

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	PHA Information PHA Name: <u>City of Dubuque</u> PHA Code: <u>IA087</u> PHA Type: <input type="checkbox"/> Small <input checked="" type="checkbox"/> High Performing <input type="checkbox"/> Standard <input checked="" type="checkbox"/> HCV (Section 8) PHA Fiscal Year Beginning: (MM/YYYY): <u>07/2011</u>				
2.0	Inventory (based on ACC units at time of FY beginning in 1.0 above) Number of PH units: _____ Number of HCV units: <u>1063</u>				
3.0	Submission Type <input type="checkbox"/> 5-Year and Annual Plan <input checked="" type="checkbox"/> Annual Plan Only <input type="checkbox"/> 5-Year Plan Only				
4.0	PHA Consortia <input type="checkbox"/> PHA Consortia: (Check box if submitting a joint Plan and complete table below.)				
	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	5-Year Plan. Complete items 5.1 and 5.2 only at 5-Year Plan update.				
5.1	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:				
5.2	Goals and Objectives. Identify the PHA's quantifiable goals and objectives that will enable the PHA to serve the needs of low-income and very low-income, and extremely low-income families for the next five years. Include a report on the progress the PHA has made in meeting the goals and objectives described in the previous 5-Year Plan.				
6.0	<p>PHA Plan Update</p> <p>(a) Identify all PHA Plan elements that have been revised by the PHA since its last Annual Plan submission: (b) Identify the specific location(s) where the public may obtain copies of the 5-Year and Annual PHA Plan. For a complete list of PHA Plan elements, see Section 6.0 of the instructions.</p> <p>(a)</p> <p>In July 2010 language was added to the Administrative Policy to strengthen participant family's obligations to not engage in any drug-related or violent criminal activity. Participants must not violate their family obligations by engaging in drug-related criminal activity or violent criminal activity. Participants will be considered to be violating their family obligations through any involvement of drug-related or violent criminal activity. Currently engaged in is defined as any use of illegal drugs or possession of drug paraphernalia or violent criminal activity as defined above while participating in the Section 8 Program. The PHA will consider all credible evidence, including but not limited to, any record of police reports, arrests, convictions, criminal and civil charges, and evidence obtained by other Social Service Agency. The termination period shall be a minimum of one year. In addition, the board added language to include civil charges (municipal citations) to document violations of family obligations.</p> <p>(b) The PHA plan may be viewed at the City of Dubuque Housing & CD Department office and the City of Dubuque website.</p>				
7.0	Hope VI, Mixed Finance Modernization or Development, Demolition and/or Disposition, Conversion of Public Housing, Homeownership Programs, and Project-based Vouchers. Include statements related to these programs as applicable.				
8.0	Capital Improvements. Please complete Parts 8.1 through 8.3, as applicable.				
8.1	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.				

8.2	<p>Capital Fund Program Five-Year Action Plan. As part of the submission of the Annual Plan, PHAs must complete and submit the <i>Capital Fund Program Five-Year Action Plan</i>, form HUD-50075.2, and subsequent annual updates (on a rolling basis, e.g., drop current year, and add latest year for a five year period). Large capital items must be included in the Five-Year Action Plan.</p>																																																												
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>																																																												
9.0	<p>Housing Needs. Based on information provided by the applicable Consolidated Plan, information provided by HUD, and other generally available data, make a reasonable effort to identify the housing needs of the low-income, very low-income, and extremely low-income families who reside in the jurisdiction served by the PHA, including elderly families, families with disabilities, and households of various races and ethnic groups, and other families who are on the public housing and Section 8 tenant-based assistance waiting lists. The identification of housing needs must address issues of affordability, supply, quality, accessibility, size of units, and location.</p> <table border="1" data-bbox="240 436 1401 1346"> <thead> <tr> <th colspan="4" data-bbox="240 436 1401 478" style="text-align: center;">Housing Needs of Families on the PHA's Waiting list</th> </tr> </thead> <tbody> <tr> <td colspan="4" data-bbox="240 478 1401 724"> <p>Waiting list type: (select one)</p> <input checked="" type="checkbox"/> Section 8 tenant-based assistance <input type="checkbox"/> Public Housing <input type="checkbox"/> Combined Section 8 and Public Housing <input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional) If used, identify which development/sub jurisdiction: </td> </tr> <tr> <td data-bbox="240 724 560 758"></td> <td data-bbox="560 724 820 758" style="text-align: center;"># of families</td> <td data-bbox="820 724 1112 758" style="text-align: center;">% of total families</td> <td data-bbox="1112 724 1401 758" style="text-align: center;">Annual turnover</td> </tr> <tr> <td data-bbox="240 758 560 793">Waiting list total</td> <td data-bbox="560 758 820 793" style="text-align: center;">339</td> <td data-bbox="820 758 1112 793"></td> <td data-bbox="1112 758 1401 793" style="text-align: center;">Estimated 180</td> </tr> <tr> <td data-bbox="240 793 560 869">Extreme low income <=30% AMI</td> <td data-bbox="560 793 820 869" style="text-align: center;">287</td> <td data-bbox="820 793 1112 869" style="text-align: center;">85%</td> <td data-bbox="1112 793 1401 869"></td> </tr> <tr> <td data-bbox="240 869 560 942">Very low income (>30% but <=50% AMI)</td> <td data-bbox="560 869 820 942" style="text-align: center;">52</td> <td data-bbox="820 869 1112 942" style="text-align: center;">15%</td> <td data-bbox="1112 869 1401 942"></td> </tr> <tr> <td data-bbox="240 942 560 1016">Low income (>50% but <80% AMI)</td> <td data-bbox="560 942 820 1016" style="text-align: center;">0</td> <td data-bbox="820 942 1112 1016" style="text-align: center;">0</td> <td data-bbox="1112 942 1401 1016"></td> </tr> <tr> <td data-bbox="240 1016 560 1052">Families with children</td> <td data-bbox="560 1016 820 1052" style="text-align: center;">211</td> <td data-bbox="820 1016 1112 1052" style="text-align: center;">62 %</td> <td data-bbox="1112 1016 1401 1052"></td> </tr> <tr> <td data-bbox="240 1052 560 1087">Elderly families</td> <td data-bbox="560 1052 820 1087" style="text-align: center;">15</td> <td data-bbox="820 1052 1112 1087" style="text-align: center;">4 %</td> <td data-bbox="1112 1052 1401 1087"></td> </tr> <tr> <td data-bbox="240 1087 560 1161">Families with Disabilities</td> <td data-bbox="560 1087 820 1161" style="text-align: center;">81</td> <td data-bbox="820 1087 1112 1161" style="text-align: center;">23 %</td> <td data-bbox="1112 1087 1401 1161"></td> </tr> <tr> <td data-bbox="240 1161 560 1197">White/Non-Hispanic</td> <td data-bbox="560 1161 820 1197" style="text-align: center;">156</td> <td data-bbox="820 1161 1112 1197" style="text-align: center;">46 %</td> <td data-bbox="1112 1161 1401 1197"></td> </tr> <tr> <td data-bbox="240 1197 560 1232">Black/Non-Hispanic</td> <td data-bbox="560 1197 820 1232" style="text-align: center;">176</td> <td data-bbox="820 1197 1112 1232" style="text-align: center;">52 %</td> <td data-bbox="1112 1197 1401 1232"></td> </tr> <tr> <td data-bbox="240 1232 560 1268">Latino/Hispanic</td> <td data-bbox="560 1232 820 1268" style="text-align: center;">3</td> <td data-bbox="820 1232 1112 1268" style="text-align: center;">< 1%</td> <td data-bbox="1112 1232 1401 1268"></td> </tr> <tr> <td data-bbox="240 1268 560 1304">Other/Non-Hispanic</td> <td data-bbox="560 1268 820 1304" style="text-align: center;">4</td> <td data-bbox="820 1268 1112 1304" style="text-align: center;">< 1%</td> <td data-bbox="1112 1268 1401 1304"></td> </tr> <tr> <td data-bbox="240 1304 560 1346"></td> <td data-bbox="560 1304 820 1346"></td> <td data-bbox="820 1304 1112 1346"></td> <td data-bbox="1112 1304 1401 1346"></td> </tr> </tbody> </table>	Housing Needs of Families on the PHA's Waiting list				<p>Waiting list type: (select one)</p> <input checked="" type="checkbox"/> Section 8 tenant-based assistance <input type="checkbox"/> Public Housing <input type="checkbox"/> Combined Section 8 and Public Housing <input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional) If used, identify which development/sub jurisdiction:					# of families	% of total families	Annual turnover	Waiting list total	339		Estimated 180	Extreme low income <=30% AMI	287	85%		Very low income (>30% but <=50% AMI)	52	15%		Low income (>50% but <80% AMI)	0	0		Families with children	211	62 %		Elderly families	15	4 %		Families with Disabilities	81	23 %		White/Non-Hispanic	156	46 %		Black/Non-Hispanic	176	52 %		Latino/Hispanic	3	< 1%		Other/Non-Hispanic	4	< 1%					
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9.1	<p>Strategy for Addressing Housing Needs. Provide a brief description of the PHA's strategy for addressing the housing needs of families in the jurisdiction and on the waiting list in the upcoming year. Note: Small, Section 8 only, and High Performing PHAs complete only for Annual Plan submission with the 5-Year Plan.</p>																																																												

