

PHA 5-Year and Annual Plan	U.S. Department of Housing and Urban Development Office of Public and Indian Housing	OMB No. 2577-0226 Expires 4/30/2011
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1.0	<p>PHA Information</p> <p>PHA Name: <u>Davis Community Housing Authority</u> PHA Code: <u>UT009</u></p> <p>PHA Type: <input type="checkbox"/> Small <input checked="" type="checkbox"/> High Performing <input type="checkbox"/> Standard <input type="checkbox"/> HCV (Section 8)</p> <p>PHA Fiscal Year Beginning: (MM/YYYY): <u>10/2010</u></p>
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2.0	<p>Inventory (based on ACC units at time of FY beginning in 1.0 above)</p> <p>Number of PH units: <u>158</u> Number of HCV units: <u>1036</u></p>
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3.0	<p>Submission Type</p> <p><input checked="" type="checkbox"/> 5-Year and Annual Plan <input type="checkbox"/> Annual Plan Only <input type="checkbox"/> 5-Year Plan Only</p>
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4.0	<p>PHA Consortia <input type="checkbox"/> PHA Consortia: (Check box if submitting a joint Plan and complete table below.)</p>
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	Participating PHAs	PHA Code	Program(s) Included in the Consortia	Programs Not in the Consortia	No. of Units in Each Program	
					PH	HCV
	PHA 1:					
	PHA 2:					
	PHA 3:					

5.0	<p>5-Year Plan. Complete items 5.1 and 5.2 only at 5-Year Plan update.</p>
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5.1	<p>Mission. State the PHA's Mission for serving the needs of low-income, very low-income, and extremely low income families in the PHA's jurisdiction for the next five years:</p> <p>The Davis Community Housing Authority provides primarily rental assistance and to a lesser degree rehabilitation of housing stock of all types. It owns and manages a variety of rental units throughout the County. The four-fold mission set forth for the organization is:</p> <ul style="list-style-type: none"> • To monitor the needs of the low-income populations. • To provide safe, decent, sanitary, and affordable housing to its residents. • To maintain a superior level of public service to the community. • To be a catalyst towards resident independence (self-sufficiency).
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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.

A. PHA Goal: Expand the Supply of Assisted Housing

Objectives:

1. Apply for additional rental vouchers if available.
2. Dispose undeveloped public housing land that is in excess of our needs and build additional units that would be available to low-income families.

B. PHA Goal: Improve the Quality of Assisted Housing

Objectives:

1. Improve Public Housing Management (PHAS) score.
2. Maintain Section 8 Management (SEMAP) score.
3. Renovate or modernize public housing units.
 - Upgrade heating and cooling system from a two pipe system to a four pipe system to repair current system issues and improve energy efficiency at Elderly/Disabled complex. This is currently under way.
 - Address 504 compliance issues to bring UFAS accessibility to existing units where feasible. This is currently under way.
5. Train staff on current issues to implement regulatory updates and changes.
6. Improve curb appeal with landscaping.
7. Apply for additional Capital Funds if pertinent.

C. PHA Goal: Increase Assisted Housing Choices

Objectives:

1. Continue development of relationships in the recruitment and retention of landlords.
2. Review voucher payment standard and adjust if applicable.

D. PHA Goal: Provide An Improved Living Environment

Objectives:

1. Participate in local Homeless Coordinating Committee.
2. Network with other local Housing Authorities.

E. PHA Goal: Promote Self-Sufficiency and Asset Development of Assisted Households

Objectives:

1. Attract supportive services for participants to attain their goals for economic self-sufficiency.

F. PHA Goal: Ensure Equal Opportunity and Affirmatively Further Fair Housing Objectives:

- 1. Undertake affirmative measures to ensure access to assisted housing regardless of race, color, religion, national origin, sex, familial status, and disability.**
- 2. Undertake affirmative measures to ensure accessibility housing to persons with all varieties of disabilities.**
- 3. Complete Section 504 transition plan.**

G. Other PHA Goals and Objectives:

- 1. DCHA will carry out and conform with:**
 - Title VI of the Civil Rights Act of 1964**
 - Fair Housing Act**
 - Section 504 of the Rehabilitation Act of 1973**
 - Title II of the Americans with Disabilities Act of 1990**
 - Affirmatively furthering fair housing.**
- 2. Comply with the Violence Against Women Act to support and assist victims of domestic violence, dating violence, sexual assault, or stalking. To protect certain victims as well as members of the victims immediate families from losing their HUD assisted housing as a consequence of the abuse of which they were the victim.**
- 3. Update policies to incorporate necessary program changes.**

PHA Plan Update

(a) Identify all PHA Plan elements that have been revised by the PHA since its last Annual Plan submission:

- Smoke Free Public Housing Policy
- EIV Policy
- Section 8 Administrative Plan
- Respirator Policy
- Emergency Preparedness Plan

(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 Sec. 6.0 of the instructions.

Davis Community Housing Authority 352 South 200 West, Suite 1 Farmington, Utah 84025	Center Court 424 West Center Bountiful, Utah 84010	Fieldcrest 118 -190 South 1450 West Clearfield, Utah 84015
Thornwood Villa 2160 South Orchard Drive Bountiful, Utah 84010	Meadows West 285 East 1450 North Bountiful, Utah 84010	Rosewood Villa 2100 North 1200 West Layton, Utah 84041

6.0

THE FOLLOWING POLICIES ARE ALSO AVAILABLE AT THE LOCATIONS ABOVE:

1. Eligibility, Selections and Admissions, De-Concentration, and Waiting List Policies: Admissions and Continued Occupancy Plan (ACOP) Section 10, Section 8 and Section 9.
2. Rent Determination: ACOP Section 13, Administrative Plan Chapter 6 Parts I and II.
3. Grievance Policy and Procedures
4. Community Service: ACOP Section 14
5. Pet Policy
6. Civil Rights Certification

THE FOLLOWING INFORMATION IS AVAILABLE AT THE MAIN OFFICE

1. Eligibility, Selections and Admissions, De-Concentration, and Waiting List Policies: Administrative Plan Chapter 3 Part II, Chapter 4 Parts I and III.
2. Financial Resources – Books of Account
3. Operation and Management – Internal Controls
4. Fiscal Year Audit
5. Asset Management - Capitalization
6. Self-Sufficiency - Action Plan
7. Violence Against Women Act – Section 8 Administrative Plan Part II, Section 12
8. Crime and Safety: Section 8 Administrative Plan Part II, Section 12

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.</i></p> <p>1. The Davis Community Housing Authority has a duplex located in Centerville City, Utah. This duplex is part of our public housing program. The duplex is located at the front of a large rectangular shaped piece of property. However, over half of the property is not developed.</p> <p>It is our plan to rehab, not demolish the duplex if feasible and dispose of undeveloped public housing land that is in excess of our needs and build additional units that would be available to low-income families.</p> <p>We will be required to get approval from the City to rezone the property to allow for the higher density. After that is approved, we will submit an application to the Special Applications Center for disposition and development. Because four of the units will not be public housing, the development will be a mixed finance project.</p> <p>We expect this project to take at least two years to develop.</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. ATTACHED</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. ATTACHED</p>
8.3	<p>Capital Fund Financing Program (CFFP). <input type="checkbox"/> 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.</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.

9.0

HOUSING NEEDS OF FAMILIES IN DAVIS COUNTY	Population 300,827	
Persons Below Poverty Level	29,180	9.7%
Elderly	23,765	7.9%
Families with Disabilities	26,774	8.9%
Black	4,212	1.4%
American Indian	1,805	0.6%
Hispanic	22,862	7.6%
Asian/Pac Islander	5,114	1.7%

Housing Needs of Families on the Waiting List

Section 8 Tenant-based Assistance

	# of families	% of total families	Annual Turnover
Waiting list total	2,230		129
Extremely low income <=30% AMI	1,878	84.22%	
Very low income (>30% but <=50% AMI)	347	15.56%	
Low income (>50% but <80% AMI)	3	0.13%	
Families with children	1,401	62.83%	
Elderly families	168	7.53%	
Families with Disabilities	546	24.48%	
Race/ethnicity- white	1,985	89.01%	
Race/ethnicity- black	92	4.13%	
Race/ethnicity- American Indian	37	1.66%	
Race/ethnicity-Asian	23	1.30%	
Race/ethnicity-Hispanic	330	14.80%	

Housing Needs of Families on the Waiting List

Public Housing			
	# of families	% of total families	Annual Turnover
Waiting list total	548		54
Extremely low income <=30% AMI	465	84.85%	
Very low income (>30% but <=50% AMI)	80	14.60%	
Low income (>50% but <80% AMI)	1	0.18%	
Families with children	359	65.51%	
Elderly families	49	8.94%	
Families with Disabilities	105	19.16%	
Race/ethnicity-white	471	85.95%	
Race/ethnicity-black	22	4.01%	
Race/ethnicity-American Indian	11	2.01%	
Race/ethnicity-Asian	6	1.09%	
Race/ethnicity-Hispanic	83	15.15%	
Characteristics by Bedroom Size (Public Housing Only)			
1BR	65	28	
2 BR	101	43	
3 BR	25	34	
4 BR	42	18	
5 BR	1		

Strategy for Addressing Housing Needs

A. Need: Shortage of affordable housing for all eligible populations

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

- Reduce turnover time for vacated public housing units
- Maintain or increase Section 8 lease-up rates by establishing payment standards that will enable families to rent throughout the jurisdiction
- Participate in the Consolidated Plan development process to ensure coordination with broader community strategies

2. Increase the number of affordable housing units

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

B. Need: Specific Family Types

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

- Meet or exceed HUD federal targeting requirements for families at or below 30% of AMI in public housing and tenant based Section 8 assistance

2. Target available assistance to families at or below 50% of AMI

- Adopt rent policies to support and encourage work

3. Target available assistance to Families with Disabilities

- Affirmatively market to local non-profit agencies that assist families with disabilities
- Maintain 100% occupancy of 75 Section 8 Mainstream Vouchers for the disabled

4. Increase awareness of PHA resources among families of races and ethnicities with disproportionate needs

- Continue to affirmatively market assisted housing opportunities to minority population

5. Conduct activities to affirmatively further fair housing

- Counsel Section 8 tenants who have cause to believe they have been discriminated against and the process for having their concerns heard

Additional Information. Describe the following, as well as any additional information HUD has requested.

- (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.

In reviewing the goals as stated in the most recent Five-Year Plan submitted by the Davis Community Housing Authority, we find the following:

- a. **Expand the supply of assisted housing**

DCHA is continually searching for opportunities to expand the supply of assisted housing.

- b. **Improve the quality of assisted housing**

Our most recent SEMAP score is 100%. We are considered a High Performer under the PHAS reporting. Our modernization programs are proceeding as planned. All Capital Fund monies are obligated and expended within HUD requirements. We continue to concentrate our efforts on improving "curb appeal" at all our properties in order to meet PHAS requirements.

- c. **Increase assisted housing choices:**

Our goal is to reach the maximum number of units (1036) as quickly as possible. Outreach to landlords is ongoing. We will review the payment standard as necessary.

- d. **Provide an improved living environment**

De-Concentration has not been a problem in the DCHA complexes. DCHA has repaired the camera system at our elderly/disabled projects which provides a sense of security for our residents. We have updated our emergency preparedness plan and will have practice evacuation drills.

- e. **Promote Self-Sufficiency and asset development of assisted households**

DCHA works closely with other agencies that provide services for elderly and disabled families to help increase independence. A high percentage of clients are either fully or partially employed. We continue to administer a Self-Sufficiency program for Section 8 Voucher clients, who are eligible and interested, providing them with appropriate referrals when needed. DCHA will continue to provide this service to our Family Self-Sufficiency clients.

- f. **Ensure equal opportunity and affirmatively further fair housing for all Americans**

DCHA received a Fair Housing & Equal Opportunity (FHEO) Section 504 and Title VI review. DCHA has made changes to our policies, documents, applications, etc., concerning the disabled. Policies have been approved by FHEO and the DCHA Board of Commissioners. We continue to make progress on accessible issues for our residents that are feasible under the Uniform Federal Accessibility Standards (UFAS).

10.0

g. Manage the DCHA’s existing public housing program in an efficient and effective manner thereby qualifying for the highest performance standard possible

We consistently strive to maintain a vacancy rate of 15 days or less. We will strive to keep our High Performer status under PHAS.

h. Manage the DCHA’s tenant based program in an efficient and effective manner; thereby qualifying for the highest performance standard possible

DCHA has reached a lease-up rate of 100%. Units are re-inspected under HQS quality control at 5% or more. Seventy-five percent or more of tenant files are reviewed for quality control.

i. Deliver timely and high quality maintenance service to the residents of Davis Community Housing Authority

DCHA’s response time to emergency work orders is within the 24 hour standard. We consistently maintain a routine work order turn-around time within HUD standards.

j. Ensure full compliance with all applicable standards and regulations including government generally accepted accounting practices

DCHA contracts with a fee accountant, we are in the process of hiring an in-house accountant our books of account are in full compliance with GAAP.

k. DCHA operates an owner-occupied rehab program using CDBG funds and other monies

We have successfully administered single and multi-family rehab programs for over 25 years. The program income derived from these loans is growing.

l. Operate a fully successful program for disabled families

DCHA’s Section 8 Voucher Mainstream program is continually 100% leased.

(b) Significant Amendment and Substantial Deviation/Modification. Provide the PHA’s definition of “significant amendment” and “substantial deviation/modification”

Discretionary changes which are not mandated by HUD regulation in the plans or policies of the DCHA which fundamentally change the mission, goals, objectives or plans of the agency and which require formal approval of the DCHA Board of Commissioners.

10.0

11.0

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.

