested does not lend itself to confidentiality

Instructions form HUD-50075

Applicability. This form is to be used by all Public Housing Agencies (PHAs) with Fiscal Year beginning April 1, 2008 for the submission of their 5-Year and Annual Plan in accordance with 24 CFR Part 903. The previous version may be used only through April 30, 2008.

1.0 PHA Information

Include the full PHA name, PHA code, PHA type, and PHA Fiscal Year Beginning (MM/YYYY).

2.0 Inventory

Under each program, enter the number of Annual Contributions Contract (ACC) Public Housing (PH) and Section 8 units (HCV).

3.0 Submission Type

Indicate whether this submission is for an Annual and Five Year Plan, Annual Plan only, or 5-Year Plan only.

4.0 PHA Consortia

Check box if submitting a Joint PHA Plan and complete the table.

5.0 Five-Year Plan

Identify the PHA's Mission, Goals and/or Objectives (24 CFR 903.6). Complete only at 5-Year update.

5.1 Mission. A statement of the mission of the public housing agency for serving the needs of low-income, very low-income, and extremely low-income families in the jurisdiction of the PHA during the years covered under the plan.

5.2 Goals and Objectives. Identify quantifiable goals and objectives that will enable the PHA to serve the needs of low income, very low-income, and extremely low-income families.

6.0 PHA Plan Update. In addition to the items captured in the Plan template, PHAs must have the elements listed below readily available to the public. Additionally, a PHA must:

- (a) Identify specifically which plan elements have been revised since the PHA's prior plan submission.
- (b) Identify where the 5-Year and Annual Plan may be obtained by the public. At a minimum, PHAs must post PHA Plans, including updates, at each Asset Management Project (AMP) and main office or central office of the PHA. PHAs are strongly encouraged to post complete PHA Plans on its official website. PHAs are also encouraged to provide each resident council a copy of its 5-Year and Annual Plan.

PHA Plan Elements. (24 CFR 903.7)

1. **Eligibility, Selection and Admissions Policies, including Deconcentration and Wait List Procedures.** Describe the PHA's policies that govern resident or tenant eligibility, selection and admission including admission preferences for both public housing and HCV and unit assignment policies for public housing; and procedures for maintaining waiting lists for admission to public housing and address any site-based waiting lists.

2. **Financial Resources.** A statement of financial resources, including a listing by general categories, of the PHA's anticipated resources, such as PHA Operating, Capital and other anticipated Federal resources available to the PHA, as well as tenant rents and other income available to support public housing or tenant-based assistance. The statement also should include the non-Federal sources of funds supporting each Federal program, and state the planned use for the resources.
3. **Rent Determination.** A statement of the policies of the PHA governing rents charged for public housing and HCV dwelling units.
4. **Operation and Management.** A statement of the rules, standards, and policies of the PHA governing maintenance management of housing owned, assisted, or operated by the public housing agency (which shall include measures necessary for the prevention or eradication of pest infestation, including cockroaches), and management of the PHA and programs of the PHA.
5. **Grievance Procedures.** A description of the grievance and informal hearing and review procedures that the PHA makes available to its residents and applicants.
6. **Designated Housing for Elderly and Disabled Families.** With respect to public housing projects owned, assisted, or operated by the PHA, describe any projects (or portions thereof), in the upcoming fiscal year, that the PHA has designated or will apply for designation for occupancy by elderly and disabled families. The description shall include the following information: **1)** development name and number; **2)** designation type; **3)** application status; **4)** date the designation was approved, submitted, or planned for submission, and; **5)** the number of units affected.
7. **Community Service and Self-Sufficiency.** A description of: **(1)** Any programs relating to services and amenities provided or offered to assisted families; **(2)** Any policies or programs of the PHA for the enhancement of the economic and social self-sufficiency of assisted families, including programs under Section 3 and FSS; **(3)** How the PHA will comply with the requirements of community service and treatment of income changes resulting from welfare program requirements. **(Note: applies to only public housing).**
8. **Safety and Crime Prevention.** For public housing only, describe the PHA's plan for safety and crime prevention to ensure the safety of the public housing residents. The statement must include: (i) A description of the need for measures to ensure the safety of public housing residents; (ii) A description of any crime prevention activities conducted or to be conducted by the PHA; and (iii) A description of the coordination between the PHA and the appropriate police precincts for carrying out crime prevention measures and activities.

9. **Pets.** A statement describing the PHAs policies and requirements pertaining to the ownership of pets in public housing.
10. **Civil Rights Certification.** A PHA will be considered in compliance with the Civil Rights and AFFH Certification if: it can document that it examines its programs and proposed programs to identify any impediments to fair housing choice within those programs; addresses those impediments in a reasonable fashion in view of the resources available; works with the local jurisdiction to implement any of the jurisdiction's initiatives to affirmatively further fair housing; and assures that the annual plan is consistent with any applicable Consolidated Plan for its jurisdiction.
11. **Fiscal Year Audit.** The results of the most recent fiscal year audit for the PHA.
12. **Asset Management.** A statement of how the agency will carry out its asset management functions with respect to the public housing inventory of the agency, including how the agency will plan for the long-term operating, capital investment, rehabilitation, modernization, disposition, and other needs for such inventory.
13. **Violence Against Women Act (VAWA).** A description of: 1) Any activities, services, or programs provided or offered by an agency, either directly or in partnership with other service providers, to child or adult victims of domestic violence, dating violence, sexual assault, or stalking; 2) Any activities, services, or programs provided or offered by a PHA that helps child and adult victims of domestic violence, dating violence, sexual assault, or stalking, to obtain or maintain housing; and 3) Any activities, services, or programs provided or offered by a public housing agency to prevent domestic violence, dating violence, sexual assault, and stalking, or to enhance victim safety in assisted families.

7.0 Hope VI, Mixed Finance Modernization or Development, Demolition and/or Disposition, Conversion of Public Housing, Homeownership Programs, and Project-based Vouchers

- (a) **Hope VI or Mixed Finance Modernization or Development.** 1) A description of any housing (including project number (if known) and unit count) for which the PHA will apply for HOPE VI or Mixed Finance Modernization or Development; and 2) A timetable for the submission of applications or proposals. The application and approval process for Hope VI, Mixed Finance Modernization or Development, is a separate process. See guidance on HUD's website at: <http://www.hud.gov/offices/pih/programs/ph/hope6/index.cfm>
- (b) **Demolition and/or Disposition.** With respect to public housing projects owned by the PHA and subject to ACCs under the Act: (1) A description of any housing (including project number and unit numbers [or addresses]), and the number of affected units along with their sizes and accessibility features) for which the PHA will apply or is currently pending for demolition or disposition; and (2) A timetable for the demolition or disposition. The application and approval process for demolition and/or disposition is a separate process. See guidance on HUD's website at: http://www.hud.gov/offices/pih/centers/sac/demo_dispo/index.cfm
Note: This statement must be submitted to the extent that approved and/or pending demolition and/or disposition has changed.
- (c) **Conversion of Public Housing.** With respect to public housing owned by a PHA: 1) A description of any building or buildings (including project number and unit count) that the PHA is required to convert to tenant-based assistance or

that the public housing agency plans to voluntarily convert; 2) An analysis of the projects or buildings required to be converted; and 3) A statement of the amount of assistance received under this chapter to be used for rental assistance or other housing assistance in connection with such conversion. See guidance on HUD's website at: <http://www.hud.gov/offices/pih/centers/sac/conversion.cfm>

- (d) **Homeownership.** A description of any homeownership (including project number and unit count) administered by the agency or for which the PHA has applied or will apply for approval.
- (e) **Project-based Vouchers.** If the PHA wishes to use the project-based voucher program, a statement of the projected number of project-based units and general locations and how project basing would be consistent with its PHA Plan.

8.0 Capital Improvements. This section provides information on a PHA's Capital Fund Program. With respect to public housing projects owned, assisted, or operated by the public housing agency, a plan describing the capital improvements necessary to ensure long-term physical and social viability of the projects must be completed along with the required forms. Items identified in 8.1 through 8.3, must be signed where directed and transmitted electronically along with the PHA's Annual Plan submission.

8.1 Capital Fund Program Annual Statement/Performance and Evaluation Report. PHAs must complete the *Capital Fund Program Annual Statement/Performance and Evaluation Report* (form HUD-50075.1), for each Capital Fund Program (CFP) to be undertaken with the current year's CFP funds or with CFFP proceeds. Additionally, the form shall be used for the following purposes:

- (a) To submit the initial budget for a new grant or CFFP;
- (b) To report on the Performance and Evaluation Report progress on any open grants previously funded or CFFP; and
- (c) To record a budget revision on a previously approved open grant or CFFP, e.g., additions or deletions of work items, modification of budgeted amounts that have been undertaken since the submission of the last Annual Plan. The Capital Fund Program Annual Statement/Performance and Evaluation Report must be submitted annually.

Additionally, PHAs shall complete the Performance and Evaluation Report section (see footnote 2) of the *Capital Fund Program Annual Statement/Performance and Evaluation* (form HUD-50075.1), at the following times:

1. At the end of the program year; until the program is completed or all funds are expended;
2. When revisions to the Annual Statement are made, which do not require prior HUD approval, (e.g., expenditures for emergency work, revisions resulting from the PHAs application of fungibility); and
3. Upon completion or termination of the activities funded in a specific capital fund program year.

8.2 Capital Fund Program Five-Year Action Plan

PHAs must submit the *Capital Fund Program Five-Year Action Plan* (form HUD-50075.2) for the entire PHA portfolio for the first year of participation in the CFP and annual update thereafter to eliminate the previous year and to add a new fifth year (rolling basis) so that the form always covers the present five-year period beginning with the current year.

8.3 Capital Fund Financing Program (CFFP). Separate, written HUD approval is required if the PHA proposes to pledge any

portion of its CFP/RHF funds to repay debt incurred to finance capital improvements. The PHA must identify in its Annual and 5-year capital plans the amount of the annual payments required to service the debt. The PHA must also submit an annual statement detailing the use of the CFFP proceeds. See guidance on HUD's website at:

<http://www.hud.gov/offices/pih/programs/ph/capfund/cffp.cfm>

9.0 Housing Needs. Provide a statement of the housing needs of families residing in the jurisdiction served by the PHA and the means by which the PHA intends, to the maximum extent practicable, to address those needs. **(Note: Standard and Troubled PHAs complete annually; Small and High Performers complete only for Annual Plan submitted with the 5-Year Plan).**

9.1 Strategy for Addressing Housing Needs. Provide a 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. **(Note: Standard and Troubled PHAs complete annually; Small and High Performers complete only for Annual Plan submitted with the 5-Year Plan).**

10.0 Additional Information. Describe the following, as well as any additional information requested by HUD:

- (a) **Progress in Meeting Mission and Goals.** PHAs must include (i) a statement of the PHAs progress in meeting the mission and goals described in the 5-Year Plan; (ii) the basic criteria the PHA will use for determining a significant amendment from its 5-year Plan; and a significant amendment or modification to its 5-Year Plan and Annual Plan. **(Note: Standard and Troubled PHAs complete annually; Small and High Performers complete only for Annual Plan submitted with the 5-Year Plan).**
- (b) **Significant Amendment and Substantial Deviation/Modification.** PHA must provide the definition of "significant amendment" and "substantial deviation/modification". **(Note: Standard and Troubled PHAs complete annually; Small and High Performers complete only for Annual Plan submitted with the 5-Year Plan.)**

- (c) PHAs must include or reference any applicable memorandum of agreement with HUD or any plan to improve performance. **(Note: Standard and Troubled PHAs complete annually).**

11.0 Required Submission for HUD Field Office Review. In order to be a complete package, PHAs must submit items (a) through (g), with signature by mail or electronically with scanned signatures. Items (h) and (i) shall be submitted electronically as an attachment to the PHA Plan.

- (a) Form HUD-50077, *PHA Certifications of Compliance with the PHA Plans and Related Regulations*
- (b) Form HUD-50070, *Certification for a Drug-Free Workplace (PHAs receiving CFP grants only)*
- (c) Form HUD-50071, *Certification of Payments to Influence Federal Transactions (PHAs receiving CFP grants only)*
- (d) Form SF-LLL, *Disclosure of Lobbying Activities (PHAs receiving CFP grants only)*
- (e) Form SF-LLL-A, *Disclosure of Lobbying Activities Continuation Sheet (PHAs receiving CFP grants only)*
- (f) Resident Advisory Board (RAB) comments.
- (g) Challenged Elements. Include any element(s) of the PHA Plan that is challenged.
- (h) Form HUD-50075.1, *Capital Fund Program Annual Statement/Performance and Evaluation Report (Must be attached electronically for PHAs receiving CFP grants only)*. See instructions in 8.1.
- (i) Form HUD-50075.2, *Capital Fund Program Five-Year Action Plan (Must be attached electronically for PHAs receiving CFP grants only)*. See instructions in 8.2.

PHA Goals and Objectives Progress Report: 2005-2009

Expand the supply of assisted housing:

1. The HA applied for and received additional Housing Choice Vouchers
2. Public Housing vacancies were kept between 96.8 % and 98.5 % depending on the year – Methods were employed to assist with turnaround times. Briefings were instituted and reverted back to a one on basis for filling the units.
3. Private and public funding was applied for and received in producing affordable housing.
4. The Housing Authority built and is building 34 new units of affordable housing units in the Billings Heights area.

Improve the quality of assisted housing

1. Improve Public Housing Management Scores: The HA went from a 96 to a 98 score.
2. SEMAP scores remained at 100% all five years
3. Resident survey's remained in the High Performer category
4. The HA continued with five years of modernization, replacing tile flooring with laminate in all apartment units, and installing sprinkler systems, new siding, new roofs, energy efficient hot water heaters and furnaces, new energy efficient lighting, new cabinetry and repair of cement work.
5. The HA reviewed the Section 8 Administrative Plans in its entirety and is in the process of formatting the plan. The HA developed some departmental procedures and needs to finish the rest during this five year plan to complete our procedures manual.
6. The HA is converting to Asset Management and is awaiting the legislation to see if the process continues for PHA under 500 units.
7. The HA tried and discontinued the Public Housing eligibility briefing.

Increase assisted housing choices:

1. The HA provides voucher mobility counseling at all applicant HCV briefings to ensure they are aware of the HCV's mobility elements.
2. The Housing Authority provides outreach to prospective landlords by placing ads in local newspapers that encourage landlords to rent to Section 8 clients community wide. Also, the HA provides staff that attend the local landlord association and the property management group meetings to provide education and communication in building relations with current and prospective landlords
3. The payment standards are reviewed on an annual basis to ensure clients can compete for existing vacant units in our community.
4. The Housing Authority has a homeownership program that has between 2-5 new homeowners every year through the Section 8 program/
5. The HA also monitors the payment standards to ensure they stay within the HUD budget.

Improve community quality of life and economic vitality:

1. The HA provided deconcentration by ensuring that the our waiting list is first come first served no preferences for being close to selected schools, medical family, jobs etc.,
2. The HA is currently developing a tax credit project that allows those from 30% to 60% to live in the same complex, ensuring those with lower incomes get to live with those of higher income.
3. The HA has provided more lighting. Screens clients well before admittance, has a contract with the local police department for an officer to work with the families in our communities.

Promote self-sufficiency and asset development of families and individuals:

1. The HA a larger percentage people working in the last five years. The promotion of the self-sufficiency programs and the generally better economic condition of our region increased rents received for the first three and a half years. Tougher economic times have decreased work hours for some clients the last year and a half, but a high percentage still have one or two jobs.
2. The HA maintains three self-sufficiency programs and a Section 8 homeownership program. These programs provide individual and family counseling to assist clients to become independent of the need for various forms of assistance. Credit counseling, goal counseling to achievement, and budgeting are hallmarks of the HA's success in families reaching self-sufficiency.
3. Medical moments blood pressure clinics, flu shots on site are all elements of the HA's objectives in keeping the elderly population we serve healthy. The HA sends out newsletters informing the clients of agencies in the community that assist them with maintaining their independence such as meals on wheels, council on aging services, LIFFT and community health services. Staff provides links to these other agencies that are able to assist our clients with other needs besides housing.
4. The HA decided not to turn the FIC into another unit.

Ensure equal opportunity in housing for all Americans and affirmatively further fair housing :

1. The HA ensures that affirmative outreach is done in the community to attract everyone regardless of race, color, religion, national origin, sex, familial status, and disability.
2. The HA provides staff training to ensure that steering does not occur. Also, the HA provides a first come first serve wait list that prevents loss from only chooses certain areas. The HA that newsletters speak to any potential harassment issues and how to address those with HA staff if they should occur. That a zero tolerance for discriminatory acts will be upheld.
3. The HA allows for the transfer between programs to assist various bedrooms sizes find accessible housing in the community. The HA has policies that if a non- disabled client is

- using an accessible and a client in need of the unit becomes eligible than the non disabled client will need to move.
4. The HA reviews the need for additional accessible units in the community and has created two, one bedroom, two, two bedroom, and one, three bedroom units in the community in the 2009 fiscal year.
 5. The HA reviews it action plan and updates when appropriate.
 6. The HA provides a staff member to attend the local CHRB
 7. The HA has provided training through the last four years on fair housing, as well as have sent staff to attend training.

PHA staff training and development:

1. The HA strives to ensure through training and other means that the HA staff is current with HUD regulations and any new changes that arise.
2. The Housing Authority has updated its software program and provide contracted in house training to assist staff with competency.
3. The HA staff is sent to training to maintain competency in delivering services to our clients, from income and rent calculations to inspection training.
4. The management staff attended a contracted leadership training series that provided skills and tools in successful supervision and team building.



