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

1.0 PHA Information

PHA Name: Housing And Community Services Agency of Lane County OR PHA Code: OR006

PHA Type: ☐ Small ☑ High Performing ☐ Standard ☐ HCV (Section 8)

PHA Fiscal Year Beginning: (MM/YYYY): 10/01/11

2.0 Inventory (based on ACC units at time of FY beginning in 1.0 above)

Number of PH units: 708 Number of HCV units: 2723

3.0 Submission Type

☐ 5-Year and Annual Plan ☑ Annual Plan Only ☐ 5-Year Plan Only

4.0 PHA Consortia ☐ 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:

Working together we are making a difference in the quality of housing and related community services.

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 PHA Plan Update

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

See Attachment A

(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.

177 Day Island Rd, Eugene OR; 300 W Fairview Dr, Springfield OR; and ALL Public Housing Sites

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 *Capital Fund Program Annual Statement/Performance and Evaluation Report*, form HUD-50075.1, for each current and open CFP grant and CFFP financing.

8.2 Capital Fund Program Five-Year Action Plan. As part of the submission of the Annual Plan, PHAs must complete and submit the *Capital Fund Program Five-Year Action Plan*, 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.

8.3 Capital Fund Financing Program (CFFP).

☐ 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.

9.0	**Housing Needs**. Based on information provided by the applicable Consolidated Plan, information provided by HUD, and other generally available data, make a reasonable effort to identify the housing needs of the low-income, very low-income, and extremely low-income families who reside in the jurisdiction served by the PHA, including elderly families, families with disabilities, and households of various races and ethnic groups, and other families who are on the public housing and Section 8 tenant-based assistance waiting lists. The identification of housing needs must address issues of affordability, supply, quality, accessibility, size of units, and location.
9.1	**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.**
10.0	**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"

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 off ice 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.

Plan Update and Plan Elements
Section 6.0 of HUD form 50075
May 2011

Plan Updates:

Section 8 Administrative Policy –

- Local Preference 1 updated to reflect increased HUD–VASH (Veteran Administration Supported Housing Program) funding allocation to 60 vouchers.
- Added new Local Preference 1 – 25 Vouchers for eligible Shelter Plus Care Program participants. To qualify, the participant must be on the Shelter Plus Care Program for at least two years, be in compliance with case management requirements, and not violated their Family Obligations.
- Added new Local Preference 1 – 25 Vouchers for children in the State of Oregon's foster care system. (Preference will be fully developed with community partners prior to implementing the preference).
- General updates to HUD Notice numbers, clarifications, and spelling/grammar corrections.

Statement of Policy (Public and Assisted Housing) –

- Enterprise Income Verification (EIV) Policies and Procedures added as Appendix N. (HUD required)
- Added Section VII.L which describes our use of EIV.
- Removed Housing Division Mission Statement and replaced it with HACSA's current Mission and Vision Statements.

Operations and Management –

- Following a number of planning meetings, input from stakeholders, employees, and the Board, the Agency developed its 5 Yearr Strategic Plan which became effective January 1, 2011. The Plan has five major goals: Increasing the number of affordable housing units in Lane County, obtaining additional funding from new sources, increasing organizational performance, increasing self-sufficiency of HACSA residents, adopting a framework for the working relationship between the Board and the Executive Director. The full Plan can be found on our website (www.hacsa.org) and in the lobby's of both Administrative offices.
- Maintenance Plan updated.
- Integrated Pest Management Plan implemented by Public and Assisted Housing.
- After giving Public Notice, working with Lane County Public Health, and meeting with resident, HACSA's No Smoking Policy in Public and Assisted Housing units went into effect February 2, 2011.

Capital Fund –

- The Agency has fully expended both the American Recovery and Reinvestment Act (ARRA) Formula Grant, awarded in March of 2009, and the ARRA Competitive Grant, awarded in September of 2009. These grants along with joint ventures with the Agency's Energy Services Department, EWEB, and SUB have allowed the Agency to make major changes (additions) to last year's 5 Year Plan.

This year the Agency continues to see benefits from the ARRA grants, our joint ventures, and very competitive bids. We again this year made significant changes to the Plan using the Capital Needs Assessment (CNA) that was conducted two years ago on all public housing units. Most items added to the 5 Year Plan were listed as 'Immediate Needs' in the CNA. Major work items in the 5 Yr Plan (FY 11 – FY 15) include:

- AMP 100, Laurelwood Homes, Florence: Demo of 1 four bedroom unit. HUD has approved this unit for demolition. The Agency intends to redevelop on the site at a later date.
- AMP 200, McKenzie Village, Springfield: Bath upgrades continuing in FY10, 11 and 12. Door/lock replacements in FY13 and continuing in FY 15.
- AMP 200, McKenzie Village, Springfield: Kitchen upgrades and hot water heater replacements deleted from the 5 Yr Plan so that we could complete bathroom upgrades in all units.
- AMP 200, McKenzie Village, Springfield: Added installation of individual unit water meters FY11.
- AMP 200, Pengra Court, Springfield: Bath upgrades moved from FY13 to FY11. Water heater replacements rescheduled for FY15.
- Accessibility (504/ADA) remodel of 3 units in AMP 300, Eugene Scattered Sites, moved from FY12 to FY10. One new accessibility unit added to FY12.
- AMP 300, Scattered Sites, Eugene: Interior and exterior improvements to 3 units in FY11. Accessibility (504/ADA) unit conversion scheduled for FY 12.
- AMP 300, Scattered Sites, Eugene: Fence replacements added at various locations.
- AMP 300, Maplewood Meadows, Eugene: Accessibility (504/ADA) kitchen upgrades to 2 units added FY15.
- AMP 400, Parkview Terrace, Eugene: Window replacement scheduled for FY13. Installation of individual unit electric meters added to FY14. Remove and replace screen doors added to FY15.
- AMP 500, Lindeborg Place, Junction City: Heater valves and radiator flush, balcony deck resurfacing, bath upgrades, and apartment lighting all added to FY 15.
- AMP 600, Creswell Villa, Creswell: Accessibility (504) remodel of 1 unit FY11.
- AMP 600, Riverview Terrace, Cottage Grove: Seismic upgrade to building added FY 14, and balcony deck replacement added FY15.
- Energy improvements/upgrades including appliances, toilets, windows, patio doors, and heating sources added at most AMPs. The Agency anticipates continued partnering with the HACSA Energy Services Department and the local utilities on many of these projects.
- Sidewalk, driveways, and parking lot upgrades/improvements added at most AMPs.

- Added Year End (March 31, 2011) Performance & Evaluation Reports for fiscal years, 2007, 2008, 2009, 2010, ARRA Formula and ARRA Competitive.

Other Changes & Updates –

- Updated Resident Advisory Board members.
- Updated Public Housing Utility Allowances which are effective August 1, 2011.
- Updated ROSS grant report.
- Added Financial Statements for fiscal year ended September 30, 2010.
- Updated PHAS/SEMAP information.
- Updated Section 3 Report.

HACSA News –

- HACSA and Sponsors Inc, a local non-profit that serves homeless veterans and individuals released from correctional facilities, opened Roosevelt Crossing, a 45 unit complex in west Eugene. HACSA will serve as the General Partner and Sponsors will provide all program services. HACSA received two distinguished awards from the National Association of Housing and Redevelopment Officials (NAHRO) at its Regional conference in May 2011. The first award is *Program Innovation – Resident & Client Services* and the second is *Program Innovation – Affordable Housing.*
- Utilizing the Section 8 Homeownership program 25 families have purchased homes with several more families working through the process which will lead them to homeownership.
- Using American Recovery and Reinvestment Act (ARRA) funding, the HACSA Energy Services Department (ESD) has been able to expand their program services. In 2011, the ESD (in partnership with local utilities) will provide funding for windows, bath fans, and ductless heat pumps at Village Oaks, a 67-unit Assisted Housing complex in Eugene; and at McKenzie Village, 172 unit Public Housing complex in Springfield, new bath fans and ductless heat pumps are being installed. Likewise, the ESD in partnership with the City of Eugene and EWEB, will provide solar water heating systems on 47 affordable housing units owned by St. Vincent de Paul and will install DHP at a transitional housing shelter for WomenSpace as well as DHP at another 72 unit multifamily complex at Oakwood Manor.

Plan Elements:

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.**

   In the Public Housing Program, applicants are selected based on date and time of application.

   In the Section 8 Voucher Program, applicants are selected from the waiting list by a lottery system.

   The following local preferences are included in the Section 8 Admin Plan:

LP 1 Veteran Administration Supported Housing (VASH) Program. A program through the local Veterans Administration for homeless vets who have a severe psychiatric or substance abuse disorder who agree to participate in clinical programs offered by the VA. After stabilization they may receive a Voucher through the Section 8 Program. HUD-VA funded, 60 Vouchers.

Low income renters who are homeless as a result of fire. Families who claim they are being or have been displaced due to fire: must be a resident of Lane County and have written verification by the displacing unit or agency of government or a service agency such as the Red Cross. Referrals must be within 45 days of the displacement. Trailers are considered a permanent structure. Must meet all eligibility requirements of the Section 8 Program.

1915(c) Waiver. Through a Fair Share Voucher grant HACSA agreed to provide eight (8) Vouchers for disabled families living in Lane County who have a 1915(c) waiver administrated by the local Senior and Disabled Services office (S&DS).

Senior and Disabled Services- Title XIX clients. For clients of the local S&DS office who are eligible to receive Title XIX services, who meet the eligibility requirements for Section 8 and agreed to receive case management as long as they meet the Title XIX criteria. 25 Vouchers.

Victims of domestic violence. For clients who are in a transitional housing program through WomenSpace and meet the eligibility requirements of the Section 8 Program and agree to one (1) year of case management. 25 Vouchers.

Shelter Plus Care Program participants. To qualify, the participant must be on the Shelter Plus Care Program for at least two years, be in compliance with case management requirements, and not violated their Family Obligations. 25 Vouchers.

State of Oregon Foster Care Program. For children in the foster care system. (Preference will be fully developed with community partners prior to implementing the preference.) 25 Vouchers.

New Winds Apartments, Florence Oregon. This preference is for unaccompanied homeless persons living in Florence Oregon who are disabled. The disabled individual agrees to receive case management for a period of two (2) years and to reside for those two (2) years in one of 16 units at the New Winds Apartment complex in Florence Oregon. Case management will be through Peace Health Counseling Services or Options Counseling in Florence Oregon.

Under the Local Preference 1, with the exception of LP1 Fire Displaced and 1915 ©) Waiver, housing assistance is predicated on the qualifying individuals continuing participation and cooperation with case management services through the participating agency. If the individual leaves the household or discontinues case management services (whether voluntarily or terminated by the participating agency) the housing assistance will be discontinued. The remaining household members do not have eligibility for continued rental subsidy under the Section 8 Program.

LP 2 Preference will be given to participants who are currently receiving housing assistance from the HA who have requested a transfer between HA programs and the transfer is consider by the HA, to be in the HA's best interest.

LP 3 Preference will be given to participants who are currently receiving housing assistance from the HA and are over/under housed according to the occupancy guidelines for their current housing program and the transfer is in the best interest of the HA.

LP 4 This preference will be implemented when the HA has determined that the preference is needed to meet HUD's regulation that 75% of all new admissions must be at or below 30% of the area median income.

LP 5 Public Housing de-concentration preference.

LP 6 Village Oaks student preference.

LP 7 Preference will be given to applicants who are not currently residing or participating in the following programs: Public Housing, Abbie Lane, Section 8 Voucher, or other subsidized housing programs where they are paying 30% (or less) of their adjusted gross income towards rent. (Not currently being subsidized)

LP 8 All others.

All other applicants, includes applicants who are currently residing in Public Housing, Fourteen Pines or Abbie Lane units or a participant in the Section 8 Voucher, or other subsidized housing programs where they are paying 30% or less of their adjusted gross income towards rent. (Currently being subsidized)

The following local preferences are part of the PH Statement of Policy:

A. <u>Local Preferences for Public Housing</u>:

Each application will be screened to determine the Local Preference, if any, for which the Applicant may be eligible. HACSA will keep a separate waiting list for each of the following geographic areas:

1. Metro (Eugene/Springfield)
2. Outlying Areas (Cottage Grove/Creswell/Junction City/Veneta)
3. Florence

Within each geographic area the waiting list is organized by bedroom size. Applicants will be placed on the waiting list(s) for the geographic area(s) chosen by the Applicant, and the appropriate bedroom size. Applicants are ranked on the waiting list(s) by Local Preference. An Applicant's local preference carries a point value (see below). An Applicant household will receive the single most advantageous Local Preference for which they qualify. Applicant households with the same Local Preference will be ranked by date and time of application. In addition, Elderly and Disabled applicants will receive preference at the following complexes (and units):

- Parkview Terrace
- McKenzie Village (one-bedroom units)
- Riverview Terrace
- Cresview Villa
- Lindeborg Place
- Veneta Villa
- Laurelwood Homes (one-bedroom units)

Households applying or qualifying for these complexes (or units) who do not qualify as an Elderly/Disabled Family (see Appendix E, Definition of Terms §10.B.) will be assigned the "Non-Elderly/Disabled" local preference (see below).

B. Local Preferences for Assisted Housing (Abbie Lane, Fourteen Pines and Village Oaks):

Each application will be initially screened to determine the local preference, if any, for which the Applicant may be eligible. Applicants will be placed on the waiting list(s) for the complexes chosen by the Applicant and the appropriate bedroom size. Applicants are ranked on the waiting list(s) by local preference. An Applicant's local preference carries a point value (see below). An Applicant household will receive the single most advantageous Local Preference for which they qualify. Applicant households with the same Local Preference will be ranked by date and time of application. In addition, Elderly and Disabled applicants receive preference at the following complexes (and units):

- Fourteen Pines (one-bedroom units)
- Village Oaks (one-bedroom units)

Households applying or qualifying for these units who do not qualify as an Elderly/Disabled Family (see Appendix F, Definition of Terms §10.B.) will be assigned the "Non-Elderly/Disabled" local preference (see below). At Village Oaks, non-elderly/disabled Applicants who apply or qualify for a one-bedroom unit and who qualify for the LCC or other student preference will receive the LCC or other student preference and will not be assigned the non-elderly/disabled local preference.

C. Local Preference Ranking Order for Public and Assisted Housing (with point value):

LP1 (80) Fourteen Pines and Village Oaks: Preference will be given to Applicants who have been displaced from an urban renewal area, or as a result of governmental action, or as a result of a disaster determined by

the President to be a major disaster.

(80) Section 8 - Housing Choice Voucher Program: See HACSA's Section 8 Housing Choice Voucher Program Administrative Plan for qualifying events.

LP2 (70) Preference will be given to Participants currently receiving housing assistance from HACSA and whose transfer between HACSA programs is considered, by HACSA, to be in HACSA's best interest. (Upon approval of this Local Preference, the Participant will be required to complete an Application for the applicable program and to be placed on the waiting list.)

LP3 (60) Preference will be given to Participants currently receiving housing assistance from HACSA who are over- or under-housed and whose transfer is considered, by HACSA, to be in HACSA's best interest. (Upon approval of this Local Preference, the Participant will be required to complete an Application for the applicable program and to be placed on the waiting list.)

LP4 (50) This preference will be implemented when HACSA determines it is needed to meet the requirement that 40% of new admissions to Public Housing and project-based Section 8 units be at or below extremely low-income (30% of area median income).*

LP5 (40) This preference will be implemented when HACSA determines it is needed to meet HUD regulations for the deconcentration of poverty in Public Housing.*

LP6 (35) Village Oaks and Firwood Apartments: Preference will be given to Applicants attending Lane Community College (LCC) on a "full-time" basis (as defined by LCC) at the time of their admission to HACSA housing. Applicants not enrolled for Summer Term may qualify for this preference if they attended Spring Term full-time or are enrolled full-time for Fall Term (subject to verification).

LP7 (30) Village Oaks: Preference will be given to Applicants attending school on a full-time basis (as defined by the educational institution) at the time of admission to HACSA housing. Applicants not enrolled for Summer Term may qualify for this preference if they attended Spring Term full-time or are enrolled full-time for Fall Term (subject to verification).

LP8 (20) Preference will be given to Applicants who are not currently residing or participating in Public Housing, Section 8 assistance (project-based or Housing Choice Voucher), or other subsidized housing programs where they are paying 30% (or less) of their adjusted gross income for rent. (Participants not the head-of-household or spouse may apply for Public Housing and Assisted Housing under their own application and receive the LP8 preference.)

LP9 (10) All other applicants (head-of-household or spouse), includes applicants who are currently residing in Public Housing, Section 8 (project-based or Housing Choice Voucher) or other subsidized housing programs where they are paying 30% or less of their adjusted gross income towards rent.

Applicant households who apply or qualify for those complexes or units where HACSA maintains an elderly/disabled preference and who do not qualify as an Elderly/Disabled Family (see Appendix E, Definition of Terms §10.B.) do not qualify for the LP8 or LP9 preference.

LP10 (-100) Non-Elderly/Disabled Applicant households applying or qualifying for those complexes and units where HACSA maintains an elderly/disabled preference.

*Local Preferences 4 and 5 will be used when HACSA determines that it needs to apply those preferences to fulfill the respective requirements. These preferences will first be applied to Applicants who have received a Top-of-the-List (TOL) notice. If HACSA is unable to find an eligible applicant who has received a TOL notice, HACSA may apply these preferences to a group of applicants near the top of the waiting list. The application of these preferences may reorder the placement of applicants on the waiting list. At the time of an Applicant's prospective admission, HACSA staff will determine if that admission would cause HACSA to not meet the respective requirements (i.e. income targeting or deconcentration of poverty). If HACSA staff determine it would not cause HACSA to not meet the requirement(s), no further action will be taken. If HACSA staff determine the admission would cause HACSA to not meet the requirement(s), the applicable preference(s) will be applied and HACSA staff will document the affected Applicants' case record.

D. Accessible Units:

Units that are fully wheelchair accessible will be assigned in accordance with Section XI.M, with preference being given to Residents or Applicants with a documented need for these features.

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.

HACSA BUDGET - SUMMARY OF RESOUCES - FY 11

DIVISION/ PROGRAM	LOAN/ FUND BALANCE	FEDERAL REVENUE	RENT	INTEREST	OTHER	TOTAL
CSA:						
Weatherization		2,356,500			367,500	2,724,000
Development				50,000	418,000	468,000
Norsemen Village	950,000	176,100	104,400	400	7,100	1,238,000
Camas Place		106,000	106,000	200	7,800	220,000
FSH			27,000			27,000
Heeran Center	993,000		178,000	1,000		1,172,000
Signpost House			75,000		6,000	81,000
Shelter + Care		403,000				403,000
Richardson Bridge			175,000	100	3,900	179,000
	1,943,000	**3,041,600**	**665,400**	**51,700**	**810,300**	**6,512,000**
HOUSING:						
Conventional		1,993,700	1,690,000	12,800	172,800	3,869,300
Abbie Lane		205,000	38,000	2,500	3,500	249,000
Fourteen Pines		321,800	137,000	1,000	11,500	471,300
Village Oaks		74,400	330,000	1,000	9,500	414,900
Firwood			421,000	1,000	9,500	431,500
Capital Fund		2,500,000				2,500,000
		5,094,900	**2,616,000**	**18,300**	**206,800**	**7,936,000**
SECTION 8:						
Vouch&MR		16,638,000		10,000		16,648,000
Agency Fund				20,000	10,000	30,000
		16,638,000		**30,000**	**10,000**	**16,678,000**
TOTALS	**1,943,000**	**24,774,500**	**3,281,400**	**100,000**	**1,027,100**	**31,126,000**

3. **Rent Determination. A statement of the policies of the PHA governing rents charged for public housing and HCV dwelling units.**

From the Section 8 Admin Plan:

OVERVIEW OF RENT AND SUBSIDY CALCULATIONS

TTP Formula [24 CFR 5.628]

HUD regulations specify the formula for calculating the total tenant payment (TTP) for an assisted family. TTP is the highest of the following amounts, rounded to the nearest dollar:

1. 30 percent of the family's monthly adjusted income (adjusted income is defined in Part II)
2. 10 percent of the family's monthly gross income (annual income, as defined in Part I, divided by 12)
3. The welfare rent (in as-paid states only)
4. A minimum rent between $0 and $50 that is established by the PHA

The PHA has authority to suspend and exempt families from minimum rent when a financial hardship exists, as defined in section 6-III.B.

The amount that a family pays for rent and utilities (the family share) will never be less than the family's TTP but may be greater than the TTP depending on the rent charged for the unit the family selects.

Minimum Rent [24 CFR 5.630]

PHA Policy

The minimum rent for this locality is $0.

Family Share [24 CFR 982.305(a)(5)]

If a family chooses a unit with a gross rent (rent to owner plus an allowance for tenant-paid utilities) that exceeds the PHA's applicable payment standard: (1) the family will pay more than the TTP, and (2) at initial occupancy the PHA may not approve the tenancy if it would require the family share to exceed 40 percent of the family's monthly adjusted income. The income used for this determination must have been verified no earlier than 60 days before the family's voucher was issued. (For a discussion of the application of payment standards, see section 6-III.C.)

HUD also requires PHAs to determine that units rented by families assisted under the HCV program have rents that are reasonable when compared to comparable unassisted units in the market area.

No HAP contract can be approved until the PHA has determined that the rent for the unit is reasonable. The purpose of the rent reasonableness test is to ensure that a

fair rent is paid for each unit rented under the HCV program.

HUD regulations define a reasonable rent as one that does not exceed the rent charged for comparable, unassisted units in the same market area. HUD also requires that owners not charge more for assisted units than for comparable units on

the premises. This part explains the method used to determine whether a unit's rent is reasonable.

From the Public Housing Statement of Policy:

Computation of Total Tenant Payment (for Public and Assisted Housing)

1. Total Tenant Payment shall be the highest of the following (rounded to the nearest dollar):

    a. Thirty percent (30%) of monthly income after allowances;

    b. Ten percent (10%) of gross monthly income;

    c. $0.00 Minimum TTP for Public Housing;

    d. $25.00 for Section 8 units at Abbie Lane, Fourteen Pines and Village Oaks.

Public Housing Flat Rents are reviewed annually and are based on comparisons of our units size, location, age, general conditions, and amenities compared with 'like kind' in the private sector. Using local property management companies and newspaper ads, we are able to generate average rents based on these best fit unit to unit comparisons

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.

The Agency has in place a Statement of Policy, House Rules, Maintenance Plan, Integrated Pest Management, and Energy Plan. The Integrated Pest Management Plan outlines the Agency's plan for pest management which includes measures necessary for the prevention of pest and eradication services for residents experiencing an infestation.

5. Grievance Procedures. A description of the grievance and informal hearing and review procedures that the PHA makes available to its residents and applicants.

From the Public Housing Statement of Policy:

APPEAL PROCESS FOR APPLICANTS

SECTION I.

Procedures for resolving grievances for cancellation of applications.

GROUNDS FOR CANCELLATION OF APPLICATION

HACSA may cancel an application of the Applicant for any of the following reasons:

A. Failure to respond to HACSA's correspondence, letters, or documentation inquiries by a specified date.

B. Failure to submit all necessary verifications and documentation to HACSA inquiries by a specified deadline as noted in the correspondence.

C. Failure to attend scheduled HACSA briefings, orientations, and appointments.

D. Failure to provide complete and accurate information as requested to determine eligibility.

E. If correspondence is mailed to the Applicant's last known address, and is returned by the Post Office marked "undeliverable" or "moved left no forwarding address."

F. Refusal of a unit offer without "good cause" (in accordance with Section VII.E.-G.).

If an Application is canceled, the Applicant will be informed of the right to request an Informal Review of the decision. The Applicant's request for the Informal Review shall be in writing, addressed to the Occupancy Supervisor, HACSA, 300 West Fairview, Springfield, Oregon 97477 and received by HACSA within 14 days after the date of the Notice of Application Cancellation. The Request for Informal Review should contain any extenuating circumstances or evidence the Applicant wishes the reviewer to know prior to the review of the canceled file.