- (a) Form HUD-50077, *PHA Certifications of Compliance with the PHA Plans and Related Regulations* (which includes all certifications relating to Civil Rights)
- (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. 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.
- (g) Challenged Elements
- (h) Form HUD-50075.1, *Capital Fund Program Annual Statement/Performance and Evaluation Report* (PHAs receiving CFP grants only)
- (i) Form HUD-50075.2, *Capital Fund Program Five-Year Action Plan* (PHAs receiving CFP grants only)

DAVIS COMMUNITY HOUSING AUTHORITY
FIVE YEAR AND ANNUAL PLAN
October 1, 2010 – September 30, 2015

TAB

1. PHA Plan HUD Form 50075 – ut009v01
2. Statement of Financial Resources - ut009b01
3. Eligibility - ut009c01
4. Rent Determination - ut009d01
5. Administrative Capabilities – ut009e01
6. Grievance Policy – ut009f01
7. Community Service – ut009g01
8. Crime and Safety – ut009h01
9. Pet Policy – ut009i01
10. Asset Management – ut009j01
11. Violence Against Women Act – ut009k01
12. Civil Rights Certification HUD Form 50077c – ut009l01
13. Notice of Public Hearing – ut009m01
14. Disclosure of Lobbying Activities HUD Form SFLLL – ut009n01
15. Certification of Payment to Influence Federal Transactions HUD Form 50071 – ut009o01
16. Drug Free Workplace HUD Form 50070 – ut009p01
17. Challenged Element Statement & Resident Advisory Board – ut009r01
18. Certification of Compliance with PHA Plans HUD Form 50077 – ut009s01
19. Certification of Consistency with the Consolidated Plan HUD Form 50077sl – ut009t01
20. CFP 2008 Annual Statement HUD Form 50075.1 – ut009u01
21. CFP ARRA Annual Statement HUD Form 50075.1 – ut009w01
22. CFP 2009 Annual Statement HUD Form 50075.1 – ut009x01
23. CFP 2010 Annual Statement HUD Form 50075.1 – ut009y01
24. CFP 2010 Five-Year Action Plan HUD Form 50075.2 – ut009z01

Davis Community Housing Authority
Annual Plan and Five Year Plan
Fiscal Years October 1, 2010 – September 30, 2015

STATEMENT OF FINANCIAL RESOURCES
Projected Based on Current Data

Financial Resources

Sources

Public Housing

1. Federal Grants FY 2010	
Public Housing Operating Subsidy	\$ 369,139
Public Housing Capital Fund	\$ 243,370
2. Prior Years Capital Fund (unobligated) 2009	\$ 21,722
3. Public Housing Dwelling Rental Income Dwelling Rents	\$ 372,594
4. Other Income	
Interest Income	\$ 2,091
Tenant Revenue	\$ 2,269
Laundry Machines	<u>\$ 4,143</u>

Total PH Resources \$1,015,328

Section 8 Tenant Based Assistance

1. Housing Assistance Payments	\$6,371,665
2. Administrative Funds	\$ 662,363
3. Family Self-Sufficiency	<u>\$ 41,821</u>

Total Section 8 Tenant Based Assistance \$7,075,849

TOTAL Public Housing & Section 8 \$8,091,177

ELIGIBILITY

Excerpts from Admissions and Continued Occupancy Plan

8.2 ELIGIBILITY CRITERIA

A. Family Status.

1. **A family with or without children.** Such a family is defined as a group of people related by blood, marriage, adoption or affinity that live together in a stable family relationship.
 - a. Children temporarily absent from the home due to placement in foster care are considered family members.
 - b. Unborn children and children in the process of being adopted are considered family members for the purpose of determining bedroom size but are not considered family members for determining income limit.
2. **An elderly family, which is:**
 - a. A family whose head, spouse, or sole member is a person who is at least 62 years of age;
 - b. Two or more persons who are at least 62 years of age living together; or
 - c. One or more persons who are at least 62 years of age living with one or more live-in aides.
3. **A near-elderly family, which is:**
 - a. A family whose head, spouse, or sole member is a person who is at least 50 years of age but below the age of 62;
 - b. Two or more persons, who are at least 50 years of age but below the age of 62, living together; or
 - c. One or more persons, who are at least 50 years of age but below the age of 62, living with one or more live-in aides.

4. A **disabled family**, which is:
 - a. A family whose head, spouse, or sole member is a person with disabilities;
 - b. Two or more persons with disabilities living together; or
 - c. One or more persons with disabilities living with one or more live-in aides.
 - d. For purposes of qualifying for low-income housing, does not include a person whose disability is based solely on any drug or alcohol dependence.
5. A **displaced family**, which is a family in which each member, or whose sole member, has been displaced by governmental action, or whose dwelling has been extensively damaged or destroyed as a result of a disaster declared or otherwise formally recognized pursuant to Federal disaster relief laws.
6. A **remaining member of a tenant family**.
7. A **single person** who is not an elderly or displaced person, a person with disabilities, or the remaining member of a tenant family.

B. Income Eligibility

1. To be eligible for admission to developments or scattered-site units that were available for occupancy before 10/1/81, the family's annual income must be within the low-income limit set by HUD. This means the family income cannot exceed 80 percent of the median income for the area.
2. To be eligible for admission to developments or scattered-site units that became available on or after 10/1/81, the family's annual income must be within the very low-income limit set by HUD, unless HUD grants an exception. This means that without a HUD exception, the family income cannot exceed 50 percent of the median income for the area.
3. Income limits apply only at admission and are not applicable for continued occupancy.
4. A family may not be admitted to the public housing program from

another assisted housing program (e.g., tenant-based Section 8) or from a public housing program operated by another housing authority without meeting the income requirements of the Davis County Housing Authority.

5. If the Davis County Housing Authority acquires a property for federal public housing purposes, the families living there must have incomes within the low-income limit in order to be eligible to remain as public housing tenants.
6. Income limit restrictions do not apply to families transferring within our Public Housing Program.
7. If there are no eligible families on the waiting list and the Davis County Housing Authority has published a 30-day notice of available units in at least one newspaper of general circulation, families above the applicable income limit may be housed. They must vacate the unit if an eligible family applies.
8. The Davis County Housing Authority may allow police officers who would not otherwise be eligible for occupancy in public housing to reside in a public housing dwelling unit. Such occupancy must be needed to increase security for public housing residents. Their rent shall be at least equal the cost of operating the public housing unit.

C. Citizenship/Eligibility Status

1. To be eligible each member of the family must be a citizen, national, or a non-citizen who has eligible immigration status under one of the categories set forth in Section 214 of the Housing and Community Development Act of 1980 (see 42 U.S.C. 1436a(a)).
2. Family eligibility for assistance.
 - a. A family shall not be eligible for assistance unless every member of the family residing in the unit is determined to have eligible status, with the exception noted below.
 - b. Despite the ineligibility of one or more family members, a mixed family may be eligible for one of three types of assistance.

- c. A family without any eligible members and receiving assistance on June 19, 1995 may be eligible for temporary deferral of termination of assistance.
3. Applicants will be required to provide Birth Certificates or proof of eligible immigration status for each household member. Household members, 18 years or older, must also provide picture identification. Copies of these documents will be maintained in the applicant/tenant file.

D. Social Security Number Documentation

To be eligible, all family members 6 years of age and older must provide a Social Security number or certify that they do not have one.

E. Signing Consent Forms

1. In order to be eligible, each member of the family who is at least 18 years of age, and each family head and spouse regardless of age, shall sign one or more consent forms.
2. The consent form must contain, at a minimum, the following:
 - a. A provision authorizing HUD or the Davis County Housing Authority to obtain from State Wage Information Collection Agencies (SWICAs) any information or materials necessary to complete or verify the application for participation or for eligibility for continued occupancy;
 - b. A provision authorizing HUD or the Davis County Housing Authority to verify with previous or current employers income information pertinent to the family's eligibility for or level of assistance;
 - c. A provision authorizing HUD to request income information from the IRS and the SSA for the sole purpose of verifying income information pertinent to the family's eligibility or level of benefits; and
 - d. A statement that the authorization to release the information requested by the consent form expires 13 months after the date the consent form is signed.

9.3 FAMILIES NEARING THE TOP OF THE WAITING LIST

An eligible applicant must be notified of the approximate date of occupancy insofar as that date can be reasonably determined. If administratively feasible, the housing authority should inform applicants of any change in their status during the waiting period. The housing authority may inform them of their status on the waiting list and its length.

An ineligible applicant will be notified of the following:

- A. The opportunity for an Informal Review if the Applicant is denied participation. Davis County Housing Authority will use the following procedures to advise the applicant and conduct the review:
 - 1. The applicant will be given written notification of the denial of assistance.
 - 2. The notice will state that the applicant has a right to request, in writing, an informal review of the decision to deny participation within 10 business days of the date of notification.
 - 3. The informal review will be conducted within 10 business days of the request. The Executive Director will select a person who was not involved in the decision to conduct the review.
 - 4. The applicant may present written or oral arguments relative to the decision.
 - 5. Davis County Housing Authority will notify the applicant of the results of the informal review within 10 business days of the date of review.

- B. If the reasons for the determination of ineligibility should be of such a nature that the housing authority deems it desirable to discuss them in a private conference, the housing authority need not include them in the notification of ineligibility, but shall make appropriate arrangements with the applicant for such conference. This conference is not intended to be a substitute for the informal review to which the applicant is entitled.

- C. If an applicant's ineligibility is apparent at the time of the application interview, the form letter may be filled in and handed to the applicant at that time.

- D. Davis County Housing Authority is not bound to hearing decisions:
 - 1. Concerning a decision that is not identified in the plan as eligible for an informal review or beyond the authority of the hearing officer or procedures.
 - 2. Contrary to HUD regulations, requirements or Federal, State and local law.

- E. Davis County Housing Authority will notify the participant within 10 business days of the date the decision was made by the hearing officer.

If due to special circumstances, determinations of an applicant's eligibility must be deferred, the applicant shall be informed in writing, of this fact and of the reasons. Under no circumstances may a determination be deferred indefinitely or longer than the particular circumstances warrant. Until final determination is made, an applicant is to be notified periodically of the status of his application.

10.2 SELECTION FROM THE WAITING LIST

The Davis County Housing Authority shall follow the statutory requirement that at least 40% of newly admitted families in any fiscal year be families whose annual income is at or below 30% of the area median income. To insure this requirement is met we shall quarterly monitor the incomes of newly admitted families and the incomes of the families on the waiting list. If it appears that the requirement to house extremely low-income families will not be met, we will skip higher income families on the waiting list to reach extremely low-income families.

If there are not enough extremely low-income families on the waiting list we will conduct outreach on a non-discriminatory basis to attract extremely low-income families to reach the statutory requirement.

Excerpts from Section 8 Administrative Plan

PART II: BASIC ELIGIBILITY CRITERIA

3-II.A. INCOME ELIGIBILITY AND TARGETING

Income Limits

HUD is required by law to set income limits that determine the eligibility of applicants for HUD's assisted housing programs, including the housing choice voucher program. The income limits are published annually and are based on HUD estimates of median family income in a particular area or county, with adjustments for family size.

Types of Low-Income Families [24 CFR 5.603(b)]

Low-income family. A family whose annual income does not exceed 80 percent of the median income for the area, adjusted for family size.

Very low-income family. A family whose annual income does not exceed 50 percent of the median income for the area, adjusted for family size.

Extremely low-income family. A family whose annual income does not exceed 30 percent of the median income for the area, adjusted for family size.

HUD may establish income ceilings higher or lower than 30, 50, or 80 percent of the median income for an area if HUD finds that such variations are necessary because of unusually high or low family incomes.

Using Income Limits for Eligibility [24 CFR 982.201]

Income limits are used for eligibility only at admission. Eligibility is established by comparing a family's annual income with HUD's published income limits. To be income-eligible, a family must be one of the following:

- A *very low-income* family
- A *low-income* family that has been "continuously assisted" under the 1937 Housing Act. A family is considered to be continuously assisted if the family is already receiving assistance under any 1937 Housing Act program at the time the family is admitted to the HCV program [24 CFR 982.4]

DCHA Policy

The DCHA will consider a family to be continuously assisted if the family was leasing a unit under any 1937 Housing Act program at the time they were issued a voucher by the DCHA.

PART I: THE APPLICATION PROCESS

4-I.A. OVERVIEW

This part describes the policies that guide the DCHA's efforts to distribute and accept applications, and to make preliminary determinations of applicant family eligibility that affect placement of the family on the waiting list. This part also describes the DCHA's obligation to ensure the accessibility of the application process to elderly persons, people with disabilities, and people with limited English proficiency (LEP).

4-I.B. APPLYING FOR ASSISTANCE [HCV GB, pp. 4-11 – 4-16]

Any family that wishes to receive HCV assistance must apply for admission to the program. HUD permits the DCHA to determine the format and content of HCV applications, as well how such applications will be made available to interested families and how applications will be accepted by the DCHA.

DCHA Policy

Depending upon the length of time that applicants may need to wait to receive assistance.

The DCHA initially will require families to provide only the information needed to make an initial assessment of the family's eligibility, and to determine the family's placement on the waiting list. The family will be required to provide all of the information necessary to establish family eligibility and level of assistance when the family is selected from the waiting list.

Families may obtain application forms from the DCHA's office during normal business hours. Families may also request – by telephone or by mail – a form be

sent to the family via first class mail. Applications may be obtained from DCHA website at www.daviscommunityhousing.com.

Completed applications must be returned to the DCHA by mail, or submitted in person during normal business hours. Applications must be complete in order to be accepted by the DCHA for processing. If an application is incomplete, the DCHA will notify the family of the additional information required.

4-I.C. ACCESSIBILITY OF THE APPLICATION PROCESS

Elderly and Disabled Populations [24 CFR 8 and HCV GB, pp. 4-11 – 4-13]

The DCHA must take a variety of steps to ensure that the application process is accessible to those people who might have difficulty complying with the normal, standard DCHA application process. This could include people with disabilities, certain elderly individuals, as well as persons with limited English proficiency (LEP). The DCHA must provide reasonable accommodation to the needs of individuals with disabilities. The application-taking facility and the application process must be fully accessible, or the DCHA must provide an alternate approach that provides full access to the application process. Chapter 2 provides a full discussion of the DCHA's policies related to providing reasonable accommodations for people with disabilities.

Limited English Proficiency

DCHA is required to take reasonable steps to ensure meaningful access to their programs and activities by persons with limited English proficiency [24 CFR 1]. Chapter 2 provides a full discussion on the DCHA's policies related to ensuring access to people with limited English proficiency (LEP).

4-I.D. PLACEMENT ON THE WAITING LIST

The DCHA must review each complete application received and make a preliminary assessment of the family's eligibility. The DCHA must accept applications from families for whom the list is open unless there is good cause for not accepting the application (such as denial of assistance) for the grounds stated in the regulations [24 CFR 982.206(b)(2)]. Where the family is determined to be ineligible, the DCHA must notify the family in writing [24 CFR 982.201(f)]. Where the family is not determined to be ineligible, the family will be placed on a waiting list of applicants.