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.
- (b) Significant Amendment and Substantial Deviation/Modification. Provide the PHA's definition of "significant amendment" and "substantial deviation/modification"

Goals and Objectives Updates

Five Year Plan #3: Increase assisted housing choices: As part of the City of Dubuque's strategy to deconcentrate neighborhoods in poverty, HUD has approved exception rents in Census Tracts 8.01, 8.02, 12.01, 12.02 and 12.03. The Voucher Payment Standards within the above census tracts will be set at the 110% of the 50th percentile published Fair Market Rents and will be adjusted on January 1 of each year to maintain the exception payment standards of the most recent FMR data published.

Five Year Plan #5: Promote self-sufficiency and asset development of assisted households: In May 2010 the National Association of Housing and Redevelopment Officials awarded the City of Dubuque the NAHRO Award of Merit in recognition of the "Bridges Initiative." Participants are able to make the changes necessary to achieve their goals by using the Getting Ahead curriculum's definition of the resources needed for a full life and the knowledge of the hidden rules of economic class. Through this course people can evaluate themselves, choose their behaviors, and make plans to build the resources necessary to get out of poverty. In turn the community must provide a combination of services, support, and meaningful opportunities. In addition to continuing to offer both Bridges Out of Poverty and the Getting Ahead program, we have also committed to offering monthly follow up meetings for all Graduates of the Getting Ahead program. These meetings offer the graduates a chance to continue to network, learn and build resources.

Five Year Plan #8: Increase economic opportunities to address the gap from welfare to work

The City of Dubuque has added an additional full-time Family Self-Sufficiency Coordinator position. This is consistent with the City's Project HOPE (Helping Our People Excel), a program being implemented through the Community Foundation of Greater Dubuque to help the unemployed and underemployed access job training and jobs. This position increases the opportunities for economic self sufficiency for Voucher participants. An additional component of the FSS Program has been added. The Bridges Initiative consists of educating middle class persons about the culture of poverty and the affiliate training program to help Section 8 tenants bridge the gap between poverty job training and a job through the Getting Ahead Program and Circles.

Five Year Plan #7. Modify existing and create new accessible housing unit.

Increase opportunities for the elderly, disabled, and persons with special needs to maintain an independent lifestyle

1. The HCD Department proposes to award project-based Section 8 Housing Choice Vouchers, for as many as 25% of the units, for an initial term up to 10 years, to house qualifying older participants in an affordable certified assisted living residential facility. Priority will be established for low-moderate income, frail and elderly seniors in need of assisted living services.
2. All participants must qualify according to all requirements of the Dubuque Section 8 Program, including the low-income standard limiting eligibility to persons earning no more than 50% of area median income.

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)

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

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

Instructions form HUD-50075

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

1.0 PHA Information

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

2.0 Inventory

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

3.0 Submission Type

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

4.0 PHA Consortia

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

5.0 Five-Year Plan

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

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

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

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

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

PHA Plan Elements. (24 CFR 903.7)

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

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

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

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

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

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

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

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

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

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

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

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

8.2 Capital Fund Program Five-Year Action Plan

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

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

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

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

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

9.1 Strategy for Addressing Housing Needs. Provide a description of the PHA's strategy for addressing the housing needs of families in the jurisdiction and on the waiting list in the upcoming year. **(Note: Standard and Troubled PHAs complete annually; Small and High Performers complete only for Annual Plan submitted with the 5-Year Plan).**

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

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

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

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

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

Certification of Payments to Influence Federal Transactions

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

Applicant Name

City of Dubuque

Program/Activity Receiving Federal Grant Funding

Housing Choice Voucher, Moderate Rehabilitation and Family Self-Sufficiency Programs

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)

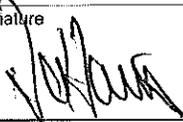
Name of Authorized Official

David Harris

Title

Department Manager

Signature



Date (mm/dd/yyyy)

03/29/2011

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.

