

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

PHA Plans

5 Year Plan for Fiscal Years 2002 - 2007
Annual Plan for Fiscal Year 2002

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

**PHA Plan
Agency Identification**

PHA Name: Housing Authority of Douglas County, Oregon

PHA Number: OR003

PHA Fiscal Year Beginning: (mm/yyyy) 04/2002

Public Access to Information

**Information regarding any activities outlined in this plan can be obtained by contacting:
(select all that apply)**

- Main administrative office of the PHA
- PHA development management offices
- PHA local offices

Display Locations For PHA Plans and Supporting Documents

The PHA Plans (including attachments) are available for public inspection at: (select all that apply)

- Main administrative office of the PHA
- PHA development management offices
- PHA local offices
- Main administrative office of the local government
- Main administrative office of the County government
- Main administrative office of the State government
- Public library
- PHA website
- Other (list below)

PHA Plan Supporting Documents are available for inspection at: (select all that apply)

- Main business office of the PHA
- PHA development management offices
- Other (list below)

5-YEAR PLAN
PHA FISCAL YEARS 2002 - 2006
[24 CFR Part 903.5]

A. Mission

State the PHA's mission for serving the needs of low-income, very low income, and extremely low-income families in the PHA's jurisdiction. (select one of the choices below)

The mission of the PHA is the same as that of the Department of Housing and Urban Development: To promote adequate and affordable housing, economic opportunity and a suitable living environment free from discrimination.

The PHA's mission is: (state mission here) "We are committed to providing peace of mind and the opportunity to improve quality of life through affordable housing."

B. Goals

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

Other PHA Goals and Objectives: (list below)

Goal #1:

Manage the Housing Authority of Douglas County's existing Public Housing and Section 8 programs in an efficient and effective manner thereby sustaining a high-performer rating.

- Objective: Create a customer friendly environment with capable efficient employee teams. Achieve a level of customer satisfaction that gives the agency the highest score possible.
- Strategy: Train staff to work better with "difficult" people. Annual training with local agencies and partners that are motivated.
- Strategy: Revise our current Pet Policy
- Objective: Be a fiscally prudent leader in the affordable housing industry.
- Strategy: Revise work order and inspection forms, procurement, disposition, other policy and procedures, and add Quick Books Pro software.
- Strategy: Train maintenance and management staff to address potential mold issues that might arise in our units.
- Objective: Better understand PHAS reporting. See what is available to self-train. Work on an effective cross-training program for staff on two weakest areas and raise scores.
- Revised Strategy 2001-02:** Continue to identify the projects that best serve the population we serve and establish partnerships case by case as appropriate.
- Revised Strategy 2001-02:** Eliminate waste of time and increase productivity by office and

maintenance staff. Maintain a system checklist to eliminate crisis management and maintain organization. Organize and schedule through out year for policies and procedures.

Goal #2:

Adapt the Housing Authority of Douglas County's housing stock and program resources, as needed, to meet the housing needs and markets identified in our needs assessment. HADCO will utilize all Public Housing for the best possible result in meeting the greatest community need.

- Objective: Complete a cost analysis of developments with consideration of "vouchering out" or conversion to market rate units.
Strategy: Communicate with city management, realtors and other housing professionals to understand their needs, gain community involvement.
- Objective: Identify properties not best utilized and take appropriate action.
Strategy: Search for alternative funding sources.
- Objective: Monitor Section 8 participant locations to insure de-concentration.
- Objective: Increase involvement of staff to volunteer in the community.
Strategy: Co-sponsor an annual fundraiser (possible a golf tournament).

Goal #3:

Improve access and awareness of public housing participants to services that support economic opportunity and quality of life and improve economic opportunity (self-sufficiency) for families and individuals who participate in our programs.

- Objective: Ensure at least three supportive service opportunities are available for every program participant.
- Objective: Promote health, well-being, and civic pride for all participants.
Strategy: Establish a pro-active approach for the safe environment of children.
- Objective: Establish a media room for computers and a communication center for the public.

Goal #4:

Assist our community with increasing the availability of affordable suitable housing by augmenting or developing emergency housing for families.

- Objective: Establish a network with groups and individuals who currently serve the population in need of emergency housing.
Strategy: Investigate partnerships to develop programs and housing.
Strategy: Actively partner with community in establishment of the

Regional Housing Center.

Goal #5:

Expand the options and quality of housing choices available to low-income families at 80% AMI or less,

Objective: Establish a program to help participants become homeowners.

Objective: Establish an active landlord advisory board.

Objective: Research and quantify the need for a youth shelter. Identify our role.

Strategy: Contact and be active with Umpqua Valley Home Builders Association.

Strategy: Establish a network with groups and individuals currently working with youth.

Strategy: Investigate partnership to develop programs or housing to meet the need.

Annual PHA Plan
PHA Fiscal Year 2002
[24 CFR Part 903.7]

i. Annual Plan Type:

Select which type of Annual Plan the PHA will submit.

Standard Plan

Streamlined Plan:

High Performing PHA
Small Agency (<250 Public Housing Units)
Administering Section 8 Only

Troubled Agency Plan

ii. Executive Summary of the Annual PHA Plan

[24 CFR Part 903.7 9 (r)]

Provide a brief overview of the information in the Annual Plan, including highlights of major initiatives and discretionary policies the PHA has included in the Annual Plan.

This EXECUTIVE SUMMARY has been prepared to provide an overview of the work the Housing Authority of Douglas County, Oregon has planned, completed and anticipates to better serve our local community by assisting low-income families with affordable housing options.

We have utilized the annual planning process to review and revise the policies and procedures, and also, reprioritize needs and desires of the participants and the agency alike for the 2002 fiscal year. We have renewed our commitment to the initial goals established by the agency and have adopted new goals to replace those goals completed. We have adopted new objectives and strategies, where appropriate, to support the achievement of and to sustain those goals. We recognize the work that was completed during the last year and acknowledge our progress and achievement toward reaching our goals by fiscal year end, March 31, 2002.

We reaffirm our Mission statement adopted by our agency as it explains the essence of our business. In doing so, again, we are revitalized. We believe our plan is good, in that the result is a fresh, comprehensive assessment of our stock, assets, and needs both market and public. We welcome and appreciate the input from local participants and the local housing coalitions that provide us with much insight, all year long, not just once a year.

We recommit to safety and health standards in our community. We believe we at the Housing Authority of Douglas County, Oregon enhance the lives of our residents and participants, and that we make a difference – for the better – in our community. We value our work as **housing professionals** and strive to earn that title. We are grateful for the opportunity to be a part of the solution in making Douglas County and America a good place to live.

Sincerely,

E. Ilona McCracken
Executive Director

Sincerely,

Michael J. Crosby
Chairman of the Board Of Commissioners

iii. Annual Plan Table of Contents

[24 CFR Part 903.7 9 (r)] Provide a table of contents for the Annual Plan, including attachments, and a list of supporting documents available for public inspection

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Attachments

Indicate which attachments are provided by selecting all that apply. Provide the attachment's name (A, B, etc.) in the space to the left of the name of the attachment. Note: If the attachment is provided as a **SEPARATE** file submission from the PHA Plans file, provide the file name in parentheses in the space to the right of the title.