**HOUSING
AUTHORITY OF
BILLINGS**

2415 1ST AVENUE NORTH
BILLINGS, MONTANA 59101
406-245-6391

MONTANA RELAY: 711
FAX: 406-245-0387

RESOLUTION NO. 631

**ADOPTING A REVISION TO THE
CAPITAL FUND 2005 GRANT**

WHEREAS, the Executive Director has submitted a Capital Fund 2005 Budget that was approved by H.U.D.

WHEREAS, there are certain expenditures and line items which require adjustment, and

WHEREAS, the Board has determined that the proposed expenditures are necessary in the efficient and economical operation of the Housing Authority for the purpose of serving low-income families,

NOW THEREFORE BE IT RESOLVED that the Board of Commissioners does hereby approve the Capital Fund 2005 Budget Revision No. 1.

ACCEPTED BY:

(seal)


Secretary


John P. Gerharz, Chairman

7/27/2005
Date



CAPITAL FUND 2005
REVISION #1
JULY 2005

REDUCE:		
1410 Administration:		\$310.00
ADD:		
Flooring:		\$208.00
New Annual Grant Amount:		\$493,530.00



**HOUSING
AUTHORITY OF
BILLINGS**

2415 1ST AVENUE NORTH
BILLINGS, MONTANA 59101
406-245-6391

MONTANA RELAY: 711
FAX: 406-245-0387

RESOLUTION NO. 640

**ADOPTING A REVISION TO THE
CAPITAL FUND 2005 GRANT**

WHEREAS, the Executive Director has submitted a Capital Fund 2005 Budget that was approved by H.U.D.

WHEREAS, there are certain expenditures and line items which require adjustment, and

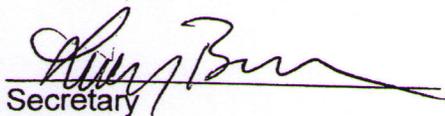
WHEREAS, the Board has determined that the proposed expenditures are necessary in the efficient and economical operation of the Housing Authority for the purpose of serving low-income families,

NOW THEREFORE BE IT RESOLVED that the Board of Commissioners does hereby approve the Capital Fund 2005 Budget Revision No. 2.

ACCEPTED BY:

(seal)


John P. Gerharz, Chairman


Secretary

9/28/2005
Date



CAPITAL FUND 2005
REVISION #2
SEPTEMBER 2005

REDUCE:

1460 Windows:

\$ 2,675.00

1460 Flooring

\$19,977.00

ADD:

1460 Siding & Gables

\$ 17,652.00

Funds From 2007

Cabinets & tops

5,000

760 Coliseum



**HOUSING
AUTHORITY OF
BILLINGS**

2415 1ST AVENUE NORTH
BILLINGS, MONTANA 59101
406-245-6391

MONTANA RELAY: 711
FAX: 406-245-0387

RESOLUTION NO. 651

**ADOPTING A REVISION TO THE
CAPITAL FUND 2005 GRANT**

WHEREAS, the Executive Director has submitted a Capital Fund 2005 Budget that was approved by H.U.D.

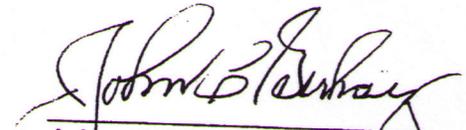
WHEREAS, there are certain expenditures and line items which require adjustment, and

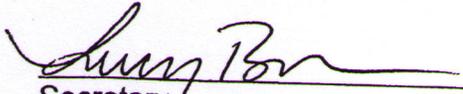
WHEREAS, the Board has determined that the proposed expenditures are necessary in the efficient and economical operation of the Housing Authority for the purpose of serving low-income families,

NOW THEREFORE BE IT RESOLVED that the Board of Commissioners does hereby approve the Capital Fund 2005 Budget Revision No. 3.

(seal)

ACCEPTED BY:


John P. Gerharz, Chairperson


Secretary

1/25/2006
Date



EQUAL HOUSING
OPPORTUNITY

CAPITAL FUND 2005
REVISION #3
JANUARY 2006

INCREASE BUDGET LINE:

1430 - 05-00-05 - Architectural Fees \$ 4,000.00

REDUCE BUGET LINE:

1450 - 05-00-06 - Sprinkler system \$ 3,003.00

1460 - 05-13-01 - Cabinets and Tops \$ 997.00



**HOUSING
AUTHORITY OF
BILLINGS**

2415 1ST AVENUE NORTH
BILLINGS, MONTANA 59101
406-245-6391

MONTANA RELAY: 711
FAX: 406-245-0387

RESOLUTION NO. 659

**ADOPTING A REVISION TO THE
CAPITAL FUND 2005 GRANT**

WHEREAS, the Executive Director has submitted a Capital Fund 2005 Budget that was approved by H.U.D.

WHEREAS, there are certain expenditures and line items which require adjustment, and

WHEREAS, the Board has determined that the proposed expenditures are necessary in the efficient and economical operation of the Housing Authority for the purpose of serving low-income families,

NOW THEREFORE BE IT RESOLVED that the Board of Commissioners does hereby approve the Capital Fund 2005 Budget Revision No. 4.

(seal)

ACCEPTED BY:



John P. Gerharz, Chairperson

3/29/2006

Date

Secretary



CAPITAL FUND 2005
REVISION #4
MARCH 2006

INCREASE BUDGET LINE:

1430 – 05-00-05 – A&E FEES	\$ 6,086.00
1460 – 05-06-01 – FLOORING	\$32,544.00
1411 – 05-00-04 – AUDIT	\$ 3,914.00

REDUCE BUDGET LINE:

1406 – 05-00-01 – OPERATIONS	\$42,000.00
1460 – 05-04-02 – SIDING & GABLES	\$ 2,000.00
1408 – 05-00-02 – MANAGEMENT IMPROVEMENTS	\$10,000.00

FUNGE: (ADD)

1460 – LAUNDRY ROOMS 1-7	\$11,456.00
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**HOUSING
AUTHORITY OF
BILLINGS**

2415 1ST AVENUE NORTH
BILLINGS, MONTANA 59101
406-245-6391

MONTANA RELAY: 711
FAX: 406-245-0387

RESOLUTION NO. 671

**ADOPTING A REVISION TO THE
CAPITAL FUND 2005 GRANT**

WHEREAS, the Executive Director has submitted a Capital Fund 2005 Budget that was approved by H.U.D.

WHEREAS, there are certain expenditures and line items which require adjustment, and

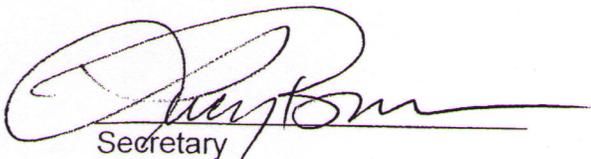
WHEREAS, the Board has determined that the proposed expenditures are necessary in the efficient and economical operation of the Housing Authority for the purpose of serving low-income families,

NOW THEREFORE BE IT RESOLVED that the Board of Commissioners does hereby approve the Capital Fund 2005 Budget Revision No. 5.

(seal)

ACCEPTED BY:


John P. Gerharz, Chairperson


Secretary

July 26, 2006
Date



EQUAL HOUSING
OPPORTUNITY

CAPITAL FUND 2005
REVISION #5
AUGUST 2006

FUNGE FROM 2008 GARAGE DOOR – MT 1-4	700.00
INCREASE: 05-00-07 – PARKING BLOCKS	2,419.00
DECREASE: 05-07-01 – LAUNDRY ROOMS	3,119.00



**HOUSING
AUTHORITY OF
BILLINGS**

2415 1ST AVENUE NORTH
BILLINGS, MONTANA 59101
406-245-6391

MONTANA RELAY: 711
FAX: 406-245-0387

RESOLUTION NO. 673

**ADOPTING A REVISION TO THE
CAPITAL FUND 2005 GRANT**

WHEREAS, the Executive Director has submitted a Capital Fund 2005 Budget that was approved by H.U.D.

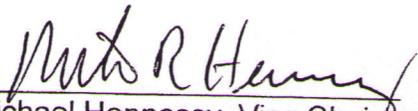
WHEREAS, there are certain expenditures and line items which require adjustment, and

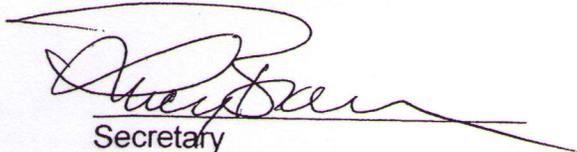
WHEREAS, the Board has determined that the proposed expenditures are necessary in the efficient and economical operation of the Housing Authority for the purpose of serving low-income families,

NOW THEREFORE BE IT RESOLVED that the Board of Commissioners does hereby approve the Capital Fund 2005 Budget Revision No. 6.

(seal)

ACCEPTED BY:


Michael Hennessy, Vice Chairperson


Secretary

October 25, 2006
Date



CAPITAL FUND 2005
REVISION #6
OCTOBER 2006

REDUCE:

1430	05-00-05	A&E FEES	\$ 6,232.87
1450	05-00-06	SPRINKLER SYSTEM	4,115.50
1460	05-04-03	GARAGE DOOR	50.00
1460	05-07-01	LAUNDRY ROOM	7,507.40

INCREASE:

1450	05-00-07	PARKING BLOCKS	770.00
1460	05-06-01	FLOORING	1,193.70

FUNGE: ADD
FROM FFY 2009

1460		HALLWAY UPGRADE 1-7	15,942.07
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**HOUSING
AUTHORITY OF
BILLINGS**

2415 1ST AVENUE NORTH
BILLINGS, MONTANA 59101
406-245-6391

RESOLUTION NO. 690

MONTANA RELAY: 711
FAX: 406-245-0387

**ADOPTING A REVISION TO THE
CAPITAL FUND 2005 GRANT**

WHEREAS, the Executive Director has submitted a Capital Fund 2005 Budget that was approved by H.U.D.

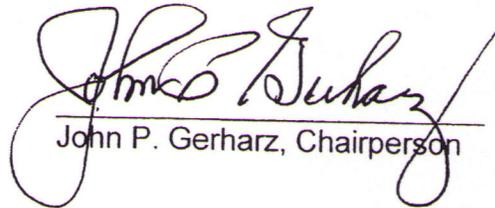
WHEREAS, there are certain expenditures and line items which require adjustment, and

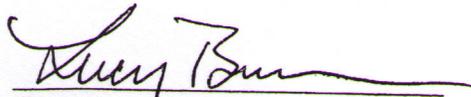
WHEREAS, the Board has determined that the proposed expenditures are necessary in the efficient and economical operation of the Housing Authority for the purpose of serving low-income families,

NOW THEREFORE BE IT RESOLVED that the Board of Commissioners does hereby approve the Capital Fund 2005 Budget Revision No. 7.

(seal)

ACCEPTED BY:


John P. Gerharz, Chairperson


Secretary

April 25, 2007

Date



CAPITAL FUND 2005
REVISION #7
APRIL 2007

REDUCE:

1406	05-00-01	OPERATIONS	\$17,500.00
1410	05-00-03	ADMINISTRATION	\$ 2,491.00
1450	05-00-07	PARKING BLOCKS	\$ 129.00
TOTAL REDUCTIONS:			\$ 20,120.00

INCREASE:

1411	05-00-04	AUDIT	\$ 600.00
1460	05-06-01	FLOORING	\$ 18,656.00
1460	05-07-02	HALLWAY UPGRADE	\$ 864.00
TOTAL INCREASES:			\$ 20,120.00



**HOUSING
AUTHORITY OF
BILLINGS**

2415 1ST AVENUE NORTH
BILLINGS, MONTANA 59101
406-245-6391

MONTANA RELAY: 711
FAX: 406-245-0387

RESOLUTION NO. 709

**ADOPTING A REVISION TO THE
CAPITAL FUND 2005 GRANT**

WHEREAS, the Executive Director has submitted a Capital Fund 2005 Budget that was approved by H.U.D.

WHEREAS, there are certain expenditures and line items which require adjustment, and

WHEREAS, the Board has determined that the proposed expenditures are necessary in the efficient and economical operation of the Housing Authority for the purpose of serving low-income families,

NOW THEREFORE BE IT RESOLVED that the Board of Commissions does hereby approve the Capital Fund 2005 Budget Revision No. 8

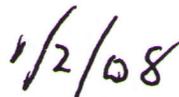
ACCDEPTED BY:


John P Gerharz, Chairperson

(seal)



Secretary



Date



CAPITAL FUND 2005
REVISION #8
DECEMBER 2007

REDUCE:

1460 05-06-01	FLOORING	\$728.02
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INCREASE:

1460 05-07-02	HALLWAY UPGRADE	\$728.02
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**HOUSING
AUTHORITY OF
BILLINGS**

2415 1ST AVENUE NORTH
BILLINGS, MONTANA 59101
406-245-6391

MONTANA RELAY: 711
FAX: 406-245-0387

RESOLUTION NO. 666

**ADOPTING A REVISION TO THE
CAPITAL FUND 2006 GRANT**

WHEREAS, the Executive Director has submitted a Capital Fund 2006 Budget that was approved by H.U.D.

WHEREAS, there are certain expenditures and line items which require adjustment, and

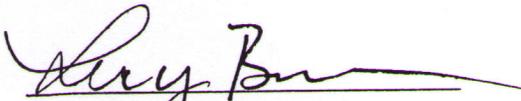
WHEREAS, the Board has determined that the proposed expenditures are necessary in the efficient and economical operation of the Housing Authority for the purpose of serving low-income families,

NOW THEREFORE BE IT RESOLVED that the Board of Commissioners does hereby approve the Capital Fund 2006 Budget Revision No. 1.

ACCEPTED BY:

(seal)


John P. Gerharz, Chairperson


Secretary

June 28, 2006
Date



**CAPITAL FUND
5 YEAR PLAN
2006-2010**

FFY 2006

Operations	5,850 - 1406
Administration	43,656 - 1410
Audit	6,914 - 1411
Management Improvements	20,000 - 1408
A&E Services	10,000- 1430
Roof MT 1-7	85,247 - 1460
Windows - MT 1-6 & 1-7, Torch	89,100 - 1460
Flooring - MT 1-4 & 1-8	92,250 - 1460
Laundry Rooms MT 1-7	33,544 - 1460
Security Lights MT 1-2	2,500 - 1450
Picnic tables and bike racks MT 1-7	2,500 - 1450
Parking lot drain MT 1-8	3,000 - 1450
Cabinets - Hilltop	7,500 - 1460
Fence - Ave. E, Manhattan	7,000 - 1450
Security Screen MT 1-2 & 1-4	12,500 - 1460
interior Doors & Trim MT 1-4	10,000 - 1460
Lighting MT 1-3 & 1-7	5,000 - 1460
Total	\$ 436,561

Dwelling Structures	\$ 335,141 - 1460
Site Improvement	\$ 15,000 - 1450

Amount related to Energy Conservation - \$ 94,100



**HOUSING
AUTHORITY OF
BILLINGS**

2415 1ST AVENUE NORTH
BILLINGS, MONTANA 59101
406-245-6391

MONTANA RELAY: 711
FAX: 406-245-0387

RESOLUTION NO. 674

**ADOPTING A REVISION TO THE
CAPITAL FUND 2006 GRANT**

WHEREAS, the Executive Director has submitted a Capital Fund 2006 Budget that was approved by H.U.D.

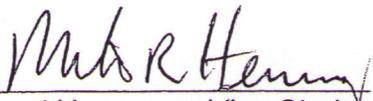
WHEREAS, there are certain expenditures and line items which require adjustment, and

WHEREAS, the Board has determined that the proposed expenditures are necessary in the efficient and economical operation of the Housing Authority for the purpose of serving low-income families,

NOW THEREFORE BE IT RESOLVED that the Board of Commissioners does hereby approve the Capital Fund 2006 Budget Revision No. 2.

ACCEPTED BY:

(seal)


Michael Hennessy, Vice Chairperson


Secretary

October 25, 2006
Date

**CAPITAL FUND 2006
REVISION #2
OCTOBER 2006**

INCREASE:

ITEM	ACCT. #	DESCRIPTION	AMOUNT
06-00-06	1460	WINDOWS	\$ 9,575.00
06-00-08	1450	FENCE	268.50
06-02-06	1450	SECURITY LIGHTS	369.00
06-07-01	1460	ROOF	24,500.50
06-08-01	1450	PARKING LOT DRAINS	325.00

FUNGE FROM FFY 2008

1460	BOILER REPLACEMENT 1-7	\$4,000.00
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DECREASE:

06-07-02	1460	LAUNDRY ROOMS	\$33,544.00 (Delete)
06-00-09	1460	SECURITY SCREENS	5,494.00



**HOUSING
AUTHORITY OF
BILLINGS**

2415 1ST AVENUE NORTH
BILLINGS, MONTANA 59101
406-245-6391

MONTANA RELAY: 711
FAX: 406-245-0387

RESOLUTION NO. 680

**ADOPTING A REVISION TO THE
CAPITAL FUND 2006 GRANT**

WHEREAS, the Executive Director has submitted a Capital Fund 2006 Budget that was approved by H.U.D.

WHEREAS, there are certain expenditures and line items which require adjustment, and

WHEREAS, the Board has determined that the proposed expenditures are necessary in the efficient and economical operation of the Housing Authority for the purpose of serving low-income families,

NOW THEREFORE BE IT RESOLVED that the Board of Commissioners does hereby approve the Capital Fund 2006 Budget Revision No. 3.