After reviewing the Applicant's request and HACSA's canceled file, a decision will be made regarding the cancellation.

A written notification of the decision of the Informal Review will be sent to the Applicant and a copy of the determination will be placed in HACSA's Applicant's file. If the decision is made to reinstate the Applicant, the Applicant will be returned to the waiting list, with the original time and date of application.

If the decision is made that the Applicant's application was canceled, the decision will be final.

SECTION II.

Procedures for Resolving Applicant Eligibility Grievances for Housing Division Programs.

For a current list of complexes covered by these procedures, see the Statement of Policies. Complexes may be added or deleted from this procedure in the future.

A. <u>GROUNDS FOR INELIGIBILITY DETERMINATION</u>

In general, HACSA may deny an Applicant admission/participation in a program in the following cases:

a. If the Applicant currently owes rent or other monies to HACSA, or to another housing authority in connection with Section 8, Public Housing, or other housing assistance programs under the US Housing Act of 1937 as amended.

b. If the Applicant (as a previous participant in the Section 8 Program) has not reimbursed HACSA or another HA amounts paid to an owner under a Contract for rent or other amounts owed by the family under the Lease.

c. If the Applicant has committed fraud in connection with any federal housing assistance program.

d. If the Applicant or any member of Applicant's family has engaged in drug related criminal activity or violent criminal activity as defined in HACSA's Statement of Policies and in 24 CFR 966.

e. If the Applicant fails to meet any of the eligibility requirements or selection standards for admission set out in HACSA 's Statement of Policies.

f. If the Applicant has breached an agreement to pay amounts owed to HACSA or amounts paid to an owner by HACSA on their behalf .

g. If the Applicant fails to meet the Social Security Number disclosure requirements.

h. If the Applicant fails to provide documentation for verification of citizenship or eligible immigration status.

i. If the Applicant has been listed on HUD's List of Suspensions, Debarment, and Limited Denials of Participation.

j. HACSA may review the criminal history and/or court records for all members of an Applicant family. Applicants may be asked to submit fingerprints for State or NCIC records check. Applicants with a record of criminal activity, drug related criminal activity or any other crimes that would pose a threat to property or to the life, health, safety or peaceful enjoyment of Residents, neighbors or HACSA staff may be denied assistance. Drug related criminal activity includes, but is not limited to: the illegal manufacture, sale, distribution, use or possession of a controlled substance and the illegal possession of a controlled substance with the intent to use, manufacture, sell or distribute the substance.
HACSA has a zero-tolerance policy for all drug-related activity. HACSA may deny admission to an Applicant if any household member is currently using an illegal controlled substance or if HACSA has reasonable cause to believe that the Applicant's (or other household member's) use or pattern/history of illegal use, of a controlled substance may interfere with the health, safety or right to peaceful enjoyment by other Residents. HACSA may also deny admission to an Applicant

if they or any other household member abuse alcohol or has a history or pattern of alcohol abuse that HACSA has reasonable cause to believe may interfere with the health, safety or right to peaceful enjoyment by other Residents.

HACSA may deny admission to any Applicant family with a criminal record of an arrest, charge or conviction for the manufacture, sale, or distribution of a

controlled substance, or possession with intent to manufacture, distribute or sell a controlled substance.

In determining whether to deny housing assistance based on drug-related criminal activity or criminal activity:

1. HACSA may deny assistance if the preponderance of evidence indicates that an Applicant and/or a family member has engaged in such activity, regardless of whether the family member has been arrested or convicted;

2. HACSA shall have discretion to consider all of the circumstances in each case, including, but not limited to, the seriousness of the offense, the extent of participation by family members, and the effects that denial would have on family members not involved in the activity. HACSA, in appropriate cases, may impose a condition that family members determined to have engaged in the activities may not reside in the unit. HACSA may require an Applicant and/or a family member that has engaged in drug-related activity to submit evidence of successful completion of a treatment program and a reasonable recovery period as a condition of being allowed to reside in the unit.

k. If the Applicant has provided false information on their application and/or other forms.

B. NOTIFICATION OF INELIGIBLE STATUS

1. If HACSA makes a determination that the individual is ineligible for assistance, HACSA shall promptly notify that individual or family by letter consistent with the Statement of Policies. A copy of the notification of the ineligibility determination and the Applicant's right to an Informal Hearing shall be sent to one or more of the following HACSA employees:

   a. Program Supervisor.

   b. Applications Specialist: an employee who may make the initial determination of the eligibility of Applicants.

   c. Intake Coordinator: an employee who may make the initial determination of the eligibility of Applicants.

   d. Designated Hearings Officer.

2. The ineligibility notification shall include the following information:

   a. The specific facts and the reasons for the ineligibility determination.

   b. Information regarding how the applicant may contest the ineligibility determination before it becomes final, by requesting, either verbally or in writing, an Informal Hearing within fourteen (14) calendar days after receiving the written notice of

ineligibility.

c. The name, address and telephone number of the person to be contacted if the Applicant requests an Informal Hearing.

d. A clause informing the Applicant that he/she has the option of obtaining and being represented by legal counsel or other representative at their own expense. HACSA does not provide legal counsel to the Applicant.

e. A clause informing the individual that he/she will have the right at the Informal Hearing to ask questions of the individuals regarding the information which has led to the ineligibility determination.

f. A clause indicating that the Applicant has the right to present evidence that would affect the final eligibility determination.

g. A clause indicating that if the Applicant is disabled and believes that the determination is a result of his/her disability, a request for Reasonable Accommodation may be made.

h. A clause indicating that the Applicant shall have the right to copy any documents and/or regulations of HACSA prior to the Informal Hearing. The clause shall also state that the Applicant may be charged a $5.00 basic charge plus $.05 per copy.

C. THE INFORMAL HEARING

1. The Applicant has the right to request an Informal Hearing on HACSA 's decision regarding the Applicant's ineligibility for participation in the programs covered by this process, which is limited as follows:

a. HACSA shall give an Applicant prompt written notice of a decision denying eligibility to the Applicant, including a decision denying listing on the waiting list, participation in a Program, or a determination of ineligibility. The notice shall contain a brief statement of the reasons for the decision. The notice shall also state that the Applicant may request an Informal Hearing on the decision, and shall describe how to obtain the Informal Hearing. See Section B above for additional information regarding the notification of ineligibility.

b. HACSA shall give the Applicant an opportunity for an Informal Hearing on the adverse decision. However, HACSA is not required to provide an opportunity for an Informal Hearing in the following circumstances:

i. To review discretionary administrative determinations by HACSA , or to consider general policy issues or class grievances;

ii. To review HACSA 's determination of the number of bedrooms to which the Applicant is entitled under the standards established by HACSA ;

iii. To review HACSA's determination as to whether good cause or undue hardship exists in the case of Applicant's refusal of a unit;

iv. To review HACSA's determination that the Applicant is ineligible due to owing HACSA money (or any other Federal housing program money), when notification of the opportunity for an Informal Hearing was sent to the family at their last known address at the time the money owing amount was determined, and they did not request an Informal Hearing at that time.

v. To review HACSA's determination of ineligibility for HACSA's Scattered Site Incentive Transfer Program.

D. REQUEST FOR INFORMAL HEARING

If an Informal Hearing is requested, HACSA shall schedule it on a date mutually agreed upon by the relevant parties. HACSA shall notify the Applicant of the time, date and place of the Informal Hearing. If the Applicant has a good reason for not being able to attend the Informal Hearing on the particular time or date set by the notice, the Applicant must inform the designated Hearings Officer prior to the time or date set, and a mutually-convenient time, as soon as practically possible, will then be scheduled, depending on the reason(s) for the postponement.

The Informal Hearing may be conducted by phone or conference call if the family is unable to come to HACSA for the Hearing.

A request for an Informal Hearing must be made by the Applicant within fourteen (14) calendar days of the ineligibility notification. A request for an Informal Hearing is to be directed to the person named in the ineligibility notification.

If the Applicant does not request an Informal Hearing within the fourteen (14) calendar day limitation, the determination of ineligibility becomes final without further notice to the Applicant.

If the Applicant fails to appear for an Informal Hearing without good cause or without prior notification, the determination of ineligibility will become final.

E. CONDUCT OF INFORMAL HEARING

The purpose of an Informal Hearing is to come to a final decision on eligibility to receive housing assistance/admission to the programs covered by this procedure.

The Informal Hearing will be conducted by a staff person who is not subordinate to anyone who made the initial determination of eligibility; nor will the staff person have previously participated in the review or initial determination of eligibility status. If a conflict does exist, HACSA shall designate another individual to conduct the Informal Hearing.

This is NOT a judicial hearing; thus no order of proof or mode of offering of evidence needs to be adhered to. How the Informal Hearing is to be run is strictly within the discretion of the Hearings Officer or the person who substitutes for that individual. However, it shall be the responsibility of the Hearings Officer to ensure that adequate information is brought out at the Informal Hearing so that a reasonable decision may be made concerning the final eligibility of the Applicant.

F. DECISION

1. The decision on eligibility shall be made by the Hearings Officer and shall be a final determination of the Applicant's eligibility. That decision shall be made consistent with this procedure. The Hearings Officer shall inform the parties in writing of his/her decision regarding the eligibility of the Applicant. The Hearings Officer shall state the reasons for the determination and indicate the evidence that was relied upon. Factual determinations relating to individual circumstances of the

Applicant shall be based on a preponderance of the evidence presented at the Informal Hearing. The Hearings Officer may solicit additional information or documentation obtained outside of the Informal Hearing. The decision shall be in writing and shall be sent to the Applicant within five (5) days for Assisted Housing Applicants and within 14 days for Public Housing Applicants after the conclusion of the Informal Hearing and/or the completion of any additional fact-finding on the

part of the Hearings Officer. Signature of the Applicant that he/she has received the decision in person is an acceptable alternative to mail delivery.

2. HACSA is not bound by the decision of the Hearings Officer if the Hearings Officer's decision:

   a. Concerns a matter for which HACSA is not required to provide an opportunity for an Informal Hearing in accordance with Section II.C.b. of these Procedures, or

   b. Concerns a matter for which the Hearings Officer has exceeded his/her authority for conducting the Informal Hearing under these procedures, or

   c. When the decision is contrary to HUD regulations or requirements, or is otherwise contrary to federal, state or local law.

   If HACSA determines that it is not bound by a decision, HACSA shall promptly notify the participant of the determination and of the reasons for the determination.

3. Hearings Officer Decision

   a. If the decision is in favor of the Applicant, he or she would be deemed eligible to receive assistance. If, such assistance is not available at the time of the decision, the Applicant will be returned to the waiting list with their original time and date of application.

   b. If the decision is that the Applicant is ineligible to receive assistance, the Applicant shall be denied participation in the housing assistance program and the application will be canceled.

GRIEVANCE PROCEDURES FOR RESIDENTS

SECTION I. PURPOSE AND EXCLUSIONS.

A. PURPOSE. The HOUSING AND COMMUNITY SERVICES AGENCY OF LANE COUNTY (herein "HACSA") has adopted the following rules:

   1. To establish grievance procedures for review of complaints by individual Residents about adverse actions initiated by HACSA.

   2. To guarantee Residents the right to a fair and impartial hearing on any grievance. “Residents” include “Residents at any and all complexes/projects owned and managed by HACSA.” For a current list of complexes covered by these procedures see the current Statement of Policies. Additions or deletions to the list of covered complexes may be made in the future.

B. EXCLUSIONS. These grievance procedures do not apply to:

1. Any attempt to initiate or negotiate HACSA policy changes.

2. Any complaint from a participant in the Section 8 Housing Assistance Payment Certificate and Voucher Program or Mod Rehab Program.

3. Any dispute between Residents which does not involve their rental agreement or any HACSA regulation.

4. Eviction for any action or inaction of a Resident, or someone in the Resident's control, that endangers the health or safety or right to peaceful enjoyment of the premises, of HACSA employees, neighbors or other Residents. Any Resident or someone in the Resident's control who commits any act outrageous in the extreme.

5. Eviction for any action or inaction of the Resident involving drug-related criminal activity on or off any public housing premises (Housing Opportunity Program Extender, Act of 1996) or drug-related criminal activity on or near non-public housing premises owned or managed by HACSA.

6. Any criminal activity that threatens the health, safety, or right to peaceful enjoyment of the premises or other Residents or HACSA employees. (24 CFR 966.51(2)(i)(A).) Residents grieving the types of activities listed in this section of the CFR may be excluded from all grievance proceedings or from the right to request a Formal Hearing. They may be offered, at HACSA's discretion, the opportunity to request an Informal Settlement Discussion (ISD).

7. Ineligibility determinations of a Resident applying for the Scattered Site Incentive Transfer Program.

C. GRIEVANCE PROCEDURE

HACSA shall adopt a grievance procedure affording each Resident an opportunity for a Hearing on a grievance in accordance with the requirements, standards, and criteria contained in this procedure. The grievance procedure shall be included in, or incorporated by reference in, all Resident leases. HACSA shall provide at least 30 days notice to Residents and Resident organizations setting forth proposed changes in the grievance procedure, and providing an opportunity to present written comments. Subject to the requirements of HUD, comments submitted shall be considered by HACSA before adoption of any grievance procedure changes by HACSA.

D. DISCRIMINATION - BASED UPON DISABILITY. Any Resident in HACSA's Public Housing or other programs covered by this procedure who believes s/he has been discriminated against because of a disability may file an internal grievance with HACSA on the basis of disability, or he/she may file a complaint with a government agency or they may do both. A grievance may be filed against any person alleged to be engaged, or to have been engaged, on or about to engage in a discriminatory housing practice as prohibited in Section 504 of the Rehabilitation Act of 1973, as amended or the Fair Housing Act.

Due process standards will provide for the prompt and equitable resolution of the grievances alleging any action prohibited under Section 504 of the Fair Housing Act.

The current Section 504 Coordinator who will assist persons in filing the grievance is Chuck Hauk, 504/ADA Coordinator. His telephone number is (541) 682-2585.

Complaints of discrimination may be filed with the U.S. Department of Housing and Urban Development at the following address; Intake Unit, U.S. Department of Housing and Urban Development, Northwest/Alaska Area Office, Office of Fair Housing and Equal Opportunity, 909 First Avenue, Suite 205, Seattle, Washington 98104-1000. The telephone number is (206) 220-5170 and the toll free number is 1-800-424-9590. The TDD phone number is (206) 220-5185.

The procedures do not apply to disputes between Residents not involving HACSA nor is it to be used as a forum for initiating or negotiating policy changes between a group or groups of Residents and HACSA's Board of Commissioners.

SECTION II. DEFINITIONS.

A. RESIDENT. "Resident" means any Resident of a dwelling unit owned by, or managed by HACSA, who presents a grievance to HACSA. Resident shall further mean the person(s) who resides in the unit and who executed the lease with HACSA as lessee of the unit or who resides in the unit and is the remaining head of household of the Resident family residing in the dwelling. For the purposes of this document, the term Tenant shall be interchangeable with the term "Resident" as used in HACSA's documents, policies and procedures.

B. GRIEVANCE. "Grievance" means any dispute a Resident may have with HACSA'S action or inaction adversely affecting the rights, duties, welfare or status under the rental agreement or HACSA regulations. (See, Section 1.)

C. HEARINGS OFFICER. "Hearings Officer" means any person selected to hear grievances and render a decision or facilitate discussions.

D. INFORMAL SETTLEMENT DISCUSSION (ISD). A Resident may request an Informal Settlement Discussion if they have a grievance as outlined in Section I. The ISD offers the Resident the opportunity to discuss the grievance, present evidence and information, and to try and resolve the issue(s). If a Resident is dissatisfied with the decision made during the ISD, the Resident has the right to request a Formal Hearing. Non-Public Housing Residents (Abbie Lane, Village Oaks & Fourteen Pines) are not entitled to a Formal Hearing.

The Informal Settlement Discussion may be held in the project complex nearest the Resident's dwelling unit, or, at HACSA's office, located at 300 W. Fairview, Springfield, Oregon. If the Resident fails to request an ISD within the required time frame and can show the Hearings Officer that he/she had "Good Cause" for not complying, the Hearings Officer may proceed to a Formal Hearing or schedule an ISD.

E. RENT. "Rent" means the monthly amount due under the Resident's Lease Agreement for the use and occupancy of the dwelling unit, except any amount required as a security deposit, for utilities, maintenance and repair or other charges.

F. DRUG-RELATED CRIMINAL ACTIVITY. "Drug-Related Criminal Activity" includes, but is not limited to, the illegal manufacture, sale, distribution, use or possession of a controlled substance and illegal possession of a controlled substance with the intent to use, manufacture, sell or distribute.

G. OUTRAGEOUS IN THE EXTREME. "Outrageous in the Extreme" includes, but is not limited to: any crime that involves firearms, violence or drugs, intimidation of HACSA staff or other Residents, any attempts, intent or threats to use a dangerous weapon, or any drug-related or criminal activity. Additional acts outrageous in the extreme may include,

but are not limited to: a Resident who endangers or threatens to endanger the health or safety of HACSA staff, another Resident or other person on the premises; or threatens or inflicts substantial damage to any property of HACSA; another Resident or other person upon the premises.

SECTION III. DUE PROCESS GUARANTEES

HUD has issued a due process determination for the State of Oregon, which means the (FED) Forcible Entry & Detainer Court process in Oregon contains the basic elements of due process and which allows HACSA to exclude from their grievance procedures some types of evictions.

The parties using these procedures shall be guaranteed the following basic safeguards of procedural due process:

A. The opportunity to reply, examine, and/or copy before the Informal Settlement Discussion or Formal Hearing, at the expense of the Resident, all documents, records and regulations of HACSA that are relevant to the Resident's grievance. HACSA shall charge a $5.00 basic charge and $.05 per copy for any request for copies.

B. The right to be represented by counsel or other person chosen as the party's representative. The Resident shall be responsible for these arrangements.

C. The right to a private Hearing unless the Resident requests a public Hearing.

D. The right to present evidence and arguments in support of their position, to dispute evidence relied on by the other party, and to confront and cross examine witnesses.

E. The right to request Reasonable Accommodations for conducting the Informal Settlement Discussion(s) or Formal Hearing(s) based on a disability by the Resident or their representative.

F. In the case of Informal Settlement Discussions (ISD), the decision will be based on information provided at the discussion as well as additional information obtained by the person conducting the discussion, which may occur outside of the discussion.

G. In the case of Formal Hearings, the decision shall be based solely on the facts presented at the Hearing and as reviewed and researched by the Hearings Officer in preparing the decision.

SECTION IV. GENDER AND NUMBER.

As used in these procedures the term gender shall include the feminine, masculine, he/she, her/his, they/them, or any form thereof. Number shall mean: one (singular) or more (plural).

SECTION V. SECTION HEADINGS AND CAPTIONS.

The headings of particular sections or paragraphs are inserted for convenience only and are not a part of these grievance procedures or a limitation of the scope of the particular section or paragraph to which they refer.

SECTION VI. WAIVER OF RIGHTS.

Failure of the Resident to comply with any provision of these rules will not be interpreted as a waiver by the Resident of his/her rights to contest any HACSA action or inaction in an appropriate judicial proceeding.

SECTION VII. GIVING OF NOTICE.

A. NOTICE TO THE RESIDENT.

All notices, summaries of decisions, written decisions or any other written material that these procedures require to be given to the Resident shall be delivered by first class mail, faxed, hand delivered to the Resident or to an adult member of the Resident's family at his/her place of residence, or posted securely to the door of the residence and a copy mailed by first class mail.

B. NOTICE TO HACSA.

All requests for informal or (ISD) settlements, may be presented orally, by fax or in writing by first class mail to the Housing Division office located at 300 W. Fairview, Springfield, Oregon 97477. Formal Hearing requests must be in writing or by fax to the Housing Division office.

SECTION VIII. OTHER REMEDIES AVAILABLE TO RESIDENTS.

These procedures do not prohibit or affect any person's other options and remedies if they believe they are being discriminated against because of their age, race, color, physical or mental disability, sex, national origin, religion, or familial status.

SECTION IX. PROCEDURES FOR INFORMAL SETTLEMENT DISCUSSIONS & FORMAL HEARINGS

A. INFORMAL RESOLUTION OF GRIEVANCES.

Residents are encouraged to informally resolve grievances/disputes with staff. The Resident may request to meet informally with staff or request a supervisor conduct a file review to resolve the issues.

B. INFORMAL SETTLEMENT DISCUSSION PROCEDURE (ISD).

1. SELECTION OF THE HEARINGS OFFICER FOR INFORMAL SETTLEMENT DISCUSSION.

a. The ISD shall be conducted before The ISD shall be conducted before a Hearings Officer. The Hearings Officer shall be an impartial, disinterested person, appointed by HACSA, other than a person who made or approved HACSA's action under review or a subordinate of such a person. This person may be a HACSA employee.

b. HACSA will provide reimbursement for reasonable out-of pocket expenses incurred by the Hearings Officer directly related to his/her attendance at the ISD.

2. PRESENTATION OF THE GRIEVANCE.

a. All grievances must be presented in person, orally, by fax, or in writing to the designated Hearings Officer or his/her delegate and, if possible, settled informally without an Informal Settlement Discussion. The discussion may be held in the complex office nearest the Resident's dwelling unit, or at HACSA's office located at 300 W. Fairview, Springfield, Oregon.

b. Listed below are the timeframes to which a Resident must adhere* when requesting an Informal Settlement Discussion (ISD) after receipt of the notice:

TYPE OF GRIEVANCE	Number of Days
Public Housing Resident- Non-Payment of Rent Notice	5 Working Days *
Non-Public Housing Resident Non-Payment of Rent Notice	3 Calendar Days *
Public Housing Resident - Other Types of Evictions	5 Working Days *
Non-Public Housing Resident Other Types of Evictions	10 Calendar Days*
Other Types of Grievances	14 Calendar Days After Incident or Action

*All notices will be considered received three days after mailing or on the date the notice is either hand delivered or posted securely on the entrance to the residence and a copy mailed by first class mail.

3. GRIEVANCES INVOLVING RENT:

a. If a Resident disagrees with HACSA's rent calculations or retro-active rent determinations, the Resident must continue to pay at least the amount of rent figured at the last recertification until the Informal Settlement Discussion or Formal Hearing decision has been rendered.

b. If a Resident is currently receiving a utility reimbursement, HACSA will continue to reimburse the Resident until the ISD or Formal Hearing decision has been rendered.

4. INITIAL DISPOSITION OF THE GRIEVANCE.

a. A summary of the ISD will be prepared by the Hearings Officer or his/her delegate within five (5) working days from the date of the discussion. The summary shall include:

i. The names of the participants present during the discussion;

ii. The date of the discussion;

iii. The nature of each grievance;

iv. Its disposition; and

v. If the disposition is adverse to the Resident, the reasons for the disposition.

b. One copy of the summary will be mailed or delivered, according to the method specified herein, to the Resident within five (5) working days from the date of the discussion, and another copy will be retained in HACSA's Resident file. If it is so requested, a copy will also be mailed and/or faxed to either party's representative.

c. The Resident shall also be informed of his/her right to a Formal Hearing if he/she is dissatisfied with the disposition of the grievance. Information regarding the procedures for requesting a Formal Hearing will be mailed or delivered to the Resident with the summary of discussion. Non-Public Housing Residents do not have the right to request a Formal Hearing with HACSA.

C. PROCEDURE IF NO INFORMAL SETTLEMENT - FORMAL HEARING.

1. FAILURE TO REQUEST A FORMAL HEARING. If the Resident does not request a Formal Hearing within the time established in these procedures, then HACSA's disposition of the grievance shall be final. (See Section IX.B.2.b. for exceptions.)