Required Attachments:

- Admissions Policy for Deconcentration
- FY 2000 Capital Fund Program Annual Statement
- Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)

Optional Attachments:

- PHA Management Organizational Chart
- FY 2001 Capital Fund Program 5 Year Action Plan
- Public Housing Drug Elimination Program (PHDEP) Plan
- Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text)
- Other (List below, providing each attachment name)
- Homeownership Capacity Statement / Attached
- Resident on Board / Attached
- Substantial Deviation and Significant Amendment Modification / Attachment

Supporting Documents Available for Review

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

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
X	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
X	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans
X	Fair Housing Documentation: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions’ initiatives to affirmatively further fair housing that require the PHA’s involvement.	5 Year and Annual Plans
X	Consolidated Plan for the jurisdiction/s in which the PHA is located (which includes the Analysis of Impediments to Fair Housing Choice (AI)) and any additional backup data to support statement of housing needs in the jurisdiction	Annual Plan: Housing Needs
X	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources;
X	Public Housing Admissions and (Continued) Occupancy Policy (A&O), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public Housing Deconcentration and Income Mixing Documentation: 1. PHA board certifications of compliance with deconcentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/99 <i>Quality Housing and Work Responsibility Act Initial Guidance; Notice</i> and any further HUD guidance) and 2. Documentation of the required deconcentration and income mixing analysis	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public housing rent determination policies, including the methodology for setting public housing flat rents check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X	Schedule of flat rents offered at each public housing development check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X	Section 8 rent determination (payment standard) policies check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination

X	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	Annual Plan: Operations and Maintenance
X	Public housing grievance procedures check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
X	Section 8 informal review and hearing procedures check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
X	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
X	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	Annual Plan: Capital Needs
	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans or any other approved proposal for development of public housing	Annual Plan: Capital Needs
	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act	Annual Plan: Conversion of Public Housing
	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
	Policies governing any Section 8 Homeownership program check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
X	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
X	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
X	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
	The most recent Public Housing Drug Elimination Program (PHDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)	Annual Plan: Safety and Crime Prevention
X	The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U. S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	Annual Plan: Annual Audit
	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
X	Other supporting documents (optional) (list individually; use as many lines as necessary) Pet Policy Community Service Policy	(specify as needed)

1. Statement of Housing Needs

[24 CFR Part 903.7 9 (a)]

A. Housing Needs of Families in the Jurisdiction/s Served by the PHA

Based upon the information contained in the Consolidated Plan/s applicable to the jurisdiction, and/or other data available to the PHA, provide a statement of the housing needs in the jurisdiction by completing the following table. In the "Overall" Needs column, provide the estimated number of renter families that have housing needs. For the remaining characteristics, rate the impact of that factor on the housing needs for each family type, from 1 to 5, with 1 being "no impact" and 5 being "severe impact." Use N/A to indicate that no information is available upon which the PHA can make this assessment.

Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Overall	Afford-a bility	Supply	Quality	Access-i bility	Size	Loca-tio n
Income <= 30% of AMI	2200	5	5	N/A	5		
Income >30% but <=50% of AMI	2400	4	4	N/A	5		
Income >50% but <80% of AMI	2200	3	3	N/A	4		
Elderly	1473	5	5	N/A	5	5	4
Families with Disabilities	1746	5	5	N/A	3		5
Race/ White	97%						
Race/Black	.2%						
Race/Am. Ind.	1.6%						
Race/Hispanic	3.8%						
Race?Asion Pac Isld	1.0%						

What sources of information did the PHA use to conduct this analysis? (Check all that apply; all materials must be made available for public inspection.)

Consolidated Plan of the Jurisdiction/s

Indicate year: 1999

U.S. Census data: the Comprehensive Housing Affordability Strategy ("CHAS") dataset

American Housing Survey data

Indicate year:

Other housing market study

Indicate year: 98/99

Other sources: (list and indicate year of information) Douglas League of Women Voters 1996 Study, PSU Study 1992; 1999 Continuum of Care: CAPS analysis; Douglas County Housing and Homeless Coalition

B. Housing Needs of Families on the Public Housing and Section 8 Tenant-Based Assistance Waiting Lists

State the housing needs of the families on the PHA's waiting list/s. **Complete one table for each type of PHA-wide waiting list administered by the PHA.** PHAs may provide separate tables for site-based or sub-jurisdictional public housing waiting lists at their option.

Housing Needs of Families on the Waiting List
--

Waiting list type: (select one) Section 8 tenant-based assistance Public Housing Combined Section 8 and Public Housing Public Housing Site-Based or sub-jurisdictional waiting list (optional) If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	437		46 Leased Up
Extremely low income <=30% AMI	403	92%	
Very low income (>30% but <=50% AMI)	29	7%	
Low income (>50% but <80% AMI)	5	2%	
Families with children	153	35%	
Elderly families	39	9%	
Families with Disabilities	32	8%	
Race/ethnicity	436 / White	99.7%	
Race/ethnicity			
Race/ethnicity			
Race/ethnicity			
Characteristics by Bedroom Size (Public Housing Only)			
1BR	150	34.32%	9
2 BR	177	40.50%	16
3 BR	91	20.82%	19
4 BR	19	4.35%	2
5 BR			
5+ BR			
Is the waiting list closed (select one)? No Yes If yes: How long has it been closed (# of months)? Does the PHA expect to reopen the list in the PHA Plan year? No Yes Does the PHA permit specific categories of families onto the waiting list, even if generally closed? No Yes			

Housing Needs of Families on the Waiting List			
Waiting list type: (select one) Section 8 tenant-based assistance Public Housing Combined Section 8 and Public Housing Public Housing Site-Based or sub-jurisdictional waiting list (optional) If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	465 FY 2002 Annual	Plan Page 11	275 Leased Up
Extremely low income <=30% AMI	423	91%	HUD 50075 OMB Approval No: 2577-0226 Expires: 03/31/2002

Very low income (>30% but <=50% AMI)	41	9%	
Low income (>50% but <80% AMI)	1	.21%	
Families with children	89	19%	
Elderly families	25	5.3%	
Families with Disabilities	25	5.3%	
Race/ethnicity	1 / Black	.21%	
Race/ethnicity	1 / Native	.21%	
Race/ethnicity	463 / White	99.5%	
Race/ethnicity			
Characteristics by Bedroom Size (Public Housing Only)			
1BR	151	32.5%	
2 BR	188	40.5%	
3 BR	112	24.1%	
4 BR	13	2.8%	
5 BR	1	.21%	
5+ BR			
Is the waiting list closed (select one)? No Yes			
If yes:			
How long has it been closed (# of months)? 6 months			
Does the PHA expect to reopen the list in the PHA Plan year? No Yes			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed?			
No Yes			

C. Strategy for Addressing Needs

Provide a brief description of the PHA’s strategy for addressing the housing needs of families in the jurisdiction and on the waiting list **IN THE UPCOMING YEAR**, and the Agency’s reasons for choosing this strategy.

(1) Strategies

Need: Shortage of affordable housing for all eligible populations

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

Select all that apply

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

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

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

Select all that apply

Apply for additional section 8 units should they become available
Leverage affordable housing resources in the community through the creation of mixed - finance housing
Pursue housing resources other than public housing or Section 8 tenant-based assistance.
Other: (list below) * See Goals (youth shelter, emergency shelter, work with UVHBA, Partner in Regional Housing Center, and Reactivate Landlord Advisory Board).

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

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

Select all that apply

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

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

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

Select all that apply

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

Need: Specific Family Types: The Elderly

Strategy 1: Target available assistance to the elderly:

Select all that apply

Seek designation of public housing for the elderly
Apply for special-purpose vouchers targeted to the elderly, should they become available
Other: (list below) Work with Douglas Department for Senior Citizens to establish needs.

Need: Specific Family Types: Families with Disabilities

Strategy 1: Target available assistance to Families with Disabilities:

Select all that apply

Seek designation of public housing for families with disabilities

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

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

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

Select if applicable

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

Strategy 2: Conduct activities to affirmatively further fair housing

Select all that apply

Counsel section 8 tenants as to location of units outside of areas of poverty or minority concentration and assist them to locate those units
 Market the section 8 program to owners outside of areas of poverty /minority concentrations
 Other: (list below) continue to monitor Section 8 and address to become aware of any concentration issues.

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

(2) Reasons for Selecting Strategies

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

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

2. Statement of Financial Resources

[24 CFR Part 903.7 9 (b)]

List the financial resources that are anticipated to be available to the PHA for the support of Federal public housing and tenant-based Section 8 assistance programs administered by the PHA during the Plan year. Note: the table assumes that Federal public housing or tenant based Section 8 assistance grant funds are expended on eligible purposes; therefore, uses of these funds need not be stated. For other funds, indicate the use for those funds as one of the following categories: public housing operations, public housing capital improvements, public housing safety/security, public housing supportive services, Section 8 tenant-based assistance, Section 8 supportive services or other.

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses

1. Federal Grants (FY 2000 grants)		
a) Public Housing Operating Fund	352,507	3/31/02 Subsidy
b) Public Housing Capital Fund	370,318	CIAP 2001 Award
c) HOPE VI Revitalization		
d) HOPE VI Demolition		
e) Annual Contributions for Section 8 Tenant-Based Assistance	2,821,582	3/31/02 Subsidy
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)		
g) Resident Opportunity and Self-Sufficiency Grants		
h) Community Development Block Grant		
i) HOME		
Other Federal Grants (list below)		
OR003VOOFO03 / Acct #	48,000	Reflected in S/8 Subsidy
2. Prior Year Federal Grants (unobligated funds only) (list below)		
3. Public Housing Dwelling Rental Income	252,175	Program Admin 3/31/02 Budget
FSS Escrow Payments	(7,800)	FSS Participants
4. Other income (list below)	12,300	3/31/02 Budget
S/8 Office Rent	10,600	3/31/02 Budget
Interest	2,400	3/31/02 Budget
4. Non-federal sources (list below)		
Total resources	3,814,082	Programs Administration

3. PHA Policies Governing Eligibility, Selection, and Admissions

[24 CFR Part 903.7 9 (c)]

A. Public Housing

Exemptions: PHAs that do not administer public housing are not required to complete subcomponent 3A.