(seal)

ACCEPTED BY:

John P. Gerharz, Chairperson

Secretary

December 29, 2006

Date



EQUAL HOUSING
OPPORTUNITY

**CAPITAL FUND 2006
REVISION #3
DECEMBER 2006**

FUNGE FROM FFY 2008

1465.1

FURNACE REPLACEMENT 1-13 & 1-15 \$4,923.00

DECREASE:

06-00-09 1460

SECURITY SCREENS

\$4,923.00



**HOUSING
AUTHORITY OF
BILLINGS**

2415 1ST AVENUE NORTH
BILLINGS, MONTANA 59101
406-245-6391

RESOLUTION NO. 691

MONTANA RELAY: 711
FAX: 406-245-0387

**ADOPTING A REVISION TO THE
CAPITAL FUND 2006 GRANT**

WHEREAS, the Executive Director has submitted a Capital Fund 2006 Budget that was approved by H.U.D.

WHEREAS, there are certain expenditures and line items which require adjustment, and

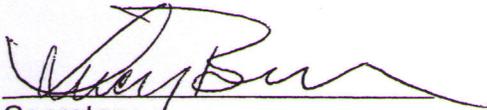
WHEREAS, the Board has determined that the proposed expenditures are necessary in the efficient and economical operation of the Housing Authority for the purpose of serving low-income families,

NOW THEREFORE BE IT RESOLVED that the Board of Commissioners does hereby approve the Capital Fund 2006 Budget Revision No. 4.

ACCEPTED BY:


John P. Gerharz, Chairperson

(seal)


Secretary

April 25, 2007
Date



**CAPITAL FUND 2006
REVISION #4
APRIL 2007**

BONUS FUNDS AWARDED	\$ 36,936.00
FUNGE FROM 2008	
PRIVACY FENCE 1-5	\$ 11,800.00
CABINET REPLACEMENT 405 WEST WICKS	\$ 6,000.00
DECK REPLACEMENT 456 GREENSPRINGS	\$ 10,000.00
FUNGE FROM 2009	
DECK REPLACEMENT 689 BAZAR	\$ 9,136.00
TOTAL NEW BUDGET	\$473,497.00
INCREASE:	
CF 06-00-03 – ADMINISTRATION	\$ 3,693.00
CF 06-00-06 – WINDOWS	\$ 5,575.00
CF 06-00-07 – FLOORING	\$ 19,232.00
DECREASE:	
CF 06-00-01 OPERATIONS	\$ 2,925.00
CF 06-07-04 BOILER REPLACEMENT	\$ 454.87
CF 06-19-01 CABINETS	\$ 503.00
CF 06-07-01 ROOF	\$ 24,617.13



**HOUSING
AUTHORITY OF
BILLINGS**

2415 1ST AVENUE NORTH
BILLINGS, MONTANA 59101
406-245-6391

RESOLUTION NO. 703

MONTANA RELAY: 711
FAX: 406-245-0387

**ADOPTING A REVISION TO THE
CAPITAL FUND 2006 GRANT**

WHEREAS, the Executive Director has submitted a Capital Fund 2006 Budget that was approved by H.U.D.

WHEREAS, there are certain expenditures and line items which require adjustment, and

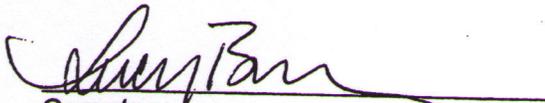
WHEREAS, the Board has determined that the proposed expenditures are necessary in the efficient and economical operation of the Housing Authority for the purpose of serving low-income families,

NOW THEREFORE BE IT RESOLVED that the Board of Commissioners does hereby approve the Capital Fund 2006 Budget Revision No. 5.

(seal)

ACCEPTED BY:


John P. Gerharz, Chairperson


Secretary

9/26/07
Date



**CAPITAL FUND 2006
REVISION #5
SEPTEMBER 2007**

ITEMS TO DECREASE:

ARCHITECTURAL FEES	\$ 5,986.85
INTERIOR DOORS AND TRIM	\$ 105.34
DECK REPLACEMENT (06-13-01)	\$ 3,691.00
DECK REPLACEMENT (06-19-02)	\$ 2,410.34
ROOF	\$ 1,028.47
DELETE - SECURITY SCREENS	\$ 2,083.00
TOTAL DECREASES:	\$ 15,305.00

ITEMS TO INCREASE:

PRIVACY FENCE (06-05-01)	\$ 9,180.00
PICNIC TABLES AND BIKE RACKS	\$ 6,125.00
TOTAL INCREASES	\$ 15,305.00



**HOUSING
AUTHORITY OF
BILLINGS**

2415 1ST AVENUE NORTH
BILLINGS, MONTANA 59101
406-245-6391

MONTANA RELAY: 711
FAX: 406-245-0387

RESOLUTION NO. 710

**ADOPTING A REVISION TO THE
CAPITAL FUND 2006 GRANT**

WHEREAS, the Executive Director has submitted a Capital Fund 2006 Budget that was approved by H.U.D.

WHEREAS, there are certain expenditures and line items which require adjustment, and

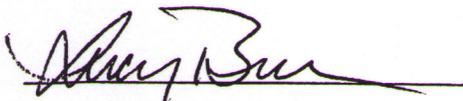
WHEREAS, the Board has determined that the proposed expenditures are necessary in the efficient and economical operation of the Housing Authority for the purpose of serving low-income families,

NOW THEREFORE BE IT RESOLVED that the Board of Commissions does hereby approve the Capital Fund 2006 Budget Revision No. 6

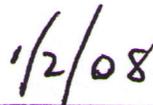
ACCDEPTED BY:


John P Gerharz, Chairperson

(seal)



Secretary



Date



**CAPITAL FUND 2006
REVISION #6
DECEMBER 2007**

ITEMS TO DECREASE:

1410 ADMINISTRATION	\$ 6,833.65
1460 LIGHTING	\$ 1,936.90
1460 ROOF	\$ 5,668.68
1450 FENCE	\$ 350.00

TOTAL DECREASES: \$ 14,789.23

ITEM TO INCREASE:

1460 FLOORING	\$ 14,789.23
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RESOLUTION NO. 734

**ADOPTING A REVISION TO THE
CAPITAL FUND 2006 GRANT
Revision #7**

WHEREAS, the Executive Director has submitted a Capital Fund 2006 Budget that was approved by H.U.D.

WHEREAS, there are certain expenditures and line items which require adjustment, and

WHEREAS, the Board has determined that the proposed expenditures are necessary in the efficient and economical operation of the Housing Authority for the purpose of serving low-income families,

NOW THEREFORE BE IT RESOLVED that the Board of Commissions does hereby approve the Capital Fund 2006 Budget Revision No. 7

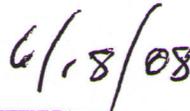
ACCDEPTED BY:


John P Gerharz, Chairperson

(seal)



Secretary



Date

**CAPITAL FUND 2006
REVISION #7
MAY 2008**

ITEMS TO DECREASE:

1460 CABINETS	\$ 2,022.00
1411 AUDIT	\$ 1,885.55
1408 MANAGEMENT IMP.	\$ 891.20

TOTAL DECREASES: \$ 4,798.75

ITEM TO INCREASE:

1460 FLOORING	\$ 4,390.70
1460 INTERIOR DOORS AND TRIM	\$ 341.10
1410 ADMINISTRATION	\$ 66.95

TOTAL INCREASES \$ 4,798.75

RESOLUTION NO. 699

**ADOPTING AN AMENDED ANNUAL PLAN; REVISION TO THE
CAPITAL FUND 2007 GRANT FORMULA**

WHEREAS, the Executive Director has submitted an Annual Plan be it hereby amended to revise the Capital Fund 2007 Formula budget that was approved by H.U.D,

WHEREAS, there are certain expenditures and line items which require adjustment due to receipt of the final funding figure, and

WHEREAS, the Board has determined that the proposed expenditures are necessary in the efficient and economical operation of the Housing Authority for the purpose of serving low-income families,

NOW THEREFORE BE IT RESOLVED that the Board of Commissioners does hereby approve the Capital Fund 2007 Budget Revision No. 1.

(seal)

ACCEPTED BY:


John P. Gerharz, Chairperson


Secretary

September 5, 2007
Date

CAPITAL FUND 2007
REVISION #1

Estimated Capital Fund amount	\$436,142.00
Capital Fund budget – final	\$460,067.00
Difference	+\$23,925.00
Add to:	
CF 07-02-01 Flooring	\$10,000.00
CF 07-00-04 Flooring	\$ 6,925.00
Funge from year 2	
Garage door and windows – 3,4,6,Patricia	\$ 7,000.00
Total revision	\$ 23,925.00
Total new Capital Fund 2007 budget	\$460,067.00

RESOLUTION NO. 720

**ADOPTING A REVISION TO THE
CAPITAL FUND 2007 GRANT
Revision #2**

WHEREAS, the Executive Director has submitted a Capital Fund 2007 Budget that was approved by H.U.D.

WHEREAS, there are certain expenditures and line items which require adjustment, and

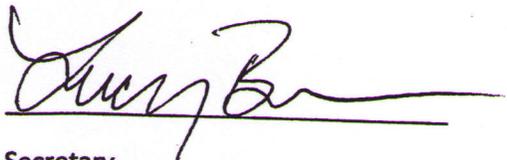
WHEREAS, the Board has determined that the proposed expenditures are necessary in the efficient and economical operation of the Housing Authority for the purpose of serving low-income families,

NOW THEREFORE BE IT RESOLVED that the Board of Commissions does hereby approve the Capital Fund 2007 Budget Revision No. 2

ACCDEPTED BY:


John P Gerharz, Chairperson

(seal)


Secretary

2/28/08
Date

**CAPITAL FUND 2007
REVISION #2
FEBRUARY 2008**

ITEMS TO DECREASE:

1460 FIC CABINETS \$ 1,057.00

TOTAL DECREASES: \$ 1,057.00

ITEM TO INCREASE:

1465 APPLIANCE REPLACEMENT \$ 1,057.00

TOATAL INCREASES: \$ 1,057.00

RESOLUTION NO. 729

ADOPTING A REVISION TO THE
CAPITAL FUND 2007 GRANT
Revision #3

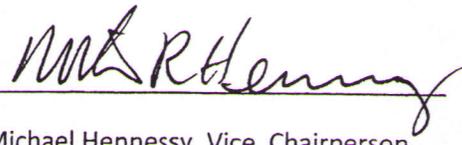
WHEREAS, the Executive Director has submitted a Capital Fund 2007 Budget that was approved by H.U.D.

WHEREAS, there are certain expenditures and line items which require adjustment, and

WHEREAS, the Board has determined that the proposed expenditures are necessary in the efficient and economical operation of the Housing Authority for the purpose of serving low-income families,

NOW THEREFORE BE IT RESOLVED that the Board of Commissions does hereby approve the Capital Fund 2007 Budget Revision No. 3

ACCDEPTED BY:



Michael Hennessy, Vice Chairperson

(seal)

Secretary

4-30-08
Date

**CAPITAL FUND 2007
REVISION #3
APRIL 2008**

ITEMS TO DECREASE:

1460 FIC CABINETS \$ 404.00

TOTAL DECREASES: \$ 404.00

ITEM TO INCREASE:

1465 FIC APPLIANCE REPLACEMENT \$ 404.00

TOOTAL INCREASES: \$ 404.00

RESOLUTION NO. 745

ADOPTING A REVISION TO THE
CAPITAL FUND 2007 GRANT
Revision #4

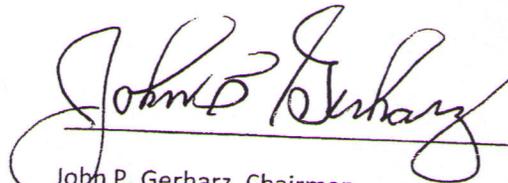
WHEREAS, the Executive Director has submitted a Capital Fund 2007 Budget that was approved by H.U.D.

WHEREAS, there are certain expenditures and line items which require adjustment, and

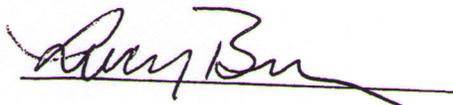
WHEREAS, the Board has determined that the proposed expenditures are necessary in the efficient and economical operation of the Housing Authority for the purpose of serving low-income families,

NOW THEREFORE BE IT RESOLVED that the Board of Commissions does hereby approve the Capital Fund 2007 Budget Revision No. 4

ACCDEPTED BY:


John P. Gerharz, Chairman

(seal)


Secretary

10/29/08
Date

**CAPITAL FUND 2007
REVISION #4
OCTOBER 2008**

ITEMS TO DECREASE BUDGET:

1465	APPLIANCE REPLACEMENT	\$ 36.00
1460	FIC CABINETS	\$1,790.00
1460	DOOR REPLACEMNT	\$ 23.00
1460	COMMUNITY ROOM UPDATE	\$4,936.00

TOTAL DECREASES: \$6,785.00

ITEM TO INCREASE BUDGET:

1460	CABINETS	\$2,385.00
1450	SPRINKLER SYSTEMS	\$4,400.00

TOATAL INCREASES: \$6,785.00

RESOLUTION NO. 761

**ADOPTING A REVISION TO THE
CAPITAL FUND 2007 GRANT
Revision #5**

WHEREAS, the Executive Director has submitted a Capital Fund 2007 Budget that was approved by H.U.D.

WHEREAS, there are certain expenditures and line items which require adjustment, and

WHEREAS, the Board has determined that the proposed expenditures are necessary in the efficient and economical operation of the Housing Authority for the purpose of serving low-income families,

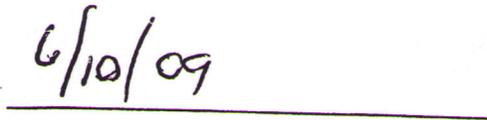
NOW THEREFORE BE IT RESOLVED that the Board of Commissions does hereby approve the Capital Fund 2007 Budget Revision No. 5

ACCDEPTED BY:


John P. Gerharz, Chairman

(seal)


Secretary


Date

**CAPITAL FUND 2007
REVISION #5
MAY 2009**

ITEMS TO DECREASE BUDGET:

1410	07-00-01 ADMINISTRATION	\$4,130.00
1460	07-00-04 FLOORING	\$ 356.00
1460	07-00-09 GARAGE DOOR & WINDOWS	\$1,065.00
1460	07-02-01 FLOORING	\$2,284.00
1460	07-07-01 COMMUNITY ROOM UPDATE	\$1,158.00
1450	07-00-06 PARKING LOT & CONCRETE REHAB	\$8,650.00

TOTAL DECREASES: \$17,643.00

ITEM TO INCREASE BUDGET:

1460	07-00-05 DOOR REPLACEMENT	\$ 608.00
1430	A&E FEES	\$ 850.00

TOATAL INCREASES: \$1,458.00

ITEMS TO ADD TO BUDGET

1460	07-00-10 CABINETS (3)	\$16,185.00
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RESOLUTION NO. 770

**ADOPTING A REVISION TO THE
CAPITAL FUND 2007 GRANT
Revision #6**

WHEREAS, the Executive Director has submitted a Capital Fund 2007 Budget that was approved by H.U.D.

WHEREAS, there are certain expenditures and line items which require adjustment, and

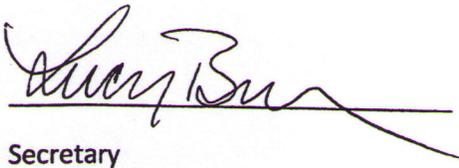
WHEREAS, the Board has determined that the proposed expenditures are necessary in the efficient and economical operation of the Housing Authority for the purpose of serving low-income families,

NOW THEREFORE BE IT RESOLVED that the Board of Commissions does hereby approve the Capital Fund 2007 Budget Revision No. 6

ACCDEPTED BY:


John P Gerharz, Chairperson

(seal)


Secretary

9/30/09
Date

**CAPITAL FUND 2007
REVISION #6
SEPTEMBER 2009**

ITEMS TO INCREASE BUDGET:

1410	07-00-01 ADMINISTRATION	\$ 73.00
1430	07-00-03 ARCHITECHTURAL FEES	\$964.00
1460	07-00-09 GARAGE DOOR & WINDOW	\$204.00
1460	07-02-01 FLOORING	\$876.00
1460	07-00-07 BATHROOM REHAB	\$907.00
TOTAL INCREASES:		\$3,024.00

ITEM TO DECREASE BUDGET:

1460	07-00-08 CABINETS	\$ 98.00
1450	07-00-06 PARKING LOT ANC CONCRETE	\$1,607.00
1460	07-07-01 COMMUNITY ROOM UPDATE	\$ 114.00
1460	07-00-10 CABINETS	\$1,205.00
TOATAL INCREASES:		\$3,024.00

RESOLUTION NO. 730

ADOPTING A REVISION TO THE
CAPITAL FUND 2008 GRANT
Revision #1

WHEREAS, the Executive Director has submitted a Capital Fund 2008 Budget that was approved by H.U.D.

WHEREAS, there are certain expenditures and line items which require adjustment, and

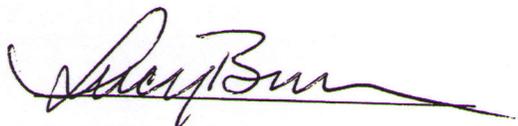
WHEREAS, the Board has determined that the proposed expenditures are necessary in the efficient and economical operation of the Housing Authority for the purpose of serving low-income families,

NOW THEREFORE BE IT RESOLVED that the Board of Commissions does hereby approve the Capital Fund 2008 Budget Revision No. 1

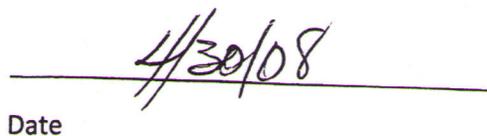
ACCDEPTED BY:


John P Gerharz, Chairperson

(seal)



Secretary


Date

**CAPITAL FUND 2008
REVISION #1
JULY 2009**

Total Grant increased by \$25,519 to:

\$485,586.00

INCREASE ITEMS:

1410	08-00-02 Administration by \$2,552.00 to	\$ 48,558.00
1465	08-00-04 Furnace Replacement by \$2500.00 to	\$ 6,500.00
1460	08-00-07 Flooring by \$20,467 to	\$238,778.00

RESOLUTION NO. 768

**ADOPTING A REVISION TO THE
CAPITAL FUND 2008 GRANT
Revision #2**

WHEREAS, the Executive Director has submitted a Capital Fund 2008 Budget that was approved by H.U.D.