2. ISD PREREQUISITE.

a. The Resident and HACSA must comply with the Informal Settlement procedure in Section IX.B before a Formal Hearing will be scheduled.

b. If the Resident fails to comply with the Informal Settlement procedure, he/she may petition the Hearings Officer for an Informal Review on the issue of whether the Resident had good cause for not complying.

If the Hearings Officer determines the Resident did not have good cause, the proceedings shall terminate. If the Hearings Officer determines (s)he had good cause, the Hearings Officer may reschedule an ISD or proceed to a Formal Hearing.

3. REQUEST FOR FORMAL HEARING. If the Resident is dissatisfied with the disposition of the grievance after the ISD, he/she may submit a written Request for a Formal Hearing to HACSA's office located at 300 W. Fairview, Springfield, Oregon, within five (5) working days after receipt of the Summary of ISD. The Request for a Hearing may be served upon HACSA according to the method specified in these procedures. The request should include:

a. The parties involved in the grievance;

b. The HACSA action or inaction complained of;

c. The date, or dates, of action or inaction;

d. The reasons for the grievance; and

e. The action or relief sought.

4. FORMAL HEARINGS REGARDING RENT.

a. AMOUNT OF RENT. Before a Formal Hearing will be scheduled on any grievance involving the amount of rent HACSA claims to be due, including retro-active rent, the Resident must pay HACSA all unpaid rent which has accrued to date. If the amount of unpaid rent is disputed, it shall be determined by HACSA according to the following formula: Unpaid rent equals the amount of monthly rent due at the last income recertification, multiplied by the number of months (or parts thereof) of occupancy during which no rent or partial rent has been paid. Unpaid rent includes rent due for the month in which the grievance is presented. The Resident must continue to pay additional rent which becomes due after the grievance is presented and before it is resolved.

b. DISPOSITION OF RENT DEPOSIT. HACSA shall hold any amount of rent deposited pending the outcome of the Formal Hearing. The Hearings Officer shall determine the amount due by each party. The party to whom a net amount is owed shall be paid first from the money deposited, and shall also be paid the balance by the other party within fourteen (14) days after receipt of the Hearings Officer's decision. The rent deposit, or any part thereof, may be released at any time if the parties agree or if the Hearings Officer so orders.

If HACSA owes money to the Resident, the Resident may choose to leave the credit balance on their account.

c. WAIVER OF DEPOSIT. If extenuating circumstances exist, the requirement for a rent deposit may be waived by the Hearings Officer.

d. FAILURE TO MAKE DEPOSIT. Unless waived, the failure to make the required payments of the rent deposit will result in termination of the proceedings.

5. SCHEDULING OF THE HEARING. Upon the Resident's compliance with Section IX.B, and IX.C., a Formal Hearing will be scheduled by HACSA for a time and place reasonably convenient to both parties. HACSA will attempt to schedule the Formal Hearing within fourteen (14) days of receipt of the Request for Formal Hearing. A written notification of the date, time, and place will delivered to the Resident and the representative of either party, in accordance with the method(s) specified in these procedures for the giving of notice.

6. SELECTION OF THE FORMAL HEARINGS OFFICER.

a. Formal Hearings shall be conducted before a Hearings Officer. The Hearings Officer shall be an impartial, disinterested person, appointed by HACSA.

b. HACSA shall consult with Resident(s) and/or Resident organizations(s) in the appointment of Hearings Officers. Any comments or recommendations submitted by a Resident and/or Resident organization(s) shall be considered by HACSA before the final appointment of the Hearings Officer.

c. HACSA will provide reimbursement for reasonable out-of-pocket expenses incurred by the Hearings Officer directly related to his attendance at the the Formal Hearing.

D. PROCEDURES GOVERNING THE FORMAL HEARING.

1. PRE-HEARING DECISION. The Hearings Officer may render a decision without proceeding with the Formal Hearing if it is determined that the issue has been previously decided in another proceeding.

2. FAILURE TO APPEAR. If either the Resident or HACSA fails to appear at a scheduled Hearing, the Hearings Officer may decide with good cause to postpone the Hearing for no more than five (5) working days, or may decide that the party has waived their right to a Hearing. All parties shall be notified, in writing, of the decision according to the method specified herein for the giving of notice.

3. CONDUCT OF THE HEARING.

   a. The Hearing shall be conducted informally by the Hearings Officer. Oral or documentary evidence relevant to the facts and issues raised may be received without regard to admissibility under the rules of evidence applicable to judicial proceedings.

   b. The Hearings Officer shall require HACSA, the Resident, representatives, counsel and other participants or spectators to conduct themselves in an orderly fashion. Failure to comply with the directions of the Hearings Officer may result in exclusion from the proceedings or in a decision adverse to the interest of the disorderly party.

4. BURDEN OF PROOF. At the Hearing, the Resident must first make a showing of entitlement to the relief sought. HACSA must then justify its action or inaction. However, when the Resident is contesting a proposed eviction, HACSA must establish by the preponderance of evidence, the violation(s) of the rental agreement warranting termination of the lease and then the Resident must justify his/her action or inaction as not violating the terms of his/her rental agreement.

5. The Resident or HACSA may arrange, in advance and at the expense of the party making the arrangement, for a transcript of the Hearing. Either party may purchase a copy of that transcript.

6. HACSA shall make Reasonable Accommodations for persons with disabilities to participate in the Hearing. Reasonable Accommodations may include, but are not limited to, sign language interpreters, readers, accessible locations, or attendants. If the Resident is visually impaired, any notice to the Resident which is required under this grievance procedure may be made available in an accessible format.

E. DECISION OF THE FORMAL HEARING OFFICER.

1. WRITTEN DECISION. The Hearings Officer will prepare a written decision including findings and conclusions together with reasons therefore on each material issue raised by the parties. The decision will be prepared within five (5) working days from the date of the Hearing. A copy of the decision will be delivered to the Resident, HACSA, and representatives, in accordance with methods specified herein for Giving of Notice. To expedite the decision, the Hearings Officer may fax a copy of the decision to the parties or their representatives. HACSA shall retain a copy of the decision in HACSA's Resident file.

2. FILE OF DECISIONS. A copy of all Formal Hearing decisions with all the names

and identifying references deleted will also be kept on file by HACSA for three years. Any prospective Resident, his/her representative, or a Hearings Officer may have access to the file of decisions.

3. EFFECT OF DECISION. The decision of the Hearings Officer is binding on HACSA. HACSA shall take all action, or refrain from any action, necessary to carry out the decision. However, the decision is not binding if the Executive Director determines within thirty (30) days, and promptly notifies the Resident of his determination, that:

   a. The grievance does not concern HACSA action or inaction adversely affecting the Resident's rights, duties, welfare or status stemming from the Resident's rental agreement or HACSA regulations; or

   b. The decision of the Hearings Officer is contrary to federal, state or local law, HUD regulations or requirements of the Annual Contributions Contract between HUD and HACSA.

4. REHEARING. After notification of the Executive Director's determination, the Resident may petition the Executive Director for a rehearing of the grievance. If the Executive Director reaffirms her/his determination reversing the decision of the Hearings Officer, the Resident may seek judicial review. If the Executive Director grants a Hearing, it will take place in accordance with HACSA's Grievance Procedures for Residents.

F. TERMINATION OF TENANCY.

1. HEARING REQUESTED. If a Resident has requested a Hearing under these grievance procedures regarding a Notice of Termination of Tenancy (eviction notice), HACSA shall take no action on the termination until the Hearings Officer renders a decision.

2. NOTICE TO VACATE. If the Hearings Officer upholds HACSA's decision to terminate the tenancy, HACSA shall not commence an eviction action in court until it has served a Notice to Vacate on the Resident. The Notice to Vacate will not be issued until the decision of the Hearings Officer has been delivered to the Resident and his/her representative according to the method specified herein for Giving of Notice.

3. EVICTION. The Notice to Vacate must be in writing and must state that if the Resident fails to vacate the premises within the time specified after receipt of the notice, or on the termination date stated in the Notice of Termination, whichever is later, appropriate legal action may be taken against the Resident and he/she may be liable for court costs and attorneys fees.

From the Section 8 Admin Plan:

PART III: INFORMAL REVIEWS AND HEARINGS

16-III.A. OVERVIEW

When the PHA makes a decision that has a negative impact on a family, the family is often entitled to appeal the decision. For applicants, the appeal takes the form of an informal review; for participants, or for applicants denied admission because of citizenship issues, the appeal takes the form of an informal hearing.

PHAs are required to include in their administrative plans, informal review procedures for applicants, and informal hearing procedures for participants [24 CFR 982.54(d)(12) and (13)].

16-III.B. INFORMAL REVIEWS

Informal reviews are provided for program applicants. An applicant is someone who has applied for admission to the program, but is not yet a participant in the program. Informal reviews are intended to provide a "minimum hearing requirement" [24 CFR 982.554], and need not be as elaborate as the informal hearing requirements. (Federal Register Volume 60, No. 127, p 36490).

Decisions Subject to Informal Review

The PHA must give an applicant the opportunity for an informal review of a decision denying assistance [24 CFR 982.554(a)]. Denial of assistance may include any or all of the following [24 CFR 982.552(a)(2)]:

I. Denying listing on the PHA waiting list

II. Denying or withdrawing a voucher

III. Refusing to enter into a HAP contract or approve a lease

IV. Refusing to process or provide assistance under portability procedures

V. Denial of assistance based on an unfavorable history that may be the result of domestic violence, dating violence or stalking. (See Section 3-III.G.)

Informal reviews are not required for the following reasons [24 CFR 982.554(c)]:

VI. Discretionary administrative determinations by the PHA

VII. General policy issues or class grievances

VIII. A determination of the family unit size under the PHA subsidy standards

IX. A PHA determination not to grant approval of the tenancy

X. A PHA determination that the unit is not in compliance with the HQS

XI. A PHA determination that the unit is not in accordance with the HQS due to family size or composition

PHA Policy

The PHA will only offer an informal review to applicants for whom assistance is being denied. Denial of assistance includes: denying listing on the PHA waiting list; denying or withdrawing a voucher; refusing to enter into a HAP contract or approve a lease; refusing to process or provide assistance under portability procedures.

Notice to the Applicant [24 CFR 982.554(a)]

The PHA must give an applicant prompt notice of a decision denying assistance. The notice must contain a brief statement of the reasons for the PHA decision, and must also state that the applicant may request an informal review of the decision. The notice must describe how to obtain the informal review.

Scheduling an Informal Review

PHA Policy

A request for an informal review may be made in writing or verbally and received by the PHA no later than 14 days from the date of the PHA's denial of assistance.

Except as provided in Section 3-III.G, the PHA must schedule and send written notice of

the informal review within 14 days of the family's request.

Informal Review Procedures [24 CFR 982.554(b)]

PHA Policy

The informal review must be conducted by a person other than the one who made or approved the decision under review, or a subordinate of this person.

The applicant must be provided an opportunity to present written or oral objections to the decision of the PHA.

The Review may be conducted by:

A staff person who is at the supervisor level or above.

The family may use an attorney or other representative to assist them at their own expense.

The review may be conducted by mail and/or telephone if acceptable to both parties.

The person conducting the review will make a recommendation to the PHA, but the PHA is responsible for making the final decision as to whether assistance should be granted or denied.

Informal Review Decision [24 CFR 982.554(b)]

The PHA must notify the applicant of the PHA's final decision, including a brief statement of the reasons for the final decision.

PHA Policy

In rendering a decision, the PHA will evaluate the following matters:

Whether or not the grounds for denial were stated factually in the Notice.

The validity of the evidence. The PHA will evaluate whether the facts presented prove the grounds for denial of assistance. If the facts prove that there are grounds for denial, and the denial is required by HUD, the PHA will uphold the decision to deny assistance.

If the facts prove the grounds for denial, and the denial is discretionary, the PHA will consider the recommendation of the person conducting the informal review in making the final decision whether to deny assistance.

The PHA will notify the applicant of the final decision, including a statement explaining the reason(s) for the decision. The notice will be mailed within 10 business days of the informal review, to the applicant and his or her representative, if any, along with proof of mailing.

If the decision to deny is overturned as a result of the informal review, processing for admission will resume.

If the family fails to appear for their informal review, the denial of admission will stand and the family will be so notified.

16-III.C. INFORMAL HEARINGS FOR PARTICIPANTS [24 CFR 982.555, Pub.L. 109-162]

PHAs must offer an informal hearing for certain PHA determinations relating to the individual

circumstances of a participant family. A participant is defined as a family that has been admitted to the PHA's HCV program and is currently assisted in the program. The purpose of the informal hearing is to consider whether the PHA's decisions related to the family's circumstances are in accordance with the law, HUD regulations and PHA policies.

The PHA is not permitted to terminate a family's assistance until the time allowed for the family to request an informal hearing has elapsed, and any requested hearing has been completed. Termination of assistance for a participant may include any or all of the following:

XII. Refusing to enter into a HAP contract or approve a lease

XIII. Terminating housing assistance payments under an outstanding HAP contract

XIV. Refusing to process or provide assistance under portability procedures

Decisions Subject to Informal Hearing

Circumstances for which the PHA must give a participant family an opportunity for an informal hearing are as follows:

XV. A determination of the family's annual or adjusted income, and the use of such income to compute the housing assistance payment

XVI. A determination of the appropriate utility allowance (if any) for tenant-paid utilities from the PHA utility allowance schedule

XVII. A determination of the family unit size under the PHA's subsidy standards

XVIII. A determination to terminate assistance for a participant family because of the family's actions or failure to act

XIX. A determination to terminate assistance because the participant has been absent from the assisted unit for longer than the maximum period permitted under PHA policy and HUD rules

XX. A determination to terminate a family's Family Self Sufficiency contract, withhold supportive services, or propose forfeiture of the family's escrow account [24 CFR 984.303(i)]

XXI. A determination to deny admission based on an unfavorable history that may be the result of domestic violence, dating violence, or stalking.

Circumstances for which an informal hearing is not required are as follows:

XXII. Discretionary administrative determinations by the PHA

XXIII. General policy issues or class grievances

XXIV. Establishment of the PHA schedule of utility allowances for families in the program

XXV. A PHA determination not to approve an extension or suspension of a voucher term

XXVI. A PHA determination not to approve a unit or tenancy

XXVII. A PHA determination that a unit selected by the applicant is not in compliance with the HQS

XXVIII. A PHA determination that the unit is not in accordance with HQS because of family size

XXIX. A determination by the PHA to exercise or not to exercise any right or remedy against an owner under a HAP contract

<u>PHA Policy</u>

The PHA will only offer participants the opportunity for an informal hearing when required to by the regulations.

Informal Hearing Procedures

Notice to the Family [24 CFR 982.555(c)]

When the PHA makes a decision that is subject to informal hearing procedures, the PHA must inform the family of its right to an informal hearing at the same time that it informs the family of the decision.

For decisions related to the family's annual or adjusted income, the determination of the appropriate utility allowance, and the determination of the family unit size, the PHA must notify the family that they may ask for an explanation of the basis of the determination, and that if they do not agree with the decision, they may request an informal hearing on the decision.

For decisions related to the termination of the family's assistance, or the denial of a family's request for an exception to the PHA's subsidy standards, the notice must contain a brief statement of the reasons for the decision, a statement that if the family does not agree with the decision, the family may request an informal hearing on the decision, and a statement of the deadline for the family to request an informal hearing.

PHA Policy

In cases where the PHA makes a decision for which an informal hearing must be offered, the notice to the family will include all of the following:

The proposed action or decision of the PHA.

A brief statement of the reasons for the decision based on the regulatory reference.

The date the proposed action will take place.

A statement that if the family does not agree with the decision the family may request an informal hearing of the decision.

A deadline for the family to request the informal hearing.

To whom the hearing request should be addressed.

Scheduling an Informal Hearing [24 CFR 982.555(d)]

When an informal hearing is required, the PHA must proceed with the hearing in a reasonably expeditious manner upon the request of the family.

PHA Policy

A request for an informal hearing must be made in writing and/or verbally and received by the PHA no later than 14 days from the date of the PHA's decision or notice to terminate assistance.

The PHA must schedule and send written notice of the informal hearing to the family within 14 days of the family's request.

The family may request to reschedule a hearing for good cause, or if it is needed as a reasonable accommodation for a person with disabilities. Good cause is defined as an unavoidable conflict which seriously affects the health, safety or welfare of the family or the desire to obtain legal representation. Requests to reschedule a hearing must be made orally or in writing prior to the hearing date and time. At its discretion, the PHA may request documentation of the "good cause" prior to rescheduling the hearing.

If the family does not appear at the scheduled time, and was unable to reschedule the hearing in advance due to the nature of the conflict, the family must contact the PHA

within 24 hours of the scheduled hearing date, excluding weekends and holidays. The PHA will reschedule the hearing only if the family can show good cause for the failure to appear, or if it is needed as a reasonable accommodation for a person with disabilities.

Pre-Hearing Right to Discovery [24 CFR 982.555(e)]

Participants and the PHA are permitted pre-hearing discovery rights. The family must be given the opportunity to examine before the hearing any PHA documents that are directly relevant to the hearing. The family must be allowed to copy any such documents at their own expense. If the

PHA does not make the document available for examination on request of the family, the PHA may not rely on the document at the hearing.

The PHA hearing procedures may provide that the PHA must be given the opportunity to examine at the PHA offices before the hearing, any family documents that are directly relevant to the hearing. The PHA must be allowed to copy any such document at the PHA's expense. If the family does not make the document available for examination on request of the PHA, the family may not rely on the document at the hearing.

For the purpose of informal hearings, documents include records and regulations.

PHA Policy

The family will be allowed to copy any documents related to the hearing at a cost of $.25 per page. In requesting copies of documents or review of the file the family must request an appointment with the Housing Coordinators no later than 24 hours prior to the scheduled hearing date.

The PHA must be given an opportunity to examine at the PHA offices before the hearing any family documents that are directly relevant to the hearing.

Participant's Right to Bring Counsel [24 CFR 982.555(e)(3)]

At its own expense, the family may be represented by a lawyer or other representative at the informal hearing.

Informal Hearing Officer [24 CFR 982.555(e)(4)]

Informal hearings will be conducted by a person or persons approved by the PHA, other than the person who made or approved the decision or a subordinate of the person who made or approved the decision.

Attendance at the Informal Hearing

PHA Policy

Hearings may be attended by a hearing officer and the following applicable persons:

A PHA representative(s) and any witnesses for the PHA

The participant and any witnesses for the participant

The participant's counsel or other representative

Any other person approved by the PHA as a reasonable accommodation for a person with a disability

Conduct at Hearings

The person who conducts the hearing may regulate the conduct of the hearing in accordance with the PHA's hearing procedures [24 CFR 982.555(4)(ii)].

PHA Policy

The hearing officer is responsible to manage the order of business and to ensure that hearings are conducted in a professional and businesslike manner. Attendees are expected to comply with all hearing procedures established by the hearing officer and guidelines for conduct. Any person demonstrating disruptive, abusive or otherwise inappropriate behavior will be excused from the hearing at the discretion of the hearing officer.

Evidence [24 CFR 982.555(e)(5)]

The PHA and the family must be given the opportunity to present evidence and question any witnesses. In general, all evidence is admissible at an informal hearing. Evidence may be

considered without regard to admissibility under the rules of evidence applicable to judicial proceedings.

PHA Policy

Any evidence to be considered by the hearing officer must be presented at the time of the hearing. There are four categories of evidence.

Oral evidence: the testimony of witnesses

Documentary evidence: a writing which is relevant to the case, for example, a letter written to the PHA. Writings include all forms of recorded communication or representation, including letters, words, pictures, sounds, videotapes or symbols or combinations thereof.

Demonstrative evidence: Evidence created specifically for the hearing and presented as an illustrative aid to assist the hearing officer, such as a model, a chart or other diagram.

Real evidence: A tangible item relating directly to the case.

Hearsay Evidence is evidence of a statement that was made other than by a witness while testifying at the hearing and that is offered to prove the truth of the matter. Even though evidence, including hearsay, is generally admissible, hearsay evidence alone cannot be used as the sole basis for the hearing officer's decision.

If either the PHA or the family fail to comply with the discovery requirements described above, the hearing officer will refuse to admit such evidence.

Other than the failure of a party to comply with discovery, the hearing officer has the authority to overrule any objections to evidence.

Hearing Officer's Decision [24 CFR 982.555(e)(6)]

The person who conducts the hearing must issue a written decision, stating briefly the reasons for the decision. Factual determinations relating to the individual circumstances of the family must be based on a preponderance of evidence presented at the hearing.

PHA Policy

In rendering a decision, the hearing officer will consider the following matters:

PHA Notice to the Family: The hearing officer will determine if the reasons for the PHA's decision are factually stated in the Notice.

Discovery: The hearing officer will determine if the PHA and the family were given the opportunity to examine any relevant documents in accordance with PHA policy.

PHA Evidence to Support the PHA Decision: The evidence consists of the facts presented. Evidence is not conclusion and it is not argument. The hearing officer will evaluate the facts to determine if they support the PHA's conclusion.

Validity of Grounds for Termination of Assistance (when applicable): The hearing officer will determine if the termination of assistance is for one of the grounds specified in the

HUD regulations and PHA policies. If the grounds for termination are not specified in the regulations or in compliance with PHA policies, then the decision of the PHA will be overturned.

The hearing officer will issue a written decision to the family and the PHA no later than 14 days after the hearing. The report will contain the following information:

Hearing information:

Name of the participant;

Date, time and place of the hearing;

Name of the hearing officer;

Name of the PHA representative; and

Name of family representative (if any).

Background: A brief, impartial statement of the reason for the hearing.

Summary of the Evidence: The hearing officer will summarize the testimony of each witness and identify any documents that a witness produced in support of his/her testimony and that are admitted into evidence.

Findings of Fact: The hearing officer will include all findings of fact, based on a preponderance of the evidence. Preponderance of the evidence is defined as evidence which is of greater weight or more convincing than the evidence which is offered in opposition to it; that is, evidence which as a whole shows that the fact sought to be proved is more probable than not. Preponderance of the evidence may not be determined by the number of witnesses, but by the greater weight of all evidence.

Conclusions: The hearing officer will render a conclusion derived from the facts that were found to be true by a preponderance of the evidence. The conclusion will result in a determination of whether these facts uphold the PHA's decision.

Order: The hearing report will include a statement of whether the PHA's decision is upheld or overturned. If it is overturned, the hearing officer will instruct the PHA to change the decision in accordance with the hearing officer's determination. In the case of termination of assistance, the hearing officer will instruct the PHA to restore the participant's program status.

Procedures for Rehearing or Further Hearing

PHA Policy

The hearing officer may ask the family for additional information and/or might adjourn the hearing in order to reconvene at a later date, before reaching a decision. If the family misses an appointment or deadline ordered by the hearing officer, the action of the PHA will take effect and another hearing will not be granted.

It shall be within the sole discretion of the PHA to review the hearing decision.

PHA Notice of Final Decision [24 CFR 982.555(f)]

The PHA is not bound by the decision of the hearing officer for matters in which the PHA is not required to provide an opportunity for a hearing, decisions that exceed the authority of the hearing officer, decisions that conflict with or contradict HUD regulations, requirements, or are otherwise contrary to Federal, State or local laws.

If the PHA determines it is not bound by the hearing officer's decision in accordance with HUD

regulations, the PHA must promptly notify the family of the determination and the reason for the determination.

PHA Policy

The PHA will mail a “Notice of Final Decision” including the hearing officer’s report, to the participant and their representative. This Notice will be sent by first-class mail. A copy of the “Notice of Final Decision will be maintained in the participant’s file.

16-III.D. HEARING AND APPEAL PROVISIONS FOR NON-CITIZENS [24 CFR 5.514]

Denial or termination of assistance based on immigration status is subject to special hearing and notice rules. Applicants who are denied assistance due to immigration status are entitled to an informal hearing, not an informal review.