(1) Eligibility

- a. When does the PHA verify eligibility for admission to public housing? (select all that apply)
 - When families are within a certain number of being offered a unit: (state number) 3
 - When families are within a certain time of being offered a unit: (state time) as much as 30 days
 - Other: (describe)

- b. Which non-income (screening) factors does the PHA use to establish eligibility for admission to public housing (select all that apply)?
 - Criminal or Drug-related activity
 - Rental history
 - Housekeeping
 - Other (describe)

- c. Yes No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?

- d. Yes No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?
- e. Yes No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)

(2)Waiting List Organization

- a. Which methods does the PHA plan to use to organize its public housing waiting list (select all that apply)

- Community-wide list
- Sub-jurisdictional lists
- Site-based waiting lists
- Other (describe)

- b. Where may interested persons apply for admission to public housing?

- PHA main administrative office
- PHA development site management office
- Other (list below)

- c. If the PHA plans to operate one or more site-based waiting lists in the coming year, answer each of the following questions; if not, skip to subsection **(3) Assignment**

- 1. How many site-based waiting lists will the PHA operate in the coming year?

- 2. Yes No: Are any or all of the PHA's site-based waiting lists new for the upcoming year (that is, they are not part of a previously-HUD-approved site based waiting list plan)? If yes, how many lists?

- 3. Yes No: May families be on more than one list simultaneously? If yes, how many lists?

- 4. Where can interested persons obtain more information about and sign up to be on the site-based waiting lists (select all that apply)?

- PHA main administrative office
- All PHA development management offices
- Management offices at developments with site-based waiting lists
- At the development to which they would like to apply
- Other (list below)

(3) Assignment

- a. How many vacant unit choices are applicants ordinarily given before they fall to the bottom of or are removed from the waiting list? (select one)

- One
- Two
- Three or More

- b. Yes No: Is this policy consistent across all waiting list types?

- c. If answer to b is no, list variations for any other than the primary public housing waiting list/s for the PHA:

(4) Admissions Preferences

- a. Income targeting:

Yes No: Does the PHA plan to exceed the federal targeting requirements by targeting more than 40% of all new admissions to public housing to families at or below 30% of median area income?

b. Transfer policies:

In what circumstances will transfers take precedence over new admissions? (list below)

- Emergencies
- Overhoused
- Underhoused
- Medical justification
- Administrative reasons determined by the PHA (e.g., to permit modernization work)
- Resident choice: (state circumstances below)
- Other: (list below)

c. Preferences

1. Yes No: Has the PHA established preferences for admission to public housing (other than date and time of application)? (If "no" is selected, skip to subsection **(5) Occupancy**)
2. Which of the following admission preferences does the PHA plan to employ in the coming year? (select all that apply from either former Federal preferences or other preferences)

Former Federal preferences:

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

Other preferences: (select below)

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

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

Date and Time

Former Federal preferences:

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

High rent burden

Other preferences (select all that apply)

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

4. Relationship of preferences to income targeting requirements:

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

(5) Occupancy

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

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

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

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

(6) Deconcentration and Income Mixing

a. Yes No: Did the PHA's analysis of its family (general occupancy) developments to determine concentrations of poverty indicate the need for measures to promote deconcentration of poverty or income mixing?

b. Yes No: Did the PHA adopt any changes to its **admissions policies** based on the results of the required analysis of the need to promote deconcentration of poverty or to assure income mixing?

c. If the answer to b was yes, what changes were adopted? (select all that apply)

- Adoption of site-based waiting lists
- If selected, list targeted developments below:

Employing waiting list "skipping" to achieve deconcentration of poverty or income mixing goals at targeted developments

- If selected, list targeted developments below:

Employing new admission preferences at targeted developments

- If selected, list targeted developments below:

Other (list policies and developments targeted below)

d. Yes No: Did the PHA adopt any changes to **other** policies based on the results of the required analysis of the need for deconcentration of poverty and income mixing?

e. If the answer to d was yes, how would you describe these changes? (select all that apply)

- Additional affirmative marketing
- Actions to improve the marketability of certain developments
- Adoption or adjustment of ceiling rents for certain developments
- Adoption of rent incentives to encourage deconcentration of poverty and income-mixing
- Other (list below)

f. Based on the results of the required analysis, in which developments will the PHA make special efforts to attract or retain higher-income families? (select all that apply)

- Not applicable: results of analysis did not indicate a need for such efforts
- List (any applicable) developments below:

g. Based on the results of the required analysis, in which developments will the PHA make special efforts to assure access for lower-income families? (select all that apply)

- Not applicable: results of analysis did not indicate a need for such efforts
- List (any applicable) developments below:

B. Section 8

Exemptions: PHAs that do not administer section 8 are not required to complete sub-component 3B.

Unless otherwise specified, all questions in this section apply only to the tenant-based section 8 assistance program (vouchers, and until completely merged into the voucher program, certificates).

(1) Eligibility

a. What is the extent of screening conducted by the PHA? (select all that apply)

- Criminal or drug-related activity only to the extent required by law or regulation
- Criminal and drug-related activity, more extensively than required by law or regulation
- More general screening than criminal and drug-related activity (list factors below)
- Other (list below)

b. Yes No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?

c. Yes No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?

d. Yes No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)

e. Indicate what kinds of information you share with prospective landlords? (select all that apply)

- Criminal or drug-related activity
- Other (describe below) compliance issues, if landlord asks and how program works.

(2) Waiting List Organization

a. With which of the following program waiting lists is the section 8 tenant-based assistance waiting list merged? (select all that apply)

- None
- Federal public housing
- Federal moderate rehabilitation
- Federal project-based certificate program

Other federal or local program (list below)

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

PHA main administrative office

Other (list below)

(3) Search Time

- a. Yes No: Does the PHA give extensions on standard 60-day period to search for a unit?

If yes, state circumstances below: Reasonable Accommodation, family emergency, unable to locate unit, and inability to find a unit because of accessibility or large unit requirement.

(4) Admissions Preferences

- a. Income targeting

Yes No: Does the PHA plan to exceed the federal targeting requirements by targeting more than 75% of all new admissions to the section 8 program to families at or below 30% of median area income?

- b. Preferences

1. Yes No: Has the PHA established preferences for admission to section 8 tenant-based assistance? (other than date and time of application) (if no, skip to subcomponent **(5)**)

Special purpose section 8 assistance programs)

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

Former Federal preferences

Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)

Victims of domestic violence

Substandard housing

Homelessness

High rent burden (rent is > 50 percent of income)

Other preferences (select all that apply)

Working families and those unable to work because of age or disability

Veterans and veterans' families

Residents who live and/or work in your jurisdiction

Those enrolled currently in educational, training, or upward mobility programs

Households that contribute to meeting income goals (broad range of incomes)

Households that contribute to meeting income requirements (targeting)

Those previously enrolled in educational, training, or upward mobility programs

Victims of reprisals or hate crimes

Other preference(s) (list below) Households that otherwise meet the criteria for transitional projects such as Orchard Knoll.

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

- 1 Date and Time

Former Federal preferences

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

Other preferences (select all that apply)

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

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

- Date and time of application
- Drawing (lottery) or other random choice technique

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

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

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

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

(5) Special Purpose Section 8 Assistance Programs

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

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

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

- Through published notices
- Other (list below)

4. PHA Rent Determination Policies

[24 CFR Part 903.7 9 (d)]

A. Public Housing

Exemptions: PHAs that do not administer public housing are not required to complete sub-component 4A.