City of Dubuque

IA087

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

David Harris

Title

Department Manager

Signature



Date 03/29/2011

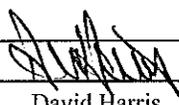
DISCLOSURE OF LOBBYING ACTIVITIES

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352

Approved by OMB

0348-0046

(See reverse for public burden disclosure.)

1. Type of Federal Action: <input type="checkbox"/> a. contract <input type="checkbox"/> b. grant <input type="checkbox"/> c. cooperative agreement <input type="checkbox"/> d. loan <input type="checkbox"/> e. loan guarantee <input type="checkbox"/> f. loan insurance	2. Status of Federal Action: <input type="checkbox"/> a. bid/offer/application <input type="checkbox"/> b. initial award <input type="checkbox"/> c. post-award	3. Report Type: <input type="checkbox"/> a. initial filing <input type="checkbox"/> b. material change For Material Change Only: year _____ quarter _____ date of last report _____
4. Name and Address of Reporting Entity: <input type="checkbox"/> Prime <input type="checkbox"/> Subawardee Tier _____, if known: Congressional District, if known: ^{4c}	5. If Reporting Entity in No. 4 is a Subawardee, Enter Name and Address of Prime: Congressional District, if known:	
6. Federal Department/Agency:	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): NA	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:  Print Name: <u>David Harris</u> Title: <u>Department Manager</u> Telephone No.: <u>563 589 4230</u> Date: <u>03/29/2011</u>	
Federal Use Only:		Authorized for Local Reproduction Standard Form LLL (Rev. 7-97)

INSTRUCTIONS FOR COMPLETION OF SF-LLL, DISCLOSURE OF LOBBYING ACTIVITIES

This disclosure form shall be completed by the reporting entity, whether subawardee or prime Federal recipient, at the initiation or receipt of a covered Federal action, or a material change to a previous filing, pursuant to title 31 U.S.C. section 1352. The filing of a form is required for each payment or agreement to make payment to any lobbying entity for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a covered Federal action. Complete all items that apply for both the initial filing and material change report. Refer to the implementing guidance published by the Office of Management and Budget for additional information.

1. Identify the type of covered Federal action for which lobbying activity is and/or has been secured to influence the outcome of a covered Federal action.
2. Identify the status of the covered Federal action.
3. Identify the appropriate classification of this report. If this is a followup report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered Federal action.
4. Enter the full name, address, city, State and zip code of the reporting entity. Include Congressional District, if known. Check the appropriate classification of the reporting entity that designates if it is, or expects to be, a prime or subaward recipient. Identify the tier of the subawardee, e.g., the first subawardee of the prime is the 1st tier. Subawards include but are not limited to subcontracts, subgrants and contract awards under grants.
5. If the organization filing the report in item 4 checks "Subawardee," then enter the full name, address, city, State and zip code of the prime Federal recipient. Include Congressional District, if known.
6. Enter the name of the Federal agency making the award or loan commitment. Include at least one organizational level below agency name, if known. For example, Department of Transportation, United States Coast Guard.
7. Enter the Federal program name or description for the covered Federal action (item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans, and loan commitments.
8. Enter the most appropriate Federal identifying number available for the Federal action identified in item 1 (e.g., Request for Proposal (RFP) number; Invitation for Bid (IFB) number; grant announcement number; the contract, grant, or loan award number; the application/proposal control number assigned by the Federal agency). Include prefixes, e.g., "RFP-DE-90-001."
9. For a covered Federal action where there has been an award or loan commitment by the Federal agency, enter the Federal amount of the award/loan commitment for the prime entity identified in item 4 or 5.
10. (a) Enter the full name, address, city, State and zip code of the lobbying registrant under the Lobbying Disclosure Act of 1995 engaged by the reporting entity identified in item 4 to influence the covered Federal action.

(b) Enter the full names of the individual(s) performing services, and include full address if different from 10 (a). Enter Last Name, First Name, and Middle Initial (MI).
11. The certifying official shall sign and date the form, print his/her name, title, and telephone number.

According to the Paperwork Reduction Act, as amended, no persons are required to respond to a collection of information unless it displays a valid OMB Control Number. The valid OMB control number for this information collection is OMB No. 0348-0046. Public reporting burden for this collection of information is estimated to average 10 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0046), Washington, DC 20503.

Certification for a Drug-Free Workplace

U.S. Department of Housing and Urban Development

Applicant Name

City of Dubuque

Program/Activity Receiving Federal Grant Funding

Housing Choice Voucher, Moderate Rehabilitation and Family Self-Sufficiency Programs

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;

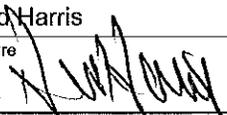
g. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs a. thru f.

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.)

City of Dubuque
Housing & CD Dept.
350 West 6th Street Suite 312
Dubuque IA 52001

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 David Harris	Title Department Manager
Signature 	Date 03/29/2011

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, David Harris the Department Manager certify that the Five Year and
Annual PHA Plan of the City of Dubuque is consistent with the Consolidated Plan of
City of Dubuque prepared pursuant to 24 CFR Part 91.


David Harris, Director - Housing 3/29/2011
DEPARTMENT

Signed / Dated by Appropriate State or Local Official

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

Acting on behalf of the Board of Commissioners of the Public Housing Agency (PHA) listed below, as its Chairman or other authorized PHA official if there is no Board of Commissioners, I approve the submission of the 5-Year and/or X Annual PHA Plan for the PHA fiscal year beginning 07/2011, hereinafter referred to as "the Plan", of which this document is a part and make the following certifications and agreements with the Department of Housing and Urban Development (HUD) in connection with the submission of the Plan and implementation thereof:

1. The Plan is consistent with the applicable comprehensive housing affordability strategy (or any plan incorporating such strategy) for the jurisdiction in which the PHA is located.
2. The Plan contains a certification by the appropriate State or local officials that the Plan is consistent with the applicable Consolidated Plan, which includes a certification that requires the preparation of an Analysis of Impediments to Fair Housing Choice, for the PHA's jurisdiction and a description of the manner in which the PHA Plan is consistent with the applicable Consolidated Plan.
3. The PHA certifies that there has been no change, significant or otherwise, to the Capital Fund Program (and Capital Fund Program/Replacement Housing Factor) Annual Statement(s), since submission of its last approved Annual Plan. The Capital Fund Program Annual Statement/Annual Statement/Performance and Evaluation Report must be submitted annually even if there is no change.
4. The PHA has established a Resident Advisory Board or Boards, the membership of which represents the residents assisted by the PHA, consulted with this Board or Boards in developing the Plan, and considered the recommendations of the Board or Boards (24 CFR 903.13). The PHA has included in the Plan submission a copy of the recommendations made by the Resident Advisory Board or Boards and a description of the manner in which the Plan addresses these recommendations.
5. The PHA made the proposed Plan and all information relevant to the public hearing available for public inspection at least 45 days before the hearing, published a notice that a hearing would be held and conducted a hearing to discuss the Plan and invited public comment.
6. The PHA certifies that it will carry out the Plan in conformity with Title VI of the Civil Rights Act of 1964, the Fair Housing Act, section 504 of the Rehabilitation Act of 1973, and title II of the Americans with Disabilities Act of 1990.
7. The PHA will affirmatively further fair housing by examining their programs or proposed programs, identify any impediments to fair housing choice within those programs, address those impediments in a reasonable fashion in view of the resources available and work with local jurisdictions to implement any of the jurisdiction's initiatives to affirmatively further fair housing that require the PHA's involvement and maintain records reflecting these analyses and actions.
8. For PHA Plan that includes a policy for site based waiting lists:
 - The PHA regularly submits required data to HUD's 50058 PIC/IMS Module in an accurate, complete and timely manner (as specified in PIH Notice 2006-24);
 - The system of site-based waiting lists provides for full disclosure to each applicant in the selection of the development in which to reside, including basic information about available sites; and an estimate of the period of time the applicant would likely have to wait to be admitted to units of different sizes and types at each site;
 - Adoption of site-based waiting list would not violate any court order or settlement agreement or be inconsistent with a pending complaint brought by HUD;
 - The PHA shall take reasonable measures to assure that such waiting list is consistent with affirmatively furthering fair housing;
 - The PHA provides for review of its site-based waiting list policy to determine if it is consistent with civil rights laws and certifications, as specified in 24 CFR part 903.7(c)(1).
9. The PHA will comply with the prohibitions against discrimination on the basis of age pursuant to the Age Discrimination Act of 1975.
10. The PHA will comply with the Architectural Barriers Act of 1968 and 24 CFR Part 41, Policies and Procedures for the Enforcement of Standards and Requirements for Accessibility by the Physically Handicapped.
11. The PHA will comply with the requirements of section 3 of the Housing and Urban Development Act of 1968, Employment Opportunities for Low-or Very-Low Income Persons, and with its implementing regulation at 24 CFR Part 135.

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

City of Dubuque

IA087

PHA Name

PHA Number/HA Code

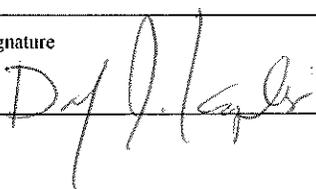
____ 5-Year PHA Plan for Fiscal Years 20____ - 20____
 X Annual PHA Plan for Fiscal Years 20¹¹ - 20¹²

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
David Kapler

Title
Chairperson

Signature



Date
03/29/2011

Members of Resident Advisory Board:

LAST NAME	FIRST NAME
MCDONOUGH	THERESA
HAYES	MARY LOUISE
BETWELL	LAMIN
SAITO	JULIETTE
AITITI	JEMITY
WILLIAMS	MARGIE
ADAMS	CASSANDRA
MCQUISTION	KELLY
WEBB	MILLIE
MORAN	JOHN
SOLER	ERMINA
HABOVSKY	MARY KAY
JOHNSON	ERICA
CHRISTENSEN	JEREMY
MCALLISTER	LISA
VEACH	JANET

The City of Dubuque will consider all recommendations from the Resident Advisory Board as procedure changes and/or ongoing public awareness programs continue.

Resident Advisory Board
Meeting Minutes
Monday September 20, 2010

Board Members Present:

Patricia Stanford
Lisa McAllister
Dorla Castro-Lord
Sylvia Carter

Housing Staff:

David Harris, Director
Janet Walker, Assisted Supervisor
Ericka Lessears, Receptionist
Erica Haugen, FSS Coordinator
Carroll Clark, FSS Coordinator

Introduction

Staff and board members introduced themselves and reviewed the agenda.

Discussion about Improving Briefing Sessions

Staff informed board members that City Manager, Mike Van Milligen, has approved issuance of Vouchers for the Section 8 Program due to the decrease in the number of participants. The program currently has less than 900 participants and anticipates issuing vouchers to maintain program size. Janet explained that the number of applicants attending a briefing will equal the same number of vouchers available while keeping the program size to 900. The briefings also will be in groups of 3-5 applicants of similar backgrounds, age and sources of income. All adult household members will be required to attend the briefing. Power point presentations will be used for emphasis. Additional recommendations from the RAB are welcomed.

Board members suggested holding more sessions for participants to explain new changes in policies. One of the suggestions was to make ongoing briefing sessions mandatory for continued participation, perhaps tie them in with the annual re-certifications or even require participants to attend meetings twice per year. The meetings would provide a way to share information regarding policies and changes while providing an opportunity to communicate on a personal basis.

Additional suggestions include providing more informative meetings and addressing other topics as listed below:

- Rights and responsibility of landlords and tenants- include Legal Aid staff or an attorney to address concerns
- Transportation issues- transportation is vital to employment but is limited to many participants relying on the public transit system
- Explaining single residence expectations to include an explanation that receiving benefits from other states are prohibited
- Advising parents that they are responsible for children's behavior
- Explain Housing staff responsibilities- what staff can do and also what they cannot do (i.e. legal advice)
- Let people know that it is okay to call with questions

- Meet the caseworkers; attend these meetings
- Landlord maintenance/Repair issues
- Create own training video
- Use real life situations- perhaps with real participants- to get the point across- use humor to emphasize talking points rather than being serious and lecturing
- Take breaks after 45 minutes
- Help/explain negotiations of rent
- Discuss/train participants about security deposits/collection of first month's rent upfront
- Assistance with locating units

Board members believed that participants will attend meetings and follow rules if they clearly understand the meetings are mandatory in order to continue participation. Discussion continued with the suggestion of using flyers and/or newsletters to advise participants of program changes and also to include good news so that all notices are not viewed as being negative. Members believed that information sent by staff in more informal ways will be less intimidating.

As a way to increase board membership, staff should offer food/refreshments. Members present liked the idea of taking more ownership of the program and initiating meetings. Members requested more information, such as, reviewing sections of the Housing Code along with explanations that it is a minimal code; hold landlords more accountable; advise participants that staff includes a full-time investigator to dispel the myth that staff terminate benefits based upon verbal information received from a complaint and also include information about the "10 Myths"; and create a strong RAB to respond to negative publicity showing the good that people are doing. Another suggestion was to add the question on applications, "Did you have someone else assist with this application?".

Another meeting will be scheduled next month and all board members are encouraged to bring another participant along. The meeting adjourned at 12:15 pm.

Monthly "Informal Meeting" ideas:

- Combine with Annual recertification meetings
- Do off-site
- Mandatory
- Could be as many as 75-80 persons/month
- Would require 4-5 small group meetings/month- is this feasible?