No applicant has a right or entitlement to be listed on the waiting list, or to any particular position on the waiting list [24 CFR 982.202(c)].

Ineligible for Placement on the Waiting List

DCHA Policy

If the DCHA can determine from the information provided that a family is ineligible, the family will not be placed on the waiting list. Where a family is determined to be ineligible, the DCHA will send written notification of the ineligibility determination within 30 business days of receiving a complete application. The notice will specify the reasons for ineligibility, and will inform

the family of its right to request an informal review and explain the process for doing so (see Chapter 16).

Eligible for Placement on the Waiting List

DCHA Policy

The DCHA will send written notification of the preliminary eligibility determination within 30 business days of receiving a complete application.

Placement on the waiting list does not indicate that the family is, in fact, eligible for assistance. A final determination of eligibility will be made when the family is selected from the waiting list.

Applicants will be placed on the waiting list according to any preference(s) for which they qualify, and the date and time their complete application is received by the DCHA.

PART II: MANAGING THE WAITING LIST

4-II.A. OVERVIEW

The DCHA must have policies regarding various aspects of organizing and managing the waiting list of applicant families. This includes opening the list to new applicants, closing the list to new applicants, notifying the public of waiting list openings and closings, updating waiting list information, purging the list of families that are no longer interested in or eligible for assistance, as well as conducting outreach to ensure a sufficient number of applicants.

In addition, HUD imposes requirements on how a DCHA may structure its waiting list and how families must be treated if they apply for assistance from a DCHA that administers more than one assisted housing program.

4-II.B. ORGANIZATION OF THE WAITING LIST [24 CFR 982.204 and 205]

The DCHA's HCV waiting list must be organized in such a manner to allow the DCHA to accurately identify and select families for assistance in the proper order, according to the admissions policies described in this plan.

The waiting list must contain the following information for each applicant listed:

- Applicant name;
- Family unit size;
- Date and time of application;
- Qualification for any local preference;
- Racial or ethnic designation of the head of household.

HUD requires the DCHA to maintain a single waiting list for the HCV program.

DCHA Policy

The DCHA will maintain a single waiting list for the HCV program.

HUD directs that a family that applies for assistance from the HCV program must be offered the opportunity to be placed on the waiting list for any Public Housing, or

Moderate Rehabilitation program the DCHA operates if 1) the other programs' waiting lists are open, and 2) the family is qualified for the other programs.

A family's decision to apply for, receive, or refuse other housing assistance must not affect the family's placement on the HCV waiting list, or any preferences for which the family may qualify.

DCHA Policy

The DCHA will not merge the HCV waiting list with the waiting list for any other program the DCHA operates.

HUD permits the DCHA to establish additional categories of low-income families that may be determined eligible. The additional categories must be consistent with the DCHA plan and the consolidated plans for local governments within the DCHA's jurisdiction.

DCHA Policy

The DCHA has not established any additional categories of eligible low-income families.

Using Income Limits for Targeting [24 CFR 982.201]

At least 75 percent of the families admitted to the DCHA's program during a DCHA fiscal year must be extremely low-income families. HUD may approve exceptions to this requirement if the DCHA demonstrates that it has made all required efforts, but has been unable to attract an adequate number of qualified extremely low-income families.

RENT DETERMINATION

Excerpts from Admissions and Continued Occupancy Plan

13.0 DETERMINATION OF TOTAL TENANT PAYMENT AND TENANT RENT

13.1 FAMILY CHOICE

At admission and each year in preparation for their annual reexamination, each family is given the choice of having their rent determined under the income method or having their rent set at the flat rent amount.

- A. Families who opt for the flat rent will be required to go through the income reexamination process every three years, rather than the annual review they would otherwise undergo.
- B. Families who opt for the flat rent may request to have a reexamination and return to the income based method at any time for any of the following reasons:
 - 1. The family's income has decreased.
 - 2. The family's circumstances have changed increasing their expenses for childcare, medical care, etc.
 - 3. Other circumstances creating a hardship on the family such that the income method would be more financially feasible for the family.

13.2 THE INCOME METHOD

The total tenant payment is equal to the highest of:

- A. 10% of the family's monthly income; or
- B. 30% of the family's adjusted monthly income.
- C. The minimum rent of \$50.00

13.3 MINIMUM RENT

The Davis County Housing Authority has set the minimum rent at \$50.00. However if the family requests a hardship exemption, the Davis County Housing Authority will suspend the minimum rent beginning the month following the family's request until the Housing Authority can determine whether the hardship exists and whether the hardship is of a temporary or long-term nature.

- A. A hardship exists in the following circumstances:
 - 1. When the family has lost eligibility for or is waiting an eligibility determination for a Federal, State, or local assistance program, including a family that includes a member who is a non-citizen lawfully admitted for permanent residence under the Immigration and Nationality Act who would be entitled to public benefits but for title IV of the Personal Responsibility and Work Opportunity Act of 1966;
 - 2. When the family would be evicted because it is unable to pay the minimum rent;
 - 3. When the income of the family has decreased because of changed circumstances, including loss of employment; and
 - 4. When a death has occurred in the family.
- B. No hardship. If the Housing Authority determines there is no qualifying hardship, the minimum rent will be reinstated, including requiring back payment of minimum rent for the time of suspension.
- C. Temporary hardship. If the Housing Authority reasonably determines that there is a qualifying hardship but that it is of a temporary nature, the minimum rent will not be imposed for a period of 90 days from the beginning of the suspension of the minimum rent. At the end of the 90-day period, the minimum rent will be imposed retroactively to the time of suspension. The Housing Authority will offer a repayment agreement for any rent not paid during the period of suspension. During the suspension period the Housing Authority will not evict the family for nonpayment of the amount of tenant rent owed for the suspension period.
- D. Long-term hardship. If the Housing Authority determines there is a long-term hardship, the family will be exempt from the minimum rent requirement until the hardship no longer exists.

- E. Appeals. The family may use the grievance procedure to appeal the Housing Authority's determination regarding the hardship. No escrow deposit will be required in order to access the grievance procedure.

13.4 THE FLAT RENT

The Davis County Housing Authority has set a flat rent for each public housing unit. In doing so, it considered the size and type of the unit, as well as its age, condition, amenities, services, and neighborhood. The Davis County Housing Authority determined the market value of the unit and set the rent at the market value. The amount of the flat rent will be reevaluated annually and adjustments applied. Affected families will be given a 30-day notice of any rent change. Adjustments are applied on the anniversary date for each affected family.

The Davis County Housing Authority will post the flat rents at each of the developments and at the central office. Flat rents are incorporated in this policy upon approval by the Board of Commissioners.

There is no utility allowance for families paying a flat rent.

13.5 RENT FOR FAMILIES UNDER THE NONCITIZEN RULE

A mixed family will receive full continuation of assistance if all of the following conditions are met:

- A. The family was receiving assistance on June 19, 1995;
- B. The family was granted continuation of assistance before November 29, 1996;
- C. The family's head or spouse has eligible immigration status; and
- D. The family does not include any person who does not have eligible status other than the head of household, the spouse of the head of household, any parent of the head or spouse, or any child (under the age of 18) of the head or spouse.

If a mixed family qualifies for prorated assistance but decides not to accept it, or if the family has no eligible members, the family may be eligible for temporary deferral of termination of assistance to permit the family additional time for the orderly transition of some or all of its members to locate other affordable housing. Under this provision, the family receives full assistance. If assistance is granted under this provision prior to November 29, 1996, it may last no longer than three (3) years. If granted after that date, the maximum period of time for assistance under the provision is eighteen (18) months. The Davis County Housing Authority will grant each family a period of six (6) months to find suitable

affordable housing. If the family cannot find suitable affordable housing, the Davis County Housing Authority will provide additional search periods up to the maximum time allowable.

Suitable housing means housing that is not substandard and is of appropriate size for the family. Affordable housing means that it can be rented for an amount not exceeding the amount the family pays for rent, plus utilities, plus 25%.

The family's assistance is prorated in the following manner:

- A. Determine the 95th percentile of gross rents (tenant rent plus utility allowance) for the Davis County Housing Authority. The 95th percentile is called the maximum rent.
- B. Subtract the family's total tenant payment from the maximum rent. The resulting number is called the maximum subsidy.
- C. Divide the maximum subsidy by the number of family members and multiply the result times the number of eligible family members. This yields the prorated subsidy.
- D. Subtract the prorated subsidy from the maximum rent to find the prorated total tenant payment. From this amount subtract the full utility allowance to obtain the prorated tenant rent.

Davis Community Housing Authority
Annual Plan and Five Year Plan
Fiscal Years October 1, 2010 – September 30, 2015

DAVIS COMMUNITY HOUSING AUTHORITY

ADMINISTRATIVE CAPABILITIES

DCHA staff has extensive experience working with public officials, other public agencies, the media, special interest groups, the general public, developers, contractors, attorneys, HUD, private lenders, residents, etc. The variety of programs we run gives our agency wide exposure and a very broad base of expertise. Staff members are well-trained and consistently high performers.

The following is a list of the Davis Community Housing Authority Board and staff members and a brief listing of their credentials:

James W. Dixon – Chair

Appointed to the Board April, 2004; Principle of The Dixon Group, which specializes in public relations and advocacy in government/corporate relations, real estate, development, redevelopment services, strategic planning, corporate development and crisis management.

Christopher C. Rivera - Vice-Chair

Appointed to the Board May, 1992; Director of Admissions at Weber State University. In this capacity he authorizes budget expenditures, writes and publishes grant proposals. In addition supervises the day to day operation of a nineteen person department.

Anita McHale – Secretary

Appointed to the Board July, 2008; Currently attending school to obtain degree in social work and human services. Previous experience as a substitute teacher with the Logan City School District, Big Brother's Program and Vista Volunteer.

Stephen M. Tumblin - Commissioner

Appointed to the Board February, 1995; Attorney at Law, Chapman and Cutler, LLP. Experience in Corporate, Tax, and Securities law.

Douglas G. Stanger – Commissioner

Appointed to the Board August, 2003; Expertise in the banking industry. Experience in regulatory compliance, accounting systems, investments, training, marketing, reporting and legal functions.

Jan Winborg - Executive Director

Employed at Davis Community Housing Authority in 1984. Prior Davis Community Housing Authority experience includes Deputy Director, Administrative Assistant, Section 8 Supervisor, Section 8 Coordinator, Public Housing Property Clerk, and Rehab Clerk. Other experience includes legal secretary, bookkeeping, receptionist.

Cherrill Dygert – Administrative Assistant

Employed at Davis Community Housing Authority in 1980. Over twenty year's bookkeeping experience, over 20 years secretarial experience. BA Degree, Business/Music.

Clark McCullough, PHM - Modernization Manager

Employed at Davis Community Housing Authority in 1987. Currently responsible for property modernization and repairs which includes work write-ups, job walk through, bid award process, contractor compliance and warranty issues. Approximately ten years construction experience, six years journeyman carpenter, seven years DCHA maintenance department, three years as maintenance supervisor, Property Manager for 6 years.

Mary Swanstrom - Rehabilitation Specialist

Employed at Davis Community Housing Authority in 1999. Coordinates with homeowner and contractor to oversee the work write ups, bid process and mediation from start to finish of construction to bring their home up to code. Previous experience at DCHA includes Section 8 Coordinator, and Family Self-Sufficiency Coordinator.

Mary Rivera - Section 8 Supervisor

Employed at Davis Community Housing Authority in 1986. Currently responsible for 1036 Vouchers, and Section 8 Management Assessment to HUD. Previous experience includes three years Resident Manager; two years Rehab Clerk/Receptionist; two years Property Clerk, eight years Section 8 Coordinator and is bilingual.

Kayla Rust - Section 8 Coordinator

Employed at Davis Community Housing Authority in 1990. Previous positions at DCHA include Resident Manager one year; Resident Manager for Lakeview Heights, a Mod Rehab project, for 1-1/2 years; Section 8 Inspector for eight years.

Sharon Drake - Section 8 Coordinator

Employed at Davis Community Housing Authority in 2005. Previous experience with the State HEAT Program.

Jonetta Brown - Section 8 Coordinator

Employed at Davis Community Housing Authority in 2007. Previous experience in the banking industry.

UI Pendergrass – Family Self-Sufficiency Coordinator

Employed at the Davis Community Housing Authority in 2006. Previous experience at Hill Air Force Base as a department Supervisor.

Mindy Carlsen - Section 8 Intake Clerk

Employed at Davis Community Housing Authority in 2007. Previous experience in data entry, and receptionist.

Debbie Falkenburry - Section 8 Inspector

Employed at the Davis Community Housing Authority in 2001. Retired Air Force, with extensive office and supervisory skills.

Lisa James - Property Manager

Employed at Davis Community Housing Authority in 1990. Responsible for all issues in regard to DCHA owned properties which includes all monies collected and resident issues. Previous varied secretarial experience; one year Resident Manager; Property Clerk and Assistant Property Manager.

Kimberly Michaud – Services and Reporting Specialist

Employed at Davis Community Housing Authority in 2009. Masters Degree in Family and Human Development. Extensive experience in case management with Davis County organizations i.e. Safe Harbor Transitional Housing, Davis County Health Department, and Family Connection Center.

Christine Roper - Receptionist

Employed at Davis County Housing Authority in 2010. Responsible for waiting list and front desk operations.

Melanie Fuller - Maintenance Supervisor

Employed at Davis Community Housing Authority in 2009. Military background, extensive maintenance and leadership experience.

Ryan Higgins - Maintenance Mechanic II

Employed at Davis Community Housing Authority in 2000. Experienced in production, warehouse, painting and general maintenance skills.

Carl Anderson - Maintenance Mechanic II

Employed at Davis Community Housing Authority in 2008. Various maintenance skills.

Jose Luis Segovia - Maintenance Mechanic I

Employed at Davis Community Housing Authority in 2010. Various maintenance skills

Resident Managers

Five managers with varied managerial experience.

In addition to the above, we contract with a local Accountant; we have an independent audit every year, and keep an attorney on retainer for legal matters.

Resources for technical assistance exist with our Board members, HUD regional office staff, other local housing authorities, local public agencies, minority agencies, etc.