Assistance to a family may not be delayed, denied, or terminated on the basis of immigration status at any time prior to a decision under the United States Citizenship and Immigration Services (USCIS) appeal process. Assistance to a family may not be terminated or denied while the PHA hearing is pending, but assistance to an applicant may be delayed pending the completion of the informal hearing.

A decision against a family member, issued in accordance with the USCIS appeal process or the PHA informal hearing process, does not preclude the family from exercising the right, that may otherwise be available, to seek redress directly through judicial procedures.

Notice of Denial or Termination of Assistance [24 CFR 5.514(d)]

As discussed in Chapters 3 and 11, the notice of denial or termination of assistance for noncitizens must advise the family:

XXX. That financial assistance will be denied or terminated, and provide a brief explanation of the reasons for the proposed denial or termination of assistance.

XXXI. The family may be eligible for proration of assistance.

XXXII. In the case of a participant, the criteria and procedures for obtaining relief under the provisions for preservation of families [24 CFR 5.514 and 5.518].

XXXIII. That the family has a right to request an appeal to the USCIS of the results of secondary verification of immigration status and to submit additional documentation or explanation in support of the appeal.

XXXIV. That the family has a right to request an informal hearing with the PHA either upon completion of the USCIS appeal or in lieu of the USCIS appeal.

XXXV. For applicants, assistance may not be delayed until the conclusion of the USCIS appeal process, but assistance may be delayed during the period of the informal hearing process.

USCIS Appeal Process [24 CFR 5.514(e)]

When the PHA receives notification that the USCIS secondary verification failed to confirm eligible immigration status, the PHA must notify the family of the results of the USCIS verification. The family will have 30 days from the date of the notification to request an appeal of the USCIS results. The request for appeal must be made by the family in writing directly to the USCIS. The family must provide the PHA with a copy of the written request for appeal and the proof of mailing.

PHA Policy

The PHA will notify the family in writing of the results of the USCIS secondary verification within 14 days of receiving the results.

The family must provide the PHA with a copy of the written request for appeal and proof of mailing within 14 days of sending the request to the USCIS.

The family must forward to the designated USCIS office any additional documentation or written explanation in support of the appeal. This material must include a copy of the USCIS document verification request (used to process the secondary request) or such other form specified by the USCIS, and a letter indicating that the family is requesting an appeal of the USCIS immigration status verification results.

The USCIS will notify the family, with a copy to the PHA, of its decision. When the USCIS notifies the PHA of the decision, the PHA must notify the family of its right to request an informal hearing.

PHA Policy

The PHA will send written notice to the family of its right to request an informal hearing within 14 days of receiving notice of the USCIS decision regarding the family's immigration status.

Informal Hearing Procedures for Applicants [24 CFR 5.514(f)]

After notification of the USCIS decision on appeal, or in lieu of an appeal to the USCIS, the family may request that the PHA provide a hearing. The request for a hearing must be made either within 30 days of receipt of the PHA notice of denial, or within 30 days of receipt of the USCIS appeal decision.

The informal hearing procedures for applicant families are described below.

Informal Hearing Officer

The PHA must provide an informal hearing before an impartial individual, other than a person who made or approved the decision under review, and other than a person who is a subordinate of the person who made or approved the decision. See Section 16-III.C. for a listing of positions that serve as informal hearing officers.

Evidence

The family must be provided the opportunity to examine and copy at the family's expense, at a reasonable time in advance of the hearing, any documents in the possession of the PHA pertaining to the family's eligibility status, or in the possession of the USCIS (as permitted by USCIS requirements), including any records and regulations that may be relevant to the hearing.

PHA Policy

The family will be allowed to copy any documents related to the hearing at a cost of $.25 per page.

The family must be provided the opportunity to present evidence and arguments in support of eligible status. Evidence may be considered without regard to admissibility under the rules of evidence applicable to judicial proceedings.

The family must also be provided the opportunity to refute evidence relied upon by the PHA, and to confront and cross-examine all witnesses on whose testimony or information the PHA relies.

Representation and Interpretive Services

The family is entitled to be represented by an attorney or other designee, at the family's expense, and to have such person make statements on the family's behalf.

The family is entitled to arrange for an interpreter to attend the hearing, at the expense of the family, or the PHA, as may be agreed upon by the two parties.

Recording of the Hearing

The family is entitled to have the hearing recorded by audiotape. The PHA may, but is not

required to provide a transcript of the hearing.

Hearing Decision

The PHA must provide the family with a written final decision, based solely on the facts presented at the hearing, within 14 calendar days of the date of the informal hearing. The decision must state the basis for the decision.

Informal Hearing Procedures for Residents [24 CFR 5.514(f)]

After notification of the USCIS decision on appeal, or in lieu of an appeal to the USCIS, the family may request that the PHA provide a hearing. The request for a hearing must be made either within 30 days of receipt of the PHA notice of termination, or within 30 days of receipt of the USCIS appeal decision.

For the informal hearing procedures that apply to participant families whose assistance is being terminated based on immigration status, see Section 16-III.C.

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.**

   N/A

7. **Community Service and Self-Sufficiency. A description of:** 1**) A**ny **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).**

   HACSA meets on a regular basis with its Tenant Advisory Group (TAG), made up of Resident Representatives and Alternates, elected by their peers from their respective housing developments. Residents are assisted on a monthly basis, by HACSA's Resident Services Administrative Assistant (RSAA), in producing Resident Newsletters for their respective housing developments. The RSAA facilitates regular-scheduled Resident Coordinating Group (RCG) meetings at HACSA's different housing complexes. The RSAA assists the TAG in administering funds from the Resident Participation Fund, and in consulting with the various RCGs about expenditures from their respective Resident Accounts. The RSAA assists in the coordination of food distribution by Resident Volunteers, using donated foods from Food For Lane County (FFLC). Each summer, HACSA sponsors FFLC's Summer Meal Program at several of its housing development sites.

   HACSA encourages the economic self-sufficiency of its residents by applying an Earned Income Disallowance (EID) to increases in annual earned income for a family member who

was unemployed for one or more years previous to employment; to increases in annual earned income for a family member during participation in any economic self-sufficiency or other job training program; or to increases in annual earned income during or within six months after receiving assistance under a state program for temporary assistance for needy families (TANF). During the initial twelve month exclusion period, the EID is applied to all increases in annual earned income. During the second twelve month exclusion period, the EID is applied to 50% of all increases in annual earned income.

Since 1992, HACSA has managed a Family Self-Sufficiency (FSS) Program. Currently, the FSS Program is offered to both Section 8 and Public Housing participants. The purpose of the FSS Program is to assist families to improve their economic situations and to reduce their dependence on welfare programs. Each FSS participant works with an FSS Case Manager to create a five-year plan that includes employment goals and identifies training or education needs. FSS staff then work with the family to identify, locate, and arrange for the services needed to accomplish these goals. In addition, as FSS participants succeed in increasing their earned family income, the portion of their monthly income contributed towards their rent payment also increases. A percentage of this rent increase is deposited into an interest-bearing escrow account after HACSA has set up the account. If the family meets its goals within five years and has received no welfare assistance for one year, they are eligible to receive the funds in the escrow account. Since its inception, the HACSA FSS Program has assisted almost eighty (80) participants become home owners.

HACSA's Community Service Policy is incorporated in HACSA's Statement of Policies, as Appendix H. During the intake process, each Public Housing applicant is required to sign a copy of HACSA's Community Service/Self-Sufficiency Compliance Certification, acknowledging their receipt of HACSA's Community Service Policy and acknowledging their requirement to contribute eight (8) hours per month of community service or participate eight (8) hours per month in an economic self-sufficiency program, unless otherwise exempt from this requirement. At each Annual Re-Certification, HACSA's Public Housing participants are required to sign the Certification again and, if not exempt, present a completed documentation form of activities performed over the previous twelve (12) months. If a family is found to be non-compliant with this requirement at recertification, s/he and the Head of Household will sign an agreement with HACSA to make up the deficient hours over the next twelve (12) month period. If the family is found to be non-compliant at the next recertification, the lease will not be renewed and the entire family will have to vacate the unit, unless the noncompliant member agrees to move out of the unit.

HACSA's Policy on Welfare Benefit Reductions is incorporated into HACSA's Statement of Policies, as Appendix M. A "covered family" is a family that receives welfare benefits from a welfare agency under a program that requires that a member of the family must participate in an economic self-sufficiency program as a condition of such assistance. "Imputed welfare income" is the amount of welfare benefits not received by the family, as a result of a specified welfare benefit reduction, that is included in the family's annual income calculation. "Specified welfare benefit reduction" is a reduction in welfare benefits because of fraud by a family member, or because of non-compliance with an economic self-sufficiency program. When a welfare agency informs HACSA of the amount of, and reason for, any specified welfare benefit reduction, HACSA will use this information to determine the imputed welfare income and count the imputed welfare income as income received by the family.

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.**

There is no special need for measures to ensure the safety of HACSA's public housing residents; i.e., a daily review of Calls For Service related to HACSA's public housing developments indicates that the level of criminal activity in HACSA's public housing developments is similar to the level of criminal activity in the surrounding communities. Nevertheless, HACSA has a long-standing program of safety and crime prevention.

Since 1997, HACSA has tracked crime and crime-related problems in its public housing developments on a continuing basis. On a daily basis, the Eugene Police Department provides HACSA with a Calls for Service Report, which lists the details of all police/emergency calls related to every unit owned by HACSA. As a LEDS (Law Enforcement Data System) Agency, HACSA has access to Lane County's Area Information Records System (AIRS), an automated information system managed by and serving a consortium of local public safety and justice agencies. HACSA Property Managers follow up on relevant calls, obtaining copies of related Police Reports, and taking appropriate lease enforcement action.

Since 1997, HACSA has utilized access to AIRS, OJIN (Oregon Justice Information Network) records, OSP (Oregon State Police) records, and NCIC (National Crime Information Center) records, to support its screening policies that limit access to its public housing program by applicants who have been involved in violent and/or drug-related criminal activity. HACSA denies admission to applicants who meet the applicable crime-related criteria.

Since 1997, HACSA has coordinated with eight (8) local police and law enforcement agencies (Florence Police Department, Eugene Police Department, Springfield Police Department, Junction City Police Department, Cottage Grove Police Department, Oregon State Police, Lane County Sheriff Office, and Lane County Parole and Probation) in carrying out crime prevention measures and activities. These activities include the screening criteria mentioned above, the review of daily Calls For Service reports mentioned above, the use of No Trespass Notices, the use of Letters of Concern, the use of Notices of Eviction, as well as providing regular information to HACSA's public housing residents about reporting criminal activity. In addition, HACSA currently provides an office location, in its largest public housing complex, for two Lane County Parole and Probation Officer.

9. Pets. A statement describing the PHAs policies and requirements pertaining to the ownership of pets in public housing.

From the Public Housing Statement of Policy:

PET POLICY & RULES

1. Definitions/Applicability

These pet rules quantify the legitimate interest of HACSA in providing decent, safe and sanitary living environments for existing and prospective residents, and in protecting and preserving the physical condition of the property and HACSA's financial interest in it. HACSA may designate individual employees to fulfill the obligations specified in this policy. Where designated, these persons will fulfill the obligations called for in this policy wherever HACSA is specified. Designated employees may include Property or Resident Managers, or other appropriate staff members.

Pets are domesticated animals, such as a dog, cat, bird, rabbit, fish, or turtle, that are traditionally kept in the home for pleasure rather than for commercial purposes. Common household pets do not include reptiles (except turtles). If this definition conflicts with any applicable State or local law or regulation defining the pets that may be owned or kept in dwelling accommodations, the State or local law or regulations shall apply. HACSA reserves the right to determine what animal(s) will be allowed.

Exceptions to HACSA's Pet Policy & Rules will be considered, on a case-by-case basis, upon receipt of a Request for Reasonable Accommodation. Such Requests must verify that the Applicant/Resident making the request meets the definition of an Individual with a Disability and that the exemption being requested meets a specific disability-related need and would provide the Applicant/Resident with an equal opportunity to participate in and use HACSA's housing program(s). Please see HACSA's Policy on Reasonable Accommodation and/or HACSA's Assistance/Companion/Service Animal Guidelines.

2. Management Approval

A. Prior to a pet being allowed to reside in a unit, the proposed pet owner must prepare and submit an "Application to Keep a Pet" to their Property Manager or Intake Coordinator.

B. In addition, the Resident (or Applicant) must provide HACSA with documented acceptability in accordance with the provisions outlined in "Standards" below.

C. Pets must be registered with HACSA BEFORE the pet is brought onto the premises and the registration may be reviewed or updated by HACSA on an "as-

needed" basis.

D. HACSA may give temporary approval for a pet to be on the premises prior to registration, pending approval of the "Application to Keep a Pet."

E. Registration includes:

1) A certificate (Category I pet only) signed by a licensed veterinarian or designated State or local authority, stating that:
   a) The pet has received all inoculations required by State or local law.

   b) The animal is in good health. It has no communicable diseases or pests, and in the case of dogs and cats, is spayed or neutered. For dogs, verification of the current weight and expected adult weight and size must also be provided.

2) Verification that the animal is licensed in accordance with applicable State and local laws and regulations.

3) A photo (Category I pet only) and sufficient information to identify the animal and demonstrate it is a common household pet.

4) The name, address, and phone number of one or more "Responsible Parties" to care for the pet if the owner dies, is incapacitated or is unavailable to care for the pet. A Resident who cares for another Resident's pet must notify HACSA in writing that they will be caring for the pet and are willing to abide by the Pet Rules and Policies.

5) "Application to Keep a Pet" stating that the Resident accepts complete responsibility for the care and cleaning of the pet and acknowledges the applicable rules.

F. These requirements may not conflict with State or local law.

G. An animal's temperament may be considered as a factor in determining the prospective owner's ability to comply with the Pet Rules and Policies and other lease obligations. Dogs or cats having a history of, or exhibiting aggressive, intimidating, territorial or inappropriate behavior will not be approved.

H. HACSA shall refuse to register a pet if:

1) It is not a common household pet (as defined and allowed by HACSA).

2) The Resident fails to provide complete pet registration information or fails to update the registration as requested by HACSA or, if HACSA reasonably determines, based on the Resident's habits and practices, that the Resident will be unable to keep the pet in compliance with the Pet Rules and Policies and other lease obligations.

I. HACSA may not refuse to register a pet based on the determination that a pet owner is financially unable to care for the pet, or the determination that the pet is

inappropriate based on the therapeutic value to the pet owner, the interests of the property, or existing residents. HACSA is required to notify the Resident if HACSA refuses to register the pet. The notice shall state the basis for HACSA's action and may be combined with a notice of pet violation or lease termination.

3. Standards

Common household pets will be permitted under the following guidelines. [Exceptions to these standards will be considered, on a case-by-case basis, upon receipt of a Request for Reasonable Accommodation. Such Requests must verify that the Applicant/Resident making the request meets the definition of an Individual with a Disability and that the exemption being requested meets a specific disability-related need and would provide the Applicant/Resident with an equal opportunity to participate in and use HACSA's housing program(s). Please see HACSA's Policy on Reasonable Accommodation and/or HACSA's Assistance/Companion/Service Animal Guidelines.]

Category I:	Dog or Cat
Category II:	Birds, Fish, Rodents, Turtles

A. CATEGORY I

1) Dogs
   a) Maximum number of Category I animals in the household - one (1)
   b) Must not exceed adult weight of 30 lbs or adult shoulder height of 15".
   c) Must be housebroken within 8 weeks of approval or 6 months of age.
   d) Must be spayed or neutered.
   e) Must have all inoculations required by State law or local ordinance
   f) Must be licensed as required by State law or local ordinance
   g) Must wear a collar/tag with identification which allows the animal to be identified to the Resident. Animal name only is not sufficient identification.
   h) The following breeds or mixed breeds of will not be allowed:
      - German Shepherd
      - Rottweiler
      - Doberman Pinscher
      - Pit Bull
      - Chow
      - Spitz

      HACSA reserves the right to prohibit other breeds, as necessary.

2) Cats (Domestic Only)
   a) Maximum number of Category I animals in the household - one (1)
   b) Must be spayed or neutered.
   c) Must have all inoculations required by State law or local ordinance.
   d) Must be trained to use a plastic litter box or other non-porous waste receptacle within 8 weeks of approval or 6 months of age.
   e) Must be licensed as required by State law or local ordinance
   f) Must wear a collar/tag with identification which allows the animal to be

identified to the Resident. Animal name only is not sufficient identification.

B. CATEGORY II

1) Birds
   a) Maximum number - two (2)
   b) Must be caged at all times.

2) Fish
   a) Maximum number - one (1) aquarium
   b) Maximum aquarium size - 20 gallons
   c) Must be kept on an approved stand.

3) Rodents (ONLY rabbit, guinea pig, hamster or gerbil)
   a) Maximum number - one (1)
   b) Must be caged at all times.
   c) Must have all inoculations required by State law or local ordinance.

4) Turtles
   a) Maximum number - two (2) small (shell up to 3") or one (1) medium (shell up to 5")
   b) Must be kept in a tank (aquarium) or terrarium at all times.

C. Any animal prohibited by law will not be approved in the jurisdiction where prohibited.

D. Only pets specified above may be kept by a Resident. NO OTHER PETS will be considered common household pets without a modification of these rules by HACSA.

E. A Resident may have a maximum combination of:

1) One "Category I" + two "Category II" pets (example: dog + two birds + fish); OR

2) Two "Category II" pets (for example: two birds + fish; or, fish+ one guinea pig).

3) No two "Category II" pets may be the same (for example: two rodents; or two aquariums; or four (two sets of two) birds would not be allowed).

F. If an approved animal gives birth to a litter, the Resident shall remove all animals resulting from that birth within eight (8) weeks, leaving ONLY the originally approved animal. The Resident must provide verification to the Property Manager that the originally approved animal has been spayed within 10 weeks of giving birth to a litter.

G. Failure to register a pet before bringing it into the dwelling unit may result in the initiation of an action to require the Resident to remove the pet and/or to evict the

Resident.

4. Service/Assistance & Companion Animal Exclusion

   Exceptions to HACSA's Pet Policy & Rules will be considered, on a case-by-case basis, upon receipt of a Request for Reasonable Accommodation. Such Requests must verify that the Applicant/Resident making the request meets the definition of an Individual with a Disability and that the exemption being requested meets a specific disability-related need and would provide the Applicant/Resident with an equal opportunity to participate in and use HACSA's housing program(s). Please see HACSA's Policy on Reasonable Accommodation and/or HACSA's Assistance/Companion/Service Animal Guidelines.

5. Animals Temporarily on the Premises

   Animals not owned by a Resident or not approved by HACSA are not allowed on the premises. "Visiting" animals are not allowed! This prohibition does not apply to visiting service/assistance animals. Feeding or harboring stray animals is not allowed, and will be considered a lease violation as having a pet without the written permission of HACSA.

6. Pet Deposit

   A. The pet deposit is for the purpose of defraying reasonable costs directly attributable to the presence of a pet. No deposit will be collected for Category II pets. HACSA reserves the right (as allowed by federal regulation) to change the deposit by amendment to these rules. The Resident pet owner is responsible for fumigation or cleaning charges directly related to the pet, or damages caused by the pet.

   B. The deposit for a dog or cat is $150.00 – payment options (by program) are as follows:

      1) <u>Project-Based Section 8</u>: Minimum initial payment of $50.00, followed by minimum monthly payments of $10.00 until the deposit if paid in full.

      2) <u>All Other Programs</u>: Minimum initial payment of $50.00, plus a minimum of two subsequent monthly payments of $50.00 each until the deposit is paid in full.

      3) An Applicant or Resident household may pay the deposit in full, or may make increased payments to pay the deposit more quickly.

   C. No Pet Deposit shall be charged for service/assistance/companion animals – i.e., animals allowed as a Reasonable Accommodation -- though the Resident is still responsible for any fumigation or cleaning charges directly related to the animal or damages caused by the animal.

D. Reasonable expenses for damages owing to the presence of the pet in the complex shall be the responsibility of the Resident/Pet Owner, including but not limited to:

1) Cost of damages (including repair and/or replacement) to any HACSA property; and

2) Cost of fumigation of the dwelling unit for fleas or other pests.

E. The Pet Deposit shall be refunded, less any deductions for fumigation, cleaning or damages related to the pet, when the Resident vacates the unit or when the Resident no longer keeps the pet, whichever is earlier. The Resident/Pet Owner shall be billed for animal damages for the amount of costs in excess of the pet deposit. HACSA will provide the Resident with an accounting of their pet deposit (along with any refund, if applicable) within 31 days of vacating their unit (30 days at Abbie Lane, Fourteen Pines or Village Oaks), or within 31 days of HACSA verifying that the pet has been removed from the premises (30 days at Abbie Lane, Fourteen Pines or Village Oaks).

F. HACSA strongly recommends that Residents purchase a personal liability insurance (renter's insurance) policy from an insurance carrier of their choice. An animal owner may be liable for any injury or damage the animal causes to the person or property of another Resident, guest, HACSA personnel, its agents and/or contractors.

7. Animal Waste Removal Charge

A minimum charge of $5.00 per occurrence may be assessed if the Resident does not properly dispose of animal waste, in accordance with these rules and the dwelling lease.

8. Animal Areas

A. Animals must be maintained within the Resident's unit. When outside, all animals must be kept on a leash, carried and/or under the immediate control of the Resident or other responsible individual AT ALL TIMES. Residents must take their animal(s) to designated Pet Areas (if available in the complex) for purposes of urination and waste deposits. Residents are responsible for the <u>immediate</u> removal of their animal's waste.

B. Only units with adequately fenced yard areas will be allowed to have animals maintained outside their unit, in the Resident's assigned yard area, which does not extend into the neighbor's area (e.g. single-family units and duplexes).

9. Disturbances / Damages

The Resident agrees to control the noise and/or behavior of his/her animal so that such noise and/or behavior does not constitute a nuisance to others nor disturb their peaceful enjoyment of the premises. Failure to control animal noise and/or behavior may result in action to remove the animal or to terminate tenancy. This includes, but is not limited to:

A. Loud or continuous barking, howling, whining or chirping longer than 15 minutes;

B. Biting, scratching, digging holes, destroying property, or similar occurrences.

The Resident is responsible for any damages to HACSA property, staff, or to third parties (including other residents or guests) caused by their animal. The Resident agrees to indemnify, defend, and hold harmless HACSA and its staff, agents and contractors from any claims by or injuries to third parties or their property caused by or as a result of actions by their animal(s). The Resident may also be liable for legal costs incurred by HACSA as a result of actions taken by HACSA in response to animal-related incidents.

10. Considerations

No Resident, guest, or person under the Resident's control will be cruel to any animal.

11. Cleanliness Requirements

A. Requirements for Cats and Other Animals Using a Litter Box or Cage: The waste of caged animals and the litter from litter boxes must be disposed of in a sealed plastic trash bag and placed in the appropriate trash receptacle for the complex. Caged animal waste must be removed, and litter separated from the litter box daily. Litter box filler will be changed at least weekly. Litter will not be disposed of by being flushed through a toilet or sink, or dumped on complex grounds. Costs resulting from the improper disposal of animal waste will be charged to the Resident. Litter boxes and animal cages must be kept INSIDE the Resident's unit at all times.

B. All Other Waste: The Resident must IMMEDIATELY dispose of his/her animal's waste in a sealed plastic trash bag placed in the appropriate trash receptacle for the complex.

C. The Resident must immediately clean any dirt or animal waste tracked through or deposited in any common area, lobby, hall, elevator, or breezeway by his/her animal(s).

D. Odor: The Resident shall take adequate precautions to eliminate any animal odors within or around the unit and to maintain the unit in a sanitary condition at all times.

E. Pets are not allowed in Community Rooms.

12. Animal Care

A. No animal may be left unattended in any unit for an unreasonable period of time (depending on the circumstances of each case and the nature of the animal).

B. Resident is responsible for the adequate care, nutrition, exercise and medical

attention for his/her animal. Animals must not be conspicuously unclean, or parasite infested.