WHEREAS, there are certain expenditures and line items which require adjustment, and

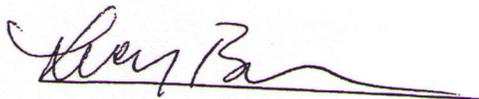
WHEREAS, the Board has determined that the proposed expenditures are necessary in the efficient and economical operation of the Housing Authority for the purpose of serving low-income families,

NOW THEREFORE BE IT RESOLVED that the Board of Commissions does hereby approve the Capital Fund 2008 Budget Revision No. 2

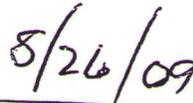
ACCDEPTED BY:


John P Gerharz, Chairperson

(seal)



Secretary



Date

**CAPITAL FUND 2008
REVISION #2
AUGUST 2009**

ITEMS TO DECREASE BUDGET:

1406	08-00-01 OPERATIONS	\$54,086.00
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ITEMS TO ADD TO BUDGET

1460	08-02-03 SIDING AND SHEDS	\$54,086.00
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RESOLUTION NO. 771

**ADOPTING A REVISION TO THE
CAPITAL FUND 2009 GRANT**

Revision #1

WHEREAS, the Executive Director has submitted a Capital Fund 2009 Budget that was approved by H.U.D.

WHEREAS, there are certain expenditures and line items which require adjustment, and

WHEREAS, the Board has determined that the proposed expenditures are necessary in the efficient and economical operation of the Housing Authority for the purpose of serving low-income families,

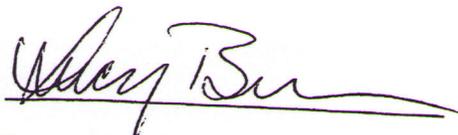
NOW THEREFORE BE IT RESOLVED that the Board of Commissions does hereby approve the Capital Fund 2009 Budget Revision No.1

ACCDEPTED BY:



John P Gerharz, Chairperson

(seal)



Secretary

9/30/09

Date

CAPITAL FUND 2009
BUGET REVISION #1
SEPTEMBER 2009

Original Grant Amount	\$468,830.00
Revised Grant Amount	\$484,022.00
Difference	\$ 14,192.00
1406 – Operations – reduce	\$ 59,000.00
1460 – Siding and Sheds MT 1-2 - add	\$ 59,000.00
1475 – Auto Equipment – add to	\$ 5,000.00
1460 – Storage Sheds – CF 09-02-02 – add to	\$ 9,192.00
Total Addition	\$14,192.00

Capital Fund Program—Five-Year Action Plan

U.S. Department of Housing and Urban Development
 Office of Public and Indian Housing
 Expires 4/30/2011

Part I: Summary						
PHA Name/Number Housing Authority of Billings - MT06P00150110		Locality (City/County & State) Billings, Yellowstone County, Montana			<input checked="" type="checkbox"/> Original 5-Year Plan <input type="checkbox"/> Revision No:	
A.	Development Number and Name – Housing Authority of Billings – MT06P0015110	Work Statement for Year 1 FFY 2010	Work Statement for Year 2 FFY 2011	Work Statement for Year 3 FFY 2012	Work Statement for Year 4 FFY 2013	Work Statement for Year 5 FFY 2015
B.	Physical Improvements Subtotal	Annual Statement	372500	292200	344400	323900
C.	Management Improvements					
D.	PHA-Wide Non-dwelling Structures and Equipment		45000	97000	41600	86500
E.	Administration		48402	48402	48402	48402
F.	Audit		7100	7200	7400	7500
G.	Operations		75000	60000	50000	40000
	A & E				15000	
H.	Demolition					
I.	Development					
J.	Capital Fund Financing – Debt Service					
K.	Total CFP Funds					
L.	Total Non-CFP Funds					
M.	Grand Total		548002	504802	506802	506302

**Certification by State or Local
Official of PHA Plans Consistency
with the Consolidated Plan**

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
Expires 4/30/2011

**Certification by State or Local Official of PHA Plans Consistency with the
Consolidated Plan**

I, Honorable Tom Hanel the Mayor of the City of Billings certify that the Five Year and Annual PHA Plan of the Housing Authority of Billings is consistent with the Consolidated Plan of City of Billings prepared pursuant to 24 CFR Part 91.

Thomas W. Hanel, Mayor

Signed / Dated by Appropriate State or Local Official

**PHA Certifications of Compliance with the PHA Plans and Related Regulations:
Board Resolution to Accompany the PHA 5-Year and Annual PHA Plan**

Resolution 795

Acting on behalf of the Board of Commissioners of the Public Housing Agency (PHA) listed below, as its Chairman or other authorized PHA official if there is no Board of Commissioners, I approve the submission of the 5-Year and/or Annual PHA Plan for the PHA fiscal year beginning 7/1/2010, hereinafter referred to as "the Plan", of which this document is a part and make the following certifications and agreements with the Department of Housing and Urban Development (HUD) in connection with the submission of the Plan and implementation thereof:

1. The Plan is consistent with the applicable comprehensive housing affordability strategy (or any plan incorporating such strategy) for the jurisdiction in which the PHA is located.
2. The Plan contains a certification by the appropriate State or local officials that the Plan is consistent with the applicable Consolidated Plan, which includes a certification that requires the preparation of an Analysis of Impediments to Fair Housing Choice, for the PHA's jurisdiction and a description of the manner in which the PHA Plan is consistent with the applicable Consolidated Plan.
3. The PHA certifies that there has been no change, significant or otherwise, to the Capital Fund Program (and Capital Fund Program/Replacement Housing Factor) Annual Statement(s), since submission of its last approved Annual Plan. The Capital Fund Program Annual Statement/Annual Statement/Performance and Evaluation Report must be submitted annually even if there is no change.
4. The PHA has established a Resident Advisory Board or Boards, the membership of which represents the residents assisted by the PHA, consulted with this Board or Boards in developing the Plan, and considered the recommendations of the Board or Boards (24 CFR 903.13). The PHA has included in the Plan submission a copy of the recommendations made by the Resident Advisory Board or Boards and a description of the manner in which the Plan addresses these recommendations.
5. The PHA made the proposed Plan and all information relevant to the public hearing available for public inspection at least 45 days before the hearing, published a notice that a hearing would be held and conducted a hearing to discuss the Plan and invited public comment.
6. The PHA certifies that it will carry out the Plan in conformity with Title VI of the Civil Rights Act of 1964, the Fair Housing Act, section 504 of the Rehabilitation Act of 1973, and title II of the Americans with Disabilities Act of 1990.
7. The PHA will affirmatively further fair housing by examining their programs or proposed programs, identify any impediments to fair housing choice within those programs, address those impediments in a reasonable fashion in view of the resources available and work with local jurisdictions to implement any of the jurisdiction's initiatives to affirmatively further fair housing that require the PHA's involvement and maintain records reflecting these analyses and actions.
8. For PHA Plan that includes a policy for site based waiting lists:
 - The PHA regularly submits required data to HUD's 50058 PIC/IMS Module in an accurate, complete and timely manner (as specified in PIH Notice 2006-24);
 - The system of site-based waiting lists provides for full disclosure to each applicant in the selection of the development in which to reside, including basic information about available sites; and an estimate of the period of time the applicant would likely have to wait to be admitted to units of different sizes and types at each site;
 - Adoption of site-based waiting list would not violate any court order or settlement agreement or be inconsistent with a pending complaint brought by HUD;
 - The PHA shall take reasonable measures to assure that such waiting list is consistent with affirmatively furthering fair housing;
 - The PHA provides for review of its site-based waiting list policy to determine if it is consistent with civil rights laws and certifications, as specified in 24 CFR part 903.7(c)(1).
9. The PHA will comply with the prohibitions against discrimination on the basis of age pursuant to the Age Discrimination Act of 1975.
10. The PHA will comply with the Architectural Barriers Act of 1968 and 24 CFR Part 41, Policies and Procedures for the Enforcement of Standards and Requirements for Accessibility by the Physically Handicapped.

11. The PHA will comply with the requirements of section 3 of the Housing and Urban Development Act of 1968, Employment Opportunities for Low-or Very-Low Income Persons, and with its implementing regulation at 24 CFR Part 135.
12. The PHA will comply with acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 and implementing regulations at 49 CFR Part 24 as applicable.
13. The PHA will take appropriate affirmative action to award contracts to minority and women's business enterprises under 24 CFR 5.105(a).
14. The PHA will provide the responsible entity or HUD any documentation that the responsible entity or HUD needs to carry out its review under the National Environmental Policy Act and other related authorities in accordance with 24 CFR Part 58 or Part 50, respectively.
15. With respect to public housing the PHA will comply with Davis-Bacon or HUD determined wage rate requirements under Section 12 of the United States Housing Act of 1937 and the Contract Work Hours and Safety Standards Act.
16. The PHA will keep records in accordance with 24 CFR 85.20 and facilitate an effective audit to determine compliance with program requirements.
17. The PHA will comply with the Lead-Based Paint Poisoning Prevention Act, the Residential Lead-Based Paint Hazard Reduction Act of 1992, and 24 CFR Part 35.
18. The PHA will comply with the policies, guidelines, and requirements of OMB Circular No. A-87 (Cost Principles for State, Local and Indian Tribal Governments), 2 CFR Part 225, and 24 CFR Part 85 (Administrative Requirements for Grants and Cooperative Agreements to State, Local and Federally Recognized Indian Tribal Governments).
19. The PHA will undertake only activities and programs covered by the Plan in a manner consistent with its Plan and will utilize covered grant funds only for activities that are approvable under the regulations and included in its Plan.
20. All attachments to the Plan have been and will continue to be available at all times and all locations that the PHA Plan is available for public inspection. All required supporting documents have been made available for public inspection along with the Plan and additional requirements at the primary business office of the PHA and at all other times and locations identified by the PHA in its PHA Plan and will continue to be made available at least at the primary business office of the PHA.
21. The PHA provides assurance as part of this certification that:
 - (i) The Resident Advisory Board had an opportunity to review and comment on the changes to the policies and programs before implementation by the PHA;
 - (ii) The changes were duly approved by the PHA Board of Directors (or similar governing body); and
 - (iii) The revised policies and programs are available for review and inspection, at the principal office of the PHA during normal business hours.
22. The PHA certifies that it is in compliance with all applicable Federal statutory and regulatory requirements.

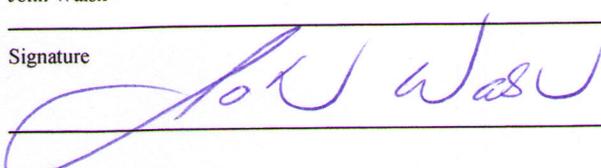
Housing Authority of Billings
PHA Name

MT06P00150110
PHA Number/HA Code

5-Year PHA Plan for Fiscal Years 2010-2014

Annual PHA Plan for Fiscal Years 2010-2011

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate. **Warning:** HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Name of Authorized Official	Title
John Walsh	Vice Chairman – Board of Directors
Signature	Date
	April 14, 2010

Certification for a Drug-Free Workplace

U.S. Department of Housing and Urban Development

Applicant Name

Housing Authority of Billings

Program/Activity Receiving Federal Grant Funding

PHA Plan - FY 2010 - Capitol Fund

Acting on behalf of the above named Applicant as its Authorized Official, I make the following certifications and agreements to the Department of Housing and Urban Development (HUD) regarding the sites listed below:

I certify that the above named Applicant will or will continue to provide a drug-free workplace by:

a. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the Applicant's workplace and specifying the actions that will be taken against employees for violation of such prohibition.

b. Establishing an on-going drug-free awareness program to inform employees ---

(1) The dangers of drug abuse in the workplace;

(2) The Applicant's policy of maintaining a drug-free workplace;

(3) Any available drug counseling, rehabilitation, and employee assistance programs; and

(4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.

c. Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph a.;

d. Notifying the employee in the statement required by paragraph a. that, as a condition of employment under the grant, the employee will ---

(1) Abide by the terms of the statement; and

(2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

e. Notifying the agency in writing, within ten calendar days after receiving notice under subparagraph d.(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the Federalagency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;

f. Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph d.(2), with respect to any employee who is so convicted ---

(1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

(2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

g. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs a. thru f.

2. Sites for Work Performance. The Applicant shall list (on separate pages) the site(s) for the performance of work done in connection with the HUD funding of the program/activity shown above: Place of Performance shall include the street address, city, county, State, and zip code. Identify each sheet with the Applicant name and address and the program/activity receiving grant funding.)

Check here if there are workplaces on file that are not identified on the attached sheets.

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate.

Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties.
(18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Name of Authorized Official

Lucy Brown

Title

Executive Director

Signature

X 

Date

April 14, 2010

Certification of Payments to Influence Federal Transactions

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

Applicant Name

Housing Authority of Billings

Program/Activity Receiving Federal Grant Funding

PHA Plan - FY 2010 - Capitol Fund

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, Disclosure Form to Report Lobbying, in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate.

Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties.
(18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Name of Authorized Official

Lucy Brown

Title

Executive Director

Signature

Date (mm/dd/yyyy)

4/14/2010

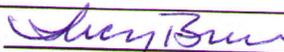
Previous edition is obsolete

form HUD 50071 (3/98)
ref. Handbooks 7417.1, 7475.13, 7485.1, & 7485.3

DISCLOSURE OF LOBBYING ACTIVITIES

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352
(See reverse for public burden disclosure.)

Approved by OMB
0348-0046

1. Type of Federal Action: <input type="checkbox"/> a. contract <input checked="" type="checkbox"/> b. grant c. cooperative agreement d. loan e. loan guarantee f. loan insurance	2. Status of Federal Action: <input type="checkbox"/> a. bid/offer/application <input type="checkbox"/> b. initial award <input type="checkbox"/> c. post-award	3. Report Type: <input type="checkbox"/> a. initial filing <input type="checkbox"/> b. material change For Material Change Only: year _____ quarter _____ date of last report _____
4. Name and Address of Reporting Entity: <input type="checkbox"/> Prime <input type="checkbox"/> Subawardee Tier _____, if known: Congressional District, if known: 4c	5. If Reporting Entity in No. 4 is a Subawardee, Enter Name and Address of Prime: Congressional District, if known:	
6. Federal Department/Agency: HUD	7. Federal Program Name/Description: CFDA Number, if applicable: 14.872	
8. Federal Action Number, if known:	9. Award Amount, if known: \$	
10. a. Name and Address of Lobbying Registrant (if individual, last name, first name, MI):	b. Individuals Performing Services (including address if different from No. 10a) (last name, first name, MI):	
11. Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.	Signature: <u></u> Print Name: <u>Lucy Brown</u> Title: <u>Executive Director</u> Telephone No.: <u>(406) 237-1901</u> Date: <u>4/14/10</u>	
Federal Use Only:		Authorized for Local Reproduction Standard Form LLL (Rev. 7-97)

INTEROFFICE MEMORANDUM

TO: AGENCY PLAN FILE
SUBJECT: AGENCY PLAN – RESIDENT CONSULTATION
DATE: 1/13/2010

Attendees:

- Lucy Brown, Executive Director
- Gib Glasson – Director of Facilities
- Greg Cook – PHA Administrator
- Vickie Davis – PHA Administrator
- Renee McLure – Office/Grant Assistant
- Sandie Ellis – Section 8 Occupancy Specialist
- Valerie Dvorak – Section 8 Occupancy Specialist
- Larry Chavez – HAB Section 8 Client
- Margaret Lakel – MT1-7 PHA Resident
- Allegra Antozzeski – HAB Section 8 Client
- Faye Degenhart – MT1-4 PHA Resident

Brown welcomed everyone to the meeting and thanked the Section 8 Clients and Public Housing Residents for being on the Advisory Board. She asked everyone to introduce themselves. A sign-in sheet was passed around to everyone to sign. Brown also handed out a copy of the 2009 Streamlined Annual Plan and a copy of the Streamlined 5-Year Plan for Fiscal Years 2005-2009. She said that the Housing Authority would be preparing a 5-Year Plan this year. There would also need to be an Environmental Review done this year and that would be done soon as it will need to be submitted to the City for approval. Brown went over the Mission Statement for the Housing Authority of Billings as well as the Goals. She said that was not any federal money available right now for Public Housing development. The Housing Authority had built a three unit development in the Heights which is called Westchester Square last year. The money for that development came through the Housing Authority and City funding. Currently a new development, Whitetail Square, is beginning in the Heights where thirty-two units will be built over the next year to year and half. Regarding the Section 8 Program, vouchers are being added whenever possible. Currently there are 520 vouchers filled. There is also the Shelter Plus Program which is in its ninth year. Fifteen of those vouchers are filled

and we have a total of twenty-seven vouchers we can use. The VASH program for homeless veterans has recently started and there are thirty-five vouchers available. The Housing Authority received a score of 100 on the SEMAP and a good score for PHAS by the Public Housing tenants. There is now a website for the Housing Authority and the Section 8 staff has been in the process of revising the Administration Plan which has taken approximately one and half years. Brown asked Dvorak to explain the Port Policy for the Section 8 Program. Dvorak went on to explain how a Section 8 client can transfer their voucher to another location and why they might not be able to. Brown said that Outreach letters regarding our programs would be sent out shortly and McLure will be doing those letters. Chavez asked if an Outreach is done for the landlords so they can be informed of the Section 8 Program. Brown said the Housing Authority advertises for the landlords to encourage them to participate in the Program. Also Section 8 staff attends the landlord meeting. Antozzeski asked if anyone interested in the Section 8 would contact the Housing Authority. Brown said information regarding the Housing Authority and its programs is available on our website and application packets are available at the front desk. The application packet also includes lists of other subsidized housing in the Billings area.