**DAVIS COMMUNITY HOUSING AUTHORITY
GRIEVANCE POLICY AND PROCEDURES
PUBLIC HOUSING**

In some instances, the Resident may be entitled to a Grievance Hearing, based on action taken by the Davis Community Housing Authority to either terminate the Resident’s rental assistance or terminate the Resident’s Lease. This Grievance Policy also applies to grievances regarding Section 504 matters. Davis Community Housing Authority has adopted the following procedures for a Resident to request a Grievance Hearing and for the Grievance Hearing to be completed:

- A. Residents Right to a Hearing – Upon filing a written request as provided for in these procedures, a resident will be entitled to a hearing before a Hearing Officer, in most cases. Alternative methods of requesting a Hearing will be provided to persons with disabilities, such as oral, third party, etc., upon request. Davis Community Housing Authority will assure that all requests are reduced to writing.

- B. Definitions – For the purpose of this Grievance Procedure, the following definitions are applicable:
 - 1. “Grievance” shall mean any dispute that a Resident may have with respect to the Davis Community Housing Authority’s action or failure to act, in accordance with the individual Resident’s Lease or Housing Authority policies that adversely affect the individual Resident’s rights, duties, welfare or status. Grievance does not include any dispute a Resident may have with the Housing Authority concerning a termination of tenancy or eviction that involves any criminal activity that threatens the health, safety, or right to peaceful enjoyment of the Davis Community Housing Authority’s Public Housing property by other Residents or employees of the Housing Authority; or any violent or drug-related criminal activity on or near the premises. Nor shall this process apply to disputes between Residents not involving Davis Community Housing Authority, or to class grievances.

 - 2. “Complainant” shall mean any Resident whose grievance is presented to the Davis Community Housing Authority or at the property office.

 - 3. “Elements of Due Process” shall mean an eviction action or a termination of tenancy in a State or local Court in which the following procedural safeguards are required:
 - a. Adequate notice to the Resident of the grounds for terminating the tenancy and for eviction;
 - b. Right of the Resident to be represented by Counsel;

- c. Opportunity for the Resident to refute the evidence presented by the Davis Community Housing Authority, including the right to confront and cross examine witnesses and to present any affirmative legal or equitable defense which the Resident may have; and
 - d. A decision on the merits.
 - 4. "Hearing Officer" shall mean a person selected to hear grievances and render a decision with respect thereto.
 - 5. "Resident" or "Resident" shall mean the adult person (or persons) other than a live-in aide:
 - a. Who resides in the unit and who executed the Lease with Davis Community Housing Authority as lessee of the premises, or if no such person now resides in the unit,
 - b. Who resides in the unit and who is the remaining head of household of the Resident family residing in the unit.
 - 6. "Resident Organization" includes a Resident Management Corporation.
 - 7. "Promptly" shall mean within the time period indicated in a notice from Davis Community Housing Authority of a proposed action, which would provide the basis for a grievance if the Resident has received a notice of a proposed action from Davis Community Housing Authority.
- C. Procedures Prior to a Hearing – Any grievance shall be promptly and personally presented, in writing or by any other effective means of communication, to the Davis Community Housing Authority office, or to the office at the property in which the Resident resides so that the grievance may be discussed informally and settled without a hearing. A summary of such discussion shall be prepared within 14 calendar days and delivered to the Resident. A copy of the summary will be maintained in the Resident file at the Davis Community Housing Authority's office. The summary shall specify the names of the participants, date of the meeting, the nature of the proposed disposition of the complaint, and the specific reasons therefore, and shall specify the procedures by which a hearing under these procedures may be obtained if the Resident is not satisfied.
- D. Procedures to Obtain a Hearing – The following steps must take place for the Resident to obtain a Hearing:
- 1. Request for a Hearing – The Resident shall submit a request, in writing or by any other effective means of communication, for a hearing to the Executive Director of the Davis Community Housing Authority, within ten (10) calendar days from the date of the mailing of the summary of the discussion pursuant to Section C above. The request shall specify:
 - a. The reasons for the grievance; and
 - b. The action or relief sought.

2. Selection of a Hearing Officer – A grievance hearing shall be conducted by an impartial person appointed by the Davis Community Housing Authority other than the person who made or approved the action under review, or a subordinate of such person.
 3. Failure to Request a Hearing – If the Resident does not request a hearing in accordance with this section, then the Davis Community Housing Authority’s disposition of the grievance under Section C above shall become final. However, failure to request a hearing does not constitute a waiver by the Resident of the right to contest the Davis Community Housing Authority’s action in disposing of the complaint in an appropriate judicial proceeding.
 4. Hearing Prerequisite – All grievances shall be promptly presented in person, either orally or in writing, pursuant to the informal procedure described in Section C above, as a condition precedent to a hearing under this section. However, if the Resident can show good cause why there was a failure to proceed in accordance with Section C to the Hearing Officer, the provisions of this subsection may be waived by the Hearing Officer.
 5. Escrow Deposit – Before a hearing is scheduled in any grievance involving the amount of rent as defined in the Lease which the Davis Community Housing Authority claims is due, the Resident shall pay to the Davis Community Housing Authority an amount equal to the amount of the rent due and payable as of the first of the month preceding the month in which the act or failure to act took place. The Resident shall thereafter, deposit monthly the same amount of the monthly rent in an escrow account held by the Davis Community Housing Authority until the complaint is resolved by the decision of the Hearing Officer. Amounts deposited into the escrow account shall not be considered as acceptance of money for rent during the period in which the grievance is pending. In extenuating circumstances, Davis Community Housing Authority may waive these requirements. Unless so waived, the failure to make such payments shall result in a termination of the grievance procedure. However, failure to make payment shall not constitute a waiver of any right the Resident may have to contest the Davis Community Housing Authority’s disposition of his grievance in any appropriate judicial proceeding.
 6. Scheduling of Hearings – Upon the Resident’s compliance with this section, the Hearing Officer shall promptly schedule a hearing for a time and place reasonably convenient to both the Resident and the Davis Community Housing Authority. A written notification specifying the time, place, and the procedures governing the hearing shall be delivered to the Resident and the appropriate Davis Community Housing Authority official.
- E. Procedures Governing the Hearing – The Resident shall be afforded a fair hearing, which shall include:
1. The opportunity to examine, before the grievance hearing, any Davis Community Housing Authority documents, including records and regulations, that are directly relevant to the hearing. The Resident shall be provided a copy of any such document at the Resident’s expense. If the Davis Community Housing Authority does not make the

document available for examination upon request by the Resident, the Davis Community Housing Authority may not rely on such document at the grievance hearing.

2. The right to be represented by Counsel or other person chosen as the Resident's representative and to have such person make statements on the Resident's behalf;
 3. The right to a private hearing, unless the Resident requests a public hearing;
 4. The right to present evidence and arguments in support of the Resident's complaint, to controvert evidence relied on by the Housing Authority or property management, and to confront and cross examine all witnesses upon whose testimony or information the Davis Community Housing Authority or property management relies; and
 5. A decision based solely and exclusively upon the facts presented at the hearing. The Hearing Officer may render a decision without holding a hearing if the Hearing Officer determines that the issue has been previously decided at another Hearing.
- F. Failure to Appear at the Scheduled Hearing – If either the Resident or the Davis Community Housing Authority fail to appear at a scheduled hearing, the Hearing Officer may postpone the hearing for up to five business days, or determine that the missing party has waived their right to a hearing. Both the Davis Community Housing Authority and the Resident shall be notified of the Hearing Officer's decision. This decision shall not waive a Resident's right to contest the disposition of the grievance in an appropriate judicial proceeding.
- G. Accommodations for Persons with Disabilities – The following accommodations will be made for persons with disabilities:
1. The Davis Community Housing Authority shall provide reasonable accommodations for persons with disabilities to participate in the Hearing. Reasonable accommodations may include qualified sign language interpreters, readers, accessible locations, or attendants.
 2. If the Resident is visually impaired, any notice to the Resident that is required by these procedures will be made in an accessible format.
 3. Persons with disabilities who require a reasonable accommodation may contact the Housing Authority's Section 504 Coordinator as follows:

Mary Swanstrom, Section 504 Coordinator
Davis Community Housing Authority
P.O. Box 328, Farmington, UT 84025

Telephone: (801) 939-9198 Fax #: (801) 451-6484 Utah Relay Service #: 711

- H. Informal Hearing Procedures for Denial of Assistance on the Basis of Ineligible Immigration Status - The Resident family may request that the Davis Community Housing Authority provide for an Informal Hearing after the Resident has notification of the Department of

Homeland Security (DHS) decision on appeal, or in lieu of request of appeal to the DHS. The Resident family must make this request within 30 days of receipt of the Notice of Denial or Termination of Assistance, or within 30 days of receipt of the DHS appeal decision.

- I. Decision of the Hearing Officer – The Hearing Officer shall prepare a written decision, together with the reasons therefore, within 14 calendar days after the Hearing. A copy of the decision shall be sent to the Resident and the Davis Community Housing Authority. The Housing Authority shall retain a copy of the decision in the Resident’s file. A copy of such decision with all names and identifying references deleted shall also be maintained on file by the Davis Community Housing Authority and made available for inspection by a prospective complainant, his or her representative, or the Hearing Officer.

The decision of the Hearing Officer shall be binding on the Davis Community Housing Authority who shall take all actions, or refrain from any actions, necessary to carry out the decision unless the Davis Community Housing Authority Board of Commissioners determines within a reasonable time, and promptly notifies the complainant of its determination that:

1. The grievance does not concern Davis Community Housing Authority action or failure to act in accordance with or involving the Resident’s Lease or Housing Authority regulations, that adversely affect the Resident’s rights, duties, welfare or status; or
2. The decision of the Hearing Officer is contrary to applicable Federal, State, or Local law, Davis Community Housing Authority regulations, or requirements of the Housing Assistance Payment contract between the Davis Community Housing Authority and the U.S. Department of Housing and Urban Development.
3. A decision by the Hearing Officer or Board of Commissioners in favor of the Davis Community Housing Authority, or which denies the relief requested by the Resident in whole or in part, shall not constitute a waiver of, nor affect in any manner whatsoever, any rights the Resident may have to a trial do novo, or judicial review, in judicial proceedings, which may thereafter be brought in the matter.

- J. The complainant may, at any time, file an appeal with HUD. Following is the contact information for filing an appeal:

Office of Fair Housing and Equal Opportunity
U.S. Department of Housing and Urban Development
1670 Broadway, 22nd Floor
Denver, CO 80202-4801

Phone: (303) 672-5437 Toll Free: 1-800-877-7353 Fax: (303) 672-5026

TDD: (303) 672-5248 Web: www.hud.gov

Revised 04/08

COMMUNITY SERVICE

Excerpts from Admissions and Continued Occupancy Plan

14.0 CONTINUED OCCUPANCY AND COMMUNITY SERVICE

14.1 GENERAL

In order to be eligible for continued occupancy, each adult family member must either (1) contribute eight hours per month of community service (not including political activities), or (2) participate in an economic self-sufficiency program, or (3) perform eight hours per month of combined activities as previously described unless they are exempt from this requirement

14.2 EXEMPTIONS

The following adult family members of tenant families are exempt from this requirement:

- A. Family members who are 62 or older
- B. Family members who are disabled as defined under 216(I)(1) or 1614 of the Social Security Act (42 U.S.C. 416(I)(1) and who certifies that because of this disability she or he is unable to comply with the community service requirements.
- C. Family members who are the primary care giver for someone who is disabled as set forth in Paragraph B above.
- D. Family members engaged in work activity.
- E. Family members who are exempt from work activity under Part A Title IV of the Social Security Act or under any other State welfare program, including the Welfare-To-Work program.
- F. Family members receiving assistance, benefits or services under a State program funded under Part A Title IV of the Social Security Act or under any other State welfare program, including Welfare-To-Work and who are in compliance with that program.

14.3 NOTIFICATION OF THE REQUIREMENT

The Davis County Housing Authority shall identify all adult family members who are apparently not exempt from the community service requirement.

The Davis County Housing Authority shall notify all such family members of the community service requirement and of the categories of individuals who are exempt from the requirement. The notification will provide the opportunity for family members to claim and explain an exempt status. The Davis County Housing Authority shall verify such claims.

The notification will advise families that their community service obligation will begin upon the effective date of their first annual reexamination on or after 10/1/2001. For families paying a flat rent, the obligation begins on the date their annual reexamination would have been effective had an annual reexamination taken place. It will also advise them that failure to comply with the community service requirement will result in ineligibility for continued occupancy at the time of any subsequent annual reexamination.

14.4 VOLUNTEER OPPORTUNITIES

Community service includes performing work or duties in the public benefit that serve to improve the quality of life and/or enhance tenant self-sufficiency, and/or increase the self-responsibility of the tenant within the community.

An economic self sufficiency program is one that is designed to encourage, assist, train or facilitate the economic independence of participants and their families or to provide work for participants. These programs may include programs for job training, work placement, basic skills training, education, English proficiency, work fare, financial or household management, apprenticeship, and any program necessary to ready a participant to work (such as substance abuse or mental health treatment).

The Davis County Housing Authority will coordinate with social service agencies, local schools, and the Human Resources Office in identifying a list of volunteer community service positions.

Together with the tenant advisory councils, the Davis County Housing Authority may create volunteer positions such as litter patrols, supervising and record keeping for volunteers.

14.5 THE PROCESS

Upon admission, or at the first annual reexamination on or after October 1, 2001, and each annual reexamination thereafter, the Davis County Housing Authority will do the following:

- A. Provide information about obtaining suitable volunteer positions.
- B. Provide a volunteer time sheet to the family member. Instructions for the time sheet require the individual to complete the form and have a supervisor date and sign for each period of work.
- C. The Davis County Housing Authority will track the family member's progress and will meet with the family member as needed to best encourage compliance.
- D. Thirty (30) days before the family's next lease anniversary date, the Davis County Housing Authority will determine whether each applicable adult family member is in compliance with the community service requirement.

14.6 NOTIFICATION OF NON-COMPLIANCE WITH COMMUNITY SERVICE REQUIREMENT

The Davis County Housing Authority will notify any family found to be in noncompliance of the following:

- A. The family member(s) has been determined to be in noncompliance;
- B. That the determination is subject to the grievance procedure; and
- C. That, unless the family member(s) enter into an agreement to comply, the lease will not be renewed or will be terminated;

14.7 OPPORTUNITY FOR CURE

The Davis County Housing Authority will offer the family member(s) the opportunity to enter into an agreement prior to the anniversary of the lease. The agreement shall state that the family member(s) agrees to enter into an economic self-sufficiency program or agrees to contribute to community service for as many hours as needed to comply with the requirement over the past 12-month period. The cure shall occur over the 12-month period beginning with the date of the agreement and the tenant shall at the same time stay current with that year's community service requirement. The first hours a tenant earns goes toward the current commitment until the current year's commitment is made.