Resident Advisory Board
Meeting Minutes
Monday October 25, 2010

Board Members Present:

Tammy Lynch
Dorla Castro-Lord

Housing Staff:

Janet Walker, Assisted Supervisor
Ericka Lessears, Receptionist
Erica Haugen, FSS Coordinator
Carroll Clark, FSS Coordinator

Introduction

Staff and board members introduced themselves and reviewed the agenda.

Discussion about Family Self Sufficiency Program

Staff informed board members about changes to the FSS Program. Staff explained that they need participation of the program at 75 people by the end of June. They also explained the different ways they are currently advertising for the program with the \$20 flyer program, FSS newsletter, and a new poster and brochure. Staff then asked for Board members input on the program. What was the attraction to the FSS program for the Board Members? How can we recruit more participants?

Board members suggested that word of mouth was the strongest form of communication about the program. One of the suggestions was changing the name from Family Self Sufficiency Program to FSS Experience because when people see the word “program” they do not want to be a part of another program. Then the suggestion was made to take the word “family” out of the name because the program is for individuals as well as those with families and we do not want to exclude people or people think that it’s not for them. The name change was suggested as Self Sufficiency Experience.

Board members also came up with the idea of FSS Cash. There would be a closet full of cleaning supplies, everyday things like toilet tissue, gift cards, etc. The FSS participants would earn FSS Cash and be able to use them on the closet when they need to. An inventory list could be made and distributed so that people would know what was in the closet and how much everything cost. Another suggestion was made that since we now do individual briefings, we should now do individual issuing of vouchers, giving staff an opportunity to meet new participants and explain the FSS Program to them at the beginning of their participation of the Section 8 program.

Additional suggestions about FSS include listed below:

- Contest for current FSS participants to bring in new people by offering River Museum pass, pool pass, Jumpin Jane’s pass, etc.
- To make sure that people know that children are welcome and transportation to life skills classes

- Expanding life skills classes to twice a month and one of those classes offer through the day
- Send information about the program to the schools, so they can send them home with the children.
- Signing bonus for those who sign new contracts with FSS
- Survey for FSS with a prize for those who return the survey

Janet then informed that Legal Aid would like to come and participate in the next Resident Advisory Board meeting. She asked what topics the Board would like to see covered by Legal Aid?

- What services they will and will not help you with?
- Landlord/Tenant Law

Another meeting will be scheduled next month and all board members are encouraged to bring another participant along. The meeting adjourned at 11:15 am.

City of Dubuque Housing & Community Development Dept. Resident Advisory Board:

Where YOUR Opinion Matters

January 2011 RAB Meeting

Residents Voice Concerns at RAB...and Eat Pizza!

Wow! What an exciting meeting. This newsletter will go over a little bit of what happened during the Resident Advisory Board (RAB) meeting. A paper like this will be sent out after each meeting so you can stay informed, even if you cannot attend. The newsletter will also be available online at www.cityofdubuque.org/Section8. Click on RAB Newsletter.

First, lets talk about who was there. At this meeting, 15 residents met with: Janet Walker, Assisted Housing Supervisor; David Harris, Director Housing & Community Development (CD) Dept; Carroll Clark and Erica Haugen, Family Self-Sufficiency Coordinators; and Ermina Soler,

Circles® Coach.

Second, lets go over what the RAB is. The RAB is a meeting exclusively for Section 8 Residents. It is a time where residents can come together, share information, express concerns, and address issues facing the Section 8 Rental Assistance Program and the Section 8 tenants. The hope is, through cooperation and communication, Section 8 can provide a better experience for



you—basically, the Housing & CD Dept. VALUES YOUR OPINION. If you say there is something Housing can do better, the members of the RAB will take your recommendations seriously. So seriously, it can go right to the tippy top—the Housing Commission.

Third, the RAB can make recommendations on policy that go directly to the Housing Commission—that's the committee that votes on changes to Section 8 rules and regulations. Did you know there is a spot on the Housing Commission specifically reserved for a Section 8 tenant? Lisa McAllister is currently serving her first term on the Housing Commission. She is a single

mom, full-time student and a great advocate for the Section 8 program and tenants like you!

Fourth, lets go over how these meetings work and why these meetings are important. We would like to have RAB meetings at least once a month. The meeting is open to anyone receiving Housing Assistance and Section 8 Staff will be available to answer questions, and from time to time guest speakers will present on topics of interest. No, there will not always be pizza, but we can promise there will always be good information. Eventually, we would like you, the members of the RAB, to run the meetings, set the agenda, direct the meeting content and write the newsletters.

Landlord Tenant Law in Iowa

Did you know a landlord has 30 days to refund a rental deposit or send you a written list of itemized deductions? Did you know a landlord must go before a judge or magistrate in order to evict a tenant?

These are just some of the questions Alex Kornya from Iowa Legal Aid addressed when he spoke to the RAB about Landlord Tenant Law. Iowa Legal Aid provides free legal help for civil law—things like domestic violence protective orders, divorce, landlord tenant problems and more. If you need help, you can stop in the office between 8:30am and 4pm

M-F or call 1-800-942-4619.

Alex brought with him a few copies of the Iowa Legal Aid publication *Guide to Landlord Tenant Law*. These yellow guides are available for **free** at the Legal Aid office to income-eligible tenants. This guide addresses many of the common rental problems and concerns tenants experience and offers easy, accurate solutions. Two new changes to the law are not in the guide. **First**, new notice requirements. When a landlord is sending a tenant notice of lease violation, they must send it certified and regular mail and post the notice at the property

or deliver it by personal service.

Second, tenants of property purchased due to foreclosure must now be provided 90 day notice to move, unless the unit will be owner occupied, then the 3 day notice still applies.

There were lots of questions about getting deposits refunded and residents said this was a huge problem for them as tenants. Alex explained there are only three attorneys serving 8 Counties, so not every case can be taken; however, the best way to ensure your deposit is returned is PREPARATION & DOCUMENTATION!(See Q&A on reverse side for more info)



Alex presented great information on Landlord Tenant Law in Iowa. Iowa Legal Aid is located at: 799 Main St, Suite 280 Dubuque, IA 52001

You Asked, Section 8 Answered!

Q: *What is Housing doing to get more landlords to take Section 8?*

A: Recently, City of Dubuque Housing Agency was granted permission to pay Exception Rents, or a payment is *higher* than the basic fair market rent, for certain areas on the west-end of Dubuque. What this means for you is if you rent an apartment in one of the Exception Rent areas on the west-end, you can actually rent a more expensive apartment compared to a similar apartment located downtown.