Brown explained the process of completing information for the Streamlined 5-Year Plan and submitting it to HUD for approval. The Advisory Board will be kept informed of any changes in the Plan and will have a chance to make comments on the changes or additions.

Lakel asked if the Housing Authority works with HRDC and their programs. Brown said that HRDC was awarded funding through the ARRA monies to help the homeless and the Housing Authority does refer people to them for help.

Brown asked Cook to explain the process the Public Housing Administrators go through to fill our units. Cook explained the process of completing the application, background checks and being added to the wait list, along with the process of screening prospective tenants once they come to the top of the waiting list. Davis added that through the money the Housing Authority receives from the Capitol Fund, our units are well taken care of and kept modernized. Lakel asked if the Public Housing Administrators do landlord references for their clients and was assured that they do. Antozzeski asked if her son were to move out, if she would have to move to another unit. Ellis explained the procedure and how she might be able to stay in her two bedroom unit. Lakel asked if a family with two children of the same sex would be in a two or a three bedroom unit. Davis explained that if the children were more than five years apart, they would each qualify for a bedroom, if not, they would share a bedroom. Davis went on to explain the paperwork that is required at the time a new tenant leases up and the information given to them which includes fair housing, fraud, no smoking policy, change forms, Megan's law, etc. Tenants also receive a monthly newsletter with addition information.

Brown asked Ellis to explain the eligibility process for Section 8 clients. Ellis said the process starts with an application been completed and turned into the Housing Authority. The applicant is placed on a waiting list. When they come to the top of the waiting list, they are invited to attend an eligibility briefing and asked to bring in all the information needed to determine their eligibility. Once an applicant is determined eligible, they are issued a voucher and given sixty days to find a unit. An extension can be issued at the end of the sixty day period, if a client cannot find housing. An applicant with the extensions granted can have up to one hundred twenty days to lease up in a unit. Once a unit is found, a Request for Tenancy Approval is turned into the Section 8 Occupancy Specialist and an inspection is set up. Once the unit passes the inspection, the assistance will begin and the client will pay approximately thirty to forty percent of the gross income minus any deduction for their portion of rent. Chavez asked why only the elderly and handicapped receive deductions for the medical. Brown said that is what Congress dictates. Dvorak was asked to explain the Admission

Preferences for Section 8 clients. She said that there were not any preferences and the applications are based on the day and time they apply.

Davis was asked to explain the Income Based Rent Policy for Public Housing. She explained the minimum rent of \$50 and the option of flat rent which is available at the time of lease up or at a tenant's annual recertification.

Ellis talked about the Section 8 Payment Standards and that they are set annually. The standards are at ninety percent and below one hundred ten percent of the Fair Market Rent. There is no minimum rent for Section 8.

Brown said that concluded the portion of the Agency Plan involving the Section 8 clients and they were free to leave or could stay for the Public Housing Capital Fund portion of the meeting. Glasson handed out a list of the 5-Year Plan for 2010-2014. He said he decides what work needs to be done first based on energy efficiency and secondly on cosmetic improvements. Glasson gets input from the staff and residents to determine which year the work is done in and he can move the items to a different year if the need is there. Glasson went over the items listed each year for MT1-4 and MT1-7 since there were tenants attending the meeting from both projects. He asked that any comments or suggestions on the Capital Fund be in writing and given to Davis, Cook, or himself. Degenhart asked if something could be done to the front steps at the St. John units as people have fallen off them when coming in and out of the main entrance. She suggested better lighting or making the steps.

Brown thanked everyone for attending the meeting. Antozzeski thanked the Housing Authority for the program and all they do for the clients. The meeting was adjourned.

2010 Advisory Board

Deb Breshears
51 W Meadow Drive
Billings, Montana 59102

Allegra Antozzeski
3900 Olympic Dr #O103
Billings, Montana 59102
(406) 652-4366

Dalondric & Autumn Bergen
4336 Murphy Ave
Billings, Montana 59101

Larry Chavez
417 South Broadway #3
Billings, Montana 59101
(406) 860-3911

Kelly Cole
1344 Hawthorne Lane
Billings, Montana 59105
(406) 651-1924

Sarah Clayton
316 South 37th Street
Billings, Montana 59101
(406) 245-4206

David & Vanita Komeotis
327 Jackson
Billings, Montana 59101

Cameron Hogan
3900 Olympic Dr #C104
Billings, Montana 59102

Tracie Haage
410 South 30th Street #4
Billings, Montana 59101
(406) 259-2473

Laura Martinez
925 South 31st Street #4
Billings, Montana 59101
(406) 256-6103

Margaret Lakel
2742 Phyllis Circle #204
Billings, Montana 59102
(406)652-2917

Lindi Lessard
204 Calhoun
Billings, Montana 59101

Ginger Stilson
344 Jefferson
Billings, Montana 59101

Phyllis Crawford
441 Bunting
Billings, Montana 59101
(406) 245-2650

Faye Degenhart
1026 St. Johns #1
Billings, Montana 59102
(406) 591-0314

December 30, 2009

Phyllis Crawford
441 Bunting
Billings, Montana 59101

Dear Phyllis:

Your Occupancy Specialist recommended your name to participate in the Housing Authority of Billings' Resident Advisory Board because they know you will give valuable input and will take this assignment seriously.

You are invited to attend a meeting on **Wednesday, January 13, 2010 at 10:00 A.M. to 11:30 A.M.** This meeting will be held at the Housing Authority of Billings' office located at 2415 1st Avenue North.

This is your opportunity to tell the Housing Authority how we are doing, make suggestions for changes, give input into improvements, etc. Please make note of any items you would like to comment on or any items you would like to discuss.

Refreshments and door prizes will be provided at the meeting.

Please call me if you have any questions prior to the 13th.

For your convenience, we will provide a reminder call the day before the meeting.

Thanks you in advance for your participation. Your input is greatly valued.

Sincerely,

Patti Webster
Deputy Director

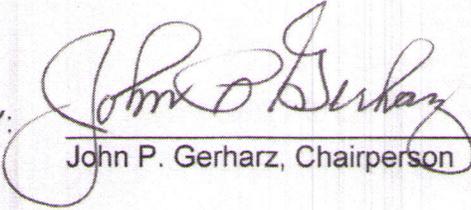
RESOLUTION NUMBER 742

**AUTHORIZING A REVISION TO THE
PUBLIC HOUSING Lease
Maintenance Labor Rate Charges
Effective 10/1/08**

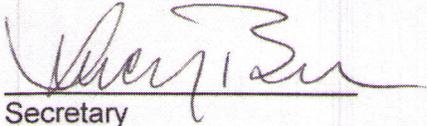
WHEREAS, the Housing Authority of Billings is accordance with Housing and Urban Development Department regulations and the Housing Authority of Billings' own policies,

NOW THEREFORE BE IT RESOLVED that the Board Members of the Housing Authority of Billings hereby resolve to adopt a revision to the Public Housing Lease effective October 1, 2008.

ACCEPTED BY:



John P. Gerharz, Chairperson



Secretary

9/24/08

Date

PUBLIC HOUSING
MAINTENANCE LABOR RATE CHARGES
(Effective October 1, 2008)

Charges not on this list will be charged out at time and materials basis with the time charged figured by the hourly rate of the maintenance position classification assigned to do the work or by the actual contract price of the contractor hired to do the job. An overtime rate of 1-1/2 times the hourly rate will be used to calculate charges for after hours work with a 1 hour minimum charge.

LABOR RATES

<u>Position</u>	<u>Rate Per Hour</u>
Maintenance	\$ 27.59
Maintenance II	18.62
Maintenance Painter	29.15
Groundskeeper	15.18

CHARGES

Oil spots – Flat Charge	\$30.00 each time
Lock change – Flat Charge	\$30.00 each time
Lock Out	\$6.89 during maintenance hours \$41.38 after maintenance hours
Keys	Actual cost plus \$6.89 if delivered
Failure to return checked out key	\$12.00
Cleaning (Labor)	\$18.62 per hour
Maintenance hourly wage	\$27.59 per hour
Prefinished Door (Labor)	\$13.79 per door
Unfinished Door (stain and varnish) Labor	\$27.59 per door
Screens (Labor)	\$6.89per screen

Carpet will be replaced based on depreciation of current replacement cost.

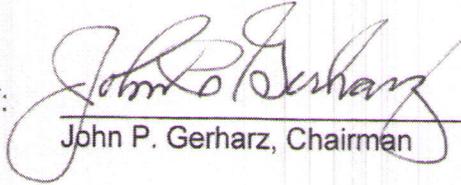
RESOLUTION NUMBER 747

**AUTHORIZING A REVISION TO THE
PUBLIC HOUSING ADMISSIONS AND OCCUPANCY POLICY**

WHEREAS, the Housing Authority of Billings is accordance with Housing and Urban Development Department regulations and the Housing Authority of Billings' own policies,

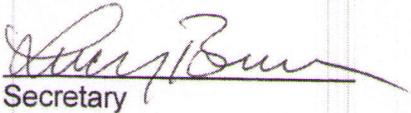
NOW THEREFORE BE IT RESOLVED that the Board Members of the Housing Authority hereby resolve to adopt the revised Public Housing Admissions and Occupancy Policy to incorporate the changes to the Flat Rent Schedule effective February 1, 2009.

ACCEPTED BY:



John P. Gerharz, Chairman

(seal)



Secretary

12/17/08

Date



**HOUSING
AUTHORITY OF
BILLINGS**

2415 1ST AVENUE NORTH
BILLINGS, MONTANA 59101
406-245-6391

MONTANA RELAY: 711
FAX: 406-245-0387

MEMO

DATE: 12/16/2008
TO: PUBLIC HOUSING RESIDENTS
FROM: PATTI WEBSTER, DEPUTY DIRECTOR *PW*
RE: FLAT RENT CHANGES

At least annually, the Housing Authority of Billings makes changes to the Flat Rent amounts. Flat Rents are determined by comparing the FMR (HUD established Fair Market Rent for our locality), a survey of rents for comparable units and adopted utility allowances.

At your annual re-exam you are given the opportunity to choose wither a Flat Rent or a rent based on 30% of your monthly adjusted income.

The attached pages show the proposed changes to Flat Rents. Changes will take effect 02/01/2009

Please submit your comments, in writing, to:

Lucy Brown, Executive Director

Housing Authority of Billings

2415 First Avenue North

Billings, MT 59101

Please submit comments by 01/20/2009

Thank you for your continued participation in the Public Housing Program.



EQUAL HOUSING
OPPORTUNITY

FLAT RENT RATES

Proposed for 02/01/2009

Multi-Family Units

	Rent	UA	Grs Rent	Method
MT 1-2, 8 (South Side Units, Morgan, Bunting, Byrd & Scattered)				
CT 9.02				
2bd	\$503	\$101	\$604	RS
3bd	\$685	\$135	\$820	RS
4bd	\$759	\$158	\$917	RS
MT 1-3 (Heights)				
CT 7.03				
1bd	\$417	\$82	\$499	FMR
2bd	\$488	\$101	\$589	RS
3bd	\$704	\$135	\$839	RS
MT 1-4 (St. Johns)				
CT 10				
2bd			\$589	RS
3bd			\$665	RS
MT 1-5 (Woody Drive)				
CT 13				
2bd	\$545	\$101	\$646	FMR
3bd	\$736	\$135	\$871	FMR
MT 1-6 (South Park Units)				
CT 3				
2bd	\$425	\$101	\$526	RS
3bd	\$548	\$135	\$683	RS
MT 1-7 (Phyllis Circle Units)				
CT 17.01				
1bd	\$417	\$82	\$499	FMR

Single Family Homes

CT 6 **Rent** **UA** **GrsRent** **Method**

4bd \$854 \$195 \$1,049 FMR
2524 McCormick

CT 7.01

3bd \$715 \$156 \$871 FMR
1937 Lake Elmo

4bd \$854 \$195 \$1,049 FMR
405 W. Wicks

CT 7.02

4bd \$854 \$195 \$1,049 FMR
905 Ahoy

CT 7.03

3bd \$715 \$156 \$871 FMR

1320 Claimjumper
665 Aronson
825 Nutter
1127 Patriot
873 Calico
662 Aries
746 Aronson
824 Sargent At Arms
1016 Governors
689 Bazaar

4bd \$854 \$195 \$1,049 FMR

447 Caravan
914 Nutter
1025 Nutter
217 Hilltop

CT 9.01

3bd \$715 \$156 \$871 FMR

4429 Clevenger

4bd \$779 \$195 \$974 RS

4435 Clevenger

Single Family Homes

CT 9.02 **Rent** **UA** **GrsRent** **Method**
3bd \$647 \$156 \$803 RS
4120 Murphy
410 Bunting
4129 Jansma
4102 Phillips
4111 Phillips

4bd \$854 \$195 \$1,049 FMR
3802 Cambridge

CT 11 **Use Multifamily Utility Allowances - Duplex**
3bd \$613 \$135 \$748 RS
2224 Yellowstone
2226 Yellowstone
2301 Yellowstone
2303 Yellowstone
2309 Yellowstone
2311 Yellowstone

CT 12
3bd \$715 \$156 \$871 FMR
1823 Avenue E.

CT 13
4bd \$854 \$195 \$1,049 FMR
1502 Patricia

CT 17.01
3bd \$715 \$156 \$871 FMR
344 Phyllis Circle
352 Phyllis Circle
456 Greensprings
3314 Windmill
608 Acorn
575 Chokecherry
586 Chokecherry
471 Greensprings
750 Torch
714 Coliseum
3530 Granger West

CT 17.01	Rent	UA	GrsRent	Method
4bd	\$854	\$195	\$1,049	FMR
3637 Relay				
561 Coliseum				
760 Coliseum				

CT 17.02				
3bd	\$715	\$156	\$871	FMR
207 S. Santa Fe				
1611 Cook Ave				

CT 18.02				
3bd	\$715	\$156	\$871	FMR
2619 Golden				
1825 Rehberg				
1605 Rehberg				

CT 18.03				
3bd	\$715	\$156	\$871	FMR
2934 Lewis				
2807 Manhattan				

4bd	\$854	\$195	\$1,049	FMR
2822 Lewis				

CT 18.04				
3bd	\$715	\$156	\$871	FMR
3617 Custer				
2425 Cook				

8 JPG

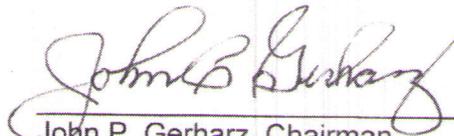
RESOLUTION NUMBER 747

**AUTHORIZING A REVISION TO THE
PUBLIC HOUSING ADMISSIONS AND OCCUPANCY POLICY**

WHEREAS, the Housing Authority of Billings is accordance with Housing and Urban Development Department regulations and the Housing Authority of Billings' own policies,

NOW THEREFORE BE IT RESOLVED that the Board Members of the Housing Authority hereby resolve to adopt the revised Public Housing Admissions and Occupancy Policy to incorporate the changes to the Flat Rent Schedule effective February 1, 2009.

ACCEPTED BY:



John P. Gerharz, Chairman

(seal)



Secretary

1/30/09

Date



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AUTHORITY OF
BILLINGS**

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406-245-6391

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Please submit your comments, in writing, to:

Lucy Brown, Executive Director

Housing Authority of Billings

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Billings, MT 59101

Please submit comments by 01/20/2009

Thank you for your continued participation in the Public Housing Program.



EQUAL HOUSING
OPPORTUNITY

FLAT RENT RATES

Proposed for 02/01/2009

Multi-Family Units

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Single Family Homes

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CT 7.01				
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4bd 405 W. Wicks	\$854	\$195	\$1,049	FMR
CT 7.02				
4bd 905 Ahoy	\$854	\$195	\$1,049	FMR
CT 7.03				
3bd 1320 Claimjumper 665 Aronson 825 Nutter 1127 Patriot 873 Calico 662 Aries 746 Aronson 824 Sargent At Arms 1016 Governors 689 Bazaar	\$715	\$156	\$871	FMR
4bd 447 Caravan 914 Nutter 1025 Nutter 217 Hilltop	\$854	\$195	\$1,049	FMR
CT 9.01				
3bd 4429 Clevenger	\$715	\$156	\$871	FMR
4bd 4435 Clevenger	\$779	\$195	\$974	RS

Single Family Homes

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3bd \$647 \$156 \$803 RS

4120 Murphy

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1823 Avenue E.