C. Resident must recognize that other Residents may have chemical sensitivities or allergies related to animals, or may be easily frightened or disorientated by animals. Resident agrees to exercise common sense and courtesy with respect to other Residents' right to peaceful and quiet enjoyment of common areas and dwelling unit.

13. Alterations

Residents may not alter their inside or outside unit area or common areas of the complex without prior approval from HACSA. This includes creating an enclosure for an animal.

14. Inspections

A. For the safety of animals, staff, residents, guests & others, all "Category I" pets (cats & dogs), including service/assistance & companion animals, must be confined/restrained in the presence of any HACSA staff, or any of HACSA's agents and/or contractors.

B. HACSA may, after giving notice to the Resident and during reasonable hours, enter and inspect the premises, in addition to other inspections allowed, if it has received a complaint alleging that the conduct or condition of an animal in the dwelling unit constitutes a nuisance or threat to the health or safety of the occupants, the complex, or other persons in the community. An inspection will also be permitted <u>without notice</u> if HACSA has reasonable grounds to believe that there is a threat to the health or safety of the animal, or that an urgent situation may exist.

15. Responsible Parties

Resident must designate a Responsible Party for the care of the animal in case of the death, incapacity, or inability of the Resident to care for the animal.

16. Pet Rule Violations

A. PET RULE VIOLATION NOTICE AND/OR NOTICE FOR ANIMAL REMOVAL

If a Resident violates a pet rule (thereby violating their lease), the Resident may be served with written notice. The notice will describe the violation(s) and the pet rule(s) cited. The notice will also state how to remedy the violation(s) and give a period of time during which the Resident may remedy the violation(s), subject to verification.

B. TERMINATION OF TENANCY

1) HACSA may terminate the Resident's tenancy based on a pet rule violation if:

a) Resident has failed to remove the animal or correct the pet rule violation(s); or

b) Resident has affected the health, safety, or right to peaceful enjoyment of the premises by other residents, guests, HACSA staff, or HACSA's agents and/or contractors.

2) Resident will have the period of time specified in the pet rule violation notice to correct the violation(s). If the Resident does not correct the violation(s), (s)he may request an Informal Settlement Discussion (ISD) (in accordance with HACSA policy).

3) Resident's failure to correct the violation(s), or to request or appear for an ISD, may result in termination of tenancy and/or the requirement to remove the animal.

4) If the Resident and HACSA are unable to resolve the violation(s) at the ISD, and the Resident has failed to correct the violation(s), HACSA may serve notice on the Resident to remove the animal and may proceed with termination of tenancy.

17. Animal Removal

If the health or safety of an animal is threatened by the death, incapacity or inability of the owner to care for the animal, HACSA will contact the Responsible Party. If the Responsible Party is unable or unwilling to care for the animal, or if HACSA is unable to contact the Responsible Party with reasonable effort, HACSA may contact the appropriate State or local authority to request removal of the animal. If the Responsible Party is a HACSA resident, they may care for the animal in their unit for a maximum of fourteen (14) days. This time limit may be extended with prior written approval from HACSA.

18. Emergencies

HACSA may require a Resident to immediately remove an animal and/or may contact appropriate State or local authorities to remove an animal that becomes vicious; displays symptoms of severe illness; or behaves in a way that threatens the health or safety of other animals, residents, guests, or HACSA's staff, agents or contractors; or is causing, or has caused, serious damage to the Resident's unit or other HACSA property.

19. Reasonable Accommodation

Exceptions to HACSA's Pet Policy & Rules will be considered, on a case-by-case basis, upon receipt of a Request for Reasonable Accommodation. Such Requests must verify that the Applicant/Resident making the request meets the definition of an Individual with a Disability and that the exemption being requested meets a specific disability-related need and would provide the Applicant/Resident with an equal opportunity to participate in and use HACSA's housing program(s). Please see HACSA's Policy on Reasonable Accommodation and/or HACSA's

Assistance/Companion/Service Animal Guidelines.

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.**

    In April of 2006, the Office of Fair Housing and Equal Opportunity conducted a compliance review to determine whether or not the Agency was operating in compliance with Section 504 of the Rehabilitation Act of 1973 and in compliance with Title VI of the Civil Rights Act of 1964. On November 30, 2006, the Agency received its Letter of Determination of Compliance on the Title VI Compliance Review. On December 18, 2006, the Agency received its Letter Of Determination of Compliance on the Section 504 Compliance Review.

    Chuck Hauk, Housing Director, serves as the Agency's 504/ADA Coordinator. Mr Hauk also serves as the vice president of the Board of Directors for the Fair Housing Council of Oregon.

    Dorothy Cummings, Deputy Director, participates on the Consolidated Plan committee for the cities of Eugene-Springfield. Ms Cummings work on the committee helps insure that the Agency's Plan remains consistent with the local Consolidated Plan.

11. **Fiscal Year Audit. The results of the most recent fiscal year audit for the PHA.**

    The most recent fiscal year audit is for FY 10 and there were no findings.

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.**

    Given the conversion to asset management, there is more involvement with Property Managers and other staff responsible for the financial and physical well being of each AMP. The modernization and rehabilitation team coordinate with AMP staff (including maintenance) to insure that the physical well being of each AMP is maintained. The Agency recently completed Capital Needs Assessments (CNA) will guide the modernization and rehabilitation of the properties for at least the next ten years.

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.**

The PHA has allocated 25 Section 8 Housing Choice Vouchers for victims of domestic violence who are in a transitional housing program through Womenspace and meet the eligibility requirements of the Section 8 Program and agree to two (2) years of case management.

Applicants for the Section 8 and Public Housing Programs who may be determined to be ineligible due to an unfavorable history are permitted to submit documentation for an Informal Review (Section 8) or Informal Hearing (Public Housing) affirming that the cause of the unfavorable history is that a member of the applicant family is or has been a victim of domestic violence, dating violence, or stalking. HACSA does not deny admission to its housing programs on the basis that the applicant is or has been a victim of domestic violence, dating violence, or stalking if the applicant otherwise qualifies for admission.

Participants in the Section 8 and Public Housing Programs who provide documentation that a member of the family is a victim of domestic violence are provided with information about VAWA and Oregon landlord-tenant laws relating to domestic violence; are referred, as necessary, to programs which assist such victims; are given appropriate forms to provide his/her landlord with a lease termination notice (Section 8) and are provided with the documents necessary to transfer to another Section 8 subsidized unit with any PHA in the nation which participates in the Housing Choice Voucher Program. With documentation confirming that the resident is a victim of domestic violence, a Public Housing resident may terminate their Lease Agreement with only 14 days notice – as opposed to the usually-required 30 days.

In the Public Housing Program, HACSA's Policy implementing the Violence Against Women (VAWA) Reauthorization Act of 2005 is incorporated into HACSA's Statement of Policies, as Appendix K. At the time of their intake interview, all applicants for HACSA's Public Housing Program are given a copy of this Policy and a copy of the Policy, with the applicant's/resident's signature, acknowledging receipt of the Policy, is retained in the tenant file.

HACSA does not provide activities, services, or programs directly to child or adult victims of domestic violence, dating violence, sexual assault, or stalking. Instead,

HACSA continues its long-standing cooperative relationships with Womenspace and with SASS (Sexual Assault Support Services) and makes referrals to these organizations, as appropriate. Staff members from Womenspace and SASS continue to serve on the Advisory Board for HACSA's Family Self-Sufficiency Program.

Annual Statement/Performance and Evaluation Report
Capital Fund Program, Capital Fund Program Replacement Housing Factor and
Capital Fund Financing Program

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
OMB No. 2577-0226
Expires 3/31/2014

Part I: Summary

PHA Name: Housing and Community Services Agency of Lane County (HACSA)	**Grant Type and Number** Capital Fund Program Grant No: OR16P006 501 07 Replacement Housing Factor Grant No: Date of CFFP:	**FFY of Grant: 2007** **FFY of Grant Approval: 2007**

Type of Grant
☐ **Original Annual Statement** ☐ **Reserve for Disasters/Emergencies** ☒ **Revised Annual Statement (revision no: 6)**
☒ **Performance and Evaluation Report for Period Ending: 03/31/11** ☒ **Final Performance and Evaluation Report**

Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost [1]	
		Original	Revised[2]	Obligated	Expended
1	Total non-CFP Funds	0	0	0	0
2	1406 Operations (may not exceed 20% of line 21) [3]	72,000.00	82,916.22	82,916.22	82,916.22
3	1408 Management Improvements	925.63	925.63	925.63	925.63
4	1410 Administration (may not exceed 10% of line 21)	120,533.50	120,533.50	120,533.50	120,533.50
5	1411 Audit	2,000.00	2,000.00	2,000.00	2,000.00
6	1415 Liquidated Damages	0	0	0	0
7	1430 Fees and Costs	64,831.05	64,831.04	64,831.04	64,831.04
8	1440 Site Acquisition	0	0	0	0
9	1450 Site Improvement	327,880.55	327,880.55	327,880.55	327,880.55
10	1460 Dwelling Structures	239,504.77	239,504.77	239,504.77	239,504.77
11	1465.1 Dwelling Equipment—Nonexpendable	0	0	0	0
12	1470 Non-dwelling Structures	339,486.20	339,486.10	339,486.10	339,486.10
13	1475 Non-dwelling Equipment	27,257.19	27,257.19	27,257.19	27,257.19
14	1485 Demolition	0	0	0	0
15	1492 Moving to Work Demonstration	0	0	0	0
16	1495.1 Relocation Costs	0	0	0	0
17	1499 Development Activities [4]	0	0	0	0

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

form **HUD-50075.1** (4/2008)

Annual Statement/Performance and Evaluation Report
Capital Fund Program, Capital Fund Program Replacement Housing Factor and
Capital Fund Financing Program

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
OMB No. 2577-0226
Expires 4/30/2011

Part I: Summary

PHA Name: Housing and Community Services Agency of Lane County (HACSA)	**Grant Type and Number** Capital Fund Program Grant No: OR16P006 501 07 Replacement Housing Factor Grant No: Date of CFFP:	**FFY of Grant:2007** **FFY of Grant Approval: 2007**

Type of Grant

☐ **Original Annual Statement** ☐ **Reserve for Disasters/Emergencies** ☒ **Revised Annual Statement (revision no: 6)**

☒ **Performance and Evaluation Report for Period Ending: 03/31/11** ☒ **Final Performance and Evaluation Report**

Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost [1]	
		Original	Revised [2]	Obligated	Expended
18a	1501 Collateralization or Debt Service paid by the PHA	0	0	0	0
18ba	9000 Collateralization or Debt Service paid Via System of Direct Payment	0	0	0	0
19	1502 Contingency (may not exceed 8% of line 20)	10,916.11	0	0	0
20	Amount of Annual Grant:: (sum of lines 2 - 19)	1,205,335.00	1,205,335.00	1,205,335.00	1,205,335.00
21	Amount of line 20 Related to LBP Activities	0	0	0	0
22	Amount of line 20 Related to Section 504 Activities	0	0	0	0
23	Amount of line 20 Related to Security - Soft Costs	0	0	0	0
24	Amount of line 20 Related to Security - Hard Costs	0	0	0	0
25	Amount of line 20 Related to Energy Conservation Measures	15,000.00	10,000.00	10,000.00	10,000.00

Signature of Executive Director	**Date 03/31/11**	**Signature of Public Housing Director**	**Date**

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

form **HUD-50075.1** (4/2008)

Part II: Supporting Pages

PHA Name: Housing and Community Services Agency of Lane County (HACSA)	**Grant Type and Number** Capital Fund Program Grant No: OR16P006 501 07 CFFP (Yes/ No): Replacement Housing Factor Grant No:	**Federal FFY of Grant: 2007**

Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised [1]	Funds Obligated[2]	Funds Expended[2]	
Amp 100 Laurelwood Homes	Build New Maintenance Shop and modernize Community Center: Windows, siding, flooring, kitchen and related asbestos abatement.	1470		339,486.20	339,486.10	339,486.10	339,486.10	Completed
	Shop Equipment such as work bench & tool racks; Community Room equipment and for kitchen.	1475		4,689.67	4,689.67	4,689.67	4,689.67	Completed
	Create Playground near Community Center.	1450		47,204.70	47,204.70	47,204.70	47,204.70	Completed
	Improve sidewalks, driveway and parking area for shop building and community center; install landscape for these buildings.	1450		102,947.85	102,947.85	102,947.85	102,947.85	Completed
	Total Laurelwood Homes			**494,328.42**	**494,328.32**	**494,328.32**	**494,328.32**	
Amp 200 McKenzie Village	(Continued work from FY05 & 06 Cap Fund Grants)							
	Replace sewer drain lines from duplex to city connections and replace sidewalks (approx 10,000 sq. ft. concrete) where sidewalks were disturbed by drain work and uplifted trees.	1450	15 drains and sidewalk	165,625.44	165,625.44	165,625.44	165,625.44	Completed
	Re-seed grass where trees were removed (See FY05 Grant for tree removals).	1450	All Units	12,102.56	12,102.56	12,102.56	12,102.56	Completed
	Total McKenzie Village			**177,728.00**	**177,728.00**	**177,728.00**	**177,728.00**	

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

Part II: Supporting Pages

PHA Name: Housing and Community Services Agency of Lane County (HACSA)	**Grant Type and Number** Capital Fund Program Grant No: OR16P006 501 07 CFFP (Yes/ No): Replacement Housing Factor Grant No:	**Federal FFY of Grant: 2007**

Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised [1]	Funds Obligated[2]	Funds Expended[2]	
Amp 300 Eugene Scatt. Sites	**Work item transferred from FY10:** Replace Roofs (Deferred Maint)	1460	9 units	50,805.96	50,805.96	50,805.96	50,805.96	Completed
	Work item transferred from FY10: Exterior Painting and related repairs (Deferred Maint)	1460	6 units	14,629.95	14,629.95	14,629.95	14,629.95	Completed
	Total Eugene Scattered Sites			**65,435.91**	**65,435.91**	**65,435.91**	**65,435.91**	
Amp 600 Cresview Villa	**Work item transferred from FY10:** Replace Roofs & Gutters (Deferred Maint)	1460	32 units	174,068.86	174,068.86	174,068.86	174,068.86	Completed
	Total Cresview Villa			**174,068.86**	**174,068.86**	**174,068.86**	**174,068.86**	
	TOTAL DEVELOPMENT IMPROVEMENTS			**911,561.19**	**911,561.09**	**911,561.09**	**911,561.09**	
Other	Transfer – Operations	1406		72,000.00	82,916.22	82,916.22	82,916.22	
	Cap Fund Staff Training	1408		925.63	925.63	925.63	925.63	
	Grant Administration	1410		120,533.50	120,533.50	120,533.50	120,533.50	
	Grand Audit Fees	1411		2,000.00	2,000.00	2,000.00	2,000.00	
	Architect Services	1430		57,380.71	57,380.70	57,380.70	57,380.70	
	Sundries for support of work	1430		7,450.34	7,450.34	7,450.34	7,450.34	
	Equipment (Vehicle & Computers/Printers)	1475		22,567.52	22,567.52	22,567.52	22,567.52	
	Relocation	1495		0	0	0	0	
	Contingency	1502		10,916.11	0	0	0	
	Total Other Costs			**293,773.81**	**293,773.91**	**293,773.91**	**293,773.91**	
	TOTAL CAPITAL FUND GRANT BUDGET			**1,205,335.00**	**1,205,335.00**	**1,205,335.00**	**1,205,335.00**	

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

Part III: Implementation Schedule for Capital Fund Financing Program

PHA Name: Housing and Community Services Agency of Lane County (HACSA)

Federal FFY of Grant: 2007

Development Number Name/PHA-Wide Activities	All Fund Obligated (Quarter Ending Date)		All Funds Expended (Quarter Ending Date)		Reasons for Revised Target Dates [1]
	Original Obligation End Date	Actual Obligation End Date	Original Expenditure End Date	Actual Expenditure End Date	
Equipment Purchases	09/12/2009	08/31/2009	09/12/2011	03/31/2010	
Amp 100 Laurelwood Homes, Florence OR	09/12/2009	12/31/2008	09/12/2011	03/31/2010	
Amp 200 McKenzie Village, Springfield OR	09/12/2009	08/31/2009	09/12/2011	03/31/2010	
Amp 300 Eugene Scatt Sites	09/12/2009	12/31/2008	09/12/2011	03/31/2010	
Amp 600 Cresview Villa, Creswell OR	09/12/2009	12/31/2008	09/12/2011	03/31/2010	Fungibility: added work items – work moved forward in 5 year plan – from 2010 to 2007.

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

Annual Statement/Performance and Evaluation Report
Capital Fund Program, Capital Fund Program Replacement Housing Factor and
Capital Fund Financing Program

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
OMB No. 2577-0226
Expires 4/30/2011

Part I: Summary

PHA Name: Housing and Community Services Agency of Lane County (HACSA)	Grant Type and Number Capital Fund Program Grant No: OR16P006 501 07 Replacement Housing Factor Grant No: Date of CFFP:	FFY of Grant:2007 FFY of Grant Approval: 2007

Type of Grant

☐ Original Annual Statement ☐ Reserve for Disasters/Emergencies ☒ Revised Annual Statement (revision no: 6)

☒ Performance and Evaluation Report for Period Ending: 03/31/11 ☒ Final Performance and Evaluation Report

Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost [1]	
		Original	Revised [2]	Obligated	Expended
18a	1501 Collateralization or Debt Service paid by the PHA	0	0	0	0
18ba	9000 Collateralization or Debt Service paid Via System of Direct Payment	0	0	0	0
19	1502 Contingency (may not exceed 8% of line 20)	10,916.11	0	0	0
20	Amount of Annual Grant:: (sum of lines 2 - 19)	1,205,335.00	1,205,335.00	1,205,335.00	1,205,335.00
21	Amount of line 20 Related to LBP Activities	0	0	0	0
22	Amount of line 20 Related to Section 504 Activities	0	0	0	0
23	Amount of line 20 Related to Security - Soft Costs	0	0	0	0
24	Amount of line 20 Related to Security - Hard Costs	0	0	0	0
25	Amount of line 20 Related to Energy Conservation Measures	15,000.00	10,000.00	10,000.00	10,000.00

Signature of Executive Director Date 03/31/11 **Signature of Public Housing Director** **Date**

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

Annual Statement/Performance and Evaluation Report
Capital Fund Program, Capital Fund Program Replacement Housing Factor and
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U.S. Department of Housing and Urban Development
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OMB No. 2577-0226
Expires 03/31/2014

Part I: Summary

PHA Name: Housing and Community Services Agency of Lane County (HACSA)	**Grant Type and Number** Capital Fund Program Grant No: OR16P006 501 08 Replacement Housing Factor Grant No: Date of CFFP:	**FFY of Grant: 2008** **FFY of Grant Approval: 2008**

Type of Grant
☐ **Original Annual Statement** ☐ **Reserve for Disasters/Emergencies** ☒ **Revised Annual Statement (revision no: 3)**
☒ **Performance and Evaluation Report for Period Ending: 03/31/11** ☒ **Final Performance and Evaluation Report**

Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost [1]	
		Original	Revised[2]	Obligated	Expended
1	Total non-CFP Funds	0	0	0	0
2	1406 Operations (may not exceed 20% of line 21) [3]	10,000.00	130,083.59	130,083.59	130,083.59
3	1408 Management Improvements	3,000.00	7,952.80	7,952.80	7,952.80
4	1410 Administration (may not exceed 10% of line 21)	127,218.30	127,218.30	127,218.30	127,218.30
5	1411 Audit	2,000.00	2,000.00	2,000.00	2,000.00
6	1415 Liquidated Damages	0	0	0	0
7	1430 Fees and Costs	68,200.00	59,387.88	59,387.88	59,387.88
8	1440 Site Acquisition	0	0	0	0
9	1450 Site Improvement	126,414.00	150,638.24	150,638.24	150,638.24
10	1460 Dwelling Structures	918,436.00	782,337.00	782,337.00	782,337.00
11	1465.1 Dwelling Equipment—Nonexpendable	0	2,593.00	2,593.00	2,593.00
12	1470 Non-dwelling Structures	0	0	0	0
13	1475 Non-dwelling Equipment	5,000.00	8,604.62	8,604.62	8,604.62
14	1485 Demolition	0	0		
15	1492 Moving to Work Demonstration	0	0	0	0
16	1495.1 Relocation Costs	2,842.00	1,367.57	1,367.57	1,367.57
17	1499 Development Activities [4]	0	0	0	0

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

form **HUD-50075.1** (4/2008)

Annual Statement/Performance and Evaluation Report
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Part I: Summary

PHA Name: Housing and Community Services Agency of Lane County (HACSA)	**Grant Type and Number** Capital Fund Program Grant No: OR16P006 501 08 Replacement Housing Factor Grant No: Date of CFFP:	**FFY of Grant: 2008** **FFY of Grant Approval: 2008**

Type of Grant

☐ **Original Annual Statement** ☐ **Reserve for Disasters/Emergencies** ☒ **Revised Annual Statement (revision no: 3)**

☒ **Performance and Evaluation Report for Period Ending: 03/31/11** ☒ **Final Performance and Evaluation Report**

Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost [1]	
		Original	Revised [2]	Obligated	Expended
18a	1501 Collateralization or Debt Service paid by the PHA	0	0	0	0
18ba	9000 Collateralization or Debt Service paid Via System of Direct Payment	0	0	0	0
19	1502 Contingency (may not exceed 8% of line 20)	9,072.70	0	0	0
20	Amount of Annual Grant:: (sum of lines 2 - 19)	1,272,183.00	1,272,183.00	1,272,183.00	1,272,183.00
21	Amount of line 20 Related to LBP Activities	0	0	0	0
22	Amount of line 20 Related to Section 504 Activities	0	0	0	0
23	Amount of line 20 Related to Security - Soft Costs	0	0	0	0
24	Amount of line 20 Related to Security - Hard Costs	0	0	0	0
25	Amount of line 20 Related to Energy Conservation Measures	918,141.88	757,636.52	757,636.52	757,636.52

Signature of Executive Director	**Date 03/31/11**	**Signature of Public Housing Director**	**Date**

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

form **HUD-50075.1** (4/2008)

Part II: Supporting Pages

PHA Name: Housing and Community Services Agency of Lane County (HACSA)	**Grant Type and Number** Capital Fund Program Grant No: OR16P006 501 08 CFFP (Yes/ No): Replacement Housing Factor Grant No:	**Federal FFY of Grant: 2008**

Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised [1]	Funds Obligated[2]	Funds Expended[2]	
Amp 200 McKenzie Village	Sidewalks Replaced (continuing work) Sewer Drain (continuing work)	1450 1450	1	60,000.00 0	93,132.81 0	93,132.81 0	93,132.81 0	Completed Not Needed
	Total McKenzie Village			**60,000.00**	**93,132.81**	**93,132.81**	**93,132.81**	
Amp 400 Parkview Terrace	Energy Conservation & Safety Improvement with the upgrade to exterior pole lighting.	1450		37,790.00	35,846.40	35,846.40	35,846.40	Completed
	Total Parkview Terrace			**37,790.00**	**35,846.40**	**35,846.40**	**35,846.40**	
Amp 500 Lindeborg Place	Energy Conservation Improvements: Replace Hot Water Boiler & Central Heat Boiler.	1460		173,300.00	152,934.55	152,934.55	152,934.55	Completed
	Water & Energy Use Improvements: Replace toilets, shower heads, faucet aerators and weather stripping.	1460	40	28,000.00	0	0	0	Moved
	Energy Conservation & Safety Improvement with the upgrade to exterior pole lighting.	1450		15,460.00	9,191.33	9,191.33	9,191.33	Completed
	Total Lindeborg Place			**216,760.00**	**162,125.88**	**162,125.88**	**162,125.88**	
Amp 600 Cresview Villa	Energy Improvements: Replace individual gas furnaces and water heaters with high efficiency units.	1460	32	404,927.88	200,748.58	200,748.58	200,748.58	Completed
	504 Accessibility Remodel to one unit.	1460	1	66,708.12	60,546.88	60,546.88	60,546.88	Completed
	Appliances for 504 unit.	1465	2	0	2,593.00	2,593.00	2,593.00	
	Water & Energy Use Improvements: Replace toilets, shower heads, faucet aerators and weather stripping.	1460	32	23,500.00	10,743.87	10,743.87	10,743.87	Completed
	Total Cresview Villa			**495,136.00**	**274,632.33**	**274,632.33**	**274,632.33**	