If any applicable family member does not accept the terms of the agreement, does not fulfill their obligation to participate in an economic self-sufficiency program, or falls behind in their obligation under the agreement to perform community service, the Davis County Housing Authority shall take action to terminate the lease.

14.8 PROHIBITION AGAINST REPLACEMENT OF AGENCY EMPLOYEES

In implementing the service requirement, the Davis County Housing Authority may not substitute community service or self-sufficiency activities performed by residents for work ordinarily performed by its employees, or replace a job at any location where residents performed activities to satisfy the service requirement.

CRIME AND SAFETY

Excerpts from Administrative Plan

12-II.D. CRITERIA FOR DECIDING TO TERMINATE ASSISTANCE

Evidence

For criminal activity, HUD permits the DCHA to terminate assistance if a *preponderance of the evidence* indicates that a household member has engaged in the activity, regardless of whether the household member has been arrested or convicted [24 CFR 982.553(c)].

DCHA Policy

The DCHA will use the concept of the preponderance of the evidence as the standard for making all termination decisions.

Preponderance of the evidence is defined as evidence which is of greater weight or more convincing than the evidence which is offered in opposition to it; that is, evidence which as a whole shows that the fact sought to be proved is more probable than not.

Preponderance of the evidence may not be determined by the number of witnesses, but by the greater weight of all evidence

Consideration of Circumstances [24 CFR 982.552(c)(2)(i)]

The DCHA is permitted, but not required, to consider all relevant circumstances when determining whether a family's assistance should be terminated.

DCHA Policy

The DCHA will consider the following factors when making its decision to terminate assistance:

The seriousness of the case, especially with respect to how it would affect other residents

The effects that termination of assistance may have on other members of the family who were not involved in the action or failure

The extent of participation or culpability of individual family members, including whether the culpable family member is a minor or a person with disabilities or (as discussed further in section 12-II.E) a victim of domestic violence, dating violence, or stalking

The length of time since the violation occurred, the family's recent history and the likelihood of favorable conduct in the future

In the case of drug or alcohol abuse, whether the culpable household member is participating in or has successfully completed a supervised drug or alcohol rehabilitation program or has otherwise been rehabilitated successfully The DCHA will require the participant to submit evidence of the household member's current participation in or successful completion of a supervised drug or alcohol rehabilitation program, or evidence of otherwise having been rehabilitated successfully.

In the case of program abuse, the dollar amount of the overpaid assistance and whether or not a false certification was signed by the family.

Davis Community Housing Authority
Annual Plan and Five Year Plan
Fiscal Years October 1, 2010 – September 30, 2015

DAVIS COMMUNITY HOUSING AUTHORITY
PET POLICY AND PET APPLICATION / REGISTRATION FORM
Revised 12/07

Davis Community Housing Authority (DCHA) wants to encourage Tenants to value and enjoy their apartments as they would their own homes. By fostering an attitude of mutual respect for and cooperation with other Tenants and the property owner, our common interest in a safe, decent, and well-maintained property is best achieved.

This Pet Policy allows Tenants who are committed to responsible pet ownership to have a pet. We have taken into account the important contributions that a pet can make to the lives of those who value and appreciate animals. We have also considered the fact that there are people who wish to avoid contact with animals. This Pet Policy is designed to protect both pet owners and non-pet owners, ensure that pets are properly cared for, and that the Housing Authority's property is well maintained. This Policy is to establish reasonable requirements for the keeping of common household pets in order to provide a decent, safe and sanitary environment for existing and prospective Tenants, DCHA employees and the public, and to preserve the physical condition of DCHA property. This Pet Policy also concurs with Davis County Animal Control and City ordinances.

This Policy applies to all pets kept in DCHA owned units and on DCHA property and will be strictly enforced. All Tenants will receive a copy of the Pet Policy. By signing this Pet Policy, the Tenant agrees to abide by the terms of the Policy. Violations of this Policy will be considered a violation of a material term of the Lease. DCHA may require removal of a pet upon violation of these rules, or may commence termination and eviction proceedings. The Grievance Procedures that apply to other adverse actions, including the right to a Grievance Hearing, shall apply to violations of the Pet Policy.

Questions regarding this Pet Policy or to request assistance in completing a Pet Application / Registration form may be referred to:

Davis Community Housing Authority
Attn: Property Management
352 So. 200 W., Suite #1, P.O. Box 328
Farmington, UT 84025

Phone: (801) 451-2587 Fax: (801) 451-6484 Utah Relay: 711

DCHA will provide this document and its attachments in an alternative format, upon request, by the Tenant.

Definitions

Common Household Pet – a domesticated animal such as a dog, cat, bird, rodent (including a rabbit), fish or turtle, that is traditionally kept in the home for pleasure rather than for commercial purposes. Common household pets do not include reptiles (except turtles). If this definition conflicts with any applicable State or local law or regulation define the pets that may be owned or kept in dwelling accommodations, the State or local law or regulations shall apply.

Assistance Animal – an animal that works, provides assistance, service, or performs tasks for the benefit of a person with a disability, or an animal that provides emotional support that alleviates one or more identified symptoms or effects of a person's disability. Assistance animals – often referred to as “service animals,” “assistive animals,” “support animals,” or “therapy animals” – perform many disability-related functions, including but not limited to guiding a person with a visual impairment, alerting a person with a hearing impairment, providing minimum protection or rescue assistance, pulling a wheelchair, fetching items, alerting persons to impending seizures, or providing emotional support to persons with disabilities who have a disability-related need for such support. Some, but not all animals that assist persons with disabilities are professionally trained. Other assistance animals are trained by the owners themselves and, in some cases, no special training is required. An assistance animal is not a pet and must perform the assistance or provide the benefit needed as a reasonable accommodation to the person with the disability. A person with a disability may request a Reasonable Accommodation in accordance with the Reasonable Accommodation Policy. Tenants who are granted this reasonable accommodation will be subject to the Assistance Animal Policy, rather than the Pet Policy.

Pet Application, Registration, and Approval Process

1. Permission to keep a pet is granted at Davis Community Housing Authority's sole discretion and is subject to the Tenant's strict adherence to all aspects of this Pet Policy. Any Tenant who wishes to keep a pet must complete the pet registration, obtain management's approval and sign the Pet Agreement prior to the pet being brought to the premises.
2. A Tenant who desires to acquire a new pet, or keep an existing pet, in a manner consistent with this Pet Policy, must complete the Pet Application and Registration for approval.
3. Documentation required to submitted with the Pet Application form for registration is as follows:

- a. an identifying description of the pet to determine that it is a common household pet which meets the type and size requirements outlined below, including a photograph if the pet is a cat or dog;
 - b. certification by a veterinarian or local animal authority that the pet has received all inoculations required by state and local law, that the pet has been spayed or neutered in the case of a cat or dog, and that the pet is free of pests and communicable disease.
 - c. a copy of the current license required by law, in the case of a dog; and
 - d. the name, address, and telephone number of at least one responsible party (preferably two) who will care for the pet if the owner dies or is unable to provide care for any reason.
4. Upon receipt of a completed Pet Application / Registration form, which is attached to this Policy, including all required documentation referred to above, Davis Community Housing Authority will evaluate all information to determine compliance with the Pet Policy and either approve or deny the application within fourteen (14) days.
 5. Upon approval of the Pet Application / Registration and execution of the Pet Agreement, the Tenant will pay a \$300 pet deposit for each cat or dog. At the Tenant's discretion, the deposit may be paid in full or gradually with a \$50 initial payment and subsequent monthly payment of no less than \$10 each until the deposit is paid in full. The pet deposit is fully refundable if there are no damages to the unit or any DCHA property as a result of the Tenant having a pet. The unused portion of the pet deposit will be returned to the Tenant within a reasonable time after the tenant moves from the project, or no longer owns or keeps a dog or cat in the unit.

Type, Size, and Number of Pets Allowed

1. Only common household pets (see above definition) will be allowed. Snakes, reptiles (except turtles), spiders, and birds of prey are strictly forbidden. Also prohibited are the following dog breeds, or any mix of these breeds: Pit Bull, Rottweiler, Chow, Doberman Pinscher, Siberian Huskies, Boxers, Alaskan Malamutes, Akitas, Great Danes, Wolf-Hybrids, and Perro de Presa Canarios.
2. The breed of dog (usually one of a small breed) or cat cannot exceed 30 pounds in size at adulthood. If the size of the animal at adulthood is questionable, the Tenant will provide documentation to verify that the animal is not likely to exceed 30 pounds.
3. No more than one (1) dog **or** cat will be permitted as a pet, per unit – NO EXCEPTIONS. In addition to a dog or cat, a Tenant may keep, upon registration and approval from DCHA, a bird or small animal cage with no more than two (2) birds or small caged animals, of a fish aquarium no larger than 30 gallons.

Pet Ownership Rules

1. The Tenant will be responsible for proper care of the pet, including but not limited to assuring that all inoculations are kept current (must provide updated certification to DCHA annually), and compliance with all State and Federal statutes, County and City ordinances, and DCHA policies.
2. The Tenant shall keep the apartment and surrounding area free of pet odors, insect infestation, waste and litter, and maintain the apartment in a decent, safe, and sanitary condition at all times. Tenant agrees to allow inspection of the unit, with proper written notice from the Landlord, to determine unit is being maintained in an appropriate condition.
3. The Tenant shall be responsible to immediately clean up after their pet anywhere on DCHA property, including carrying a “pooper scooper” and disposable plastic bag anytime the pet is outside the apartment. Tenant will use the designated pet area for pet waste at any property where such an area has been designated. Management will advise Tenant of any designated pet area at the property in which the Tenant resides. All Pet waste shall be bagged, sealed and disposed of in the exterior trash container provided by DCHA immediately. Pet waste or pet litter shall not be deposited in the toilet.
4. The Tenant shall keep his/her pet inside the apartment at all times except for transportation on and off DCHA property, to allow the pet to relieve itself, or daily walks. All pets must be under the control of a responsible individual, and effectively and appropriately restrained, while in or on the common areas of the property. To be effectively and appropriately restrained, all pets must be held on a hand-held leash no longer than six (6) feet, carried by their owner, or in a pet carrier.
5. No animal shall be tied or chained up outside the apartment at any time, or be outside the apartment without being accompanied by a responsible individual able to keep control, and effectively and appropriately restrain the animal. Likewise, pets are not permitted in the interior common areas such as hallways or corridors, laundry rooms, lobbies, community rooms, offices, etc., except for transportation in and out of the apartment building. Under no circumstance should a pet be permitted to sit, lay or rub against common area furnishings.
6. Tenants who own pets that use a litter box are to keep them inside the Tenant’s unit. Waste must be removed from the litter box on a daily basis, placed in a plastic bag and disposed of in the exterior trash container provided by DCHA. Litter boxes must be emptied and the litter changed as necessary, no less than twice each week. Litter must be placed in a plastic bag, sealed, and disposed of in the exterior trash container provided by DCHA.

7. Dogs and cats shall wear a collar with the rabies tag and license tag for dogs (required by Davis County Animal Control ordinance). It is unlawful for any person to remove the rabies tag or the dog license tag from any animal. Rabies and license tags are not transferable to another animal (Davis County Animal Control ordinance). Animals without the proper tags will be reported to Davis County Animal Control.
8. Tenant must agree not to allow the pet(s) to be a nuisance to other Tenants, DCHA employees or contractors, or any other person(s) who may be on DCHA property for a legitimate reason, such as Tenants' guests, emergency personnel, employees of the utility companies, inspectors, etc.
9. For the purpose of enforcing the Pet Ownership Rules, a pet shall be deemed a nuisance if the animal:
 - a. causes damage to the property of anyone other than its owner;
 - b. causes unreasonable odors;
 - c. causes unsanitary conditions;
 - d. barks, whines, howls, or makes other disturbing noises for an extended period of time that is disturbing to others;
 - e. exhibits aggressive behavior toward other people or animals;
 - f. chases other people, animals, or vehicles;
 - g. is found to be "at large".* "At large" means that the animal is not in the Tenant's unit and is not under the control of a responsible individual with effective and appropriate means of constraint, as referred to in Section 4 above.

*DCHA staff will report animals "at large" and/or aggressive animals to the Davis County Animal Control for enforcement of the local ordinances.

10. All dogs and cats must be spayed or neutered by the age of six (6) months, unless a veterinarian recommends otherwise and the tenant provides the recommendation to the Housing Authority.
11. All animals must receive proper veterinary care and be properly groomed to prevent the spread of disease or infestation. Stray animals must be reported to DCHA management or to Davis County Animal Control for the animal's well being and to prevent disease from being spread to Tenants' approved pets.
12. Visiting pets will be allowed in the Tenant's unit and on the premises for no more than 72 hours without prior approval of DCHA. Visiting pets are subject to the same rules as tenant's pets.
13. Tenant may not alter their unit, patio, or any part of DCHA property to create an enclosure or exercise area for pets.
14. Tenant agrees to be present during any inspection, service or maintenance of the unit, or remove the pet from the unit until such is completed.

- 15. Pets (except fish) left unattended for more than 24 hours are subject to removal from the premises. DCHA will attempt to make arrangements for removal with the emergency contact listed on the Pet Application / Registration form. If, for any reason, the emergency contact is unwilling or unable to remove the animal from the premises, DCHA will contact Davis County Animal Control to remove it. Any costs associated with the removal of a pet will be the Tenant's responsibility.
- 16. Tenant is responsible for all damage caused by their pet or a visiting pet. Charges stemming from damage will be billed at the time the damage occurs and will be due and payable in full within 30 days.

Violation of Pet Rules

- 1. A tenant who violates the Pet Rules will receive written notice and be given ten (10) days to correct the violation or request a meeting with management to discuss the alleged violation.
- 2. If the Tenant and management cannot resolve the pet violation at the meeting, or if the Tenant fails to correct the pet rule violation, management may require removal of the pet from the premises.
- 3. A tenant who does not correct the violation, schedule or meet with management to discuss the violation, or attend a scheduled meeting with management to discuss the violation may be subject to termination of the Lease and eviction from the unit.