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4bd \$854 \$195 \$1,049 FMR

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344 Phyllis Circle

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714 Coliseum

3530 Granger West

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2934 Lewis				
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4bd	\$854	\$195	\$1,049	FMR
2822 Lewis				
CT 18.04				
3bd	\$715	\$156	\$871	FMR
3617 Custer				
2425 Cook				

RESOLUTION NUMBER 741

**AUTHORIZING A REVISION TO THE
SECTION 8 ADMINISTRATIVE PLAN**

Whereas, the Housing Authority of Billings periodically updates its Section 8 Administrative plan in accordance with the Housing and Urban Development Department regulations and the Housing Authority of Billing's own policies,

NOW THEREFORE BE IT RESOLVED that the members of the Housing Authority of Board of Commissioners hereby resolve to adopt a revision to the HAB Section 8 Administrative Plan to incorporate changes to the following sections:

- Section II – Policies for Treatment of Applicants and Participants
 - A. – Section 8 Waiting List
 - 3. - Agency Inter-Program Transfers


Secretary

ACCEPTED BY:


John P. Gerharz, Chairman

9/24/08

Date

c. Agency Inter-Program Transfers

Transfers between the HAB Public Housing Program, Project Based Section 8 Program and the Section 8 Tenant Based Rental Assistance Program will be made on a case-by-case basis. HAB will also allow transfers from the MDOC Section 8 Tenant Based Rental Assistance Program we administer, via contract, with the Montana Department of Commerce. Transfers will be allowed for the following reasons:

1. **Occupancy Standards**
2. **Accessibility Needs and Special Needs of those with disabilities**
3. **Personal Safety Needs**
4. **Other Special Needs as determined by Management.**

Transfer requests (if requested by program participant) must be submitted in writing. Tenants must be in good standing within a given program to be considered for a transfer. Transfers will take priority before new admissions.

d. Local preferences - HAB may establish local preferences within parameters dictated by appropriate federal regulations, to be incorporated in this Administrative Plan and submitted to HUD for approval after a public hearing is held.

2. PURGING THE WAITING LIST.

a. Major Purges. The waiting list will be purged at regular intervals (normally each calendar quarter) to eliminate inactive applications, reduce unnecessary administrative burden, and insure that the list remains representative of current needs of families throughout the state. Written notice will be sent to applicants stating that they will be removed from the waiting list if they do not contact the HAB within a specified time from the date of the notice. In these cases applicant files will be documented.

b. Removal of Applicants Between Major Purges. According to disposition schedule.

3. CLOSING THE WAITING LIST. Closing of the list will be announced by public notice in a newspaper of general circulation. The list will remain closed to all applicants.

4. RE-OPENING THE WAITING LIST. Re-opening the list will be announced by public notice in a newspaper of general circulation.

5. REPORTING CHANGES TO HAB. Changes in applicant family address or telephone number must be reported to HAB, in writing (using the change form provided by HAB), by the family as soon as the change occurs, but not longer than sixty days after the move. If the family does not report changes in address,

RESOLUTION NUMBER 744

**AUTHORIZING A REVISION TO THE
SECTION 8 ADMINISTRATIVE PLAN**

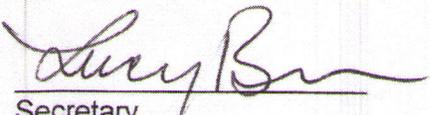
WHEREAS, the Housing Authority of Billings periodically updates its Section 8 Administrative Plan in accordance with Housing and Urban Development Department regulations and the Housing Authority of Billings' own policies,

NOW THEREFORE BE IT RESOLVED that the Members of the Housing Authority hereby resolve to adopt a revision to the HAB Section 8 Administrative Plan to revise the Payment Standards effective December 1, 2008

ACCEPTED BY:



John P. Gerharz, Chairman



Secretary

10/29/08

Date

1

UW
please fill in Board Book

O. VOUCHER PAYMENT STANDARD ADJUSTMENTS; (24 CFR 982.503).

HAB will review voucher payment standards by bedroom size on an annual basis within 90 days after receiving new FMR tables from HUD each year.

Voucher payment standards will be adjusted annually, or sooner, when HAB determines the need, based on lease rates:

1) downward to equal 110% of the latest FMR, if the current Payment Standard exceeds 110% of the new FMR for the bedroom size;

or, 2) upward to equal 100% of the latest FMR, if the current Payment Standard is less than 100% of the equivalent FMR;

or, 3) upward if a change in a smaller bedroom size payment standard causes a larger bedroom size to have a lower payment standard in the same FMR area.

or, 4) upward if greater than 30% of participant rent burdens exceed 30% of adjusted incomes.

or, 5) upward to 120% with HUD field office approval if needed as a reasonable accommodation for a person with disabilities. This includes any family member, not just head of household or spouse.

Housing Authority of Billings
Payment Standard
12/01/2008

CR/GR RENT COMPARISON AVERAGES
FOR VOUCHER PAYMENT STANDARDS

<u>BDRM SIZE</u>	<u>GROSS RENT</u>	<u>HUD Final FMR 100%</u>	<u>S+C</u>	<u>HAB PS AT</u>	<u>CURRENT AVG HAP</u>	
0 (6)	448	421	463	110%	463	279
1 (275)	469	499	549	110%	549	268
2 (221)	679	646		110%	711	378
3 (96)	833	871		110%	958	525
4 (22)	907	1049		110%	1154	578
5 (8)	955	1206		110%	1327	562

Mobile Home Pad (40% of 2 bdrm FMR) 100% 258

Complete Tenant Totals & Averages for Month 9

(Includes Incoming Portable Tenants)
HOUSING AUTHORITY OF BILLINGS
SECTION 8 VOUCHERS (HAB)

	FAIR RENT	CONTRACT RENT	GROSS RENT	TTP	UTILITY ALLOWANCE	TENANT RENT	UTILITY REIMBURSEMENT	HAPs TO LANDLORD
** 0 Bedroom Units** 6 Total.								
TOTAL	2724.00	2520.00	2686.00	960.00	166.00	843.00	0.00	1673.00
AVERAGE	454.00	420.00	447.67	160.00	27.67	140.50	0.00	278.83
** 1 Bedroom Units** 275 Total.								
TOTAL	146794.00	128977.00	142092.00	59412.00	13087.00	52634.00	724.00	73582.00
AVERAGE	533.80	469.01	516.70	216.04	47.59	191.40	2.63	267.57
** 2 Bedroom Units** 221 Total.								
TOTAL	152621.00	133267.00	150085.00	58813.00	16710.00	48009.00	1716.00	83430.00
AVERAGE	690.59	603.02	679.12	266.12	75.61	217.24	7.76	377.51
** 3 Bedroom Units** 96 Total.								
TOTAL	87336.00	70172.00	79933.00	26618.00	9719.00	20041.00	1231.00	50392.00
AVERAGE	909.75	730.96	832.64	277.27	101.24	208.76	12.82	524.92
** 4 Bedroom Units** 22 Total.								
TOTAL	23888.00	17612.00	19962.00	6890.00	2350.00	4891.00	591.00	12721.00
AVERAGE	1085.82	800.55	907.36	313.18	106.82	222.32	26.86	578.23
** 5 Bedroom Units** 8 Total.								
TOTAL	9165.00	6479.00	7638.00	2882.00	1159.00	1984.00	76.00	4495.00
AVERAGE	1145.63	809.88	954.75	360.25	144.88	248.00	9.50	561.88
** 6+ Bedroom Units** 0 Total.								
TOTAL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
AVERAGE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
**Total of 628 Units.								
TOTAL	422528.00	359027.00	402396.00	155575.00	43191.00	128402.00	4338.00	226293.00
AVERAGE	672.82	571.70	640.76	247.73	68.78	204.46	6.91	360.34

RESOLUTION NUMBER 751

**AUTHORIZING A REVISION/ADDITION TO THE
SECTION 8 ADMINISTRATIVE PLAN**

Whereas, The Housing Authority of Billings periodically updates its Section 8 Administrative plan in accordance with the Housing and Urban Development Department regulations and the Housing Authority of Billings' own policies,

NOW THEREFORE BE IT RESOLVED that the members of the Housing Authority of Board of Commissioners hereby resolve to adopt:

A revision/addition to the HAB Section 8 Administrative Plan for the HAB Project Based Voucher Program (PBV).

ACCEPTED BY:


John P. Gerharz, Chairman


Secretary

2/25/09

Date

HAB PROJECT BASED VOUCHER PROGRAM

PROJECT BASED VOUCHER ("PBV") PROGRAM

General Requirements

Overview

The project-based voucher (PBV) program allows PHAs that already administer a tenant-based voucher program under an annual contributions contract (ACC) with HUD to take up to 20% of its voucher program budget authority and attach the funding to specific units rather than using it for tenant-based assistance. Program requirements for attaching project-based voucher assistance to units are found at 24 C.F.R. 983 (the Regulations). In the event of any inconsistency between the Regulations and this Administrative Plan, the Regulations govern.

HAB will operate a PBV program using up to 5% of its voucher program budget authority. At least annually, HAB will determine the number of vouchers needed for PBV program and reduce or discontinue the issuance of new tenant-based vouchers so that the necessary PBV assistance are made available through attrition.

At least annually, HAB will determine the number of vouchers needed for PBV program and reduce or discontinue the issuance of new tenant-based vouchers so that the necessary PBV assistance are made available through attrition. The PHA may terminate the contract in accordance with HUD requirements, if program funding is not sufficient to support continued assistance.

The decision to provide PBV assistance will be based on the extent to which such assistance will:

- Upgrade and assure the long-term viability of the city's rental housing;

- Increase the supply of affordable housing and location choices available to low income households;
- Promote the coordination and leveraging of housing resources.

Unless specifically prohibited by the PBV program regulations in accordance with 24 C.F.R. 983.2, policies for the tenant-based voucher program contained in this administrative plan also apply to the PBV program and its participants.

Relocation Requirements

Any person displaced as a result of implementation of the PBV program must be provided relocation assistance in accordance with the requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (RA) [42 U.S.C. 4201-4655] and implementing regulations at 49 C.F.R. part 24. The cost for required relocation will be paid by the property owner.

Equal Opportunity Requirements

HAB will comply with all equal opportunity requirements under federal law and regulations in its implementation of the PBV program.

12.2 Owner Proposal Selection Procedures

HAB will select PBV proposals in accordance with the selection procedures in the HAB Section 8 Administrative Plan. Proposals will be selected in accordance with 24 C.F.R. 983.51. Before selecting a PBV proposal, HAB will ensure that the PBV proposal complies with HUD regulations and requirements, including a determination that the property qualifies as eligible housing, complies with the cap on the number of PBV units per building (25%), and meets the site selection standards in accordance with 24 C.F.R. 983.57.

HAB will review and evaluate proposals according to the following criteria:

- 1) Be available for occupancy within 12-18 months from selection
- 2) Existing and rehabilitated housing site and neighborhood standards:
 - Be adequate in size, exposure, and contour to accommodate the number and type of units proposed, and adequate utilities and streets must be available to service the site;
 - Promote greater choice of housing opportunities and avoid undue concentration of assisted persons in areas containing a high proportion of low-income persons;
 - Be accessible to social, recreational, educational, commercial, and health facilities and services and other municipal facilities and services that are at least equivalent to those typically found in neighborhoods consisting largely of unassisted, standard housing of similar market rents; and

- Be located that travel time and cost via public transportation or private automobile from the neighborhood to places of employment providing a range of jobs for lower-income workers is not excessive.
- 3) New construction site and neighborhood standards:
- Be adequate in size, exposure, and contour to accommodate the number and type of units proposed, and adequate utilities and streets must be available to service the site.
 - Site must not be located in an area of minority concentration, except as permitted under 24 C.F.R. 983.57(e)(3), and must not be located in a racially mixed area if the project will cause a significant increase in the proportion of minority to non-minority residents in the area.
 - A project may be located in an area of minority concentration only if:
 - a) Sufficient, comparable opportunities exist for housing minority families in the income range to be served by the proposed project outside areas of minority concentration;
 - b) The project is necessary to meet overriding housing needs that cannot be met in that housing market area;
 - d) Units may be comparable opportunities.
 - Site must promote greater choice of housing opportunities and avoid undue concentration of assisted persons in areas containing a high proportion of low-income persons.
 - Neighborhood must not be one that is seriously detrimental to family life or in which substandard dwellings or other undesirable conditions predominate, unless there is actively in progress a concentrated program to remedy the undesirable conditions.
 - Housing must be accessible to social, recreational, educational, commercial, and health facilities and services and other municipal facilities and services that are at least equivalent to those typically found in neighborhoods consisting largely of unassisted, standard housing of similar market rents.
 - Except for new construction, housing designed for elderly persons, travel time and cost via public transportation or private automobile from the neighborhood to places of employment providing a range of jobs for lower income workers, must not be excessive.

HAB-Owned Units

A HAB-owned unit may be assisted under the PBV program only if the HUD field office or HUD approved independent entity reviews the selection process and determines that HAB-owned units were appropriately selected based on the selection procedures specified in this Administrative Plan. If a property is HAB-owned or controlled by HAB, HAB must identify the

independent entity that will review HAB's proposal selection process (unless HAB will ask HUD to do this) and perform specific functions with respect to rent determinations and inspections.

Prohibition of Assistance for Certain Units

HAB may not attach or pay PBV assistance for shared housing units, units on the grounds of a penal reformatory, medical, mental or similar public or private institution; nursing homes or facilities providing continuous psychiatric, medical, nursing services, board and care, or intermediate care (except that assistance may be provided in assisted living facilities); units controlled by an educational institution or its affiliate and are designated for occupancy by students; manufactured homes; cooperative housing; and transitional housing. In addition, HAB may not attach or pay PBV assistance for a unit occupied by an owner or ineligible family.

HAB will not use high rise elevator projects for families with children.

HAB will not attach or pay PBV assistance to units in the following subsidized housing types:

- A public housing unit;
- A unit subsidized with another form of Section 8 assistance;
- A unit subsidized with any governmental rent subsidy;
- A unit subsidized with governmental subsidy that covers all or any part of the operating costs of the housing;
- A unit subsidized with Section 236 rental assistance payments;
- A unit subsidized with rental assistance payments under Section 521 of the Housing Act of 1949, 42 U.S.C. 1490a;
- A Section 202 project for non-elderly with disabilities;
- Section 811 project-based supportive housing for person with disabilities; Section 202 supportive housing for the elderly;
- A Section 101 rent supplement project;
- A unit subsidized with any form of tenant-based rental assistance; and
- A unit with any other duplicative federal, state, or local housing subsidy, as determined by HUD or HAB.

HAB will provide PBV assistance in accordance with HUD subsidy layering regulation in accordance with 24 C.F.R. 4.13.

Cap on Number of PBV Units in Each Building

HAB may not select proposals to provide PBV assistance for units in a building if the total number of dwelling units in the building that will receive PBV assistance during the term of the HAP contract is more than 25% of the number of dwelling units (assisted or unassisted) in the building.

In the following cases, PBV units are not counted against the 25% per building cap: 1) Units are in a single-family building; and 2) The units are excepted units in a multifamily building because they are specifically made available for elderly or disabled families or families receiving supportive services. With respect to families receiving supportive services, see Section 12.6(h) below.

HAB may attach PBV assistance for units in existing housing or for newly constructed or rehabilitated housing developed under and in accordance with an agreement to enter into a HAP contract that was executed prior to the start of construction. A housing unit is considered an existing unit for purposes of the PBV program if, at the time of notice of HAB selection, the units substantially comply with HQS. Units for which new construction or rehabilitation was started in accordance with PBV program requirements do not qualify as existing housing.

HAB will decide what housing type, new construction, rehabilitation, or existing housing will be used to develop PBV housing. The housing type must be reflected in the solicitation of proposals.

Site Selection Standards

HAB's goal is to select sites for PBV housing that provide for de-concentrating poverty and expanding housing and economic opportunities. In complying with this goal, HAB will limit approval of sites for PBV housing in census tracts that have poverty concentrations of 20% or less. HAB may grant exceptions to the 20% standard when it is determined that the PBV assistance will complement other local redevelopment activities designed to de-concentrate poverty and expand housing and economic opportunities in census tracts with poverty concentrations greater than 20%, such as:

- A census tract in which the proposed PBV development will be located in a HUD designated Enterprise Zone, Economic Community, or Renewal Community;
- A census tract where the concentration of assisted units will be or has decreased as a result of public housing demolition;
- A census tract in which the proposed PBV development will be located is undergoing significant revitalization;
- A census tract where state, local, or federal dollars have been invested in the area that has assisted in the achievement of the statutory requirement;
- A census tract where new market rate units are being developed where such market rates units will positively impact the poverty rate in the area;

- If the poverty rate in the area where the proposed PBV development will be located is greater than 20%, the PHA should consider whether in the past 5 years has been an overall decline in the poverty rate;
- A census tract where there are meaningful opportunities for educational and economic advancement.

Environmental Review

Activities under the PBV program are subject to HUD environmental regulations in 24 C.F.R. parts 5 and 58.

Request for Proposal Process

(a) HAB will advertise the availability of project-based vouchers in the Billings Gazette and the Billings Times and in other publications identified in HAB's Equal Opportunity Housing Plan as targeted to HAB's minority communities. Proposals will be due no sooner than thirty days after the date of the initial advertisement.

The advertisement will contain summary information about the number of vouchers available; minimum requirements for proposed units; the types of housing to be used; the services - if any - to be provided by project sponsors; timeframes for the completion of any necessary construction or repairs, and for the availability of proposed units for occupancy by program families; the criteria that will be used to select proposals; and the deadline for proposals.

Prospective offerors will be directed to request a complete Request for Proposals (RFP) packet from HAB. The packet will include the public notice, detailed information about the PBV program and the selection process, and any forms to be used or included with the proposal.

Offerors' questions will be accepted by email, telephone, fax, or mail. Answers to written questions will be included with any written answers sent to offerors and to other offerors who request them.

Proposals must be received by HAB by the date and time specified in the RFP. Late proposals will not be accepted. Proposals may be mailed, sent by private delivery service, or hand-delivered to HAB's administrative offices. Proposals submitted by fax or e-mail will not be accepted.