(1) Income Based Rent Policies

Describe the PHA's income based rent setting policy/ies for public housing using, including discretionary (that is, not required by statute or regulation) income disregards and exclusions, in the appropriate spaces below.

a. Use of discretionary policies: (select one)

The PHA will not employ any discretionary rent-setting policies for income based rent in public housing. Income-based rents are set at the higher of 30% of adjusted monthly income, 10% of unadjusted monthly income, the welfare rent, or minimum rent (less HUD mandatory deductions and exclusions). (If selected, skip to sub-component (2))

---or---

The PHA employs discretionary policies for determining income based rent (If selected, continue to question b.)

b. Minimum Rent

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

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

2. Yes No: Has the PHA adopted any discretionary minimum rent hardship exemption policies?

3. If yes to question 2, list these policies below:

d. Rents set at less than 30% than adjusted income

1. Yes No: Does the PHA plan to charge rents at a fixed amount or percentage less than 30% of adjusted income?

2. If yes to above, list the amounts or percentages charged and the circumstances under which these will be used below:

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

For the earned income of a previously unemployed household member

For increases in earned income

Fixed amount (other than general rent-setting policy)

If yes, state amount/s and circumstances below:

Fixed percentage (other than general rent-setting policy)

If yes, state percentage/s and circumstances below:

For household heads

For other family members

For transportation expenses

For the non-reimbursed medical expenses of non-disabled or non-elderly families

Other (describe below)

e. Ceiling rents

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

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

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

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

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

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

f. Rent re-determinations:

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

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

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

(2) Flat Rents

1. In setting the market-based flat rents, what sources of information did the PHA use to establish comparability? (select all that apply.)

- The section 8 rent reasonableness study of comparable housing
- Survey of rents listed in local newspaper
- Survey of similar unassisted units in the neighborhood
- Other (list/describe below)

B. Section 8 Tenant-Based Assistance

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

(1) Payment Standards

Describe the voucher payment standards and policies.

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

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

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

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

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

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

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

- Annually
- Other (list below)

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

- Success rates of assisted families
- Rent burdens of assisted families
- Other (list below)
- Utilization of ACC monies.

(2) Minimum Rent

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

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

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

5. Operations and Management

[24 CFR Part 903.7 9 (e)]

Exemptions from Component 5: High performing and small PHAs are not required to complete this section. Section 8 only PHAs must complete parts A, B, and C(2)

A. PHA Management Structure

Describe the PHA’s management structure and organization. (select one)

An organization chart showing the PHA's management structure and organization is attached. A brief description of the management structure and organization of the PHA follows:

B. HUD Programs Under PHA Management

List Federal programs administered by the PHA, number of families served at the beginning of the upcoming fiscal year, and expected turnover in each. (Use "NA" to indicate that the PHA does not operate any of the programs listed below.)

Program Name	Units or Families Served at Year Beginning	Expected Turnover
Public Housing	155	46
Section 8 Vouchers	661	275
Section 8 Certificates		
Section 8 Mod Rehab		
Special Purpose Section 8 Certificates/Vouchers (list individually)	35 35 35	Mainstream Welfare to Work Family Unificaiton
Public Housing Drug Elimination Program (PHDEP)		
Other Federal Programs(list individually)		

C. Management and Maintenance Policies

List the PHA's public housing management and maintenance policy documents, manuals and handbooks that contain the Agency's rules, standards, and policies that govern maintenance and management of public housing, including a description of any measures necessary for the prevention or eradication of pest infestation (which includes cockroach infestation) and the policies governing Section 8 management.

- Public Housing Maintenance and Management: (list below)
Pesticide Policy, Emergency Procedure, Hazard Materials Policy, Safety Program, Communicable Disease Program, Confidentiality Policy, Reasonable Accommodation Policy, FHEO, Maintenance Policy, Procurement Policy, Personnel Policy, Occupancy Policy, Grievance Procedure, Eviction Procedure, Pet Policy, Community Service Policy
- Section 8 Management: (list below)
Emergency Procedure, Hazard Materials Policy, Safety Program, Communicable Disease Program, Confidentiality policy, Reasonable Accommodation, FHEO, Procurement Policy, Personnel Policy, Administrative Plan, Grievance Procedure, Termination for S/8.

6. PHA Grievance Procedures

[24 CFR Part 903.7 9 (f)]

Exemptions from component 6: High performing PHAs are not required to complete component 6. Section 8-Only PHAs are exempt from sub-component 6A.

A. Public Housing

1. Yes No: Has the PHA established any written grievance procedures in addition to federal requirements found at 24 CFR Part 966, Subpart B, for residents of public housing?

If yes, list additions to federal requirements below:

2. Which PHA office should residents or applicants to public housing contact to initiate the PHA grievance process? (select all that apply)
PHA main administrative office
PHA development management offices
Other (list below)

B. Section 8 Tenant-Based Assistance

1. Yes No: Has the PHA established informal review procedures for applicants to the Section 8 tenant-based assistance program and informal hearing procedures for families assisted by the Section 8 tenant-based assistance program in addition to federal requirements found at 24 CFR 982?

If yes, list additions to federal requirements below:

2. Which PHA office should applicants or assisted families contact to initiate the informal review and informal hearing processes? (select all that apply)
PHA main administrative office
Other (list below)

7. Capital Improvement Needs

[24 CFR Part 903.7 9 (g)]

Exemptions from Component 7: Section 8 only PHAs are not required to complete this component and may skip to Component 8.

A. Capital Fund Activities

Exemptions from sub-component 7A: PHAs that will not participate in the Capital Fund Program may skip to component 7B. All other PHAs must complete 7A as instructed.

(1) Capital Fund Program Annual Statement

Using parts I, II, and III of the Annual Statement for the Capital Fund Program (CFP), identify capital activities the PHA is proposing for the upcoming year to ensure long-term physical and social viability of its public housing developments. This statement can be completed by using the CFP Annual Statement tables provided in the table library at the end of the PHA Plan template **OR**, at the PHA's option, by completing and attaching a properly updated HUD-52837.

Select one:

The Capital Fund Program Annual Statement is provided as an attachment to the PHA Plan at Attachment ****PLEASE SEE AT END OF PLAN** Table Library**

-or-

The Capital Fund Program Annual Statement is provided below: (if selected, copy the CFP Annual Statement from the Table Library and insert here)

(2) Optional 5-Year Action Plan

Agencies are encouraged to include a 5-Year Action Plan covering capital work items. This statement can be completed by using the 5 Year Action Plan table provided in the table library at the end of the PHA Plan template **OR** by completing and attaching a properly updated HUD-52834.

- a. Yes No: Is the PHA providing an optional 5-Year Action Plan for the Capital Fund? (if no, skip to sub-component 7B)

b. If yes to question a, select one:

The Capital Fund Program 5-Year Action Plan is provided as an attachment to the PHA Plan at Attachment ****PLEASE SEE AT END OF PLAN** Table Library**

-or-

The Capital Fund Program 5-Year Action Plan is provided below: (if selected, copy the CFP optional 5 Year Action Plan from the Table Library and insert here)

B. HOPE VI and Public Housing Development and Replacement Activities (Non-Capital Fund)

Applicability of sub-component 7B: All PHAs administering public housing. Identify any approved HOPE VI and/or public housing development or replacement activities not described in the Capital Fund Program Annual Statement.

Yes No: a) Has the PHA received a HOPE VI revitalization grant? (if no, skip to question c; if yes, provide responses to question b for each grant, copying and completing as many times as necessary)

b) Status of HOPE VI revitalization grant (complete one set of questions for each grant)

1. Development name:

2. Development (project) number:

3. Status of grant: (select the statement that best describes the current status)

Revitalization Plan under development

Revitalization Plan submitted, pending approval

Revitalization Plan approved

Activities pursuant to an approved Revitalization Plan underway

Yes No: c) Does the PHA plan to apply for a HOPE VI Revitalization grant in the Plan year? If yes, list development name/s below:

Yes No: d) Will the PHA be engaging in any mixed-finance development activities for public housing in the Plan year? If yes, list developments or activities below:

Yes No: e) Will the PHA be conducting any other public housing development or replacement activities not discussed in the Capital Fund Program Annual Statement? If yes, list developments or activities below

8. Demolition and Disposition

[24 CFR Part 903.7 9 (h)]

Applicability of component 8: Section 8 only PHAs are not required to complete this section.

1. Yes No: Does the PHA plan to conduct any demolition or disposition activities (pursuant to section 18 of the U.S. Housing Act of 1937 (42 U.S.C. 1437p)) in the plan Fiscal Year? (If "No", skip to component 9; if "yes", complete one activity description for each development.)

2. Activity Description

Yes No: Has the PHA provided the activities description information in the **optional** Public Housing Asset Management Table? (If "yes", skip to component 9. If "No", complete the Activity Description table below.)