Acknowledgement of Receipt

By signature below, I acknowledge that I have received a copy and understand the Pet Policy. I further agree to comply with all provisions in this policy and acknowledge that failure to do so may jeopardize my housing assistance.

Tenant Signature

Date

Tenant Signature

Date

Tenant Signature

Date

<p>For DCHA Use Only Tenant Name: _____ Complex & Unit #: _____</p>

PET APPLICATION / REGISTRATION FORM

Applicant/Tenant Name: _____

Address: _____

Responsible Parties: The following persons are designated by me to be contacted in the event that no responsible person in the household is able to care for my pet(s):

Name

Name

Address

Address

Telephone Number(s)

Telephone Number(s)

I request authorization to keep the following pet(s):

Small caged animal(s) – Type and Number: _____

Fish Aquarium – Type and Size: _____

Cat Dog

If requesting authorization to keep a cat or dog, please complete the following:

Name of Pet: _____ Breed: _____

Identifying Description (color, size, etc.): _____

Anticipated Weight at Maturity: _____

Required attachments for a cat or dog:

- Proof of spay or neuter Proof of Davis County license (dogs only)
- Proof of required inoculations Photograph of dog or cat

I understand that DCHA must approve the above pet(s) prior to the animal residing in my unit and that the deposit must be paid within ten (10) days of approval.

Tenant Signature

Date

For DCHA Use Only	
<input type="checkbox"/> Approved	<input type="checkbox"/> Denied – Reason: _____

DAVIS COMMUNITY HOUSING AUTHORITY

PET AGREEMENT

As Davis Community Housing Authority has granted permission for my household to keep the registered pet(s) in my unit, I will comply with all provisions of the Pet Policy, including all Pet Ownership Rules.

I agree to pay the required deposit of \$300.00, and will make this payment as follows:

- Payment of \$300.00 within ten (10) days of the date of this agreement, or
- Payment of \$300.00 in increments with an initial payment of \$50.00 within ten (10) days of the date of this agreement, and \$10.00 per month each month thereafter until paid in full. Pet Deposit payments must be made no later than the fifth (5th) day of each month and will be made on a separate check or money order from the rent.

I further agree that this Pet Agreement applies only to those pet(s) listed on the Pet Application / Registration Form attached to this agreement, and that no other pet(s) will reside in the unit without prior approval of DCHA.

Tenant Signature

Date

Tenant Signature

Date

Tenant Signature

Date

Head of Household: _____ Complex & Unit #: _____
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ASSET MANAGEMENT

INVESTMENT POLICY

The objective of this Investment Policy is to maximize the return on all Davis Community Housing Authority reserves by investing the maximum amount of money in prudent investment vehicles:

- a. The Executive Director is designated the administrator of the housing authority's funds and will be responsible for their timely and appropriate investment.
- b. An investment register, or like document, shall be maintained to record the purchase and sale of investment securities. A separate record shall be maintained for each fund account. The record shall contain the following:
 - (1) A description of the securities purchased
 - (2) The date of purchase
 - (3) The purchase price
 - (4) The interest rate
 - (5) The amount of periodic increment of value of US Savings Bonds, if applicable
 - (6) The date of sale
 - (7) The source of funds invested.
- c. Interest earned shall be credited when actually received or credited to the account.
- d. On an annual basis, as part of the budget preparation process, the Davis County Housing Authority shall develop an investment strategy for all agency funds that are not needed immediately. This strategy shall be presented to the Board of Commissioners for their approval along with the budget.
- e. In addition, the Davis County Housing Authority shall make periodic reviews to determine anticipated revenues and anticipated expenditures to determine the amount of investment(s) to be made, if any. The investment process will be accomplished through financial representatives at designated financial institutions.
- f. All federal funds of the Davis County Housing Authority will be invested solely in securities of the type approved by the U.S. Department of Housing and Urban Development.
- g. All investments shall be adequately collateralized. If the Authority's funds in a bank exceed the federal insurance limits, there shall be adequate collateral of the type the Authority can invest, placed in a set-aside and in an amount equal to the total of the deposits exceeding the insurable limits.

ASSET MANAGEMENT

CAPITALIZATION POLICY

Davis Community Housing Authority Board of Commissioners adopts the following Capitalization Policy for the purpose of determining, distinguishing and recording materials and non-expendable equipment and personal property purchased or acquired in connection with the development, management, and maintenance of public housing developments owned or operated by this Authority.

- A. If the initial cost of a piece of equipment and/or other personal property is Two Thousand Dollars (\$2000.00) or more and the anticipated life or useful value of said equipment or property is more than one (1) year, the same shall be capitalized and recorded as non-expendable equipment and charged as a capital expenditure.
- B. If the initial cost of the piece of equipment and/or personal property is less than Two Thousand Dollars (\$2000.00) or its useful life is less than one (1) year regardless of cost, the same shall be treated and recorded as materials or inventory and charged to maintenance, administration, or tenant service expense.
- C. The Executive Director, or the Executive Director's designee, is authorized and directed to determine whether each piece of equipment or other personal property that is acquired by the Housing Authority in connection with the development, management and maintenance of the properties owned or operated by the Housing Authority, shall be classified as material or non-expendable, as defined in the preceding sections. The Executive Director is further directed to ensure that the determination is documented in the appropriate records of the Housing Authority and retained for the information and guidance

Davis Community Housing Authority
Annual Plan and Five Year Plan
Fiscal Years October 1, 2010 – September 30, 2015

VIOLENCE AGAINST WOMEN ACT

Excerpts from Administration Plan

12-II.E. TERMINATING THE ASSISTANCE OF DOMESTIC VIOLENCE, DATING VIOLENCE, OR STALKING VICTIMS AND PERPETRATORS [Pub.L. 109-162, Pub.L. 109-271]

The Violence Against Women Reauthorization Act of 2005 (VAWA) provides that “criminal activity directly relating to domestic violence, dating violence, or stalking, engaged in by a member of a tenant’s household or any guest or other person under the tenant’s control shall not be a cause for termination of assistance, tenancy, or occupancy rights if the tenant or an immediate member of the tenant’s family is the victim or threatened victim of that domestic violence, dating violence, or stalking.”

VAWA also gives PHA’s the authority to “terminate assistance to any individual who is a tenant or lawful occupant and who engages in criminal acts of physical violence against family members or others, without evicting, removing, terminating assistance to, or otherwise penalizing the victim of such violence who is also a tenant or lawful occupant.”

VAWA does not limit the authority of the DCHA to terminate the assistance of any participant if the DCHA “can demonstrate an actual and imminent threat to other tenants or those employed at or providing service to the property if that tenant is not evicted or terminated from assistance.”

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.

Davis Community Housing Authority

UT009

 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

Jan H. Winborg

Title

Executive Director

Signature

Jan H. Winborg

Date

7/13/10

NOTICE OF PUBLIC HEARING

This notice is to inform you that, pursuant to 24 CFR Part 903.17, the Davis Community Housing Authority (DCHA), will hold public hearings as specified below on the Public Housing Agency (PHA) Annual Plan.

Background: The DCHA is currently developing its Fiscal Year October 2010 PHA Annual Plan and Five Year Plan as required by the Quality Housing and Work Responsibility Act (QHWRA) of 1998. The QHWRA was enacted to revitalize and improve federal public housing and tenant-based assistance programs and makes significant changes to federal and Section 8 programs. The Annual Plan details the operations and management of federal public housing and Section 8 assistance programs. Through this plan, DCHA will advise the U.S. Department of Housing and Urban Development (HUD), its residents, and members of the public on its strategy in addressing the needs of residents in federal public housing and recipients of Section 8 rental assistance.

Copies of the draft Annual and Five Year Plan will be available for public viewing or picked up at the DCHA main office and the following locations between 7:00 a.m. to 6:00 p.m. Monday through Thursday. All interested persons are invited to provide comments relating to the Annual Plan either orally or in writing.

Any person who may require a reasonable accommodation may make a request at least 7 working days prior to the public hearing. The request may be submitted in writing or by calling our 504 Coordinator, Mary Swanstrom at 801-939-9198.

DCHA does not discriminate against any person because of race, color, religion, sex, disability, familial status, ancestry, age, marital status, or HIV infection.

DCHA Main Office
352 South 200 West, Suite 1
Farmington, Utah 84025

Center Court
424 West Center
Bountiful, Utah 84010

Meadows
285 East 1450 North
Bountiful, Utah 84010

Thornwood Villa
2160 South Orchard Drive
Bountiful, Utah 84010

Rosewood Villa
2100 North 1200 West
Layton, Utah 84041

Fieldcrest
118 South 1450 West
Clearfield, Utah 84015

The Public Hearing will be held July 13, 2010 at 7:15 a.m. at the DCHA main office.



DISCLOSURE OF LOBBYING ACTIVITIES

Approved by OMB
0348-0046

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

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 checked="" type="checkbox"/> b. initial award 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:	7. Federal Program Name/Description: CFDA Number, if applicable: _____	
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>Jan H. Winborg</u> Print Name: <u>Jan H. Winborg</u> Title: <u>Executive Director</u> Telephone No.: <u>801-939-9200</u> Date: _____	
Federal Use Only:		Authorized for Local Reproduction Standard Form LLL (Rev. 7-97)

Certification of Payments to Influence Federal Transactions

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

Applicant Name

Davis Community Housing Authority

Program/Activity Receiving Federal Grant Funding

Capital Fund Grant - Public Housing

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)

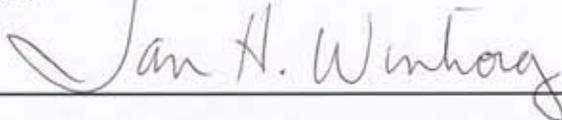
Name of Authorized Official

Jan H. Winborg

Title

Executive Director

Signature



Date (mm/dd/yyyy)

7/13/2010

Previous edition is obsolete

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

Certification for a Drug-Free Workplace

U.S. Department of Housing and Urban Development

Applicant Name

Davis Community Housing Authority

Program/Activity Receiving Federal Grant Funding

Capital Fund Grant - Public Housing Program

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 Federal agency 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.)

352 South 200 West, Suite 1, Farmington, Utah 84025
 214 - 218 East Parrish Lane, Centerville, Utah 84014
 418 - 424 West Center Street, Bountiful, Utah 84010
 2100 North 1200 West, Layton, Utah 84041

285 East 1450 North, Bountiful, Utah 84010
 2160 South Orchard Drive, Bountiful, Utah 84010
 118-142-162-174-190 South 1450 West, Clearfield, Utah 84015

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 Jan H. Winborg	Title Executive Director
Signature <i>Jan H. Winborg</i>	Date 7/13/10

Davis Community Housing Authority
Annual Plan and Five Year Plan
Fiscal Years October 1, 2010 – September 30, 2015

CHALLENGED ELEMENTS

The Davis Community Housing Authority did not receive any comments on their proposed plan. The RAB Board discussed the plan. There were no challenged elements.

RESIDENT ADVISORY BOARD MEMBERS 2010-11

Ricky Trujillo
Denise Brown
James Moon
Michael Bristow
Denise Brown
Michele Martinez
Kimberly Millet
Meranis Larkin

RESIDENT COMMISSIONER

Anita McHale

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, John Petroff, Jr. the Commission Chair certify that the Five Year and
Annual PHA Plan of the Davis Community Housing Authority is consistent with the Consolidated Plan of
Davis County, Utah prepared pursuant to 24 CFR Part 91.


Signed / Dated by Appropriate State or Local Official

Attest:


Part I: Summary		
PHA Name: Davis Community Housing Authority	Grant Type and Number Capital Fund Program Grant No: UT06P00950108 Replacement Housing Factor Grant No: Date of CFFP:	FFY of Grant: 01/01/08 to 12/31/09 FFY of Grant Approval: 01/01/08 to 12/31/09

Type of Grant
 Original Annual Statement Reserve for Disasters/Emergencies Revised Annual Statement (revision no: 1)
 Performance and Evaluation Report for Period Ending: Final Performance and Evaluation Report

Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost ¹	
		Original	Revised ²	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations (may not exceed 20% of line 21) ³	23,900	23,900	23,900	13,900
3	1408 Management Improvements	15,450	1,400	1,400	
4	1410 Administration (may not exceed 10% of line 21)	23,897	23,897	23,897	23,897
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	4,400	7,504	7,504	4,626
8	1440 Site Acquisition				
9	1450 Site Improvement	84,545	41,880	41,880	
10	1460 Dwelling Structures	55,814	134,461	134,461	
11	1465.1 Dwelling Equipment—Nonexpendable	2,667	5,931	5,931	
12	1470 Non-dwelling Structures	28,300	0		
13	1475 Non-dwelling Equipment				
14	1485 Demolition				
15	1492 Moving to Work Demonstration				
16	1495.1 Relocation Costs				
17	1499 Development Activities ⁴				

¹ To be completed for the Performance and Evaluation Report.

² To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

³ PHAs with under 250 units in management may use 100% of CFP Grants for operations.

⁴ RHF funds shall be included here.

Part I: Summary					
PHA Name: Davis Community Housing Authority	Grant Type and Number Capital Fund Program Grant No: UT06P00950108 Replacement Housing Factor Grant No: Date of CFFP:	FFY of Grant: 01/01/08 to 12/31/09 FFY of Grant Approval: 01/01/08 to 12/31/09			
Type of Grant					
<input type="checkbox"/> Original Annual Statement		<input type="checkbox"/> Reserve for Disasters/Emergencies		<input type="checkbox"/> Revised Annual Statement (revision no:)	
<input type="checkbox"/> Performance and Evaluation Report for Period Ending:			<input type="checkbox"/> Final Performance and Evaluation Report		
Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost ¹	
		Original	Revised ²	Obligated	Expended
18a	1501 Collateralization or Debt Service paid by the PHA				
18ba	9000 Collateralization or Debt Service paid Via System of Direct Payment				
19	1502 Contingency (may not exceed 8% of line 20)				
20	Amount of Annual Grant:: (sum of lines 2 - 19)	238,973	238,973	238,973	42,423
21	Amount of line 20 Related to LBP Activities				
22	Amount of line 20 Related to Section 504 Activities	22,900	194,4926	194,492	4,626
23	Amount of line 20 Related to Security - Soft Costs				
24	Amount of line 20 Related to Security - Hard Costs	4,200	0		
25	Amount of line 20 Related to Energy Conservation Measures	17,150	0		
Signature of Executive Director		Date		Signature of Public Housing Director	
				Date	

¹ To be completed for the Performance and Evaluation Report.