(b) Proposal Review and Selection

Within fifteen (15) working days of the proposal deadline, HAB will review all proposals to determine whether proposed units meet HAB's minimum requirements as stated in the RFP. Proposals that do not meet these minimum requirements will be deemed non-responsive. Proposals determined to be non-responsive will be rejected. Offerors will be notified in writing of the reason(s) that the units have been rejected. HAB will not rate these proposals.

All units in the competitive range will be inspected for compliance with HUD's Housing Quality Standards (HQS), and with the Residential Lead-Based Paint Hazard Reduction Act of 1992 as implemented at 24 C.F.R. 35, subpart H.

For existing units, HAB will conduct an inspection and complete an inspection report identifying HQS deficiencies to be corrected prior to the execution of the HAP contract.

For units requiring rehabilitation in excess of \$1,000 per unit, HAB will conduct an HQS inspection and complete an inspection report listing all HQS deficiencies. If the offeror has submitted drawings and/or specifications, HAB will review the offeror's plan to determine whether additional work items are necessary to bring the units into compliance with HQS.

For units to be constructed, HAB will review the offeror's plans and/or specifications to determine that they include all items necessary for compliance with HQS. HAB will also conduct a site inspection, and will evaluate the proposed site in accordance with HUD's site and neighborhood standards for new construction.

HAB will use information submitted by the offerors and the results of the unit and/or site inspections and other reviews to rate all proposals in the selection pool. Proposals will be rated in accordance with the selection criteria and weighting to include site and neighborhood characteristics; design of the proposed units; previous experience of the offeror and/or other participants in development, marketing and management; and feasibility of the project as a whole, including the likelihood of financing and marketability. Additional criteria established by HAB may include:

- Documented need for the proposed type of housing;
- Large bedroom sizes suitable for families with children;
- Type and quality of proposed supportive services;
- Extent to which the proposed development contributes to the distribution of affordable housing throughout the City and/or promotes the deconcentration of poverty;
- Cooperative agreements or arrangements between public, quasi-public and/or non-profit agencies or organizations;
- Leveraging of assistance from multiple sources or programs;
- Quality of management plan; and
- Participation by minority and women-owned businesses

HAB will use the ratings of the proposals reviewed to establish a competitive and non-competitive break in the ratings. If the number of units in the competitive range is less than the maximum number of units advertised, fewer units will be awarded. If, when reasonable allowance is made for proposals that will drop out during the development process, the number of project-based vouchers available is sufficient to provide assistance to all proposals in the

competitive range, all proposals will receive an offer of project-based voucher assistance. If the number of units in the competitive range exceeds the number of project-based vouchers available, a reduction will be made in the number of vouchers awarded to the lower-rated proposal(s).

In no instance will HAB make a commitment of PBV in excess of 5% of its voucher inventory.

Notwithstanding any determination by the appraiser that a higher rent is reasonable, HAB will not approve rents for project-based units that exceed 110% of the published Fair Market Rent in effect at the time the Agreement (for new or rehabilitated units) or HAP contract (for existing units) is signed.

Offerors of units in the competitive range will be promptly notified in writing that their proposals have been selected to receive project-based voucher assistance, subject to compliance with all HAB and HUD requirements. The notifications will include the work items required to bring the units into compliance with HQS, and the unit rents proposed by HAB. Offerors will be given ten (10) working days to advise HAB whether they are in agreement with the terms and conditions proposed.

A notice will be published in the Billings Gazette that a proposal has been selected.

Documentation will be available for public inspection regarding the basis for HAB's selection.

Each application must be approved by the HAB Board of Commissioners prior to entering into a HAP contract and prior to requesting a waiver from HUD, if needed.

12.3 Dwelling Units

Housing Quality Standards

The HQS for the tenant-based voucher program, including those for special housing types, generally apply to the PBV program. HQS requirements for shared housing, cooperative housing, manufactured home space rental, and the home ownership option do not apply because these housing types are not assisted under the PBV program.

The physical condition standards at 24 C.F.R. 5.703 does not apply to the PBV program.

Lead-Based Paint [24 C.F.R. 983.101(c)]

The lead-based paint requirements for the tenant-based voucher program do not apply to the PBV program. Instead, the Lead-Based Paint Poisoning Prevention Act (42 US.C. 4821-4846), the Residential Lead-Based Paint Hazard Reduction Act of 1992 (42 US.C. 4851-4856), and implementing regulations at 24 C.F.R. part 35, subparts A, B, H, and R, apply to the PBV.

Housing Accessibility for Persons with Disabilities

The housing must comply with program accessibility requirements of section 504 of the Rehabilitation Act of 1973 (29 US.C. 794) and implementing regulations at 24 C.F.R. part 8. The

PHA must ensure that the percentage of accessible dwelling units complies with the requirements of section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794), as implemented by HUD's regulations at 24 C.F.R. 8, subpart C.

Housing first occupied after March 13, 1991, must comply with design and construction requirements of the Fair Housing Amendments of 1988 and implementing regulations at 24 C.F.R. 100.205, as applicable. (24 C.F.R. 983.102).

Inspecting Units

(a) Pre-selection Inspection [24 C.F.R. 983.103(a)]

HAB will examine the proposed site before the proposal selection date. If the units to be assisted already exist, HAB must inspect all the units before the proposal selection date, and must determine whether the units substantially comply with the HQS. To qualify as existing housing, units must substantially comply with the HQS on the proposal selection date. However, HAB may not execute the HAP contract until the units fully comply with HQS.

(b) Pre-HAP Contract Inspection [24 C.F.R. 983.103(b)]

HAB will inspect each contract unit before execution of the HAP contract. The PHA may not enter into a HAP contract covering a unit until the unit fully complies with HQS.

(c) Turnover Inspections [24 C.F.R. 983.103(c)]

Before providing assistance to a new family in a contract unit, HAB must inspect the unit. HAB will not provide assistance on behalf of the family until the unit fully complies with HQS.

(d) Annual Inspection [24 C.F.R. 983.103(d)]

At least annually during the term of the HAP contract, HAB will inspect a random sample, consisting of at least 20 percent of the contract units in each building to determine if the contract units and the premises are maintained in accordance with HQS. Turnover inspections are not counted toward meeting this annual inspection requirement.

If more than 20 percent of the annual sample of inspected contract units in a building fails the initial inspection HAB will re-inspect 100 percent of the contract units in the building.

(e) Other Inspections [24 C.F.R. 983.103(e)]

HAB will inspect contract units whenever needed to determine that the contract units comply with HQS and that the owner is providing maintenance, utilities, and other services in accordance with the HAP contract. HAB will take into account complaints and any other information coming to its attention in scheduling inspections.

HAB will conduct follow-up inspections needed to determine if the owner (or, if applicable, the family) has corrected an HQS violation, and must conduct inspections to determine the basis for exercise of contractual and other remedies for owner or family violation of HQS.

In conducting HAB supervisory quality control HQS inspections, the PHA should include a representative sample of both tenant-based and project-based units.

(f) Inspecting PHA-owned Units [24 C.F.R. 983.103(f)]

In the case of PHA-owned units, the inspections must be performed by an independent agency designated by the PHA and approved by HUD. The independent entity must furnish a copy of each inspection report to HAB and to the HUD field office where the project is located. HAB must take all necessary actions in response to inspection reports from the independent agency, including exercise of contractual remedies for violation of the HAP contract by the PHA-owner.

12.4 Rehabilitated and Newly Constructed

(a) Overview

There are specific requirements that apply to PBV assistance for newly constructed or rehabilitated housing that do not apply to PBV assistance in existing housing. This part describes the requirements unique to this type of assistance.

Housing selected for this type of assistance may not, at a later date, be selected for PBV assistance as existing housing.

In order to offer PBV assistance in rehabilitated or newly constructed units, the PHA must enter into an Agreement to enter into HAP contract (AHAP) with the owner of the property. The AHAP must be in the form required by HUD [24 C.F.R. 983.152(a)].

(b) In the AHAP the owner agrees to develop the PBV contract units to comply with HQS, and the PHA agrees that upon timely completion of such development in accordance with the terms of the AHAP [24 C.F.R. 983.152 (c)], the PHA will enter into a HAP contract with the owner for the contract units [24 C.F.R. 983.152(b)].

Content of the AHAP [24 C.F.R. 983.152(c)]

As applicable, the following items will be added:

- 1) Training, employment contracting opportunities for businesses and lower income persons;
- 2) Equal employment opportunities;
- 3) Clean air act and federal water pollution control act;
- 4) Labor standards requirements; and
- 5) Flood insurance.

At a minimum, the AHAP must describe the following features of the housing to be developed (newly constructed and rehabilitated) and assisted under the PBV program:

- Site and the location of the contract units;
- Number of contract units by area (size) and number of bedrooms and bathrooms;
- Services, maintenance, or equipment to be supplied by the owner without charges in addition to the rent to owner;
- Utilities available to the contract units, including a specification of utility services to be paid by the owner (without charges in addition to rent) and utility services to be paid by the tenant;
- An indication of whether or not the design and construction requirements of the Fair Housing Act, implementing regulations at 24 C.F.R. 100.205, Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794), and implementing regulations at 24 C.F.R. 8.22 and 8.23 apply to units under the Agreement. If applicable, any required work item resulting from these requirements must be included in the description of work to be performed under the AHAP;
- Estimated initial rents to owner for the contract units;
- Description of the work to be performed under the Agreement. For rehabilitated units, the description must include the rehabilitation work write up and, where determined necessary by the PHA, specifications and plans. For new construction units, the description must include the working drawings and specifications.
- Any additional requirements for quality, architecture, or design over and above HQS.

The AHAP must be executed promptly after the PHA notice of proposal selection to the selected owner. However, the PHA may not enter into the AHAP with the owner until the subsidy layering review is completed. Likewise, the PHA may not enter into the AHAP until the environmental review is completed and the PHA has received environmental approval.

HAB will enter in the AHAP with the owner within 10 business day of receiving both environmental approval and notice that subsidy layering requirements have been met.

(c) Conduct of Development Work-Labor Standards [24 C.F.R. 983.154(b)]

If an AHAP covers the development of nine or more contract units (whether or not completed in stages), the owner and the owner's contractors and subcontractors must pay Davis-Bacon wages to laborers and mechanics employed in the development of housing. The HUD-prescribed form of the AHAP will include the labor standards clauses required by HUD, such as those involving Davis-Bacon wage rates.

The owner, contractors, and subcontractors must also comply with the Contract Work Hours and Safety Standards Act, Department of Labor regulations in 29 C.F.R. part 5, and other applicable federal labor relations laws and regulations. The PHA must monitor compliance with labor standards.

The owner must comply with Section 3 of the Housing and Urban Development Act of 1968 (12 U.S.C. 1701u) and the implementing regulations at 24 C.F.R. 135. The owner must also comply with federal equal employment opportunity requirements.

(d) Owner Disclosure [24 C.F.R. 983.154(d) and (e)]

The AHAP and HAP contract must include a certification by the owner that the owner and other project principals are not on the U.S. General Services Administration list of parties excluded from federal procurement and nonprocurement programs.

The owner must also disclose any possible conflict of interest that would be a violation of the AHAP, the HAP contract, or HUD regulations.

(e) Completion of Housing

The AHAP must specify the deadlines for completion of the housing, and the owner must develop and complete the housing in accordance with these deadlines. The AHAP must also specify the deadline for submission by the owner of the required evidence of completion.

At a minimum, the owner must submit the following evidence of completion to HAB in the form and manner required:

- Owner certification that the work has been completed in accordance with HQS and all requirements of the AHAP, and
- Owner certification that the owner has complied with the labor standard and equal opportunity requirements in the development of the housing.

At the PHA's discretion, the AHAP may specify additional documentation that must be submitted by the owner as evidence of housing completion.

HAB will specify any additional documentation requirements in the Agreement to enter into HAP contract.

(f) Acceptance of Completed Units

Upon notice from the owner that the housing is completed will inspect to determine if the housing has been completed in accordance with the AHAP, including compliance with HQS and any additional requirements imposed under the AHAP, HAB will determine if the owner has submitted all required evidence of completion.

If the work has not been completed in accordance with the AHAP, HAB will not enter into the HAP contract.

If the PHA determines the work has been completed in accordance with the AHAP and that the owner has submitted all required evidence of completion HAB will submit the HAP contract for execution by the owner and must then execute the HAP contract.

12.5 Housing Assistance Payments ("HAP") Contract

(a) HAB must enter into a HAP contract with an owner for units that are receiving PBV assistance. The purpose of the HAP contract is to provide housing assistance payment for eligible families. Housing assistance is paid for contract units leased and occupied by eligible families during the HAP contract term. The HAP contract must be in the form required by HUD.

(b) HAP Contract Requirements

The HAP contract must specify the following information:

- The total number of contract units by number of bedrooms;
- The project's name, street address, city or county, state and zip code, block and lot number (if known), and any other information necessary to clearly identify the site and the building;
- The number of contract units in each building, the location of each contract unit, the area of each contract unit, and the number of bedrooms and bathrooms in each contract unit;
- Services, maintenance, and equipment to be supplied by the owner and included in the rent to owner;
- Utilities available to the contract units, including a specification of utility services to be paid by the owner (included in rent) and utility services to be paid by the tenant;
- Features provided to comply with program accessibility requirements of Section 504 of the Rehabilitation Act of 1973 and implementing regulations at 24 C.F.R. part 8;
- The HAP contract term;
- The number of units in any building that will exceed the 25 percent per building cap, which will be set-aside for occupancy by qualifying families; and
- The initial rent to owner for the first 12 months of the HAP contract term.

(c) Execution of the HAP Contract

The PHA may not enter into a HAP contract until each contract unit has been inspected and the PHA has determined that the unit complies with the Housing Quality Standards (HQS). For existing housing, the HAP contract must be executed promptly after the PHA selects the owner's proposal and inspects the housing units. For newly constructed or rehabilitated housing for HAP contract must be executed after the PHA has inspected the completed units and has determined that the units have been completed in accordance with the agreements to enter into HAP, and the owner furnishes all required evidence of completion. In the HAP contract, the owner certifies that the units have been completed in accordance with the Agreement.

For existing housing, the HAP contract will be executed within 10 business days of determining that all units pass HQS.

For rehabilitated or newly constructed housing, the HAP contract will be executed within 10 business days of determining that the units have been completed in accordance with the agreement to enter into HAP, all units meet HQS, and the owner has submitted all required evidence of completion.

(d) Term of HAP Contract

HAB will enter into a HAP contract with an owner for an initial term of no less than one year and no more than ten years. The term of all PBV HAP contracts will be negotiated with the owner on a case-by-case basis. HAB may request that as part of the selection process, owners offer to accept any extensions of the contract term that HAB may offer.

Within one year before expiration of the HAP contract, HAB may extend the term of the contract for an additional term of up to 10 years if the HAB determines an extension is appropriate to continue providing affordable housing for low-income families. When determining whether or not to extend an expiring PBV contract, HAB will consider several factors including: 1) The cost of extending the contract and the amount of available budget authority; 2) The condition of the contract units; 3) The owner's record of compliance with obligations under the HAP contract and lease(s); 4) Whether the location of the units continues to support the goals of deconcentrating poverty and expanding housing opportunities; and 5) Whether the funding could be used more appropriately for tenant-based assistance.

(e) Termination by PHA [24 C.F.R. 983.205(c)]

The HAP contract provides that the term of the PHA's contractual commitment is subject to the availability of sufficient appropriated funding as determined by HUD or by HAB in accordance with HUD instructions. For these purposes, sufficient funding means the availability of appropriations, and of funding under the ACC from such appropriations, to make full payment of housing assistance payments payable to the owner for any contract year in accordance with the terms of the HAP contract.

If it is determined that there may not be sufficient funding to continue housing assistance payments for all contract units and for the full term of the HAP contract, HAB may terminate the HAP contract by notice to the owner. The termination must be implemented in accordance with HUD instructions.

(f) Termination by Owner [24 C.F.R. 983.205(d)]

If in accordance with program requirements the amount of rent to an owner for any contract unit is reduced below the amount of the rent to owner at the beginning of the HAP contract term, the owner may terminate the HAP contract by giving notice to the PHA. In this case, families living in the contract units must be offered tenant based assistance.

(g) Remedies for HQS Violations [24 C.F.R. 983.207(b)]

HAB will not make any HAP payment to the owner for a contract unit during any period in which the unit does not comply with HQS. If HAB determines that a contract does not comply with HQS, the PHA may exercise any of its remedies under the HAP contract, for any or all of the contract units. Available remedies include termination of housing assistance payments, abatement or reduction of housing assistance payments, reduction of contract units, and termination of the HAP contract.

(h) Amendments to the HAP Contract

1) Substitution of Contract Units:

The HAP contract may be amended to substitute a different unit with the same number of bedrooms in the same building for a previously covered contract unit. Before any such substitution can take place, HAB or must inspect the proposed unit and determine the reasonable rent for the unit.

2) Addition of Contract Units:

At HAB's discretion and subject to the restrictions on the number of dwelling units that can receive PBV assistance per building and on the overall size of HAB's PBV program, a HAP contract may be amended during the three-year period following the execution date of the HAP contract to add additional PBV units in the same building. This type of amendment is subject to all PBV program requirements except that a new PBV proposal is not required. All amendments will require approval from HAB's Board of Commissioners.