Demolition/Disposition Activity Description	
1a. Development name:	
1b. Development (project) number:	
2. Activity type:	Demolition Disposition
3. Application status (select one)	Approved Submitted, pending approval Planned application
4. Date application approved, submitted, or planned for submission:	(DD/MM/YY)
5. Number of units affected:	
6. Coverage of action (select one)	Part of the development Total development
7. Timeline for activity:	a. Actual or projected start date of activity: b. Projected end date of activity:

9. Designation of Public Housing for Occupancy by Elderly Families or Families with Disabilities or Elderly Families and Families with Disabilities

[24 CFR Part 903.7 9 (i)]

Exemptions from Component 9; Section 8 only PHAs are not required to complete this section.

1. Yes No: Has the PHA designated or applied for approval to designate or does the PHA plan to apply to designate any public housing for occupancy only by the elderly families or only by families with disabilities, or by elderly families and families with disabilities or will apply for designation for occupancy by only elderly families or only families with disabilities, or by elderly families and families with disabilities as provided by section 7 of the U.S. Housing Act of 1937 (42 U.S.C. 1437e) in the upcoming fiscal year? (If “No”, skip to component 10. If “yes”, complete one activity description for each development, unless the PHA is eligible to complete a streamlined submission; PHAs completing streamlined submissions may skip to component 10.)

2. Activity Description
Yes No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? If “yes”, skip to component 10. If “No”, complete the Activity Description table below.

Designation of Public Housing Activity Description	
1a. Development name:	
1b. Development (project) number:	
2. Designation type:	Occupancy by only the elderly Occupancy by families with disabilities Occupancy by only elderly families and families with disabilities
3. Application status (select one)	Approved; included in the PHA’s Designation Plan Submitted, pending approval Planned application

4. Date this designation approved, submitted, or planned for submission: <u>(DD/MM/YY)</u>
5. If approved, will this designation constitute a (select one) New Designation Plan Revision of a previously-approved Designation Plan?
6. Number of units affected: 7. Coverage of action (select one) Part of the development Total development

10. Conversion of Public Housing to Tenant-Based Assistance

[24 CFR Part 903.7 9 (j)]

Exemptions from Component 10; Section 8 only PHAs are not required to complete this section.

A. Assessments of Reasonable Revitalization Pursuant to section 202 of the HUD FY 1996 HUD Appropriations Act

1. Yes No: Have any of the PHA’s developments or portions of developments been identified by HUD or the PHA as covered under section 202 of the HUD FY 1996 HUD Appropriations Act? (If “No”, skip to component 11; if “yes”, complete one activity description for each identified development, unless eligible to complete a streamlined submission. PHAs completing streamlined submissions may skip to component 11.)

2. Activity Description
Yes No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? If “yes”, skip to component 11. If “No”, complete the Activity Description table below.

Conversion of Public Housing Activity Description
1a. Development name: 1b. Development (project) number:
2. What is the status of the required assessment? Assessment underway Assessment results submitted to HUD Assessment results approved by HUD (if marked, proceed to next question) Other (explain below)
3. Yes No: Is a Conversion Plan required? (If yes, go to block 4; if no, go to block 5.)
4. Status of Conversion Plan (select the statement that best describes the current status) Conversion Plan in development Conversion Plan submitted to HUD on: (DD/MM/YYYY) Conversion Plan approved by HUD on: (DD/MM/YYYY) Activities pursuant to HUD-approved Conversion Plan underway
5. Description of how requirements of Section 202 are being satisfied by means other than conversion (select one) Units addressed in a pending or approved demolition application (date submitted or approved:) Units addressed in a pending or approved HOPE VI demolition application (date submitted or approved:) Units addressed in a pending or approved HOPE VI Revitalization Plan (date submitted or approved:) Requirements no longer applicable: vacancy rates are less than 10 percent Requirements no longer applicable: site now has less than 300 units Other: (describe below)

B. Reserved for Conversions pursuant to Section 22 of the U.S. Housing Act of 1937

C. Reserved for Conversions pursuant to Section 33 of the U.S. Housing Act of 1937

11. Homeownership Programs Administered by the PHA

[24 CFR Part 903.7 9 (k)]

A. Public Housing

Exemptions from Component 11A: Section 8 only PHAs are not required to complete 11A.

1. Yes No: Does the PHA administer any homeownership programs administered by the PHA under an approved section 5(h) homeownership program (42 U.S.C. 1437c(h)), or an approved HOPE I program (42 U.S.C. 1437aaa) or has the PHA applied or plan to apply to administer any homeownership programs under section 5(h), the HOPE I program, or section 32 of the U.S. Housing Act of 1937 (42 U.S.C. 1437z-4). (If “No”, skip to component 11B; if “yes”, complete one activity description for each applicable program/plan, unless eligible to complete a streamlined submission due to **small PHA** or **high performing PHA** status. PHAs completing streamlined submissions may skip to component 11B.)

2. Activity Description
 Yes No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? (If “yes”, skip to component 12. If “No”, complete the Activity Description table below.)

Public Housing Homeownership Activity Description (Complete one for each development affected)	
1a. Development name:	
1b. Development (project) number:	
2. Federal Program authority:	HOPE I 5(h) Turnkey III Section 32 of the USHA of 1937 (effective 10/1/99)
3. Application status: (select one)	Approved; included in the PHA’s Homeownership Plan/Program Submitted, pending approval Planned application
4. Date Homeownership Plan/Program approved, submitted, or planned for submission:	(DD/MM/YYYY)
5. Number of units affected:	
6. Coverage of action: (select one)	Part of the development Total development

B. Section 8 Tenant Based Assistance

1. Yes No: Does the PHA plan to administer a Section 8 Homeownership program pursuant to Section 8(y) of the U.S.H.A. of 1937, as implemented by 24 CFR part 982 ? (If “No”, skip to component 12; if “yes”, describe each program using the table below (copy and complete questions for each program

identified), unless the PHA is eligible to complete a streamlined submission due to high performer status. **High performing PHAs** may skip to component 12.)

2. Program Description:

a. Size of Program

Yes No: Will the PHA limit the number of families participating in the section 8 homeownership option?

If the answer to the question above was yes, which statement best describes the number of participants? (select one)

- 25 or fewer participants
- 26 - 50 participants
- 51 to 100 participants
- more than 100 participants

b. PHA-established eligibility criteria

Yes No: Will the PHA's program have eligibility criteria for participation in its Section 8 Homeownership Option program in addition to HUD criteria?
If yes, list criteria below: Still under development

12. PHA Community Service and Self-sufficiency Programs

[24 CFR Part 903.7 9 (l)]

Exemptions from Component 12: High performing and small PHAs are not required to complete this component. Section 8-Only PHAs are not required to complete sub-component C.

A. PHA Coordination with the Welfare (TANF) Agency

1. Cooperative agreements:

Yes No: Has the PHA has entered into a cooperative agreement with the TANF Agency, to share information and/or target supportive services (as contemplated by section 12(d)(7) of the Housing Act of 1937)?

If yes, what was the date that agreement was signed? 06/28/00

2. Other coordination efforts between the PHA and TANF agency (select all that apply)

- Client referrals
- Information sharing regarding mutual clients (for rent determinations and otherwise)
- Coordinate the provision of specific social and self-sufficiency services and programs to eligible families
- Jointly administer programs
- Partner to administer a HUD Welfare-to-Work voucher program
- Joint administration of other demonstration program
- Other (describe)

B. Services and programs offered to residents and participants

(1) General

a. Self-Sufficiency Policies

Which, if any of the following discretionary policies will the PHA employ to enhance

the economic and social self-sufficiency of assisted families in the following areas?
(select all that apply)

- Public housing rent determination policies
- Public housing admissions policies
- Section 8 admissions policies
- Preference in admission to section 8 for certain public housing families
- Preferences for families working or engaging in training or education programs for non-housing programs operated or coordinated by the PHA
- Preference/eligibility for public housing homeownership option participation
- Preference/eligibility for section 8 homeownership option participation
- Other policies (list below)

b. Economic and Social self-sufficiency programs

Yes No: Does the PHA coordinate, promote or provide any programs to enhance the economic and social self-sufficiency of residents? (If “yes”, complete the following table; if “no” skip to sub-component 2, Family Self Sufficiency Programs. The position of the table may be altered to facilitate its use.)