Q: *What does a Section 8 Inspector look for in a housing inspection?*

A: When an inspector goes through a rental unit, they are making sure the unit meets the *minimum housing code*. This means the inspector is looking for things like the: electrical is safe; doors, walls and flooring is intact; heating/cooling units function properly and safely; appliances are in working order, etc. A rental unit can still pass a housing inspection with things like stained carpet, dirty shelves and dirty walls, sinks, etc. Just because a rental unit passes housing inspection does not mean it will be up to YOUR standards as a tenant. The best thing you can do is be present at the time of inspection and request the inspector write down any concerns you might have.

Q: *Is there a way housing can help me get my rental deposit back?*

A: The best way to get your deposit back from a landlord is to plan ahead! You must document the condition of the rental unit when you move in, and then follow certain steps when you move out of the apartment. To assist you with this process, Housing provides you an **Apartment Inspection Form** in your briefing packet. More forms are available at the housing office if you need them. If you can, walk through the rental unit with the landlord, fill out the form, and sign the form together. You can bring a copy of the form back to housing to keep in your file. When you move out, send a written request to your landlord requesting your deposit back. Be sure to include your forwarding address.

Challenge: Taking Action

During the meeting one particular topic came up over and over again: Bad press and media about Section 8. Many voiced concerns about the media and the police unfairly characterizing Section 8 tenants as criminals and deviants.

Cassandra Adams spoke her mind on the subject, saying she has lived on 19th and Central for a year. Cassandra said, "I feel safe in my neighborhood. I don't worry about going outside on the street." She pointed out every time the media releases a bad report about Section 8, the rules for people on the program get tougher and tougher. Cassandra also worries for her son, who will be turning 14 this year. She says, "I am raising him to be the best man I can, but I worry that someday he will make a dumb decision that will jeopardize my Section 8."

Cassandra is not alone with her concerns. She said a lot

of her friends on the program feel the same way but some were scared to come to the meeting. Cassandra says she was scared too, "because if you say the wrong thing, they will look at your file harder than they ever did before and try to do something to get you kicked off." Despite her reservations, Cassandra came and talked about her concerns—and Section 8 staff listened. In fact, Section 8 Staff would like Cassandra and everyone who attended the meeting, to return next month and continue working on the issues. Cassandra said she would be back, adding, "it felt good. I felt like I was speaking for other people who have never spoken out before."

The Housing Department recognizes many residents on the Section 8 program have mistrust for the "system" and that the Section 8 program has historically received a lot of "bad press" in the media.

One of the main goals for the RAB is to increase communication and trust between the Housing Authority and you, the program participants. You should have a voice in deciding how housing services work in your community. During the meeting, David Harris, Director of Housing & CD Dept., suggested the RAB get together and go before the Telegraph Herald Editorial Board to address the concerns about how "bad press" affects good families receiving Section 8 rental assistance.

So, here is the challenge: Let's show the community what a Section 8 family really looks like. Build a strong Resident Advisory Board. Strengthen your relationship with Housing. Get together your stories, your pictures, your successes. Let's see if the Resident Advisory Board can go before the TH Editorial Board and re-write the story of Section 8.

RAB: WHERE YOUR OPINION MATTERS

Check us out on the web:
[www.cityofdubuque.org/
Section 8](http://www.cityofdubuque.org/Section8)

SECTION 8 CHALLENGE:
Show the community what a
Section 8 Family really looks
like!

Send us your:
QUESTIONS
STORIES
PICTURES
IDEAS
COMMENTS

Housing & CD Dept
Attn: RAB
350 West 6th St
Suite 312
Dubuque, IA 52001

Phone: 563-589-4230
Fax: 563-589-4244
E-mail:
ehaugen@cityofdubuque.org

Resident Advisory Board Meeting
January 20, 2010
Housing & Community Development Dept.
Minutes

Present: Janet Walker, Carroll Clark, Erica Haugen, Ermina Soler, David Harris, Theresa McDonough, Mary Louise Hayes, Lamin Betwell, Juliette Saito, Jemty Aititi, Ray Koos, Margie Williams, Cassandra Adams, Kelly McQuiston, Barb Outcalt, Millie Webb, John Moran, Kay Habonsky, Erica Johnson, Jeremy Christensen.

Guest Speaker: Alex Kornya, Iowa Legal Aid

The Resident Advisory Board Meeting began at 11:00 a.m. Fifteen Section 8 participants and a close family member of a participant attended the meeting. Recruitment for the meeting was done by mass mailing, sent to all 788 voucher-holding households. Participants were asked to RSVP and pizza was provided as a meal. We received 17 RSVPs and had 2 no-shows.

Janet explained the purpose and role of the Resident Advisory Board. Pizza was served and during the meal, residents discussed current issues related to housing, primarily the recent media attention about the Section 8 program and how that affects program recipients. One of the concerns voiced was the difficulty finding landlords willing to rent to voucher holders. Residents said many of the available units are located downtown or on the north end. There was also concern that there were not enough units that were accessible for people who have mobility issues, like being unable to climb stairs. David Harris explained how the new exception rent standards allow for a higher payment for rental units in certain areas on the west end. Residents also began to discuss the negative media attention the Section 8 program receives and how it affects their lives. David suggested the RAB get organized and go before the Telegraph Herald Editorial Board to address their concerns.

Guest Speaker

Alex Kornya from Iowa Legal Aid presented information on Landlord Tenant Law. Iowa Legal Aid allows walk-ins from 8:30am -4:30pm Monday through Friday. They also have an Intake hotline that answers 9am-11am and 1:30pm-3:30pm Monday through Friday 800-942-4619. Alex explained Legal Aid provides assistance with Civil Law and because there are only three attorneys to cover 8 counties, not every case can be accepted; however, many times the attorneys can provide information on what actions tenants can take to remedy or address their legal concerns. Alex distributed a **Guide to Landlord Tenant Law**. Alex pointed out this Iowa Legal Aid publication provides information on how to address many of the common situations tenants face when having difficulties with a landlord. There are two new changes to the law that are not in the guide.

1. New Notice Requirements
Sending a certified notice in the mail is no longer acceptable. Now, if a landlord wants to give notice (for example, non-payment of rent, or notice of lease violation) the notice must be sent by certified and regular mail and posted at the property.
2. Tenants of properties in foreclosure
Iowa law now states that tenants will be provided 90-day notice to move if the residence they occupy is purchased as the result of a foreclosure. The exception to this is that if the unit is going to be owner-occupied, then the law only requires a 3-day notice to move. Alex also

pointed out that anytime a property is being foreclosed upon, law requires all tenants receive a copy of all foreclosure notifications.

Residents asked many questions, many wondering about deposits. Alex stressed the best way to get a deposit back is to prepare ahead and document the condition of the rental unit when moving in. To assist with this, Housing provides an Apartment Inspection form in the Section 8 Briefing Packet. Most of the residents were not aware of this form, or that they could use it to help document the condition of a rental apartment when moving in. Copies of the form were distributed to attendees, and more are available in the front office upon request.