² To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

³ PHAs with under 250 units in management may use 100% of CFP Grants for operations.

⁴ RHF funds shall be included here.

Part II: Supporting Pages								
PHA Name: Davis Community Housing Authority		Grant Type and Number Capital Fund Program Grant No: UT06P00950108 CFFP (Yes/ No): NO Replacement Housing Factor Grant No:			Federal FFY of Grant: 01/01/08 to 12/31/09			
Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised ¹	Funds Obligated ²	Funds Expended ²	
HA Wide	Energy Audit	1408		3,650	0			
	Operations	1406		23,900	23,900	23,900	13,900	
Mgt Improve	Training	1408		3,500	1,400	1,400		
	Fees and Costs Section 504	1430		4,400	7,504	7,504	4,626	
	Admin. software/licensing/hardware	1408		3,700	0			
	Departmental document scanners	1408		4,600	0			
Administration	Housing Authority Staff Payroll and Benefits to Administer Capital Funds	1410		23,897	23,897	23,897	23,897	
UT 9-3 MW	Landscaping/drainage Sec 504	1450		4,445	12,471	12,471		
	Access Controls Commons Room/Exits	1450		4,200	0			
	Window Coverings	1460		3,500	0			
	Plumbing Units Section 504	1460		24,000	23,074	23,074		
	Common painting Section 504 related	1460		10,700	9,986	9,986		
	Public restrooms remodel Section 504	1460		9,500	22,474	22,474		
	Cabinets & Case Work Section 504	1460		0	20,214	20,214		
	New appliances Section 504	1465		2,667	5,931	5,931		
	Site work accessible route Section 504	1450		3,000	27,758	27,758		
	Floor Covering Section 504	1460		9,980	2,307	2,307		
	Bathtub tile surround R/R Section 504	1460		0	8,575	8,575		
	Wall Modifications Section 504	1460		0	14,453	14,453		
	Unit Door Modifications Section 504	1460		0	8,435	8,435		
	Ceiling R/R Section 504	1460		0	13,397	13,397		

¹ To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

² To be completed for the Performance and Evaluation Report.

Part II: Supporting Pages								
PHA Name: Davis Community Housing Authority		Grant Type and Number Capital Fund Program Grant No: UT06P00950108 CFFP (Yes/ No): NO Replacement Housing Factor Grant No:			Federal FFY of Grant: 01/01/08 to 12/31/09			
Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised ¹	Funds Obligated ²	Funds Expended ²	
UT9-3 RW II	New Carport structure		1470		14,150	0		
	Bathtub tile surround repair/replace		1450		1,800	0		
UT 9-4 ME	Window Coverings		1460		2,000	0		
	Site work accessible route Section 504		1450		3,000	0		
	Landscaping		1450		3,200	0		
	Common halls/Lobbies painting		1460		4,800	0		
UT 9-5								
Center Court I	Window Coverings		1460		2,500	0		
	Floor Covering		1460		5,704	0		
	Site work accessible route Section 504		1450		6,000	6,651	6,651	
	Bathtub tile surround R/R Section 504		1460		1,800	2,502	2,502	
	Cabinets & Case Work Section 504		1460		0	8,654	8,654	
	Unit Door Modifications Section 504		1460		0	2,409	2,409	
UT 9-5								
Thornwood	Landscaping		1450		4,000	0		
	Window Coverings		1460		3,000	0		
	Floor Covering		1460		9,980	0		
	Site Improvement Concrete		1450		3,600	0		
	Bathtub tile surround repair/replace		1450		9,000	0		
UT 9-6&7	Site Improvement Concrete		1450		4,000	0		
	Window Coverings		1460		2,500	0		
UT 9-10	New Carport structure		1470		14,150	0		
	2 nd Story concrete landing repair		1460		10,000	0		
	Floor covering		1460		7,130	0		
	Site Improvement Concrete		1450		4,000	0		

¹ To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

² To be completed for the Performance and Evaluation Report.

Part III: Implementation Schedule for Capital Fund Financing Program					
PHA Name: Davis Community Housing Authority					Federal FFY of Grant: 01/01/08 to 12/31/09
Development Number Name/PHA-Wide Activities	All Fund Obligated (Quarter Ending Date)		All Funds Expended (Quarter Ending Date)		Reasons for Revised Target Dates ¹
	Original Obligation End Date	Actual Obligation End Date	Original Expenditure End Date	Actual Expenditure End Date	
HA Wide	06/12/10	5/7/10	06/12/12		
Management Improve.	06/12/10	5/7/10	06/12/12		
Administration	06/12/10	5/7/10	06/12/12		
UT 9-3					
Meadows West	06/12/10	5/7/10	06/12/12		
UT 9-4					
Meadows East	06/12/10	5/7/10	06/12/12		
UT 9-5					
Center Court I	06/12/10	5/7/10	06/12/12		
Thornwood	06/12/10	5/7/10	06/12/12		
UT 9-6/9-7					
Center Court II	06/12/10	5/7/10	06/12/12		
UT 9-10 Fieldcrest	06/12/10	5/7/10	06/12/12		

¹ Obligation and expenditure end dated can only be revised with HUD approval pursuant to Section 9j of the U.S. Housing Act of 1937, as amended.

Part I: Summary					
PHA Name:		Grant Type and Number Capital Fund Program Grant No: _____ Date of CFFP: _____		Replacement Housing Factor Grant No: _____	
				FFY of Grant: _____ FFY of Grant Approval: _____	
Type of Grant					
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Revised Annual Statement (revision no: _____)					
<input type="checkbox"/> Performance and Evaluation Report for Period Ending: _____ <input type="checkbox"/> Final Performance and Evaluation Report					
Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost ¹	
		Original	Revised ²	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations (may not exceed 20% of line 21) ³				
3	1408 Management Improvements				
4	1410 Administration (may not exceed 10% of line 21)				
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs				
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures				
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Non-dwelling Structures				
13	1475 Non-dwelling Equipment				
14	1485 Demolition				
15	1492 Moving to Work Demonstration				
16	1495.1 Relocation Costs				
17	1499 Development Activities ⁴				
18a	1501 Collateralization or Debt Service paid by the PHA				
18ba	9000 Collateralization or Debt Service paid Via System of Direct Payment				
19	1502 Contingency (may not exceed 8% of line 20)				
20	Amount of Annual Grant: (sum of lines 2 – 19)				
21	Amount of line 20 Related to LBP Activities				
22	Amount of line 20 Related to Section 504 Activities				
23	Amount of line 20 Related to Security – Soft Costs				
24	Amount of line 20 Related to Security – Hard Costs				
25	Amount of line 20 Related to Energy Conservation Measures				

¹ To be completed for the Performance and Evaluation Report.
² To be completed for the Performance and Evaluation Report or a Revised Annual Statement.
³ PHAs with under 250 units in management may use 100% of CFP Grants for operations.
⁴ RHF funds shall be included here.

Part I: Summary				
PHA Name:		Grant Type and Number Capital Fund Program Grant No: _____ Replacement Housing Factor Grant No: _____ Date of CFFP: _____		FFY of Grant: _____ FFY of Grant Approval: _____
Type of Grant <input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Revised Annual Statement (revision no: _____) <input type="checkbox"/> Performance and Evaluation Report for Period Ending: _____ <input type="checkbox"/> Final Performance and Evaluation Report				
Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost ¹
		Original	Revised ²	Obligated Expended
Signature of Executive Director		Date	Signature of Public Housing Director	
			Date	

Part I: Summary		
PHA Name: Davis Community Housing Authority	Grant Type and Number Capital Fund Program Grant No: UT06P009501-09 Replacement Housing Factor Grant No: Date of CFFP:	FFY of Grant: 10/01/09 to 09/30/10 FFY of Grant Approval: 10/01/09 to 09/30/10

Type of Grant
 Original Annual Statement Reserve for Disasters/Emergencies Revised Annual Statement (revision no:1)
 Performance and Evaluation Report for Period Ending: Final Performance and Evaluation Report

Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost ¹	
		Original	Revised ²	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations (may not exceed 20% of line 21) ³	10,000	10,000	10,000	
3	1408 Management Improvements	4,500	4,000		
4	1410 Administration (may not exceed 10% of line 21)	23,097	24,010	24,010	23,897
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	3,129	3,129		
8	1440 Site Acquisition				
9	1450 Site Improvement	12,300	11,724	5,000	
10	1460 Dwelling Structures	170,120	137,902	134,415	8,867
11	1465.1 Dwelling Equipment—Nonexpendable	9,656	46,337	38,000	980
12	1470 Non-dwelling Structures	3,500	0		
13	1475 Non-dwelling Equipment	3,000	0		
14	1485 Demolition				
15	1492 Moving to Work Demonstration				
16	1495.1 Relocation Costs	0	3,000	389	
17	1499 Development Activities ⁴				

¹ To be completed for the Performance and Evaluation Report.

² To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

³ PHAs with under 250 units in management may use 100% of CFP Grants for operations.

⁴ RHF funds shall be included here.

Part I: Summary					
PHA Name: Davis Community Housing Authority		Grant Type and Number Capital Fund Program Grant No: UT06P009501-09 Replacement Housing Factor Grant No: Date of CFFP:		FFY of Grant:10/01/09 to 09/30/10 FFY of Grant Approval: 10/01/09 to 09/30/10	
Type of Grant					
<input type="checkbox"/> Original Annual Statement		<input type="checkbox"/> Reserve for Disasters/Emergencies		<input checked="" type="checkbox"/> Revised Annual Statement (revision no: 1)	
<input type="checkbox"/> Performance and Evaluation Report for Period Ending:		<input type="checkbox"/> Final Performance and Evaluation Report			
Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost ¹	
		Original	Revised ²	Obligated	Expended
18a	1501 Collateralization or Debt Service paid by the PHA				
18ba	9000 Collateralization or Debt Service paid Via System of Direct Payment				
19	1502 Contingency (may not exceed 8% of line 20)				
20	Amount of Annual Grant:: (sum of lines 2 - 19)	240,102	240,102	211,814	33,744
21	Amount of line 20 Related to LBP Activities				
22	Amount of line 20 Related to Section 504 Activities	0	22,966	12,721	
23	Amount of line 20 Related to Security - Soft Costs				
24	Amount of line 20 Related to Security - Hard Costs	3,000	3,800		
25	Amount of line 20 Related to Energy Conservation Measures	144,664	149,205	144,463	
Signature of Executive Director		Date		Signature of Public Housing Director	
				Date	

¹ To be completed for the Performance and Evaluation Report.
² To be completed for the Performance and Evaluation Report or a Revised Annual Statement.
³ PHAs with under 250 units in management may use 100% of CFP Grants for operations.
⁴ RHF funds shall be included here.

Part II: Supporting Pages								
PHA Name: Davis Community Housing Authority		Grant Type and Number Capital Fund Program Grant No: UT06P009501-09 CFFP (Yes/ No): Replacement Housing Factor Grant No:			Federal FFY of Grant: 10/01/09 to 09/30/10			
Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised ¹	Funds Obligated ²	Funds Expended ²	
HA Wide								
	Operations	1406		10,000	10,000	10,000		
	Architectural Services	1430		3,129	3,129			
	Relocation Costs	1495.1		0	3,000			
Mgt Improvements								
	Management Software	1408		6,000	0			
	Document Scanner	1408		3,500	0			
	Procurement/Budget training	1408		4,000	4,000			
Administration								
	Housing Authority Staff Payroll and Benefits to Administer Capital Funds	1410		23,897	24,010	24,010		
UT 9-3 MW								
	Additional Covered Parking (Residents)	1470		14,330	0			
	50 gal water heaters	1460		25,456	0			
	Site Concrete Ramps & Parking ADA	1450		5,000	5,000	5,000		
	Asphalt Repair/Replacement	1450		2,500	2,500			
	Cabinets and Counter tops	1460		6,000	3,497	3,497		
	Security equipment repair/replace	1460		3,800	3,800			
	1 HR rated exit passage	1460		0	19,400	19,400		
	Plumbing HVAC Retrofit	1460		0	106,463	106,463		
	Chiller R/R	1465		0	38,000	38,000		

¹ To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

² To be completed for the Performance and Evaluation Report.

Part II: Supporting Pages								
PHA Name: Davis Community Housing Authority		Grant Type and Number Capital Fund Program Grant No: UT06P009501-09 CFPP (Yes/ No): Replacement Housing Factor Grant No:			Federal FFY of Grant: 10/01/09 to 09/30/10			
Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised ¹	Funds Obligated ²	Funds Expended ²	
UT9-3 RWII								
	Carbon Monoxide/Smoke Detectors	1460		700	0			
	Asphalt Repair/Replacement	1450		3,500	0			
UT 9-4 ME								
	Additional Covered Parking (Residents)	1470		6,000	0			
	Site Concrete	1450		2,000	0			
	Cabinets and Counter tops	1460		2,500	0			
	Addressable smoke alarms Units/Mech.	1465	25	0	8,337			
UT 9-5								
Center Court I								
	Carbon Monoxide/Smoke Detectors	1460		2,800	0			
	Appliances	1465		3,500	0			
	Cabinets and Counter Tops	1460		16,248	0			
	Asphalt Repair	1450		1,600	4,224	4,224		
	Replace 16 Sliding Glass Doors with energy star single hung (E)	1460		55,200	4,742			
	Kitchen Lighting upgrade (E)	1460		4,800	0			
UT 9-5								
Thornwood								
	Carbon Monoxide/Smoke Detectors	1460		4,200	0			
	Appliances	1465		6,156	0			

	Cabinets and Counter Tops	1460		19,830	0			
	Site Concrete	1450		3,200	0			
	Replace 28 Sliding	1460		96,600	0			
	Kitchen Lighting upgrade (E)	1460		8,400	0			
UT 9-6&7								
	18 Carbon Monoxide/Smoke Detectors	1460		3,150	0			
UT9-10								
	Carbon Monoxide/Smoke Detectors	1460		3,500	0			
	Landscaping	1450		2,000	0			
	Site Concrete repair	1450		5,000	0			

¹ To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

² To be completed for the Performance and Evaluation Report.