(i) HAP Contract Year Anniversary and Expiration Dates

When the owner executes the HAP contract she/he certifies that at such execution and at all times during the term of the HAP contract:

- All contract units are in good condition and the owner is maintaining the premises and contract units in accordance with HQS;
- The owner is providing all services, maintenance, equipment and utilities as agreed to under the HAP contract and the leases;
- Each contract unit for which the owner is receiving HAP, is leased to an eligible family, and the lease is in accordance with the HAP contract and HUD requirements;
- To the best of the owner's knowledge the family resided in the contract unit for which the owner is receiving HAP, and the unit is the family's only residence;
- The owner (including a principal or other interested party) is not the spouse, parent, child, grandparent, grandchild, sister, or brother or any member of a family residing in a contract unit;
- The amount of the HAP the owner is receiving is correct under the HAP contract;

- The rent for contract units does not exceed rents charged by the owner for comparable unassisted units;
 - Except for HAP and tenant rent, the owner has not received and will not receive any other payment or consideration for rental of the contract unit; and
 - The family does not own or have any interest in the contract unit.
- (j) Vacancy Payments

HAB will not provide vacancy payments in the PBV Program.

12.6 Occupancy

With respect to initial occupancy of a PBV project, eligible in-place families will given an absolute selection preference. If the in-place family is participating in the tenant-based program and that family is otherwise eligible for the PBV unit, the family can be admitted into the PBV program provided that it is willing to enter into a new one-year PBV lease for the unit. If the family is not willing to enter into a new lease, the family must use its voucher to locate other housing.

HAB will maintain a separate waiting list for any PBV site. The PBV owner shall refer families to the HAB for placement on the site-based list.

Cross-Listing on the Tenant-based Waiting List:

Placement on a PBV site-based list does not otherwise affect the family's placement on any other waiting lists. A family may have a position on more than one waiting list.

Unit Criteria and Preferences:

The PBV owner must provide to HAB any recommended criteria or preferences for occupancy of particular units and must publicly display such criteria or preferences (including the criteria for any excepted units) at the building site and at any location where applications are taken or processed. The HAB must adopt any criteria and preferences for occupancy of particular units in writing, in advance of their display and use. Preferences must be provided in accordance with PBV regulations at 24 CFR 983.251.

Owner Procedures:

The owner must lease contract units only to eligible families referred by HAB from the proper project's waiting list.

Referrals to Accessible PBV Units:

If an applicant or participant family in the tenant-based voucher program has need for an accessible unit because it contains a member with a mobility impairment, the HAB may refer the family to any PBV owner with a vacant accessible unit or an accessible unit that is not occupied by a person with disabilities that requires such a unit.

Filling Vacancies in Conjunction with Site-Based Waiting Lists:

Normally the owner will notify the HAB of any vacancy and the HAB will refer to the owner families from HAB's site-based waiting list. If there are no families on the site-based waiting list, the owner shall either refer a client to the HAB for placement on the site-based waiting list and determination of eligibility, or ask the HAB to solicit families from its tenant-based list.

(a) Offer of PBV Assistance

1) Refusal of Offer

HAB is prohibited from taking any of the following actions against a family who has applied for, received, or refused an offer of PBV assistance:

- Refuse to list the applicant on the waiting list for tenant-based voucher assistance;
- Deny an admission preference for which applicant qualifies; Change the applicant's place on the waiting list based on preference, date, and time application, or other factors affecting selection under the PHA's selection policy;
- Remove the applicant from the tenant-based voucher waiting list.

2) Disapproval by Landlord/Owner

If a PBV landlord/owner rejects a family for admission to the owner's unit, such rejection may not affect the family's position on the tenant-based voucher waiting list.

3) Acceptance of Offer

(i) Family Briefing

When a family accepts an offer for PBV assistance, HAB must give the family an oral briefing. The briefing must include information on how the program works and the responsibilities of the family and owner. In addition to the oral briefing, HAB must provide a briefing packet that explains how the HAB determines the total tenant payment for a family, the family obligations under the program, and applicable fair housing information.

(ii) Persons with Disabilities

Refer to Admissions and Occupancy Policies.

(iii) Persons with Limited English Proficiency

Refer to Admissions and Occupancy Policies.

(b) Owner Selection of Tenants

The landlord/owner is responsible for developing written tenant selection procedures that are consistent with the purpose of improving housing opportunities for very low income families and reasonably related to program eligibility and an applicants ability to fulfill their obligations under the lease. The landlord/owner must promptly notify HAB, in writing, on any rejected applicant and the grounds for the denial.

1) Leasing

During the term of the HAP contract, the owner must lease contract units to eligible families that have been approved by HAB. The contract unit leased to the family must be leased in the appropriate size unit of the family, based on HAB's subsidy standards.

The tenant must have a legal capacity to enter a lease under state and local law. The tenant and the landlord/owner must enter into a written lease agreement that is signed by both parties. If a landlord/owner uses a standard lease form for rental units to unassisted tenants in the locality or premises, the same lease must be used for assisted tenancy, except that the lease must include a HUD-required tenancy addendum. If the landlord/owner does not use a standard lease for rental to unassisted tenants, the owner may use another form of lease. HAB will review the landlord/owner's lease to determine if the lease complies with state and local law. If HAB determines that the lease does not comply with state or local law, HAB will deny the approval of tenancy.

The term of the lease must be for at least one year. Upon the expiration of the lease, the landlord/owner may renew, refuse to renew the lease for "good cause", or refuse to renew the lease without good cause. If the landlord/owner refuses to renew the lease without good cause, HAB must provide the family with tenant-based voucher and remove the unit from the PBV HAP contract.

If the tenant and landlord/owner agree to any change in the lease, the change must be writing, and the owner must immediately give HAB a copy of all changes. The landlord/owner must notify the PHA in advance of any proposed change(s) in the lease regarding allocation of utility responsibility. This change must be approved by HAB. HAB must re-determine reasonable rent, in accordance to program requirements.

2) Filling Vacancies

The landlord/owner must promptly notify HAB of any vacancy or expected vacancy in a contract unit. HAB and the owner must make reasonable efforts to minimize the likelihood and length of any vacancy.

3) Reduction in HAP Contract Units Due to Vacancies

If any contract units have been vacant for 120 or more days since the landlord/owner have given notice to HAB, HAB may give notice to the landlord/owner amending the HAP contract to reduce the number of contract units by subtracting the number of units, based on bedroom size

(c) Tenant Screening

1) HAB Responsibility

HAB is not responsible or liable to the landlord/owner or any other person for the family's behavior or suitability for tenancy. HAB is responsible for determining eligibility based on applicant's income and HAB Administrative Plan.

HAB will provide the landlord/owner with the family's current and prior address (as shown in HAB's record) and the name(s) and addressees) (if known by HAB) of the family's current and previous landlords.

HAB must provide the applicant a description of HAB policy on providing information to owners. HAB must also provide the same type of information to all owners.

2) The owner is responsible for screening and selection of the family to occupy the landlord/owner's unit. When screening families the landlord/owner may consider a family's background with respect to the following factors:

- Payment of rent and utility bills;
- Caring for a unit and premises;
- Respecting the rights of other residents to the peaceful enjoyment of their housing;
- Drug-related, or violent related, or other related criminal activity that is a threat to the health, safety, or property of others; and/or
- Compliance with other essential conditions of tenancy.

(d) Moves

1) Overcrowded, Under-Occupied, and Accessible Units

If HAB determines that a family is occupying a wrong size unit, based on the PHA's subsidy standards, or a unit with accessibility features that the family does not require, all the unit is needed by a family that does require the features, HAB must promptly notify the family and the landlord/owner of this determination and offer the family the opportunity to receive continued housing assistance in another unit.

If HAB offers the family a tenant-based voucher, HAB must terminate the housing assistance payments for a wrong-sized or accessible unit at the term of lease.

If HAB offers the family another form of assistance that is not a tenant-based voucher, and the family does not accept the offer, does not move-out of the PBV unit within a reasonable time as determined by HAB, or both, HAB must terminate the housing assistance payments for the unit at the expiration of a reasonable period determined by HAB.

2) Family Right to Move

The family may terminate the lease at any time after the first year of occupancy. The family must give advance written notice to the owner in accordance with the lease and provide a copy of the notice to vacate to HAB. If the family opts to move with continued tenant-based assistance, the family must contact HAB to request the rental assistance prior to providing notice to terminate the lease.

If the family terminates the lease in accordance with these requirements, HAB is required to offer the family the opportunity for continued tenant based assistance, in the form of a voucher or other comparable tenant-based rental assistance. If a voucher or other comparable tenant-based assistance is not immediately available upon termination of the family's lease in the PBV unit, HAB must give the family priority to receive the next available opportunity for continued tenant-based assistance.

If the family terminates the lease before the end of the first year, the family relinquishes the opportunity for continued tenant-based assistance.

(e) Tenancy/Terminations

The landlord/owner will follow HUD regulations regarding assisted tenancy and terminations.

(f) Utility Allowances

The utility allowance schedule used for the PBA Program will be the same as is used for the Section 8 Housing Choice Voucher Program. Revised schedules will be implemented at the time of client interim re-exam or annual re-examination, whichever comes first.

(g) New Admissions

Seventy-five (75) percent of new admissions will be at or below 30% of the area median income.

(h) Excepted units for families receiving supportive services

The following provisions are applicable to excepted units not counted against the 25% per building cap because they are specifically available for families receiving supportive services.

In addition to HAB or HAB-approved programs, supportive services that can meet the supportive services requirement for an excepted unit include but are not limited to:

1. Referral to support services including but not limited to disabled services, medical/dental services, food banks, nutrition programs, transportation, mental health and substance abuse programs, etc.

2. Education counseling-referral to education resources
3. Job readiness and referral to workforce centers
4. Financial fitness education referral
5. Maintain up to date Referral Manual to Supportive Services in the Metro Area

1) Extent of supportive services:

The owner must provide the following:

1. Development of a Support Service Plan (SSP) for at least one family member. The SSP is required document to assist the client in the accomplishment of goals that will lead to self-sufficiency or to acquire needed support services.
2. Complete a Support Service Contract of participation for each client
3. Maintain monthly contact with each client with documentation in files to measure progress in reaching goals
4. Provide to HAB a report due on the January 15 annually summarizing support services provided to eligible clients

The supportive services may be provided directly by the owner or by independent agencies. The type of supportive services to be provided shall be indicated in the PBV Contract. In an enforceable attachment to the PBV Contract, the owner must specify the type of supportive services to be provided, the frequency with which they will be provided and, if appropriate, a time frame by which the family must complete the supportive service requirements. The supportive services to be provided must be significant to meet the supportive service requirement. The HAB must approve the level of effort and frequency of services to be provided.

The owner must provide documentation of a family's continued participation in supportive services until such time as the family meets its supportive services requirement.

2) Statement of Family Responsibility:

If a family will be provided FSS services, the family must complete an FSS Contract of Participation.

If a family will be provided other than HAB FSS services, the head of household and the owner or owner's representative must sign a supportive services statement of family responsibility that is approved and counter-signed by the HAB.

The statement of family responsibility will indicate what supportive services will be provided to the family, which family members must participate in the supportive services and the degree and length of participation required. The family and owner will, by signing the statement of responsibility, acknowledge that failure to meet the supportive service requirements will result in termination of the family's participation in the Section 8 program.

3) Monitoring supportive services:

1. HAB will conduct an annual audit of client files to assess social service compliance.
2. HAB will notify the Contractor of any deficiencies with a timeframe for correction.
3. HAB will cancel PBV Contract for non-compliance as needed.

Owner Failure to Provide Supportive Services:

If the owner fails to meet the supportive service requirements of the PBV Contract, the HAB shall allow the owner 60 days to reinstate the required services. If the services are not reinstated within 60 days, the HAB shall terminate the PBV Contract for the excepted units upon 60 days notice to the owner.

Change in Supportive Service Requirements:

The owner may negotiate with the HAB to change the supportive service requirements of an ongoing contract through a contract amendment, but the owner must continue to meet the requirements of the Extent of Supportive Services stated in paragraph (h) 1) above.

Family's Failure to Meet Supportive Service Requirements:

If a family residing in an excepted unit fails without good cause to fulfill its supportive services requirement, the family shall be terminated from the PBV program. The family shall receive the normal opportunity to request an informal hearing and receive a decision prior to any such termination. HAB may require that the owner attend the hearing.

The HAB shall notify the owner of its intention to terminate the family at the same time it notifies the family.

If the family is terminated due to its failure to meet supportive service requirements, the family shall not be provided tenant-based assistance. Any existing application for tenant-based assistance will remain on file and will be processed in normal sequence.

4) Excepted Units and Substitution Policy

If a family while a resident of an excepted unit received FSS or other supportive services in accordance with the owner's and HAB's policy and the PBV Contract and the family completes the FSS or other supportive services requirements, the family may remain in the excepted unit. For as long as the family remains in the unit, the unit shall be counted as an excepted unit under the terms of the PBV Contract.

If the family no longer meets the criteria for a "qualifying family," that is, if the family does not complete the FSS contract of participation or the family fails to meet its supportive services requirement as set forth in the supportive services statement of family obligations, or if the remaining members of a family no longer qualify for elderly or disabled family status, the HAB

shall require the family to vacate the unit within 60 days and shall provide a copy of this notice to the owner. The family is not eligible for a tenant-based voucher.

The HAB also will provide 60 days' notice to the family and the owner of its intention to terminate PBV assistance for the family and the unit, provided that the HAB may provide housing assistance payments for an additional 60 days if the reason the family no longer meets the definition of a "qualifying" family is not the fault of the family. If the family still remains in the unit after the HAP has been terminated, the HAB shall notify the owner of its intent to remove the unit from the PBV Contract by contract amendment. The removal shall take effect promptly after termination of the housing assistance payments.

The owner may offer a substitute unit for PBV if he does not wish to evict the tenant, but the substitute unit must be available and pass inspection by the proposed date of the removal of the unit from the PBV Contract. The HAB and the owner shall execute a contract amendment to delete the unit from the PBV Contract unless the family has moved from the unit by that date. If a substitute unit has been designated by the owner and found acceptable by the HAB, the substitute unit may replace the terminated unit by contract amendment.

12.7 Determining Rent to Owner

The amount of the initial rent to an owner of units receiving PBV assistance is established at the beginning of the HAP contract term. Although for rehabilitated or newly constructed housing, the agreement to enter into HAP contract states the estimated amount of the initial rent to owner, the actual amount of the initial rent to owner is established at the beginning of the HAP contract term.

During the term of the HAP contract the rent to owner is re-determined at the owner's request in accordance with program requirements, and at such time that there is a 5% or greater decrease in the published FMR.

If an owner wished to request an increase in rent, it must be requested at the annual anniversary of the HAP contract. The request must be in writing and submitted 60 days prior to the anniversary date of the HAP contract. HAB will not approve any rent increase of rent to owner until the HQS and rent reasonableness has been completed.

If there is a decrease in the rent to owner due to changes in the FMR or payment standards, or rent reasonableness, the rent to owner must be decreased.

Except for certain tax credit units [24 C.F.R. 983.301], the rent to owner must not exceed the lowest of the following amounts:

- An amount determined by HAB for the unit bedroom size minus any utility allowance;
- The reasonable rent, and
- The rent requested by the owner.

At the time of the initial rent is established and all times during the term of the HAP contract, the rent to owner for a contract unit may not exceed the reasonable rent for the unit as determined by HAB.

HAB will re-determine the reasonable rent for a unit receiving PBV assistance if:

- There is a 5% or greater decrease in the published FMR in effect 60 days before the contract anniversary as compared with the FMR that was in effect one year before the contract anniversary date;
- HAB approves a change in the allocation of responsibility for utilities between the owner and the tenant, and
- The HAP contract is amended to substitute a different contract unit in the same building.

12.8 Payments to Owner

(a) Housing Assistance Payments

HAB must make housing assistance payments to the owner in accordance with the terms of the HAP contract. The housing assistance payment will be paid to the owner on or about the first of the month for which payment is due. HAB will not make payment to the owner for any month after the month when the family moves out of the unit. The amount of the housing assistance payment is the rent to owner minus the tenant rent (total tenant payment minus the utility allowance). In order to receive housing assistance payments, the owner must comply with all provisions of the HAP contract.

If an assisted tenant moves out of the unit, the owner may keep the housing assistance payment for the calendar month when the family moves out. Vacancy payments will not be made for vacant units under the HAB PBV Program.

(b) Tenant Rent to Owner

The tenant rent is the portion of the rent to owner paid by the family. The amount of tenant rent is determined by HAB in accordance with HUD requirements. The owner may not demand or accept any rent payment from the tenant in excess of the tenant rent as determined by HAB. HAB is not responsible for paying tenant rent, or any other claim by the owner, including damage to the unit.

Civil Rights Certification

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
Expires 4/30/2011

Civil Rights Certification

Annual Certification and Board Resolution

Acting on behalf of the Board of Commissioners of the Public Housing Agency (PHA) listed below, as its Chairman or other authorized PHA official if there is no Board of Commissioner, I approve the submission of the Plan for the PHA of which this document is a part and make the following certification and agreement with the Department of Housing and Urban Development (HUD) in connection with the submission of the Plan and implementation thereof:

The PHA certifies that it will carry out the public housing program of the agency in conformity with title VI of the Civil Rights Act of 1964, the Fair Housing Act, section 504 of the Rehabilitation Act of 1973, and title II of the Americans with Disabilities Act of 1990, and will affirmatively further fair housing.

Housing Authority of Billings

MT06P00150110

PHA Name

PHA Number/HA Code

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate. Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)			
Name of Authorized Official	Lucy Brown	Title	Executive Director
Signature		Date	04/14/2010

Public Hearing

The Housing Authority of Billings is holding a Public hearing on its Five Year Plan and Annual Plan submission to the office of Public Housing, HUD, at the Housing Authority Offices at 2415 First Ave. North, Billings, Montana, 59101. The residents of the Housing Authority and the general public are invited to provide input to the staff at 10:00 a.m., April 13, 2010. A draft copy of the plan(s) will be on file at the Housing Authority Offices. The Housing Authority of Billings is an Equal Opportunity, Fair Housing provider.

February 27, 2010