Residents resumed discussed the perception that Section 8 was associated with crime and how this perception lead to housing taking away 160 vouchers and making stricter program rules. One member also pointed out the police are now asking people if they are on Section 8 when they are responding to a call at a residence. The resident said she feels it is a violation of her rights to have the police asking her about her housing and questioned why the housing department would spend money on having a police officer on staff when there are people in the community who need help. She expressed the belief money could be better spent in other areas and she felt the police were "against us".

Another concern addressed during the meeting was the lack of rental units available, and the quality of housing. Residents asked why a rental unit could pass a housing inspection and still have things dirty and or/broken in the unit? Janet explained when a housing inspector goes through a rental unit, they are only looking for violations of the housing code. An apartment can still pass a housing inspection and not be up to the standards of the tenant. Janet encouraged that if it is possible, tenants should be present for the housing inspection and request the housing inspector make note of any problems with the rental unit.

Residents were encouraged to use the Housing website as a resource for finding forms, and were reminded the RAB would be meeting monthly to address concerns and answer questions.

Meeting adjourned shortly after 12:30 p.m.

Respectfully Submitted by Erica Haugen

January 28, 2011

Resident Advisory Board
"Where Your Opinion Matters"
March 17, 2011
Meeting Minutes

Present: Janet Veach, Kelly McQuiston, Cassandra Adams, Lisa McAllister, Ermina Soler, Kelly Larson, Norma Barnhart, Theresa McDonough, Erica Johnson, Romen Betwell, Lamin Betwell, Erica Haugen, Carroll Clark, Janet Walker, David Harris

Guest Speaker: Chief of Police Mark Dalsing

The meeting began at 10:00 am with introductions. Carroll Clark facilitated and reiterating the role of the Resident Advisory Board is to make comments and recommendations on policies and procedures of the Section 8 program. The RAB is a venue where recommendations regarding policy and procedure made by Section 8 participants will be considered and respected by Housing Authority staff in the development of future procedural changes. The rules and regulations governing the Section 8 Program for the City of Dubuque Section 8 Program are adopted by the Housing Commission. Lisa McAllister is currently a member of the Housing Commission and she spoke briefly about her role on the commission representing Section 8 participants. Lisa said the Housing Commission is comprised of many individuals looking out for the best interest of the Dubuque community. She said she regularly speaks at the meetings and feels her contributions are valued and respected. The Housing Commission currently has two openings and members of the RAB were encouraged to apply. Information on applying for a position on the board is available on the City's web site under Boards & Commissions.

Establish Rules of Conduct: The group decided on the following six rules: One person speaks at a time; be on time for meetings; listen to others when they are speaking – no side conversations; be respectful of other's opinions; pay attention; turn off or silence cell phones.

Review of Minutes: Minutes are currently presented in two formats: written narrative and newsletter summary. Both formats were distributed to the RAB members. The members requested both formats for the minutes in the future and no changes to the minutes were recommended. Minutes will be mailed to attendees within two weeks of each meeting.

Questions and Answer: Janet Walker responded to questions from the RAB. Janet explained abatement of rent. When a landlord fails to make repairs to a rental unit, the Housing Authority may stop rental assistance payments to that landlord. This process is called abatement. A tenant is not responsible for payments to a landlord that would have been made by the Housing Authority. Janet also addressed a concern about snow removal and littering. The rental agreement should define who is responsible for snow removal at a rental unit. The City Code provides 48 hours for snow removal. Complaints regarding behavior of neighbors littering should be brought to your landlord's attention. Putting complaints in writing and copying the complaint to the Housing Department can bring better results. Janet explained the Section 8 Program is required to report to Housing and Urban Development (HUD) if participating landlords make repairs when requested. Additionally, for a rental unit to pass a housing inspection, the utilities must be turned on. Turning on utilities does not

become the tenant's responsibility until they take possession of the rental unit or until the rental agreement becomes effective.

Public Housing Authority (PHA) Plan: A copy of the current plan, as well as a summary, was distributed to the group for discussion and comment. Janet reviewed the document with the group and explained the main role of the RAB was to make recommendations for the development of the PHA Plan. Most members of the RAB agreed the Section 8 Program needed rules and regulations; however, there was considerable discussion regarding the changes to include civil charges (municipal citations) in determining if a rules violation occurred. It was pointed out two charges could occur in one incident and result in the proposed termination of Section 8 Rental Assistance. Some members felt this was unfair and too strict. There was also an objection to using charges instead of convictions, when considering if someone violated the Family Obligations.

Chat with the Chief: City of Dubuque Police Chief Mark Dalsing addressed the RAB members. Chief Dalsing has been with the Dubuque Police Department for 22 years. He was one of the original "bike cops", worked in narcotics, and most recently in criminal investigations before becoming Chief of Police in February of last year. Chief explained his main responsibility was to support Community Policing and ensure the police department is responding to civil complaints and the community's needs. Chief spends the majority of his time attending meetings within the community focused on helping neighbors get along better, eliminating rumors, explaining the truth and helping the community understand how police respond to and address community concerns.

Chief Dalsing talked about the partnership between the Police Department and the Housing Department. The relationship between the two departments goes back about 15 years to when Community Policing started in Dubuque. The Housing Department has a great deal of information about who owns housing and other property in Dubuque. Housing can also define special rules that affect certain sub-sections of Dubuque's population, like participants in Section 8 Housing programs. The Housing Department has a Police Officer dedicated to responding to complaints involving addresses receiving Rental Assistance. Before the officer was assigned to the Housing Department, Housing Staff received so many complaints they were unable to properly investigate them. Chief Dalsing stressed adding a Police Officer to the Housing Department was not a rash decision. After many meetings between the City Manager, Chief of Police, and Director of Housing, David Harris, the decision was reached to add an officer to effectively and efficiently handle criminal and civil complaints concerning addresses where Section 8 Rental Assistance is received.

Chief Dalsing discussed how the Police Department handles complaints. Complaints go through a chain of command starting with a supervisor, to the assistant chief, to the chief. Additionally, the Police Department has tremendous oversight from multiple "watch dogs" including the Human Rights Department. Complaints to the Police Department should include the date, time, and names of witnesses, with specific details and actions of the police. Complaints will be evaluated to make sure Dubuque's Police Officers performed their duties in a fair, honest and impartial manor. The time needed to complete an investigation into a complaint depends on a number of factors, including the nature of the complaint and the caseload the Chief is working with at the time.