Services and Programs				
Program Name & Description (including location, if appropriate)	Estimated Size	Allocation Method (waiting list/random selection/specific criteria/other)	Access (development office / PHA main office / other provider name)	Eligibility (public housing or section 8 participants or both)
Rosewood Homes Resident Council	60	Other	James Meyer Activity Center	P/H
Homeless Coalition	28	Other	PHA	None
Homeownership	15	Waitlist	PHA	S/8
FSS-S/8	50	Waitlist	PHA	S/8
FSS-P/H	25	Waitlist	PHA	P/H
IDA	10	Waitlist	PHA	Both
H/B Fair	Open	Random	PHA	Public
H/B Education	Open	Random	PHA	Public
Rays Program	Open	Specific	PHA	Both

(2) Family Self Sufficiency program/s

a. Participation Description

Family Self Sufficiency (FSS) Participation		
Program	Required Number of Participants (start of FY 2000 Estimate)	Actual Number of Participants (As of: DD/MM/YY)
Public Housing	15	11/02/01
Section 8	50	11/02/01

b. Yes No: If the PHA is not maintaining the minimum program size required by HUD, does the most recent FSS Action Plan address the steps the PHA plans to take to achieve at least the minimum program size?
If no, list steps the PHA will take below:

C. Welfare Benefit Reductions

1. The PHA is complying with the statutory requirements of section 12(d) of the U.S. Housing Act of 1937 (relating to the treatment of income changes resulting from welfare program requirements) by: (select all that apply)

- Adopting appropriate changes to the PHA's public housing rent determination policies and train staff to carry out those policies
- Informing residents of new policy on admission and reexamination
- Actively notifying residents of new policy at times in addition to admission and reexamination.
- Establishing or pursuing a cooperative agreement with all appropriate TANF agencies regarding the exchange of information and coordination of services
- Establishing a protocol for exchange of information with all appropriate TANF agencies
- Other: (list below)

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

13. PHA Safety and Crime Prevention Measures

[24 CFR Part 903.7 9 (m)]

Exemptions from Component 13: High performing and small PHAs not participating in PHDEP and Section 8 Only PHAs may skip to component 15. High Performing and small PHAs that are participating in PHDEP and are submitting a PHDEP Plan with this PHA Plan may skip to sub-component D.

A. Need for measures to ensure the safety of public housing residents

1. Describe the need for measures to ensure the safety of public housing residents (select all that apply)
 - High incidence of violent and/or drug-related crime in some or all of the PHA's developments
 - High incidence of violent and/or drug-related crime in the areas surrounding or adjacent to the PHA's developments
 - Residents fearful for their safety and/or the safety of their children
 - Observed lower-level crime, vandalism and/or graffiti
 - People on waiting list unwilling to move into one or more developments due to perceived and/or actual levels of violent and/or drug-related crime
 - Other (describe below) Deterrent to crime by using neighborhood watch component with local police.
2. What information or data did the PHA used to determine the need for PHA actions to improve safety of residents (select all that apply).
 - Safety and security survey of residents
 - Analysis of crime statistics over time for crimes committed "in and around" public housing authority
 - Analysis of cost trends over time for repair of vandalism and removal of graffiti
 - Resident reports
 - PHA employee reports
 - Police reports
 - Demonstrable, quantifiable success with previous or ongoing anticrime/anti drug programs
 - Other (describe below)
3. Which developments are most affected? (list below) Roseburg & Reedsport

B. Crime and Drug Prevention activities the PHA has undertaken or plans to undertake

in the next PHA fiscal year

1. List the crime prevention activities the PHA has undertaken or plans to undertake: (select all that apply)

- Contracting with outside and/or resident organizations for the provision of crime- and/or drug-prevention activities
- Crime Prevention Through Environmental Design
- Activities targeted to at-risk youth, adults, or seniors
- Volunteer Resident Patrol/Block Watchers Program
- Other (describe below)

2. Which developments are most affected? (list below) Rosewood Homes - Roseburg

C. Coordination between PHA and the police

1. Describe the coordination between the PHA and the appropriate police precincts for carrying out crime prevention measures and activities: (select all that apply)

- Police involvement in development, implementation, and/or ongoing evaluation of drug-elimination plan
- Police provide crime data to housing authority staff for analysis and action
- Police have established a physical presence on housing authority property (e.g., community policing office, officer in residence)
- Police regularly testify in and otherwise support eviction cases
- Police regularly meet with the PHA management and residents
- Agreement between PHA and local law enforcement agency for provision of above-baseline law enforcement services
- Other activities (list below)

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

D. Additional information as required by PHDEP/PHDEP Plan

PHAs eligible for FY 2000 PHDEP funds must provide a PHDEP Plan meeting specified requirements prior to receipt of PHDEP funds.

Yes No: Is the PHA eligible to participate in the PHDEP in the fiscal year covered by this PHA Plan?

Yes No: Has the PHA included the PHDEP Plan for FY 2000 in this PHA Plan?

Yes No: This PHDEP Plan is an Attachment. (Attachment Filename: ___)

14. RESERVED FOR PET POLICY

[24 CFR Part 903.7 9 (n)]

15. Civil Rights Certifications

[24 CFR Part 903.7 9 (o)]

Civil rights certifications are included in the PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations.

16. Fiscal Audit

[24 CFR Part 903.7 9 (p)]

1. Yes No: Is the PHA required to have an audit conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h))?

(If no, skip to component 17.)

2. Yes No: Was the most recent fiscal audit submitted to HUD?
3. Yes No: Were there any findings as the result of that audit?
4. Yes No: If there were any findings, do any remain unresolved?
If yes, how many unresolved findings remain? _____
5. Yes No: Have responses to any unresolved findings been submitted to HUD?
If not, when are they due (state below)?

17. PHA Asset Management

[24 CFR Part 903.7 9 (q)]

Exemptions from component 17: Section 8 Only PHAs are not required to complete this component. High performing and small PHAs are not required to complete this component.

1. Yes No: Is the PHA engaging in any activities that will contribute to the long-term asset management of its public housing stock , including how the Agency will plan for long-term operating, capital investment, rehabilitation, modernization, disposition, and other needs that have **not** been addressed elsewhere in this PHA Plan?
3. What types of asset management activities will the PHA undertake? (select all that apply)
Not applicable
Private management
Development-based accounting
Comprehensive stock assessment
Other: (list below)
3. Yes No: Has the PHA included descriptions of asset management activities in the **optional** Public Housing Asset Management Table?

18. Other Information

[24 CFR Part 903.7 9 (r)]

A. Resident Advisory Board Recommendations

1. Yes No: Did the PHA receive any comments on the PHA Plan from the Resident Advisory Board/s?
2. If yes, the comments are: (if comments were received, the PHA **MUST** select one)
Attached at Attachment (File name)
Provided below: To make units gas units instead of electric.
3. In what manner did the PHA address those comments? (select all that apply)
Considered comments, but determined that no changes to the PHA Plan were necessary.
The PHA changed portions of the PHA Plan in response to comments
List changes below:
Other: (list below) put into our 5-year plan

B. Description of Election process for Residents on the PHA Board

1. Yes No: Does the PHA meet the exemption criteria provided section 2(b)(2) of the U.S. Housing Act of 1937? (If no, continue to question 2; if yes, skip to

sub-component C.)

2. Yes No: Was the resident who serves on the PHA Board elected by the residents?
(If yes, continue to question 3; if no, skip to sub-component C.)

3. Description of Resident Election Process

a. Nomination of candidates for place on the ballot: (select all that apply)

Candidates were nominated by resident and assisted family organizations

Candidates could be nominated by any adult recipient of PHA assistance

Self-nomination: Candidates registered with the PHA and requested a place on ballot

Other: (describe)

b. Eligible candidates: (select one)

Any recipient of PHA assistance

Any head of household receiving PHA assistance

Any adult recipient of PHA assistance

Any adult member of a resident or assisted family organization

Other (list)

c. Eligible voters: (select all that apply)

All adult recipients of PHA assistance (public housing and section 8 tenant-based assistance)

Representatives of all PHA resident and assisted family organizations

Other (list)

C. Statement of Consistency with the Consolidated Plan

For each applicable Consolidated Plan, make the following statement (copy questions as many times as necessary).

1. Consolidated Plan jurisdiction: (provide name here) Oregon

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

The PHA has based its statement of needs of families in the jurisdiction on the needs expressed in the Consolidated Plan/s.

The PHA has participated in any consultation process organized and offered by the Consolidated Plan agency in the development of the Consolidated Plan.