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

Part II: Supporting Pages

PHA Name: Housing and Community Services Agency of Lane County (HACSA)	**Grant Type and Number** Capital Fund Program Grant No: OR16P006 501 08 CFFP (Yes/ No): Replacement Housing Factor Grant No:	**Federal FFY of Grant: 2008**

Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised [1]	Funds Obligated[2]	Funds Expended[2]	
Amp 600 Riverview Terrace	Replace patio doors, bedroom windows and atrium central hall windows to stop heat loss and weather infiltration.	1460	60	222,000.00	357,363.12	357,363.12	357,363.12	Completed
	Elevator Modernization: Upgrade to electronic system and modernize to current code.	1460	1	0	0	0	0	Moved
	Energy Conservation & Safety Improvement with the upgrade to exterior lighting and installing new site signage.	1450		13,164.00	12,467.70	12,467.70	12,467.70	Completed
	Total Riverview Terrace			**235,164.00**	**369,830.82**	**369,830.82**	**369,830.82**	
	TOTAL DEVELOPMENT IMPROVEMENTS			**1,044,850.00**	**939,568.24**	**939,568.24**	**939,568.24**	
Other	Transfer – Operations	1406		10,000.00	130,083.59	130,083.59	130,083.59	
	Cap Fund Staff Training	1408		3,000.00	7,952.80	7,952.80	7,952.80	
	Grant Administration	1410		127,218.30	127,218.30	127,218.30	127,218.30	
	Grant Audit Fees	1411		2,000.00	2,000.00	2,000.00	2,000.00	
	Architect Services	1430		39,000.00	27,547.75	27,547.75	27,547.75	
	Sundries/Fees that support work	1430		29,200.00	31,840.13	31,840.13	31,840.13	
	Computers for office work stations	1475		5,000.00	8,604.62	8,604.62	8,604.62	
	Relocation	1495		2,842.00	1,367.57	1,367.57	1,367.57	
	Contingency	1502		9,072.70	0	0	0	
	Total Other Costs			**227,333.00**	**336,614.76**	**336,614.76**	**336,614.76**	
	TOTAL CAPITAL FUND GRANT BUDGET			**1,272,183.00**	**1,272,183.00**	**1,272,183.00**	**1,272,183.00**	

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

Part III: Implementation Schedule for Capital Fund Financing Program

PHA Name: Housing and Community Services Agency of Lane County (HACSA) | **Federal FFY of Grant: 2008**

Development Number Name/PHA-Wide Activities	All Fund Obligated (Quarter Ending Date)		All Funds Expended (Quarter Ending Date)		Reasons for Revised Target Dates [1]
	Original Obligation End Date	Actual Obligation End Date	Original Expenditure End Date	Actual Expenditure End Date	
Amp 200 McKenzie Village, Springfield OR	06/12/2010	06/03/2010	06/12/2012	09/22/2010	
Amp 400 Parkview Terrace, Eugene OR	06/12/2010	02/08/2010	06/12/2012	09/10/2010	
Amp 500 Lindeborg Place Junction City OR	06/12/2010	12/09/2009	06/12/2012	02/03/2011	
Amp 600 Cresview Villa, Creswell OR	06/12/2010	03/31/2009	06/12/2012	07/22/2009	
Amp 600 Riverview Terrace, Cottage Grove OR	06/12/2010	08/31/2010	06/12/2012	02/03/2011	
Non Dwelling Equipment	06/12/2010	05/05/2009	06/12/2012	05/05/2009	

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

Annual Statement/Performance and Evaluation Report
Capital Fund Program, Capital Fund Program Replacement Housing Factor and
Capital Fund Financing Program

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
OMB No. 2577-0226
Expires 4/30/2011

Part I: Summary

PHA Name: Housing and Community Services Agency of Lane County (HACSA)	Grant Type and Number Capital Fund Program Grant No: OR16P006 501 08 Replacement Housing Factor Grant No: Date of CFFP:	FFY of Grant: 2008 FFY of Grant Approval: 2008

Type of Grant

☐ Original Annual Statement ☐ Reserve for Disasters/Emergencies ☒ Revised Annual Statement (revision no: 3)

☒ Performance and Evaluation Report for Period Ending: 03/31/11 ☒ Final Performance and Evaluation Report

Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost [1]	
		Original	Revised [2]	Obligated	Expended
18a	1501 Collateralization or Debt Service paid by the PHA	0	0	0	0
18ba	9000 Collateralization or Debt Service paid Via System of Direct Payment	0	0	0	0
19	1502 Contingency (may not exceed 8% of line 20)	9,072.70	0	0	0
20	Amount of Annual Grant:: (sum of lines 2 - 19)	1,272,183.00	1,272,183.00	1,272,183.00	1,272,183.00
21	Amount of line 20 Related to LBP Activities	0	0	0	0
22	Amount of line 20 Related to Section 504 Activities	0	0	0	0
23	Amount of line 20 Related to Security - Soft Costs	0	0	0	0
24	Amount of line 20 Related to Security - Hard Costs	0	0	0	0
25	Amount of line 20 Related to Energy Conservation Measures	918,141.88	757,636.52	757,636.52	757,636.52

Signature of Executive Director	Date 03/31/11	Signature of Public Housing Director	Date

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

Annual Statement/Performance and Evaluation Report
Capital Fund Program, Capital Fund Program Replacement Housing Factor and
Capital Fund Financing Program

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
OMB No. 2577-0226
Expires 3/31/2014

Part I: Summary

PHA Name: Housing Authority & Community Services of Lane County (HACSA) **177 Day Island Road** **Eugene OR, 97401**	**Grant Type and Number** Capital Fund Program Grant No: OR00600050009R Replacement Housing Factor Grant No: Date of CFFP:	**FFY of Grant: 2009 CFRC** **FFY of Grant Approval: 2009**

Type of Grant
☐ **Original Annual Statement** ☐ **Reserve for Disasters/Emergencies** ☒ **Revised Annual Statement (revision no: 2)**
☒ **Performance and Evaluation Report for Period Ending: 03/31/11** ☐ **Final Performance and Evaluation Report**

Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost [1]	
		Original	Revised[2]	Obligated	Expended
1	Total non-CFP Funds	0	0	0	0
2	1406 Operations (may not exceed 20% of line 21) [3]	0	0	0	0
3	1408 Management Improvements	0	0	0	0
4	1410 Administration (may not exceed 10% of line 21)	12,400.00	14,540.00	14,540.00	5,120.78
5	1411 Audit	0	0	0	0
6	1415 Liquidated Damages	0	0	0	0
7	1430 Fees and Costs	1,000.00	1,586.63	1,586.63	1,336.63
8	1440 Site Acquisition	0	0	0	0
9	1450 Site Improvement	0	0	0	0
10	1460 Dwelling Structures	129,000.00	129,273.37	129,273.37	129,014.98
11	1465.1 Dwelling Equipment—Nonexpendable	0	0	0	0
12	1470 Non-dwelling Structures	0	0	0	0
13	1475 Non-dwelling Equipment	0	0	0	0
14	1485 Demolition	0	0	0	0
15	1492 Moving to Work Demonstration	0	0	0	0
16	1495.1 Relocation Costs	3,000.00	0	0	0
17	1499 Development Activities [4]	0	0	0	0

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[4] RHF funds shall be included here.

form **HUD-50075.1** (4/2008)

Annual Statement/Performance and Evaluation Report
Capital Fund Program, Capital Fund Program Replacement Housing Factor and
Capital Fund Financing Program

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
OMB No. 2577-0226
Expires 4/30/2011

Part I: Summary

PHA Name:	**Grant Type and Number**	**FFY of Grant: 2009 CFRC**
Housing Authority & Community Services of Lane County (HACSA) **177 Day Island Road** **Eugene OR, 97401**	Capital Fund Program Grant No: OR00600050009R Replacement Housing Factor Grant No: Date of CFFP:	**FFY of Grant Approval: 2009**

Type of Grant

☐ **Original Annual Statement** ☐ **Reserve for Disasters/Emergencies** ☒ **Revised Annual Statement (revision no:2)**

☒ **Performance and Evaluation Report for Period Ending: 03/31/11** ☐ **Final Performance and Evaluation Report**

Line	**Summary by Development Account**	**Total Estimated Cost**		**Total Actual Cost [1]**	
		Original	**Revised [2]**	**Obligated**	**Expended**
18a	1501 Collateralization or Debt Service paid by the PHA	0	0	0	0
18ba	9000 Collateralization or Debt Service paid Via System of Direct Payment	0	0	0	0
19	1502 Contingency (may not exceed 8% of line 20)	0	0	0	0
20	Amount of Annual Grant:: (sum of lines 2 - 19)	145,400.00	145,400.00	145,400.00	135,472.39
21	Amount of line 20 Related to LBP Activities	0	0	0	0
22	Amount of line 20 Related to Section 504 Activities	0	0	0	0
23	Amount of line 20 Related to Security - Soft Costs	0	0	0	0
24	Amount of line 20 Related to Security - Hard Costs	0	0	0	0
25	Amount of line 20 Related to Energy Conservation Measures	129,000.00	129,273.37	129,273.37	129,014.98

Signature of Executive Director	**Date 03/31/11**	**Signature of Public Housing Director**	**Date**

[1] To be completed for the Performance and Evaluation Report.
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[4] RHF funds shall be included here.

form **HUD-50075.1** (4/2008)

Part II: Supporting Pages

PHA Name: Housing Authority & Community Services of Lane County (HACSA) **177 Day Island Road** **Eugene OR, 97401**	**Grant Type and Number** Capital Fund Program Grant No: OR00600050009R CFFP (Yes/ No): Replacement Housing Factor Grant No:	**Federal FFY of Grant: 2009**

Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised [1]	Funds Obligated[2]	Funds Expended[2]	
Amp 500 Lindeborg Place	Water & Energy Conservation: Replace toilets, shower heads, faucet aerators and weather stripping.	1460	40 units	20,000.00	20,358.56	20,358.56	20,358.56	Completed
	Replace windows to stop heat loss and weather infiltration.	1460	40 units	103,200.00	103,286.11	103,286.11	103,027.72	Will be completed early Spring 2011
	Force Account Labor	1460		5,800.00	5,628.70	5,628.70	5,628.70	
	Total Development Improvements			**129,000.00**	**129,273.37**	**129,273.37**	**129,014.98**	
Administration	Grant Administration	1410		12,400.00	14,540.00	14,540.00	5,120.78	
	Supplies / Fees / Sundries	1430		1,000.00	1,586.63	1,586.63	1,336.63	
	Total Non-Developmental Costs			**13,400.00**	**16,126.63**	**16,126.63**	**6,457.41**	
Other	TRANSFER TO OPERATIONS	1406		0	0	0	0	
	RELOCATION: For residents in units related to work in the Grant	1495		3,000.00	0	0	0	
	CONTINGENCY	1502		0	0	0	0	
	Total Other Costs			**3,000.00**	**0**	**0**	**0**	
	TOTAL CAPITAL FUND GRANT BUDGET			**145,400.00**	**145,400.00**	**145,400.00**	**135,472.39**	

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

Part III: Implementation Schedule for Capital Fund Financing Program					
PHA Name: Housing and Community Services Agency of Lane County (HACSA)					**Federal FFY of Grant: 2009 CFRC**
Development Number Name/PHA-Wide Activities	All Fund Obligated (Quarter Ending Date)		All Funds Expended (Quarter Ending Date)		Reasons for Revised Target Dates [1]
	Original Obligation End Date	Actual Obligation End Date	Original Expenditure End Date	Actual Expenditure End Date	
Amp 500 Lindeborg Place	09/23/10	08/31/10	09/23/12		

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

Annual Statement/Performance and Evaluation Report
Capital Fund Program, Capital Fund Program Replacement Housing Factor and
Capital Fund Financing Program

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
OMB No. 2577-0226
Expires 4/30/2011

Part I: Summary

PHA Name: Housing Authority & Community Services of Lane County (HACSA) 177 Day Island Road Eugene OR, 97401	Grant Type and Number Capital Fund Program Grant No: OR006000050009R Replacement Housing Factor Grant No: Date of CFFP:	FFY of Grant: 2009 CFRC FFY of Grant Approval: 2009

Type of Grant

☐ Original Annual Statement ☐ Reserve for Disasters/Emergencies ☒ Revised Annual Statement (revision no:2)

☒ Performance and Evaluation Report for Period Ending: 03/31/11 ☐ Final Performance and Evaluation Report

Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost [1]	
		Original	Revised [2]	Obligated	Expended
18a	1501 Collateralization or Debt Service paid by the PHA	0	0	0	0
18ba	9000 Collateralization or Debt Service paid Via System of Direct Payment	0	0	0	0
19	1502 Contingency (may not exceed 8% of line 20)	0	0	0	0
20	Amount of Annual Grant:: (sum of lines 2 - 19)	145,400.00	145,400.00	145,400.00	135,472.39
21	Amount of line 20 Related to LBP Activities	0	0	0	0
22	Amount of line 20 Related to Section 504 Activities	0	0	0	0
23	Amount of line 20 Related to Security - Soft Costs	0	0	0	0
24	Amount of line 20 Related to Security - Hard Costs	0	0	0	0
25	Amount of line 20 Related to Energy Conservation Measures	129,000.00	129,273.37	129,273.37	129,014.98

Signature of Executive Director	Date 03/31/11	Signature of Public Housing Director	Date
[signature]			

[1] To be completed for the Performance and Evaluation Report.
[2] To be completed for the Performance and Evaluation Report or a Revised Annual Statement.
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Annual Statement/Performance and Evaluation Report
Capital Fund Program, Capital Fund Program Replacement Housing Factor and
Capital Fund Financing Program

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
OMB No. 2577-0226
Expires 3/31/2014

Part I: Summary

PHA Name: Housing and Community Services Agency of Lane County (HACSA)	Grant Type and Number Capital Fund Program Grant No: OR16S006 501 09 Replacement Housing Factor Grant No: Date of CFFP:	FFY of Grant: 2009 ARRA FFY of Grant Approval: 2009

Type of Grant
☐ Original Annual Statement ☐ Reserve for Disasters/Emergencies ☒ Revised Annual Statement (revision no: **3**)
☒ Performance and Evaluation Report for Period Ending: 03/31/11 ☐ Final Performance and Evaluation Report

Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost [1]	
		Original	**Revised[2]**	**Obligated**	**Expended**
1	Total non-CFP Funds	0	0	0	0
2	1406 Operations (may not exceed 20% of line 21) [3]	0	0	0	0
3	1408 Management Improvements	0	0	0	0
4	1410 Administration (may not exceed 10% of line 21)	121,422.00	115,929.74	115,929.74	115,929.74
5	1411 Audit	0	0	0	0
6	1415 Liquidated Damages	0	0	0	0
7	1430 Fees and Costs	34,170.22	33,814.46	33,814.46	33,038.39
8	1440 Site Acquisition	0	0	0	0
9	1450 Site Improvement	275,657.25	272,337.49	272,337.49	272,337.49
10	1460 Dwelling Structures	968,468.27	924,782.93	926,145.59	918,951.97
11	1465.1 Dwelling Equipment—Nonexpendable	210,614.26	263,467.38	262,104.72	262,104.72
12	1470 Non-dwelling Structures	0	0	0	0
13	1475 Non-dwelling Equipment	0	0	0	0
14	1485 Demolition	0	0	0	0
15	1492 Moving to Work Demonstration	0	0	0	0
16	1495.1 Relocation Costs	0	0	0	0
17	1499 Development Activities [4]	0	0	0	0

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

form **HUD-50075.1** (4/2008)

Annual Statement/Performance and Evaluation Report
Capital Fund Program, Capital Fund Program Replacement Housing Factor and
Capital Fund Financing Program

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
OMB No. 2577-0226
Expires 4/30/2011

Part I: Summary

PHA Name: Housing and Community Services Agency of Lane County (HACSA)	Grant Type and Number Capital Fund Program Grant No: OR16S006 501 09 Replacement Housing Factor Grant No: Date of CFFP:	FFY of Grant: 2009 ARRA FFY of Grant Approval: 2009

Type of Grant
☐ Original Annual Statement ☐ Reserve for Disasters/Emergencies ☒ Revised Annual Statement (revision no: **3**)
☒ Performance and Evaluation Report for Period Ending: 03/31/11 ☐ Final Performance and Evaluation Report

Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost [1]	
		Original	Revised [2]	Obligated	Expended
18a	1501 Collateralization or Debt Service paid by the PHA	0	0	0	0
18ba	9000 Collateralization or Debt Service paid Via System of DirectPayment	0	0	0	0
19	1502 Contingency (may not exceed 8% of line 20)	0	0	0	0
20	Amount of Annual Grant:: (sum of lines 2 - 19)	1,610,332.00	1,610,332.00	1,610,332.00	1,602,362.31
21	Amount of line 20 Related to LBP Activities	0	0		
22	Amount of line 20 Related to Section 504 Activities	0	0		
23	Amount of line 20 Related to Security - Soft Costs	0	0		
24	Amount of line 20 Related to Security - Hard Costs	0	0		
25	Amount of line 20 Related to Energy Conservation Measures	280,409.68	337,233.40	337,233.40	337,233.40

Signature of Executive Director	Date 03/31/11	Signature of Public Housing Director	Date

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

form **HUD-50075.1** (4/2008)

Part II: Supporting Pages

PHA Name: Housing and Community Services Agency of Lane County (HACSA)	Grant Type and Number Capital Fund Program Grant No: OR16S006 501 09 CFFP (Yes/ No): Replacement Housing Factor Grant No:	Federal FFY of Grant: 2009 ARRA

Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised [1]	Funds Obligated[2]	Funds Expended[2]	
Amp 100 Laurelwood Homes	Substantial Rehabilitation of vacant unit Appliances	1460 1465	1 1	0 0	0 0	0 0	0 0	Moved
	Total AMP 100			**0**	**0**	**0**	**0**	
Amp 200 McKenzie Village	Replace Fairview Office Parking Lot	1450	1	39,503.40	39,503.40	39,503.40	39,503.40	Completed
	Bath Replacements	1460	38	113,100.00	64,231.44	70,538.26	64,231.44	Current Work
	Toilet Replacements Force Account Labor	1465 1465	172	32,032.54 0	34,295.09 15,253.34	32,932.43 15,253.34	32,932.43 15,253.34	Completed
Amp 200 Springfield Scatt. Sites	Exterior Improvements: Siding, Painting, Roofs & Gutters. Force Account Labor	1460 1460	6	11,392.43 1,221.56	11,451.23 1,221.56	11,451.23 1,221.56	11,451.23 1,221.56	Completed
Amp 200 Pengra Court & McKenzie Village	Energy Conservation: Replace Stoves/Range Hoods/Refers Force Account Labor	1465 1465	194	92,536.60 7,157.12	99,314.89 20,231.06	99,314.89 20,231.06	99,314.89 20,231.06	Completed
	Total AMP 200			**296,943.65**	**285,502.01**	**290,446.17**	**284,139.35**	
Amp 300 Eugene Scatt. Sites	Exterior/Interior Improvements @ 870 E 36th Ave: Exterior Concrete Work & New Building Envelope. Interior upgrades to doors, lighting, kitchen and bath.	1450 1460 1465	1 1 1	17,160.00 141,785.75 3,200.00	17,160.00 134,703.85 3,200.00	17,160.00 134,703.85 3,200.00	17,160.00 134,703.85 3,200.00	Completed
	Exterior Improvements: Siding, Painting, Roofs & Gutters. Force Account Labor	1460 1460	25	91,206.97 3,230.92	91,206.97 3,230.92	91,206.97 3,230.92	91,206.97 3,230.92	Completed
	New Building Envelopes: 3479 Kevington & 1243 Waite	1460	2	43,602.00	45,899.20	45,899.20	45,899.20	Completed

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

Part II: Supporting Pages

PHA Name: Housing and Community Services Agency of Lane County (HACSA)	Grant Type and Number Capital Fund Program Grant No: OR16S006 501 09 CFFP (Yes/ No): Replacement Housing Factor Grant No:	Federal FFY of Grant: 2009 ARRA

Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised [1]	Funds Obligated[2]	Funds Expended[2]	
Amp 300 Maplewood Meadows	Replace Perimeter Fencing	1450	1	46,362.93	48,345.00	48,345.00	48,345.00	Completed
	Energy Conservation: Replace Stoves/Range Hoods/Refers	1465	38	39,748.00	40,832.98	40,832.98	40,832.98	Completed
	Force Account Labor	1465		0	6,028.93	6,028.93	6,028.93	
	Total AMP 300			**386,296.57**	**390,607.85**	**390,607.85**	**390,607.85**	
Amp 400 Parkview Terrace	Modernize Elevators	1460	2	336,630.02	333,509.55	331,208.21	330,608.91	Completed
	Elevator Consultant/Electrical Engineer	1430	1	13,800.00	13,800.00	13,800.00	13,386.65	
	Replace Parking Lots	1450	2	157,311.38	151,739.84	151,739.84	151,739.84	Completed
	Water & Energy Use Improvements: Replace toilets, shower heads, faucet aerators and weather stripping.	1460	150	35,202.38	36,063.99	36,063.99	36,063.99	Completed
	Force Account Labor	1460		8,026.94	15,490.06	15,490.06	15,490.06	
	Total AMP 400			**550,970.72**	**550,603.44**	**548,302.10**	**547,289.45**	
Amp 500 Lindeborg Place	Modernize Elevator	1460	1	142,963.20	151,014.28	148,643.15	148,355.65	Completed
	Add Lift	1460	1	0	0	0	0	
	Add Ramp	1460	1	10,340.00	9,713.56	9,713.56	9,713.56	
	Elevator Consultant/Electrical Engineer	1430	1	11,850.00	11,225.00	11,225.00	10,862.28	
	Total AMP 500			**165,153.20**	**171,952.84**	**169,581.71**	**168,931.49**	
Amp 600 Cresview Villa	Replace Perimeter Fencing	1450	1	15,319.54	15,589.25	15,589.25	15,589.25	Completed
Amp 600 Riverview Terrace	Water & Energy Use Improvements: Replace toilets, shower heads, faucet aerators and weather stripping.	1460	60	16,806.10	18,508.90	18,237.21	18,237.21	Completed
	Force Account Labor	1460		35,940.00	8,537.42	8,537.42	8,537.42	
	Energy Conservation: Replace Refers	1465	60	12,960.00	36,688.91	36,688.91	36,688.91	
	Force Account Labor	1465		0	7,622.18	7,622.18	7,622.18	
	Total AMP 600			**81,025.64**	**86,946.66**	**86,674.97**	**86,674.97**	

Part II: Supporting Pages

PHA Name: Housing and Community Services Agency of Lane County (HACSA)	Grant Type and Number Capital Fund Program Grant No: OR16S006 501 09 CFFP (Yes/ No): Replacement Housing Factor Grant No:	Federal FFY of Grant: 2009 ARRA

Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised [1]	Funds Obligated[2]	Funds Expended[2]	
	TOTAL DEVELOPMENT IMPROVEMENTS			**1,480,389.78**	**1,485,612.80**	**1,485,612.80**	**1,477,643.11**	
Administration	Grant Administration for Capital Plan related work: Planning, Implementation & Monitoring	1410		121,422.00	115,929.74	115,929.74	115,929.74	
	Staff Architect for Capital Plan related work: Salary & Benefits	1430		0	0	0	0	
	Supplies/Fees/Sundries for grant support and Environmental Reviews	1430		8,520.22	8,789.46	8,789.46	8,789.46	
	Total Non-Developmental Costs			**129,942.22**	**124,719.20**	**124,719.20**	**124,719.20**	
Other	RELOCATION	1495		0	0	0	0	
	CONTINGENCY	1502		0	0	0	0	
	Total Other Costs			**0**	**0**	**0**	**0**	
	TOTAL CAPITAL FUND GRANT BUDGET			**1,610,332.00**	**1,610,332.00**	**1,610,332.00**	**1,602,362.31**	

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

Part III: Implementation Schedule for Capital Fund Financing Program					
PHA Name: Housing and Community Services Agency of Lane County (HACSA)					Federal FFY of Grant: 2009 ARRA
Development Number Name/PHA-Wide Activities	All Fund Obligated (Quarter Ending Date)		All Funds Expended (Quarter Ending Date)		Reasons for Revised Target Dates [1]
	Original Obligation End Date	Actual Obligation End Date	Original Expenditure End Date	Actual Expenditure End Date	
Improvements:					
Amp 100 Laurelwood Homes, Florence	3/17/2010	N/A	3/17/2012	N/A	Moved
Amp 200 McKenzie Village, Springfield	3/17/2010	3/10/2010	3/17/2012		
Amp 200 Scattered Sites, Springfield	3/17/2010	3/05/2010	3/17/2012	09/29/2010	
Amp 300 Scattered Sites, Eugene	3/17/2010	2/23/2010	3/17/2012	10/14/2010	
Amp 300 Maplewood Meadows	3/17/2010	3/8/2010	3/17/2012	07/02/2010	
Amp 400 Parkview Terrace, Eugene	3/17/2010	3/8/2010	3/17/2012	03/28/2010	
Amp 500 Lindeborg Place, Junction City	3/17/2010	3/8/2010	3/17/2012	03/28/2010	
Amp 600 Cresview Villa & Riverview Terrace, Creswell & Cottage Grove	3/17/2010	2/25/2010	3/17/2010	11/05/2010	

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

Annual Statement/Performance and Evaluation Report
Capital Fund Program, Capital Fund Program Replacement Housing Factor and
Capital Fund Financing Program

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
OMB No. 2577-0226
Expires 4/30/2011

Part I: Summary

PHA Name: Housing and Community Services Agency of Lane County (HACSA)	Grant Type and Number Capital Fund Program Grant No: OR16S006 501 09 Replacement Housing Factor Grant No: Date of CFFP:	FFY of Grant: 2009 ARRA FFY of Grant Approval: 2009

Type of Grant
☐ Original Annual Statement ☐ Reserve for Disasters/Emergencies ☒ Revised Annual Statement (revision no: 3)
☒ Performance and Evaluation Report for Period Ending: 03/31/11 ☐ Final Performance and Evaluation Report

Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost [1]	
		Original	Revised [2]	Obligated	Expended
18a	1501 Collateralization or Debt Service paid by the PHA	0	0	0	0
18ba	9000 Collateralization or Debt Service paid Via System of DirectPayment	0	0	0	0
19	1502 Contingency (may not exceed 8% of line 20)	0	0	0	0
20	Amount of Annual Grant:: (sum of lines 2 - 19)	1,610,332.00	1,610,332.00	1,610,332.00	1,602,362.31
21	Amount of line 20 Related to LBP Activities	0	0		
22	Amount of line 20 Related to Section 504 Activities	0	0		
23	Amount of line 20 Related to Security - Soft Costs	0	0		
24	Amount of line 20 Related to Security - Hard Costs	0	0		
25	Amount of line 20 Related to Energy Conservation Measures	280,409.68	337,233.40	337,233.40	337,233.40

Signature of Executive Director	Date 03/31/11	Signature of Public Housing Director	Date

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

Annual Statement/Performance and Evaluation Report
Capital Fund Program, Capital Fund Program Replacement Housing Factor and
Capital Fund Financing Program

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
OMB No. 2577-0226
Expires 03/31/2014

Part I: Summary

PHA Name: Housing and Community Services Agency of Lane County (HACSA)	**Grant Type and Number** Capital Fund Program Grant No: OR16P006 501 09 Replacement Housing Factor Grant No: Date of CFFP:	**FFY of Grant: 2009** **FFY of Grant Approval: 2009**

Type of Grant
☐ **Original Annual Statement** ☐ **Reserve for Disasters/Emergencies** ☒ **Revised Annual Statement (revision no: 1)**
☒ **Performance and Evaluation Report for Period Ending: 03/31/11** ☐ **Final Performance and Evaluation Report**

Line	**Summary by Development Account**	**Total Estimated Cost**		**Total Actual Cost** [1]	
		Original	**Revised**[2]	**Obligated**	**Expended**
1	Total non-CFP Funds	0	0	0	0
2	1406 Operations (may not exceed 20% of line 21) [3]	11,081.00	10,762.03	0	0
3	1408 Management Improvements	500.00	818.97	818.97	818.97
4	1410 Administration (may not exceed 10% of line 21)	126,809.00	126,809.00	126,809.00	126,809.00
5	1411 Audit	2,000.00	2,000.00	0	0
6	1415 Liquidated Damages	0	0	0	0
7	1430 Fees and Costs	152,000.00	152,000.00	95,248.73	77,056.13
8	1440 Site Acquisition	0	0	0	0
9	1450 Site Improvement	0	0	0	0
10	1460 Dwelling Structures	947,000.00	947,000.00	9,951.35	9,951.35
11	1465.1 Dwelling Equipment—Nonexpendable	0	0	0	0
12	1470 Non-dwelling Structures	0	0	0	0
13	1475 Non-dwelling Equipment	0	0	0	0
14	1485 Demolition	0	0	0	0
15	1492 Moving to Work Demonstration	0	0	0	0
16	1495.1 Relocation Costs	2,000.00	2,000.00	0	0
17	1499 Development Activities [4]	0	0	0	0

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

form **HUD-50075.1** (4/2008)

Annual Statement/Performance and Evaluation Report
Capital Fund Program, Capital Fund Program Replacement Housing Factor and
Capital Fund Financing Program

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
OMB No. 2577-0226
Expires 4/30/2011

Part I: Summary

PHA Name: Housing and Community Services Agency of Lane County (HACSA)	**Grant Type and Number** Capital Fund Program Grant No: OR16P006 501 08 Replacement Housing Factor Grant No: Date of CFFP:	**FFY of Grant: 2009** **FFY of Grant Approval: 2009**

Type of Grant

☐ **Original Annual Statement** ☐ **Reserve for Disasters/Emergencies** ☒ **Revised Annual Statement (revision no: 1)**

☒ **Performance and Evaluation Report for Period Ending: 03/31/11** ☐ **Final Performance and Evaluation Report**

Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost [1]	
		Original	Revised [2]	Obligated	Expended
18a	1501 Collateralization or Debt Service paid by the PHA	0	0	0	0
18ba	9000 Collateralization or Debt Service paid Via System of Direct Payment	0	0	0	0
19	1502 Contingency (may not exceed 8% of line 20)	26,701.00	26,701.00	0	0
20	Amount of Annual Grant:: (sum of lines 2 - 19)	1,268,091.00	1,268,091.00	232,828.05	214,635.45
21	Amount of line 20 Related to LBP Activities	0	0	0	0
22	Amount of line 20 Related to Section 504 Activities	0	0	0	0
23	Amount of line 20 Related to Security - Soft Costs	0	0	0	0
24	Amount of line 20 Related to Security - Hard Costs	0	0	0	0
25	Amount of line 20 Related to Energy Conservation Measures	111,000.00	111,000.00	3,426.60	3,426.60

Signature of Executive Director	**Date 03/31/11**	**Signature of Public Housing Director**	**Date**

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

form **HUD-50075.1** (4/2008)

Part II: Supporting Pages

PHA Name: Housing and Community Services Agency of Lane County (HACSA)	**Grant Type and Number** Capital Fund Program Grant No: OR16P006 501 09 CFFP (Yes/ No): Replacement Housing Factor Grant No:	**Federal FFY of Grant: 2009**

Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised [1]	Funds Obligated[2]	Funds Expended[2]	
Amp 600 Riverview Terrace	Replace Center Atrium Windows for all stories of building. (Other window replacements in FY08 Cap Fund Grant)	1460	100%	111,000.00	111,000.00	3,426.60	3,426.60	Current Work
	Install new elevator.	1460	100%	836,000.00	836,000.00	6,524.75	6,524.75	Current Work
	Engineering services (i.e. Structural, Mechanical, Electrical, etc.) for new elevator.	1430	100%	100,000.00	100,000.00	46,013.50	29,231.75	
	Total Riverview Terrace			**1,047,000.00**	**1,047,000.00**	**55,964.85**	**39,183.10**	
Other	Transfer – Operations	1406		11,081.00	10,762.03	0	0	
	Cap Fund Staff Training	1408		500.00	818.97	818.97	818.97	
	Grant Administration	1410		126,809.00	126,809.00	126,809.00	126,809.00	
	Grant Audit Fees	1411		2,000.00	2,000.00	0	0	
	Architect Services	1430		45,000.00	45,000.00	40,607.93	40,607.93	
	Sundries for support work	1430		7,000.00	7,000.00	8,627.30	7,216.45	
	Relocation	1495		2,000.00	2,000.00	0	0	
	Contingency	1502		26,701.00	26,701.00	0	0	
	Total Other			**221,091.00**	**221,091.00**	**176,863.20**	**175,452.35**	
	TOTAL CAPITAL FUND GRANT BUDGET			**1,268,091.00**	**1,268.091.00**	**232,828.05**	**214,635.45**	

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

Part III: Implementation Schedule for Capital Fund Financing Program					
PHA Name: Housing and Community Services Agency of Lane County (HACSA)					**Federal FFY of Grant: 2009**
Development Number Name/PHA-Wide Activities	All Fund Obligated (Quarter Ending Date)		All Funds Expended (Quarter Ending Date)		Reasons for Revised Target Dates [1]
	Original Obligation End Date	Actual Obligation End Date	Original Expenditure End Date	Actual Expenditure End Date	
Amp 600 Riverview Terrace, Cottage Grove OR	09/14/2011		09/14/2013		

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

Annual Statement/Performance and Evaluation Report
Capital Fund Program, Capital Fund Program Replacement Housing Factor and
Capital Fund Financing Program

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
OMB No. 2577-0226
Expires 4/30/2011

Part I: Summary

PHA Name: Housing and Community Services Agency of Lane County (HACSA)	**Grant Type and Number** Capital Fund Program Grant No: OR16P006 501 08 Replacement Housing Factor Grant No: Date of CFFP:	**FFY of Grant: 2009** **FFY of Grant Approval: 2009**

Type of Grant

☐ **Original Annual Statement** ☐ **Reserve for Disasters/Emergencies** ☒ **Revised Annual Statement (revision no: 1)**

☒ **Performance and Evaluation Report for Period Ending: 03/31/11** ☐ **Final Performance and Evaluation Report**

Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost [1]	
		Original	Revised [2]	Obligated	Expended
18a	1501 Collateralization or Debt Service paid by the PHA	0	0	0	0
18ba	9000 Collateralization or Debt Service paid Via System of Direct Payment	0	0	0	0
19	1502 Contingency (may not exceed 8% of line 20)	26,701.00	26,701.00	0	0
20	Amount of Annual Grant:: (sum of lines 2 - 19)	1,268,091.00	1,268,091.00	232,828.05	214,635.45
21	Amount of line 20 Related to LBP Activities	0	0	0	0
22	Amount of line 20 Related to Section 504 Activities	0	0	0	0
23	Amount of line 20 Related to Security - Soft Costs	0	0	0	0
24	Amount of line 20 Related to Security - Hard Costs	0	0	0	0
25	Amount of line 20 Related to Energy Conservation Measures	111,000.00	111,000.00	3,426.60	3,426.60

Signature of Executive Director	**Date 03/31/11**	**Signature of Public Housing Director**	**Date**

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

Annual Statement/Performance and Evaluation Report
Capital Fund Program, Capital Fund Program Replacement Housing Factor and
Capital Fund Financing Program

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
OMB No. 2577-0226
Expires 3/31/2014

Part I: Summary

PHA Name: Housing and Community Services Agency of Lane County (HACSA)	**Grant Type and Number** Capital Fund Program Grant No: OR16P006 501 10 Replacement Housing Factor Grant No: Date of CFFP:	**FFY of Grant: 2010** **FFY of Grant Approval: 2010**

Type of Grant
☐ **Original Annual Statement** ☐ **Reserve for Disasters/Emergencies** ☐ **Revised Annual Statement (revision no:)**
☒ **Performance and Evaluation Report for Period Ending: 03/31/11** ☐ **Final Performance and Evaluation Report**

Line	**Summary by Development Account**	**Total Estimated Cost**		**Total Actual Cost [1]**	
		Original	**Revised[2]**	**Obligated**	**Expended**
1	Total non-CFP Funds	0		0	0
2	1406 Operations (may not exceed 20% of line 21) [3]	18,305.20		0	0
3	1408 Management Improvements	5,000.00		743.73	488.27
4	1410 Administration (may not exceed 10% of line 21)	125,620.80		125,620.80	83,747.20
5	1411 Audit	2,000.00		0	0
6	1415 Liquidated Damages	0		0	0
7	1430 Fees and Costs	68,000.00		15,639.99	4,313.99
8	1440 Site Acquisition	0		0	0
9	1450 Site Improvement	19,000.00		0	0
10	1460 Dwelling Structures	666,500.00		1,268.78	1,268.78
11	1465.1 Dwelling Equipment—Nonexpendable	204,750.00		7,827.58	7,827.58
12	1470 Non-dwelling Structures	89,250.00		0	0
13	1475 Non-dwelling Equipment	18,000.00		18,169.27	18,169.27
14	1485 Demolition	0		0	0
15	1492 Moving to Work Demonstration	0		0	0
16	1495.1 Relocation Costs	13,000.00		0	0
17	1499 Development Activities [4]	0		0	0

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

form **HUD-50075.1** (4/2008)

Annual Statement/Performance and Evaluation Report
Capital Fund Program, Capital Fund Program Replacement Housing Factor and
Capital Fund Financing Program

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
OMB No. 2577-0226
Expires 4/30/2011

Part I: Summary

PHA Name: Housing and Community Services Agency of Lane County (HACSA)	**Grant Type and Number** Capital Fund Program Grant No: OR16P006 501 10 Replacement Housing Factor Grant No: Date of CFFP:	**FFY of Grant: 2010** **FFY of Grant Approval: 2010**

Type of Grant

☐ **Original Annual Statement** ☐ **Reserve for Disasters/Emergencies** ☐ **Revised Annual Statement (revision no:)**

☒ **Performance and Evaluation Report for Period Ending: 03/31/11** ☐ **Final Performance and Evaluation Report**

Line	**Summary by Development Account**	**Total Estimated Cost**		**Total Actual Cost [1]**	
		Original	**Revised [2]**	**Obligated**	**Expended**
18a	1501 Collateralization or Debt Service paid by the PHA	0		0	0
18ba	9000 Collateralization or Debt Service paid Via System of Direct Payment	0		0	0
19	1502 Contingency (may not exceed 8% of line 20)	26,782.00		0	0
20	Amount of Annual Grant:: (sum of lines 2 - 19)	1,256,208.00		169,270.15	115,815.09
21	Amount of line 20 Related to LBP Activities				
22	Amount of line 20 Related to Section 504 Activities				
23	Amount of line 20 Related to Security - Soft Costs				
24	Amount of line 20 Related to Security - Hard Costs				
25	Amount of line 20 Related to Energy Conservation Measures	204,750.00		7,827.58	7,827.58

Signature of Executive Director	**Date 03/31/11**	**Signature of Public Housing Director**	**Date**

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

form **HUD-50075.1** (4/2008)

Part II: Supporting Pages

PHA Name: Housing and Community Services Agency of Lane County (HACSA)	**Grant Type and Number** Capital Fund Program Grant No: OR16P006 501 10 CFFP (Yes/ No): Replacement Housing Factor Grant No:	**Federal FFY of Grant: 2010**

Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised [1]	Funds Obligated[2]	Funds Expended[2]	
AMP 200 McKenzie Village	Energy Improvement: Replace all electric heaters with energy efficient models	1465	172	204,750.00		7,827.58	7,827.58	Current Work
	R&R Sidewalks	1450	Approx. 2,500 sqft	19,000.00		0	0	Summer 2011
	Bathtub & Wall Surround Upgrades (currently doing 38 in 09 ARRA)	1460	33	106,375.00		0	0	Spring 2011
	504/ADA Remodel - Duplex Unit	1460	1	106,375.00		0	0	Fall 2011
AMP 300 Eugene Scattered Sites	504/ADA Remodel - Marcum	1460	3	288,750.00		0	0	Fall 2011
AMP 400 Parkview Terrace	Remodel Recreation Room & Property Manager Office	1470	2	89,250.00		0	0	Fall 2011
AMP 600 Riverview Terrace	Elevator Modernization Elevator Consultant	1460 1430	1 1	165,000.00 10,000.00		1,268.78 14,420.00	1,268.78 3,094.00	Current Work
	Work Items Total			**989,500.00**		**23,516.36**	**12,190.36**	
Other	Transfer – Maintenance Dept.	1406		18,305.20		0	0	
	Cap Fund Staff Training	1408		5,000.00		743.73	488.27	
	Grant Administration	1410		125,620.80		125,620.80	83,747.20	
	Grant Audit Fees	1411		2,000.00		0	0	
	Architect Services	1430		50,000.00		0	0	
	Sundries for support work	1430		8,000.00		1,219.99	1,219.99	
	Equipment (Vehicle)	1475		18,000.00		18,169.27	18,169.27	
	Relocation	1495		13,000.00		0	0	
	Contingency	1502		26,782.00		0	0	
	Total Other			**266,708.00**		**145,753.79**	**103,624.73**	
	TOTAL CAPITAL FUND GRANT BUDGET			**1,256,208.00**		**169,270.15**	**115,815.09**	

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

Part III: Implementation Schedule for Capital Fund Financing Program

PHA Name: Housing and Community Services Agency of Lane County (HACSA)

Federal FFY of Grant: 2010

Development Number Name/PHA-Wide Activities	All Fund Obligated (Quarter Ending Date)		All Funds Expended (Quarter Ending Date)		Reasons for Revised Target Dates [1]
	Original Obligation End Date	Actual Obligation End Date	Original Expenditure End Date	Actual Expenditure End Date	
AMP 200 McKenzie Village	07/14/12		07/14/14		
AMP 300 Eugene Scattered Sites	07/14/12		07/14/14		
AMP 400 Parkview Terrace	07/14/12		07/14/14		
AMP 600 Riverview Terrace	07/14/12		07/14/14		

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

Annual Statement/Performance and Evaluation Report
Capital Fund Program, Capital Fund Program Replacement Housing Factor and
Capital Fund Financing Program

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
OMB No. 2577-0226
Expires 4/30/2011

Part I: Summary

PHA Name: Housing and Community Services Agency of Lane County (HACSA)	Grant Type and Number Capital Fund Program Grant No: OR16P006 501 10 Replacement Housing Factor Grant No: Date of CFFP:	FFY of Grant: 2010 FFY of Grant Approval: 2010

Type of Grant

☐ Original Annual Statement ☐ Reserve for Disasters/Emergencies ☐ Revised Annual Statement (revision no:)

☒ Performance and Evaluation Report for Period Ending: 03/31/11 ☐ Final Performance and Evaluation Report

Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost [1]	
		Original	Revised [2]	Obligated	Expended
18a	1501 Collateralization or Debt Service paid by the PHA	0		0	0
18ba	9000 Collateralization or Debt Service paid Via System of Direct Payment	0		0	0
19	1502 Contingency (may not exceed 8% of line 20)	26,782.00		0	0
20	Amount of Annual Grant:: (sum of lines 2 - 19)	1,256,208.00		169,270.15	115,815.09
21	Amount of line 20 Related to LBP Activities				
22	Amount of line 20 Related to Section 504 Activities				
23	Amount of line 20 Related to Security - Soft Costs				
24	Amount of line 20 Related to Security - Hard Costs				
25	Amount of line 20 Related to Energy Conservation Measures	204,750.00		7,827.58	7,827.58

Signature of Executive Director	Date 03/31/11	Signature of Public Housing Director	Date

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

Annual Statement/Performance and Evaluation Report
Capital Fund Program, Capital Fund Program Replacement Housing Factor and
Capital Fund Financing Program

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
OMB No. 2577-0226
Expires 3/31/2014

Part I: Summary

PHA Name: Housing and Community Services Agency of Lane County (HACSA)	**Grant Type and Number** Capital Fund Program Grant No: OR16P006 501 11 Replacement Housing Factor Grant No: Date of CFFP:	**FFY of Grant: 2011** **FFY of Grant Approval: 2011**

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

Line	**Summary by Development Account**	**Total Estimated Cost**		**Total Actual Cost [1]**	
		Original	**Revised[2]**	**Obligated**	**Expended**
1	Total non-CFP Funds	0			
2	1406 Operations (may not exceed 20% of line 21) [3]	123,877.00			
3	1408 Management Improvements	15,000.00			
4	1410 Administration (may not exceed 10% of line 21)	104,375.70			
5	1411 Audit	2,000.00			
6	1415 Liquidated Damages	0			
7	1430 Fees and Costs	48,000.00			
8	1440 Site Acquisition	0			
9	1450 Site Improvement	0			
10	1460 Dwelling Structures	675,316.00			
11	1465.1 Dwelling Equipment—Nonexpendable	0			
12	1470 Non-dwelling Structures	0			
13	1475 Non-dwelling Equipment	10,000.00			
14	1485 Demolition	27,000.00			
15	1492 Moving to Work Demonstration	0			
16	1495.1 Relocation Costs	17,000.00			
17	1499 Development Activities [4]	0			

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

form **HUD-50075.1** (4/2008)

Annual Statement/Performance and Evaluation Report
Capital Fund Program, Capital Fund Program Replacement Housing Factor and
Capital Fund Financing Program

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
OMB No. 2577-0226
Expires 4/30/2011

Part I: Summary

PHA Name: : Housing and Community Services Agency of Lane County (HACSA)	**Grant Type and Number** Capital Fund Program Grant No: OR16P006 501 11 Replacement Housing Factor Grant No: Date of CFFP:	**FFY of Grant: 2011** **FFY of Grant Approval: 2011**

Type of Grant

☒ **Original Annual Statement** ☐ **Reserve for Disasters/Emergencies** ☐ **Revised Annual Statement (revision no:)**

☐ **Performance and Evaluation Report for Period Ending:** ☐ **Final Performance and Evaluation Report**

Line	**Summary by Development Account**	**Total Estimated Cost**		**Total Actual Cost [1]**	
		Original	**Revised [2]**	**Obligated**	**Expended**
18a	1501 Collateralization or Debt Service paid by the PHA	0			
18ba	9000 Collateralization or Debt Service paid Via System of Direct Payment	0			
19	1502 Contingency (may not exceed 8% of line 20)	21,188.30			
20	Amount of Annual Grant:: (sum of lines 2 - 19)	1,043,757.00			
21	Amount of line 20 Related to LBP Activities				
22	Amount of line 20 Related to Section 504 Activities	95,100.00			
23	Amount of line 20 Related to Security - Soft Costs				
24	Amount of line 20 Related to Security - Hard Costs				
25	Amount of line 20 Related to Energy Conservation Measures				

Signature of Executive Director	**Date 03/31/11**	**Signature of Public Housing Director**	**Date**

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

Part II: Supporting Pages

PHA Name: **: Housing and Community Services Agency of Lane County (HACSA)**	**Grant Type and Number** Capital Fund Program Grant No: OR16P006 501 11 CFFP (Yes/ No): Replacement Housing Factor Grant No:	**Federal FFY of Grant: 2011**

Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised [1]	Funds Obligated[2]	Funds Expended[2]	
AMP 100 Laurelwood Homes	Demo of 4 bedroom unit	1485	1	27,000.00				
	AMP 100 Total			**27,000.00**				
AMP 200 McKenzie Village	Bathtub & Wall Surround Upgrades (continuing work from FY 10)	1460	66	180,000.00				
	Bath Upgrades – Includes: Counters, vanity, flooring, med cabinet, etc.	1460	85	213,000.00				
	Install of new water meters	1460	172	52,500.00				
AMP 200 Pengra Court	Bath Upgrades – Includes: Counters, vanity, flooring, med cabinet, etc.	1460	3	18,000.00				
	AMP 200 Total			**463,500.00**				
AMP 300 Scattered Sites	Interior & Exterior Minor Mods: 1 unit = exterior siding, flooring, bath fans, insulation, etc. and 2 units = gutters, windows, doors, electrical improvements, flooring, painting, kitchen & bath upgrades.	1460	3	116,716.00				
	AMP 300 Total			**116,716.00**				
AMP 600 Cresview Villa	504/ADA Remodel	1460	1	95,100.00				
	AMP 600 Total			**95,100.00**				
	WORK ITEMS TOTAL			**702,316.00**				

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

Part II: Supporting Pages

PHA Name: **: Housing and Community Services Agency of Lane County (HACSA)**	**Grant Type and Number** Capital Fund Program Grant No: OR16P006 501 11 CFFP (Yes/ No): Replacement Housing Factor Grant No:	**Federal FFY of Grant: 2011**

Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised [1]	Funds Obligated[2]	Funds Expended[2]	
Other	Transfer – Maintenance Dept.	1406		123,877.00				
	Management Improvements – Staff Training & Development of Unit Tracking System	1408		15,000.00				
	Grant Administration	1410		104,375.70				
	Grant Audit Fees	1411		2,000.00				
	Architect Services	1430		40,000.00				
	Sundries for support work	1430		8,000.00				
	Communication Hardware Upgrade	1475		10,000.00				
	Relocation	1495		17,000.00				
	Contingency	1502		21,188.30				
	"OTHER" TOTAL			**341,441.00**				
	TOTAL CAPITAL FUND GRANT BUDGET			**1,043,757 .00**				

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

Part III: Implementation Schedule for Capital Fund Financing Program

PHA Name: **: Housing and Community Services Agency of Lane County (HACSA)**

Federal FFY of Grant: 2011

Development Number Name/PHA-Wide Activities	All Fund Obligated (Quarter Ending Date)		All Funds Expended (Quarter Ending Date)		Reasons for Revised Target Dates [1]
	Original Obligation End Date	Actual Obligation End Date	Original Expenditure End Date	Actual Expenditure End Date	
AMP 100 Laurelwood Homes	08/02/2013		08/02/2015		
AMP 200 McKenzie Village	08/02/2013		08/02/2015		
AMP 200 Pengra Court	08/02/2013		08/02/2015		
AMP 300 Scattered Sites	08/02/2013		08/02/2015		
AMP 600 Cresview Villa	08/02/2013		08/02/2015		

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

Annual Statement/Performance and Evaluation Report
Capital Fund Program, Capital Fund Program Replacement Housing Factor and
Capital Fund Financing Program

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
OMB No. 2577-0226
Expires 4/30/2011

Part I: Summary

PHA Name:	**Grant Type and Number**	**FFY of Grant: 2011**
: Housing and Community Services Agency of Lane County (HACSA)	Capital Fund Program Grant No: OR16P006 501 11 Replacement Housing Factor Grant No: Date of CFFP:	**FFY of Grant Approval: 2011**

Type of Grant

☒ **Original Annual Statement** ☐ **Reserve for Disasters/Emergencies** ☐ **Revised Annual Statement (revision no:)**

☐ **Performance and Evaluation Report for Period Ending:** ☐ **Final Performance and Evaluation Report**

Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost [1]	
		Original	Revised [2]	Obligated	Expended
18a	1501 Collateralization or Debt Service paid by the PHA	0			
18ba	9000 Collateralization or Debt Service paid Via System of Direct Payment	0			
19	1502 Contingency (may not exceed 8% of line 20)	21,188.30			
20	Amount of Annual Grant:: (sum of lines 2 - 19)	1,043,757.00			
21	Amount of line 20 Related to LBP Activities				
22	Amount of line 20 Related to Section 504 Activities	95,100.00			
23	Amount of line 20 Related to Security - Soft Costs				
24	Amount of line 20 Related to Security - Hard Costs				
25	Amount of line 20 Related to Energy Conservation Measures				

Signature of Executive Director	**Date 03/31/11**	**Signature of Public Housing Director**	**Date**

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

Part I: Summary

PHA Name/Number Housing and Community Services Agency of Lane County (HACSA) OR006	Locality (City/County & State) Eugene/Springfield, Lane County, Oregon	☒**Original 5-Year Plan** ☐**Revision No:**

A.	Development Number and Name	Work Statement for Year 1 FFY 2011	Work Statement for Year 2 FFY 2012	Work Statement for Year 3 FFY 2013	Work Statement for Year 4 FFY 2014	Work Statement for Year 5 FFY 2015
B.	Physical Improvements Subtotal	Annual Statement	720,294.00	723,345.00	711,056.00	705,835.00
C.	Management Improvements		13,650.00	22,500.00	12,500.00	15,000.00
D.	PHA-Wide Non-dwelling Structures and Equipment		18,500.00	19,500.00	0	0
E.	Administration		104,375.70	104,375.70	104,375.70	104,375.70
F.	Other		101,716.20	87,000.00	102,000.00	102,000.00
G.	Operations		85,221.10	87,036.30	113,825.30	116,546.30
H.	Demolition		0	0	0	0
I.	Development		0	0	0	0
J.	Capital Fund Financing – Debt Service		0	0	0	0
K.	Total CFP Funds		1,043,757.00	1,043,757.00	1,043,757.00	1,043,757.00
L.	Total Non-CFP Funds					
M.	Grand Total		1,043,757.00	1,043,757.00	1,043,757.00	1,043,757.00

Part I: Summary (Continuation)

PHA Name/Number Housing and Community Services Agency of Lane County (HACSA) OR006	Locality (City/County & State) Eugene/Springfield, Lane County, Oregon	☒**Original 5-Year Plan** ☐**Revision No:**

A.	Development Number and Name	Work Statement for Year 1 FFY 2011	Work Statement for Year 2 FFY 2012	Work Statement for Year 3 FFY 2013	Work Statement for Year 4 FFY 2014	Work Statement for Year 5 FFY 2015
	AMP 100 Laurelwood Homes	Annual Statement	0	0	0	0
	AMP 200 McKenzie Village		222,300.00	36,000.00	15,750.00	35,000.00
	AMP 200 Pengra Court		24,749.00	0	0	23,900.00
	AMP 200 Springfield SS		22,260.00	0	35,000.00	64,600.00
	AMP 300 Eugene SS		231,960.00	30,810.00	203,946.00	207,900.00
	AMP 300 Maplewood Meadows		4,725.00	23,900.00	136,500.00	30,000.00
	AMP 400 Parkview Terrace		0	492,975.00	192,250.00	90,000.00
	AMP 500 Lindeborg Place		57,750.00	18,900.00	0	128,700.00
	AMP 500 Veneta Villa		5,250.00	0	0	32,867.50
	AMP 500 Veneta SS		5,250.00	0	0	32,867.50
	AMP 600 Cresview Villa		104,050.00	101,640.00	0	0
	AMP 600 Riverview Terrace		42,000.00	19,120.00	127,610.00	60,000.00
	TOTAL		**720,294.00**	**723,345.00**	**711,056.00**	**705,835.00**

Part II: Supporting Pages – Physical Needs Work Statement(s)

Work Statement for Year 1 FFY 2011	Work Statement for Year 2 FFY 2012			Work Statement for Year 2 FFY 2012		
	Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost	Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost
See	AMP 200 – McKenzie Village: R/R Sidewalks and One Sewer Replacement	Multiple Sidewalks and 1 Sewer	32,300.00	AMP 300- Scattered Sites: R/R Sidewalks/Driveways	7	50,000.000
Annual	AMP 200 – McKenzie Village: Bath Upgrades (continuing work from FY11)	79	190,000.00	AMP 300 – Scattered Sites: Paving Sidewalks	10	30,000.000
Statement	AMP 200 – Pengra Court: Bath Upgrades (continuing work from FY11)	4	24,749.00	AMP 300 – Scattered Sites: Paving Sidewalks/Patios	26	119,700.00
	AMP 200 – Scattered Sites: R/R Driveways	2	22,260.00	AMP 300 – Maplewood Meadows: Energy & Safety Improvement: Exterior Lighting Upgrade	38	4,725.00
	AMP 300 – Scattered Sites: Energy Improvement: R/R Ranges & Hoods	5	5,000.00	AMP 500 – Lindeborg Place: Community Room Upgrade which includes 504/ADA and flooring abatement	1	57,750.00
	AMP 300 – Scattered Sites: Energy Improvement: R/R Toilets	5	5,000.00	AMP 500 – Veneta Villa: Energy Improvement: Furnace Upgrade	1	5,250.00
	AMP 300 – Scattered Sites: R/R Driveways	2	22,260.00	AMP 500 – Scattered Sites: Energy & Safety Improvement: Exterior Lighting Upgrade	60	5,250.00
						CONT…

Part II: Supporting Pages – Physical Needs Work Statement(s)

Work Statement for Year 1 FFY 2011	Work Statement for Year 2 FFY 2012			Work Statement for Year 3 FFY 2013		
	Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost	Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost
See	AMP 600 – Cresview Villa: Community Room Remodel	1	36,750.00	AMP 200 – McKenzie Village: Security Improvement: Door & Lock Replacements	36	36,000.00
Annual	AMP 600 – Cresview Villa: Asphalt Overlay	1	40,700.00	AMP 300 – Scattered Sites: Energy Improvement: R/R Toilets (continuing work from FY12)	55	22,200.00
Statement	AMP 600 – Cresview Villa: Energy Improvement: R/R Ranges & Hoods	34	26,600.00	AMP 300 – Scattered Sites: Energy Improvement: R/R Water Heaters	9	8,610.00
	AMP 600 – Riverview Terrace: Asphalt Overlay	1	36,750.00	AMP 300 – Maplewood Meadows: Energy Improvement: R/R Water Heaters	39	23,900.00
	AMP 600 – Riverview Terrace: Energy Improvement: Community Room HVAC Upgrade	1	5,250.00	AMP 400 – Parkview Terrace: Energy Improvement: R/R Windows	150 units – multiple windows	492,975.00
				AMP 500 – Lindeborg Place: Paving & Concrete Work	1	18,900.00
	Subtotal of Estimated Cost $720,294.00			**CONT…**		

Part II: Supporting Pages – Physical Needs Work Statement(s)

Work Statement for Year 1 FFY 2011	**Work Statement for Year 3 FFY 2013**			**Work Statement for Year 4 FFY 2014**		
	Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost	Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost
See	AMP 600 – Cresview Villa – Energy Improvement: R/R Windows & Patio Doors including floor abatement	34 units – multiple windows	101,640.00	AMP 200 – McKenzie Village: R/R Sidewalks	Multiple	15,750.00
Annual	AMP 600 – Riverview Terrace: R/R Sidewalks	1	5,680.00	AMP 200 – Scattered Sites: Energy Improvement: R/R Windows & Patio Doors	9 units	25,000.00
Statement	AMP 600 – Riverview Terrace: Security Improvement: R/R Exterior Doors	12	13,440.00	AMP 200 – Scattered Sites: Security Improvement: R/R Fences	3	10,000.00
				AMP 300 – Scattered Sites: Energy Improvement: R/R Windows & Patio Doors	48 units	203,946.00
				AMP 300 – Maplewood Meadows: Energy Improvement: Heat Source Upgrade	38	136,500.00
				AMP 400 – Parkview Terrace: Energy Improvement: Install Individual Unit Electric Meters (Start Project)	150	71,500.00
	Subtotal of Estimated Cost $723,345.00			**CONT…**		

Part II: Supporting Pages – Physical Needs Work Statement(s)

Work Statement for Year 1 FFY 2011	Work Statement for Year 4 FFY 2014			Work Statement for Year 5 FFY 2015		
	Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost	Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost
See	AMP 400 – Parkview Terrace: Energy Improvement: Radiator Flush & Isolation and Control Valve Replacements	150	120,750.00	AMP 200 – McKenzie Village: Security Improvement: Door & Lock Replacements (continuing work from FY13)	35	35,000.00
Annual	Amp 600 – Riverview Terrace: Seismic Upgrade Review of High Rise Building	1	127,610.00	AMP 200 – Pengra Court: Energy Improvement: R/R Water Heaters	22	23,900.00
Statement				AMP 200 – Scattered Sites: Energy Efficient Heat Source Replacements	19	64,600.00
				AMP 300 – Scattered Sites: Energy Efficient Heat Source Replacements	56	162,400.00
				AMP 300 – Scattered Sites: Security Improvement: R/R Fences	13	45,500.00
				AMP 300 – Maplewood Meadows: 504/ADA Kitchen Remodel	2	30,000.00
				AMP 400 – Parkview Terrace: Energy & Security Improvements: R/R Screen Doors	150	70,000.00
	Subtotal of Estimated Cost $711,056.00			**CONT…**		

Part II: Supporting Pages – Physical Needs Work Statement(s)

Work Statement for Year 1 FFY 2011	**Work Statement for Year 5 FFY 2015**					
	Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost			
See	AMP 400- Parkview Terrace: ADA Curb Cuts	4	20,000.00			
Annual	AMP 500 – Lindeborg Place: Energy Improvement: Radiator Flush & Isolation and Control Valve Replacements	40	40,000.00			
Statement	AMP 500 – Lindeborg Place: Safety Improvement: R/R Balcony Decks	3700 sq ft (services 40 units)	55,500.00			
	AMP 500 – Lindeborg Place: Bath Upgrades	2	8,000.00			
	AMP 500 – Lindeborg Place: Energy Improvement: Interior Lighting Replacements	40	25,200.00			
	AMP 500 – Veneta Villa: Asphalt Overlay	1	32,867.50			
	AMP 500 – Scattered Sites: Asphalt Overlay	1	32,867.50			
	AMP 600 – Riverview Terrace: Security Improvement: R/R Balcony Decks & Rails	60	60,000.00			
	Subtotal of Estimated Cost $705,835.00					

Part III: Supporting Pages – Management Needs Work Statement(s)

Work Statement for Year 1 FFY 2011	**Work Statement for Year 2 FFY 2012**		**Work Statement for Year 3 FFY 2013**	
	Development Number/Name General Description of Major Work Categories	Estimated Cost	Development Number/Name General Description of Major Work Categories	Estimated Cost
See	Modernization Staff Training	3,650.00	Modernization Staff Training	2,500.00
Annual				
Statement	Equipment (i.e. Computers, Printers, File Server, Copier, Hardware for Data Back Up System, etc.)	18,500.00	Equipment (i.e. Computers, Printers, Phones, Copier, etc.)	19,500.00
	Data Back Up System	10,000.00	Capital Needs Assessments, Scattered Site Market Analysis and "Green" Surveyed Assessments.	20,000.00
	Subtotal of Estimated Cost	$32,150.00	Subtotal of Estimated Cost	$42,000.000

Part III: Supporting Pages – Management Needs Work Statement(s)

Work Statement for Year 1 FFY 2011	**Work Statement for Year 4 FFY 2014**		**Work Statement for Year 5 FFY 2015**	
	Development Number/Name General Description of Major Work Categories	Estimated Cost	Development Number/Name General Description of Major Work Categories	Estimated Cost
See	Modernization Staff Training	2,500.00	Modernization Staff Training	5,000.00
Annual				
Statement	Equipment (i.e. Computers, Printers, Phones, Copier, etc.)	10,000.00	Equipment (i.e. Computers, Printers, Phones, Copier, etc.)	10,000.00
	Subtotal of Estimated Cost	$12,500.00	Subtotal of Estimated Cost	$15,000.00

IN THE BOARD OF COMMISSIONERS OF THE HOUSING AND COMMUNITY SERVICES AGENCY OF LANE COUNTY OREGON.
IN THE MATTER OF APPROVING the Submission of the 5-Year and Annual Agency Plan for the Fiscal Year beginning October 1, 2011.

PHA Certifications of Compliance with PHA Plans and Related Regulations	**U.S. Department of Housing and Urban Development** Office of Public and Indian Housing **Expires 4/30/2011**

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* ☑ *Annual PHA Plan for the PHA fiscal year beginning 10/1/11, 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.~~ Strike out per PIH Notice 2008-41 (Capital Fund changes annually)
4. The PHA has established a Resident Advisory Board or Boards, the membership of which represents the residents assisted by the PHA, consulted with this Board or Boards in developing the Plan, and considered the recommendations of the Board or Boards (24 CFR 903.13). The PHA has included in the Plan submission a copy of the recommendations made by the Resident Advisory Board or Boards and a description of the manner in which the Plan addresses these recommendations.
5. The PHA made the proposed Plan and all information relevant to the public hearing available for public inspection at least 45 days before the hearing, published a notice that a hearing would be held and conducted a hearing to discuss the Plan and invited public comment.
6. The PHA certifies that it will carry out the Plan in conformity with Title VI of the Civil Rights Act of 1964, the Fair Housing Act, section 504 of the Rehabilitation Act of 1973, and title II of the Americans with Disabilities Act of 1990.
7. The PHA will affirmatively further fair housing by examining their programs or proposed programs, identify any impediments to fair housing choice within those programs, address those impediments in a reasonable fashion in view of the resources available and work with local jurisdictions to implement any of the jurisdiction's initiatives to affirmatively further fair housing that require the PHA's involvement and maintain records reflecting these analyses and actions.
8. For PHA Plan that includes a policy for site based waiting lists:
   - The PHA regularly submits required data to HUD's 50058 PIC/IMS Module in an accurate, complete and timely manner (as specified in PIH Notice 2006-24);
   - The system of site-based waiting lists provides for full disclosure to each applicant in the selection of the development in which to reside, including basic information about available sites; and an estimate of the period of time the applicant would likely have to wait to be admitted to units of different sizes and types at each site;
   - Adoption of site-based waiting list would not violate any court order or settlement agreement or be inconsistent with a pending complaint brought by HUD;
   - The PHA shall take reasonable measures to assure that such waiting list is consistent with affirmatively furthering fair housing;
   - The PHA provides for review of its site-based waiting list policy to determine if it is consistent with civil rights laws and certifications, as specified in 24 CFR part 903.7(c)(1).
9. The PHA will comply with the prohibitions against discrimination on the basis of age pursuant to the Age Discrimination Act of 1975.
10. The PHA will comply with the Architectural Barriers Act of 1968 and 24 CFR Part 41, Policies and Procedures for the Enforcement of Standards and Requirements for Accessibility by the Physically Handicapped.
11. The PHA will comply with the requirements of section 3 of the Housing and Urban Development Act of 1968, Employment Opportunities for Low-or Very-Low Income Persons, and with its implementing regulation at 24 CFR Part 135.

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

Housing and Community Services Agency of Lane County	OR006
PHA Name	PHA Number/HA Code

☐ 5-Year PHA Plan for Fiscal Years

☑ Annual PHA Plan for Fiscal Years 2012 - 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	Title
FAYE STEWART	CHAIR
Signature: Faye Stewart	Date: July 12, 2011

Certification for a Drug-Free Workplace

U.S. Department of Housing and Urban Development

Applicant Name

Housing And Community Services Agency of Lane County OR

Program/Activity Receiving Federal Grant Funding

Capital Fund Program

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Name of Authorized Official	Title
Larry A. Abel	Executive Director
Signature	Date
X la-abel	May 6, 2011

form **HUD-50070** (3/98)
ref. Handbooks 7417.1, 7475.13, 7485.1 & .3

OMB Approval No. 2577-0157 (Exp. 3/31/2010)

Certification of Payments to Influence Federal Transactions

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

Applicant Name

Housing And Community Services Agency of Lane County OR

Program/Activity Receiving Federal Grant Funding

Capital Fund

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

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

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

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

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

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

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

Name of Authorized Official	Title
Larry A. Abel	Executive Director

Signature	Date (mm/dd/yyyy)
L a Abel	05/06/2011

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.

Housing And Community Services Agency of Lane County OR	OR006
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	Title
FAYE STEWART	CHAIR
Signature Faye Stewart	Date July 12, 2011

DISCLOSURE OF LOBBYING ACTIVITIES

Approved by OMB 0348-0046

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

1. Type of Federal Action:
- [ ] a. contract
- b. grant
- c. cooperative agreement
- d. loan
- e. loan guarantee
- f. loan insurance

2. Status of Federal Action:
- [ ] a. bid/offer/application
- b. initial award
- c. post-award

3. Report Type:
- [ ] a. initial filing
- b. material change

For Material Change Only:
year _____ quarter _____
date of last report _____

4. Name and Address of Reporting Entity:
- [ ] Prime
- [ ] Subawardee

Tier _____, *if known*:

Congressional District, *if known*: 4c

5. If Reporting Entity in No. 4 is a Subawardee, Enter Name and Address of Prime:

Congressional District, *if known*:

6. Federal Department/Agency:

7. Federal Program Name/Description:

CFDA Number, *if applicable*: _____

8. Federal Action Number, *if known*:

9. Award Amount, *if known*:
$

10. a. Name and Address of Lobbying Registrant
(*if individual, last name, first name, MI*):

b. Individuals Performing Services (*including address if different from No. 10a*)
(*last name, first name, MI*):

11. Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure.

Signature: L a. Abel
Print Name: Larry A. Abel
Title: Executive Director
Telephone No.: (541) 682-2503 Date: 05/06/2011

Federal Use Only:

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Standard Form LLL (Rev. 7-97)

R.A.B.
Resident Advisory Group

Roster 2011

Complex	Representative	Alternate Representative
Laurelwood Homes	**Char Reavis** 1031 Laurel St / PO Box 1930 Florence 97439 – 541/997-3267	-Vacant-
McKenzie Village	**Nan Balich** 1695 Kelly St Springfield 97477 - Ph: 747-1598	**Lisa Clark** 1624 Mill St Springfield 97477 – Ph: 606-3695
Lindeborg Place	**Joe Inman** 840 Holly St., #218 Junction City 97448 - Ph: 998-5691	-Vacant-
Cresview Villa	-Vacant-	-Vacant-
Riverview Terrace	**Ray Dean** 925 W Main St. #106 Cottage Grove 97424 - Ph: 942-4683	
Pengra Court	-Vacant-	-Vacant-
Maple Wood Meadows	-Vacant-	-Vacant-
Scattered Sites	-Vacant-	-Vacant-
Parkview Terrace	Pat Fisher 255 High St #111 Eugene 97401 – Ph: 345-1721	-Vacant-
Veneta and Veneta Scattered Sites	-Vacant-	-Vacant-
Village Oaks	-Vacant-	-Vacant-
Abbie Lane Courts	-Vacant-	-Vacant-
Fourteen Pines	Allison Smith 2842 Willakenzie Rd Eugene 97401 – Ph: 505-7400 asmith@14pines.org	**Greg Ewert** 2826 Willakenzie Eugene 97401 – Ph: 685-9097 –or-515-5772 14pines@gmail.com
TAG Treasurers	**Nan Balich** 1695 Kelly St Springfield 97477 - Ph: 747-1598	-Vacant-
Resident Commissioners	**Joe Inman** 840 Holly St., # 218 Junction City 97448 - Ph: 998-5961 Resident Commissioner Ph: 682-3410 jinman840@msn.com	**Judith Pothier** 135 Olympic Springfield 97477 – Ph: 741-4449 Resident Commissioner Ph: 682-3409 Judithpothier2010@gmail.com

NOTE: There were zero comments from the RAB regarding our Plan.