General police procedure was reviewed as well. Because the bulk of calls for assistance come from downtown, that area is most heavily patrolled. Whenever possible, there will be a police car outside every school at 8:00 a.m. and 3:00 p.m. ensuring the safety of the students. Each officer carries a notebook with them to take down

the name, date of birth, and address of anyone they speak with regarding to an incident. This information may be needed and useful during investigations.

Chief Dalsing also discussed concerns regarding Comiskey Park. Comiskey is regularly patrolled, and the Police Department is aware of the public's concern about adults and young children using the same space for recreation. David Harris added Comiskey is scheduled to undergo a renovation this year to help create some more natural divisions between the age groups.

The next RAB meeting is scheduled for April 21, 2011 at 10:00 a.m. A reminder and agenda will be sent out 7 days before the meeting and will be available online.

The meeting adjourned at 11:40 a.m. and attendees were invited to stay for lunch.

Respectfully Submitted on March 24, 2011 by Erica Haugen

List of Supporting Documents Available for Local Review

(Applicable to All PHA Plan Types)

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

Applicable & On Display	Supporting Document	Applicable Plan Component
X	Form HUD-50077, <i>Standard PHA Certifications of Compliance with the PHA Plans and Related Regulations: Board Resolution to Accompany the Standard Annual, Standard Five-Year, and Streamlined Five-Year/Annual PHA Plans.</i>	Standard 5-Year and Annual Plans Streamlined 5-Year Plans
X	Form HUD-50076, <i>PHA Certifications of Compliance with the PHA Plans and Related Regulations: Board Resolution to Accompany the Streamlined Annual PHA Plan, including required PHA certification and assurances for policy and program changes since last Annual Plan.</i>	Streamlined Annual Plans
X	State/Local Government Certification of Consistency with the Consolidated Plan	5-Year and Annual Plans 5-Year Streamlined Plans
X	Fair Housing Documentation: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions’ initiatives to affirmatively further fair housing that require the PHA’s involvement.	5-Year and Annual Plans
X	Consolidated Plan for the jurisdiction/s in which the PHA is located (which includes the Analysis of Impediments (AI) to Fair Housing Choice); and any additional backup data to support statement of housing needs in the jurisdiction	Annual Plan: Housing Needs
X	Housing Needs Statement of the Consolidated Plan for the jurisdiction(s) in which the PHA is located and any additional backup data to support statement of housing needs for families on the PHA’s public housing and Section 8 tenant-based waiting lists.	Streamlined Annual Plan: Housing Needs
X	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources
	Public Housing Admissions and (Continued) Occupancy Policy (A&O), which includes the Tenant Selection and Assignment Plan (TSAP) and the Site-Based Waiting List Procedure.	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Deconcentration Income Analysis	Annual Plan: Eligibility, Selection, and Admissions Policies
	Any policy governing occupancy of Police Officers and Over-Income Tenants in Public Housing. <input type="checkbox"/> Check here if included in the public housing A&O Policy.	Annual Plan: Eligibility, Selection, and Admissions Policies
	Public housing rent determination policies, including the methodology for setting public housing flat rents. <input type="checkbox"/> Check here if included in the public housing A & O Policy.	Annual Plan: Rent Determination
	Schedule of flat rents offered at each public housing development. <input type="checkbox"/> Check here if included in the public housing A & O Policy.	Annual Plan: Rent Determination
X	Section 8 rent determination (payment standard) policies (if included in plan, not necessary as a supporting document) and written analysis of Section 8 payment standard policies. <input checked="" type="checkbox"/> Check here if included in the Section 8 Administrative Plan.	Annual Plan: Rent Determination
	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation).	Annual Plan: Operations and Maintenance
	Results of latest Public Housing Assessment System (PHAS) assessment (or other applicable assessment).	Annual Plan: Management and Operations
	Follow-Up Plan to Results of the PHAS Resident Satisfaction Survey (if necessary).	Annual Plan: Operations and Maintenance and Community Service and Self-Sufficiency
X	Results of latest Section 8 Management Assessment System (SEMAP).	Annual Plan: Management and Operations
X	Any policies governing any Section 8 special housing types <input checked="" type="checkbox"/> Check here if included in Section 8 Administrative Plan.	Annual Plan: Management and Operations

List of Supporting Documents Available for Local Review

(Applicable to All PHA Plan Types)

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

Applicable & On Display	Supporting Document	Applicable Plan Component
	Public housing grievance procedures <input type="checkbox"/> Check here if included in the public housing A & O Policy.	Annual Plan: Grievance Procedures
X	Section 8 informal review and hearing procedures <input checked="" type="checkbox"/> Check here if included in Section 8 Administrative Plan.	Annual Plan: Grievance Procedures
	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement/Performance and Evaluation Report (form HUD-52837) for the active grant year	Annual Plan: Capital Needs
	Most recent CIAP Budget/Progress Report (form HUD-52825) for any active CIAP grant	Annual Plan: Capital Needs
	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans or any other approved proposal for development of public housing	Annual Plan: Capital Needs
	Self-evaluation, Needs Assessment and Transition Plan required by regulations implementing Section 504 of the Rehabilitation Act and the Americans with Disabilities Act. See Notice 99-52 (HA).	
	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act, Section 22 of the U.S. Housing Act of 1937, or Section 33 of the U.S. Housing Act of 1937.	Annual Plan: Conversion of Public Housing
	Documentation for required Initial Assessment and any additional information required by HUD for Voluntary Conversion.	Annual Plan: Voluntary Conversion of Public Housing
	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
X	Policies governing any Section 8 Homeownership program (Section <u> XIX </u> of the Section 8 Administrative Plan).	Annual Plan: Homeownership
	Public Housing Community Service Policy/Programs <input type="checkbox"/> Check here if included in the public housing A & O Policy.	
	Cooperative agreement between the PHA and the TANF agency and between the PHA and local employment and training service agencies.	Annual Plan: Community Service & Self-Sufficiency
X	FSS Action Plan/s for public housing and/or Section 8.	Annual Plan: Community Service & Self-Sufficiency
	Section 3 documentation required by 24 CFR Part 135, Subpart E for public housing.	
	Most recent self-sufficiency (ED/SS, TOP, or ROSS or other resident services grant) grant program reports for public housing.	Annual Plan: Community Service & Self-Sufficiency
	Policy on Ownership of Pets in Public Housing Family Developments (as required by regulation at 24 CFR Part 960, Subpart G). <input type="checkbox"/> Check here if included in the public housing A & O Policy.	
	The results of the most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U. S.C. 1437c(h)), the results of that audit and the PHA’s response to any findings	Annual Plan: Annual Audit
	Consortium agreements and certifications that agreements are in compliance with 24 CFR Part 943 pursuant to an opinion of counsel on file and available for inspection.	Joint PHA Plans for Consortia
	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)