Part III: Implementation Schedule for Capital Fund Financing Program					
PHA Name: Davis Community Housing Authority					Federal FFY of Grant: 10/01/09 to 09/30/10
Development Number Name/PHA-Wide Activities	All Fund Obligated (Quarter Ending Date)		All Funds Expended (Quarter Ending Date)		Reasons for Revised Target Dates ¹
	Original Obligation End Date	Actual Obligation End Date	Original Expenditure End Date	Actual Expenditure End Date	
HA Wide	6/31/2011		6/31/2013		
Management Improvements	6/31/2011		6/31/2013		
UT9-3 MW	6/31/2011		6/31/2013		
UT9-4 ME	6/31/2011		6/31/2013		
UT9-5 CCI	6/31/2011		6/31/2013		

¹ Obligation and expenditure end dated can only be revised with HUD approval pursuant to Section 9j of the U.S. Housing Act of 1937, as amended.

Part I: Summary		
PHA Name: Davis Community Housing Authority	Grant Type and Number Capital Fund Program Grant No: UT06P009501-10 Replacement Housing Factor Grant No: Date of CFFP:	FFY of Grant: 01/01/10 to 12/31/11 FFY of Grant Approval: 01/01/10 to 12/31/11

Type of Grant
 Original Annual Statement **Reserve for Disasters/Emergencies** **Revised Annual Statement (revision no:)**
 Performance and Evaluation Report for Period Ending: **Final Performance and Evaluation Report**

Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost ¹	
		Original	Revised ²	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations (may not exceed 20% of line 21) ³	23,500			
3	1408 Management Improvements	17,150			
4	1410 Administration (may not exceed 10% of line 21)	24,010			
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	4,400			
8	1440 Site Acquisition				
9	1450 Site Improvement	19,400			
10	1460 Dwelling Structures	148,642			
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Non-dwelling Structures				
13	1475 Non-dwelling Equipment				
14	1485 Demolition				
15	1492 Moving to Work Demonstration				
16	1495.1 Relocation Costs	3,000			
17	1499 Development Activities ⁴				

¹ To be completed for the Performance and Evaluation Report.
² To be completed for the Performance and Evaluation Report or a Revised Annual Statement.
³ PHAs with under 250 units in management may use 100% of CFP Grants for operations.
⁴ RHF funds shall be included here.

Part I: Summary					
PHA Name: Davis Community Housing Authority		Grant Type and Number Capital Fund Program Grant No: UT06P009501-10 Replacement Housing Factor Grant No: Date of CFFP:		FFY of Grant: 01/01/10 to 12/31/11 FFY of Grant Approval: 01/01/10 to 12/31/11	
Type of Grant					
<input checked="" type="checkbox"/> Original Annual Statement		<input type="checkbox"/> Reserve for Disasters/Emergencies		<input type="checkbox"/> Revised Annual Statement (revision no:)	
<input type="checkbox"/> Performance and Evaluation Report for Period Ending:		<input type="checkbox"/> Final Performance and Evaluation Report			
Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost ¹	
		Original	Revised ²	Obligated	Expended
18a	1501 Collateralization or Debt Service paid by the PHA				
18ba	9000 Collateralization or Debt Service paid Via System of Direct Payment				
19	1502 Contingency (may not exceed 8% of line 20)				
20	Amount of Annual Grant:: (sum of lines 2 - 19)	240,102			
21	Amount of line 20 Related to LBP Activities				
22	Amount of line 20 Related to Section 504 Activities				
23	Amount of line 20 Related to Security - Soft Costs				
24	Amount of line 20 Related to Security - Hard Costs	3,500			
25	Amount of line 20 Related to Energy Conservation Measures				
Signature of Executive Director			Date	Signature of Public Housing Director	

¹ To be completed for the Performance and Evaluation Report.
² To be completed for the Performance and Evaluation Report or a Revised Annual Statement.
³ PHAs with under 250 units in management may use 100% of CFP Grants for operations.
⁴ RHF funds shall be included here.

Part II: Supporting Pages								
PHA Name: Davis Community Housing Authority		Grant Type and Number Capital Fund Program Grant No: UT06P009501-10 CFFP (Yes/ No): NO Replacement Housing Factor Grant No:			Federal FFY of Grant: 01/01/10 to 12/31/11			
Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised ¹	Funds Obligated ²	Funds Expended ²	
HA Wide	Energy Audit	1408		3,650				
	Operations	1406		23,500				
	Fees and Costs	1430		4,400				
Mgt Improvements	Management Software	1408		6,000				
	Document Scanner	1408		3,500				
	Procurement/Budget training	1408		4,000				
Administration	Housing Authority Staff Payroll and Benefits to Administer Capital Funds	1410		24,010				
UT 9-3 MW	Additional Covered Parking (Residents)	1470						
	50 gal water heaters	1460						
	Common halls/Lobbies painting	1460		7,532				
	Asphalt Repair/Replacement	1450		6,000				
	Cabinets and Counter tops	1460						
	Security equipment repair/replace	1460		3,500				
UT 9-4 ME	Site Concrete	1450						
	Cabinets and Counter tops	1460						
	Parking Lot Asphalt	1450		3,200				
	Common halls/Lobbies painting	1460		3,710				

¹ To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

² To be completed for the Performance and Evaluation Report.

Part II: Supporting Pages								
PHA Name: Davis Community Housing Authority			Grant Type and Number Capital Fund Program Grant No: UT06P009501-10 CFFP (Yes/ No): NO Replacement Housing Factor Grant No:			Federal FFY of Grant: 01/01/10 to 12/31/11		
Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised ¹	Funds Obligated ²	Funds Expended ²	
UT 9-5	Carbon Monoxide/Smoke Detectors	1460						
Center Court I	Appliances	1465						
	Cabinets and Counter Tops	1460						
	Asphalt Repair	1450		7,000				
	Replace 14 Sliding Glass Doors with energy star single hung (E)	1460						
UT 9-5	Carbon Monoxide/Smoke Detectors	1460						
Thornwood	Appliances	1465						
	Cabinets and Counter Tops	1460						
	Site Concrete	1450		3,200				
	Replace 28 Sliding	1460						
UT 9-6&7	18 Carbon Monoxide/Smoke Detectors	1460						
UT9-10	Carbon Monoxide/Smoke Detectors	1460						
	2 nd Story concrete landing repair	1460	5	133,900				
	Resident Relocation Costs	1495.1		3,000				
UT9-3 RWII	Carbon Monoxide/Smoke Detectors	1460						
	Asphalt Repair/Replacement	1450						
	New Carport structure	1470						
	New appliances	1465.1						
	Bathtub tile surround repair/replace	1450						

Part III: Implementation Schedule for Capital Fund Financing Program					
PHA Name: Davis Community Housing Authority				Federal FFY of Grant: 01/01/10 to 12/31/11	
Development Number Name/PHA-Wide Activities	All Fund Obligated (Quarter Ending Date)		All Funds Expended (Quarter Ending Date)		Reasons for Revised Target Dates ¹
	Original Obligation End Date	Actual Obligation End Date	Original Expenditure End Date	Actual Expenditure End Date	
HA Wide	6/31/2012		6/31/2014		
Management Improvements	6/31/2012		6/31/2014		
UT9-3 MW	6/31/2012		6/31/2014		
UT9-4 ME	6/31/2012		6/31/2014		
UT9-5 CCI	6/31/2012		6/31/2014		

¹ Obligation and expenditure end dated can only be revised with HUD approval pursuant to Section 9j of the U.S. Housing Act of 1937, as amended.

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: Davis Community HA UT009		Locality: Farmington, Davis, Utah			<input checked="" type="checkbox"/> Original 5-Year Plan <input type="checkbox"/> Revision No:	
A.	Development Number and Name: Public Housing Amp #UT009000001	Work Statement for Year 1 FFY 2010-2011	Work Statement for Year 2 FFY 2011-2012	Work Statement for Year 3 FFY 2012-2013	Work Statement for Year 4 FFY 2013-2014	Work Statement for Year 5 FFY 2014-2015
B.	Physical Improvements Subtotal	Annual Statement	273,000	207,800	216,400	335,500
C.	Management Improvements		40,500	47,600	22,600	7,000
D.	PHA-Wide Non-dwelling Structures and Equipment					
E.	Administration		31,350	25,540	23,900	34,800
F.	Other					
G.	Operations		47,025	38,310	35,850	52,200
H.	Demolition					
I.	Development					
J.	Capital Fund Financing – Debt Service					
K.	Total CFP Funds		391,875	319,250	298,750	435,000
L.	Total Non-CFP Funds					
M.	Grand Total		391,875	319,250	298,750	435,000

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 (Continuation)						
PHA Name/Number: Davis Community HA UT009		Locality: Farmington, Davis, Utah			<input checked="" type="checkbox"/> Original 5-Year Plan <input type="checkbox"/> Revision No:	
A.	Development Number and Name	Work Statement for Year 1 FFY 2010-2011	Work Statement for Year 2 FFY 2011-2012	Work Statement for Year 3 FFY 2012-2013	Work Statement for Year 4 FFY 2013-2014	Work Statement for Year 5 FFY 2014-2015
		Annual Statement				
	UT9-3		35,000	107,800	37,000	178,500
	UT9-4		62,500	5,500	25,500	62,000
	UT9-5		93,200	65,000	67,800	27,500
	UT9-6&7		40,000	12,500	25,600	25,000
	UT9-10		42,300	15,000	16,000	30,000
	HA-WIDE		0	2,000	44,500	12,500
	CFP Funds Listed for 5-year planning		273,000	207,800	216,400	335,500
	Replacement Housing Factor Funds					

Part II: Supporting Pages – Physical Needs Work Statement(s)						
Work Statement for Year 1 FFY 2010-2011	Work Statement for Year 2 FFY 2011-2012			Work Statement for Year: 3 FFY 2012-2013		
	Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost	Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost
See	UT9-3 MW:			UT9-3 MW		
Annual	APPLIANCES		29,000	NEW CABINETS		75,000
	UT9-3 RWII					
Statement	APPLIANCES		2,000	BATHROOM FLOORING		9,000
	WINDOW REPLACEMENT		4,000	KITCHEN FLOORING		6,000
	UT9-4 ME					
	APPLIANCES		12,000	LOBBY FURNITURE Replacement/Recondition		6,000
	BATH TILE REMOVAL NEW MARLIGHT SUR.		43,500	WALL TREATMENT COMMONS AREAS		5,000
	REPLACE TUB VALVES & PIPING		7,000	REPLACE SEPARATING FIRE RATED DOORS	12	5,000
				Doors: Manual pneumatic closers	12	1,800
	UT9-5 CCI			UT9-4		
	BATH TILE REMOVAL NEW MARLIGHT SUR.		29,000	LOBBY FURNITURE Replacement/Recondition		3,000
	REPLACE TUB VALVES & PIPING		5,000	WALL TREATMENT COMMONS AREAS		2,500
	UT9-5 THORN			UT9-5 CCI		
	BATH TILE REMOVAL NEW MARLIGHT SUR.		50,400	CARPETING		24,000
	REPLACE TUB VALVES & PIPING		8,800	BRICK REPAIR		3,000

Capital Fund Program—Five-Year Action Plan

U.S. Department of Housing and Urban Development
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	UT9-6 PARRISH			UT9-5 THORN		
	New Roof Structure		35,000	BRICK REPAIR		4,000
	UT9-6 & UT9-7			CARPETING		34,000
	New Chain link fence		5,000	UT9-6 PARRISH		
	UT9-10			Grounds Storage Shed		7,000
	BATH TILE REMOVAL NEW MARLIGHT SUR.		36,000	UT9-6 & UT9-7		
				Exterior entry doors, wood trim, columns repair or replace		5,500
	REPLACE TUB VALVES & PIPING		6,300	UT9-10		
	HA WIDE			CONCRETE REPAIR		5,000
	BLI 1440: Site Acquisition		unknown	NEW CARPORTS 50%		10,000
	BLI 1485: Demolition		unknown	HA WIDE		
				FEES AND COSTS		2,000
	Subtotal of Estimated Cost		\$273,000	Subtotal of Estimated Cost		\$207,800

Part II: Supporting Pages – Physical Needs Work Statement(s)						
Work Statement for Year 1 FFY 2010-2011	Work Statement for Year 4 FFY 2013-2014			Work Statement for Year: 5 FFY 2014-2015		
	Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost	Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost
See	UT9-3 MW			UT9-3 MW		
Annual	KEYLESS ENTRY APTS		20,000	Elevator Reconditioning		25,000
Statement	Carport Repair		5,000	Full Apt. Repaints (10)		18,000
	UT9-3 RWII			Bath Tile Repair/replace		87,000
	FLOORING ALL		12,000	Replace Tub Valves		15,000
	UT9-4			UT9-3 RWII		
	KEYLESS ENTRY APTS		10,000	Playground		25,000
	SITE IMP. CONCRETE		3,000	Bath Tile Repair/replace		7,200
	Carport Repair		2,500	Replace Tub Valves		1,300
	UT9-5 CCI			UT9-4		
	Carport repair/add lighting		5,000	Elevator Reconditioning		25,000
	NEW GAS WATER HEATERS		8,000	Full Apt. Repaints (50)		9,000
	UT9-5 THORN			Mechanical AC Compressor		28,000
	NEW GAS WATER HEATERS		14,000	UT9-5 CCI		
	SITE IMP. CONCRETE		12,000	Full Apt. Repaints (3)		6,000
	NEW CARPORTS W/LIGHTING		16,800	SITE IMP. CONCRETE		8,000

Capital Fund Program—Five-Year Action Plan

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	PLAYGROUND IMP.		12,000	UT9-5 THORN		
				Full Apt. Repaints (5)		10,000
				UT9-6 PARRISH		
	UT9-6 PARRISH			Additional Exterior Lighting		3,500
	CONCRETE REPAIRS		8,000	UT9-6 & UT9-7		
	STUCCO REPAIR		8,000	New Gas Furnaces (16)		25,000
	UT9-6 & UT9-7			UT9-10		
	SITE IMP. CONCRETE		9,600	Replace & Upgrade Electrical Service Panels		30,000
	UT9-10		2,000	HA WIDE		
	SITE IMP. CONCRETE		4,000	New Server (Hardware)		2,500
	NEW GAS WATER HEATERS		10,000	Software upgrades		10,000
	HA WIDE					
	Parking Lot Overlay Asphalt		12,000			
	Remote Server Backup		2,000			
	Sewer Line R/R	3	16,000			
	Pipe Hand Rail		10,000			
	Centralized Mail Boxes	3	4,500			
	Subtotal of Estimated Cost		\$216,400	Subtotal of Estimated Cost		\$335,500