The PHA has consulted with the Consolidated Plan agency during the development of this PHA Plan.

Activities to be undertaken by the PHA in the coming year are consistent with the initiatives contained in the Consolidated Plan. (list below)

Other: (list below)

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

D. Other Information Required by HUD

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

Attachments

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

Certification of review for conversion of public Housing Authority of Douglas County October 1, 2001

The Housing Authority of Douglas County, OR certifies that it has reviewed each covered development's operations as public housing; considered the implications of converting the public housing to tenant-based assistance; and concluded that conversion of the development may be inappropriate because removal of the development would not meet the necessary conditions for voluntary conversion.

Roseburg 01	0
Reedsport 02	0
Oakland 04	0
Riddle 05	0
Winston 06	0
Reedsport 07	0
Yoncalla 08	0

Homeownership Program Capacity Statement: HADCO has developed the capacity to operate and administer a homeownership program during the past four years. During that period of time we have held annual Homebuyer's Fairs, established a collation of non-profit and private sector partners who, together, offer the state approved ABC's of Homeownership training to all homebuyers in Douglas County. Our local partnership allows us the capacity to be successful in the work of providing affordable homeownership opportunities to low-income families in our county. Our partners include: local lenders, realtor board, homebuilders association, education services district, Douglas community Development Corporation., Inspections Unlimited, URCOG, and Consumer Credit Counseling. Our first priority is to FSS participants through the Section 8 and Public Housing. We have actively participated in the HUD sponsored Homeownership 2000, and are currently attending Homeownership meeting sponsored by Community Builder, Tom Cusack.

Substantial Deviation and Significant Amendment / Modification: The Housing Authority of Douglas County will consider the following to be significant amendments or modifications:

- Changes to rent or admissions policies or organization of the waiting list;
- Additions of non-emergency work items (items not included in the current annual statement or 5-year action plan) or change in use of replacement reserve funds under the Capital Fund.

Term of Appointment: Refer to OR456 and the HADCO Bylaws. It is the same process as other board members.

Resident on HADCO Board: Fran Collins 4/14/04.

Appointing Officials: Douglas County Commissioners

Community Service Program Description: We have our program in place with a coordinator and at this time we do not have anyone actively volunteering. When a participant becomes eligible we have everything in place to accommodate.

Pet Policy Description Policy:

➤ **Pet selection criteria:**

- Pets are limited to the following:
 - One adult dog **or** one adult cat. The dog cannot exceed 12 inches in height (at the shoulders) nor exceed 25 pounds in weight, and / or,
 - A fish aquarium
 - Two small birds, e.g. canary, parakeet, finch, etc. (no birds of prey are permitted)

II. **Pre-conditions:** *(must be completed **BEFORE** any pet is brought on the premises)*

A. Resident shall:

- Pay a \$50.00 non-refundable fumigation fee.
- Present proof from a veterinarian or similar responsible person that the dog or cat has been neutered and vaccinated.
- Show proof of current license (when applicable)
- Designate two people willing to accept responsibility for the pet in an emergency.
- Sign a pet agreement with the Housing Authority.
- Obtain “ Authorization for Pet Ownership” Approved by the Public Housing Manager.

III. **Occupancy Requirements:**

- No vicious nor intimidating animals are allowed.
- All cats and dogs will remain inside the residence, be on a leash, in a carrier and under the direct control of the owner.
- The pet will not use the common area except to pass to and from the owners unit.
- The owner must control animal waste, the owner must remove animal waste from their yard and common areas immediately.
- Pets shall not interfere with the peaceful enjoyment of other residents or neighbors by barking, howling, biting, scratching, meowing, running loose, or other activities making them a nuisance animal.
- The tenant shall inform the Housing Authority when requesting a work order that there is a dog or cat in the unit and post the approved pet notice on the front door of their residence.
- No visiting pets will be allowed at any time.
- Pet food must be kept in a sealed container to avoid infestation.

IV. **Resident agrees that:**

- Any damages caused by their pet will be corrected by our maintenance staff and will be the sole financial responsibility of the tenant.
- Adequate sanitary control and precaution will be taken to eliminate pet odors and associated problems, fleas and other parasites, etc.
- The Public Housing Manager or their designee determines when a pet is a nuisance or threat to the safety or security of person or property, and they may request the removal of the pet. A notice to terminate will be issued.
- A representative of the Housing Authority may enter a unit to transfer any animal, which is left un-attended in excess of 12 hours. The Housing Authority accepts no responsibility for costs or care for pets that have been removed.
- If any provisions of the above Pet Policy are violated, this agreement may be revoked and the resident may be:
 - Required to remove the pet within Two (2) weeks.
 - Subject to eviction per Resident Lease, Section 21, “Lease Termination”.

“ Nothing in this pet rule prohibits the Housing Authority or appropriate community authority from requiring the removal of any animal from a project if the pet’s conduct or condition is duly determined to constitute under the provisions of state or local law, a nuisance or a threat to the health or safety of other occupants of the project or other persons in the community where the project is located, or if the species of animal in question is prohibited under state or local law.”

By signing this agreement I state that I have read, understand and agree to abide by the Pet Policy and Pet Agreement.

Signature _____ Date

Signature _____ Date

Applicants Name: _____ Date: _____

Address: _____

Type of Pet Dog / Cat	Weight	Date of Shots	Date of Spay / Neuter	City License (Date of renewal)

Responsible Party # 1 _____ Address _____ Phone

Responsible party # 2 _____ Address _____ Phone

REFERENCES:

- How long have you had your pet? _____
- If you were previously renting and owned this pet, please supply the name and address of your previous landlord: _____

HOUSING AUTHORITY USE ONLY

Reviewed by: _____ Date reviewed: _____
Evidence of all required vaccinations, licenses, spaying / neutering, Pet Agreement and \$50.00 fee are attached.

Comments: _____

Approved **Rejected**

Public Housing Representative _____ Date

Statement of Progress:

=====
INTEROFFICE MEMORANDUM
=====

TO: MICHAEL CROSBY, CHAIRMAN
FROM: ILONA MCCRACKEN

SUBJECT: STATEMENT OF PROGRESS FOR ANNUAL PLANNING GOALS

DATE: 11/13/02

CC: BOARD OF COMMISSIONERS FOR HADCO

Annual report on goals and strategies set for the fiscal year of April 1, 2000 through March 31, 2001.

Goal 1: Manage the Housing Authority of Douglas County's existing public Housing and Section 8 Programs in an efficient and effective manner thereby sustaining a high performer rating.

The Housing Authority of Douglas County received an 89.5% rating high performer rating is 90%.

2000-2001 Objective: Create a customer friendly environment with capable efficient employee teams.

Achieve a level of customer satisfaction that gives the agency the highest score possible.

- *We have created a new organization chart describing the new team management environment.*
- *New job descriptions to support this chart have been created and been given to staff so we can offer a more seamless approach to serving our participants and the public.*
- *After a period beginning January 2000 through February 2001 a collaborative team approach utilizing the current staffing did not work. The results were: a more contentious, divisive staff than before. Back-biting, an unwillingness to cooperate, fault-finding and negativity created an atmosphere counter to good production.*
- *A consultant was hired to analyze issues at hand. Due to the continuous changes occurring at HUD and the state, employees who could not or would not change would be at risk; due to the new regulations and the taking on two new projects(Blueridge and Orchard Knoll) the necessary training and knowledge of running those in addition to Public Housing and Section 8 would cause the need to change roles of personnel, again; and the lack of willingness on the part of some staff to respond to requests for help in the transition process, the need to contract some of the work was the most practical approach, until staff could regroup, retool and retrain.*
- *It was also analyzed that 'out-sourcing' or contracting out would be financially beneficial to the agency because of soaring benefit and training costs. Agencies who had responded to the RFP guaranteed compliance and training as a part of their management fees, which were considerably less than those burdens to our budgets.*
- *In March, 2001, HADCO did a reduction in force. The reduction eliminated seven salaried positions, two of which have been amended and contracted to individuals through personal services contracts.*
- *Results: When chaos is evident in staff, community service suffers. When staff is happy, service improves.*

2000 – 2001 Objective: Be a fiscally prudent leader in the affordable housing industry.

- *Strategy: Eliminate waste of time and increase productivity by office and maintenance staff. Create a system checklist to eliminate crisis management and maintain organization.*
- *An annual Reporting Calendar has been created to keep track of all reporting requirements for compliance with funding programs.*
- *Development staff has taken one of two classes of ACCESS (a data-base computer program) training to begin the creation of a funding and resource matrix which will be incorporated in the annual planning process.*
- *A calendaring system is available for all employees where they can organize and plan their time. A monthly office calendar is prepared and handed out to each employee to remind them of reports that are due and other office staff scheduling in case they need help in preparing their reports.*
- *Strategy: Annually re-evaluate positions versus productivity.*
- *Operations Department has contracted with Sylvia Nickels at the County administrative offices to do a wage and staffing comparability study to re-evaluate positions. The work has been completed.*
- *A new evaluation process was established and has been incorporated in the annual employee evaluation. The areas of importance are: ATTITUDE, APTITUDE AND ATTENDANCE.*

All evaluations will be done in October to work into the budget cycle. All employees will be required to file goals and objectives for the following year and the subsequent evaluation will reflect the employee's success toward reaching their goals. An updated resume' will, also be a requirement of the annual evaluation process.

2001-2002 Objective: Create a customer friendly environment with capable, efficient employee teams. Achieve a level of customer satisfaction that gives the agency the highest score possible.

- *Strategy: Publish and distribute annual report*

In progress

- *Strategy: Establish positive relationships with news media*
- *Establish a calendar of articles about housing issues in the News Review and arrange for publication.*

In progress

- *Strategy: Hire professional to design marketing materials and plans*

In progress

- *Strategy: On a case-by-case basis, establish partnerships on projects that best serve the population we serve.*
- *URCOG HAS BEEN HIRED TO DESIGN A WEB-SITE FOR HADCO THAT CAN TRANSITION INTO AN INTERACTIVE SITE.*
- *HADCO will investigate a Home site or Domain if necessary.*
- *Rural development and the state of Oregon in doing preservation housing in the cities of Winston, Drain, Riddle and Myrtle Creek. One purchase of 71 units of affordable housing in Winston has already been completed. The current project of 14 units is actively finishing the last phases of purchase through a contract with Rural Development.*
- *City Councilor for Ward 4, Roseburg, Stacey Crowe and private developer Dave Gilbert are currently working in partnership with HADCO and DCDC in the planning and revitalization of Mill/Pine District the historic district of downtown Roseburg. UCDC, the city of Roseburg, HADCO and DCDC have established a program for rehabbing 10 homes for homeownership in that neighborhood. The Douglas County Housing and Homeless Coalition has identified this as a worthwhile endeavor and is committed to support the project.*

2001-2002 Objective: Be a fiscally prudent leader in the affordable housing industry.

- *Strategy: "On-line" applications*

In progress

- *Strategy: Determine feasibility of establishing buying coop with partners*
- *Proposed program with URCOG to involve all cities and county of Douglas*
- *Strategy: Develop and maintain glossary of terms, including acronyms*
- *AS A PART OF EACH board Commissioners packet/handbook, provide an acronym list that is updated each month*
- *Strategy: Gain professional presentation capacity (equipment)*
- *As a part of management improvements utilizing the Capital Fund Program, we have targeted a power-point projector and other hardware to allow presentation capability.*
- *Strategy: Board training / orientation (cross training)*
- *The Board training schedule 2001-02 Taken from Lessons Learned at Public Housing guidebook*
- *May – An overview of the public housing reform act of 1998. (PHRA) and the public housing assessment system (PHAS).*
- *June – Admissions and Occupancy*
- *July – Maintenance and Security*
- *August – Finance*
- *September- Resident Services*
- *October – A Housing Authority must use sound business practices – preparing the annual and 5-year plan*

- *Follow up to the retreat*
- November – Capital Fund, modernization and development*
- December Capital Fund, Modernization & Development*
- January – Asset Management*
- February – Information Technology*
- March – The Year in Review*
- April – Annual Board Meeting – Election of officers*
 - *Staff training / orientation (cross training)*
 - *Strategy The Staff training schedule 2001-02 Taken from Lessons Learned at Public Housing guidebook*
 - *May – An overview of the public housing reform act of 1998. (PHRA) and the public housing assessment system (PHAS).*
 - *June – Admissions and Occupancy*
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- December Capital Fund, Modernization & Development*
- January – Asset Management*
- February – Information Technology*
- March – The Year in Review*
- April – Annual Board Meeting – Election of officers*
 - *Strategy: Hire consultant to review employee benefit options*
 - *An RFP (request for proposal) was sent to agencies and persons who might be interested in doing the study. We had no qualified response.*
 - *The Directors of the agency will review and investigate resources to complete a comprehensive review of benefits available.*
 - *Strategy: Video projects (units county-wide) for board and staff orientation*

We have purchased a digital camera and one staff member has completed a slide show of the Public Housing complexes throughout the county. A more comprehensive shoot of the interiors and other projects owned by the housing authority will be completed. Upon completion of the photos of our owned projects, we plan to do a pictorial study of units under Section 8 contract.

- *Strategy: Complete Bettis house for Administration Office or construct new Administrative Office.*
- *Bettis house doesn't work, so rehab and adding to the current administration office using CFP (Capital Fund Program) money. Down-sizing staff requires a smaller facility.*
- *Construction documents and bid are completed. Jack Mathis construction has been hired for the 800+ foot addition. Construction is currently underway and scheduled for completion December 31, 2001.*

Goal 2: Adapt the Housing Authority of Douglas County's housing stock and program resources to more closely meet the housing needs and markets identified in our needs assessment. HADCO will utilize all public housing for the best possible result in meeting the greatest community need.

2000-2001 Objective: Complete a cost analysis of developments with consideration of "vouchering-out" or conversion to market rate units.

- *Strategy: analyze the competitive real estate environment.*
- *Before we can begin to analyze the competitive environment, we will need to define the competition. A list of local Douglas multi-family rentals is being generated. Identifying other rentals such as those used in the Section 8 program and Rent Reasonable study is being addressed in Objective 2 of this goal.*
- *The initial assessment to convert public housing has been completed. At this time it does*

not appear to be appropriate to convert any of the units to market rate and issue Section 8 assistance to the tenants.

- *Strategy: analyze our housing position in the market and by location.*
- *Due to the nature and calculation process involved in HUD assisted housing, HADCO has a unique position in the community. We do not pay property taxes, but do pay PILOT (payment in lieu of taxes) and we operate as a government under the laws of the state of Oregon.*
- *Due to the number of landlords and tenants in the community the Section 8 department has a subtle impact on all rental housing in Douglas county in the establishment of Fair Market Rents or Payment Standards which set the limits on the amount of rent can be charged by a participating landlord.*
- *We complete and keep up-to-date the rent comparison studies of rental units that are comparable to those used by our Section 8 participants. These studies provide the Housing Authority of Douglas County with a great deal of insight about rents in the open market.*
- *A map and study of current Section 8 units is underway. Tracking those units will help us to determine if any pockets of poverty existing within our county.*
- *Strategy: analyze potential "other uses" for housing stock by preparing a "best use" analysis of complexes to explore option to rental housing such as homeownership, special needs housing, safe houses, or resident services.*
- *Partnership with URCOG(Umpqua Regional Council of Governments) and DCDC (Douglas Community Development Corporation) has been created for HIP(Housing in Progress – a homeownership program), IDA(Individual Development Accounts), and RLF(Revolving Loan Fund) programs. The RLF program is predicated on a regional strategy for meeting unmet housing needs within Douglas County. Continued work with Douglas County Housing and Homeless Coalition is creating a greater coordination between agencies for a more seamless approach to our housing needs.*
- *HADCO is currently looking into vacancy issues in Reedsport caused by a failing economy and an over 10% out-migration. Inquiries from Battered Persons Advocacy (a domestic violence center) have included the idea of locating a safe house in one of our Reedsport units. More investigation will follow.*
- *Strategy: survey possible partnerships with other organizations such as Battered Persons, AFS, and Services to Children and Families to better meet their needs.*
- *The three areas in the community that can be called the 'greatest unmet need' are housing for displaced youth who are at risk of dropping out of school; affordable housing for the elderly; and a detox center to help those in treatment not lose their housing due to drug or alcohol relapse. All areas are being investigated to find a way in which our community can fill the unmet need.*
- *As a part of the process, the Douglas County Housing and Homeless Coalition recognizes a need to beautify the Mill/Pine neighborhood. A process by which we will identify the needs and desires of the neighborhood and the city and then research for potential funding sources will be completed.*

2000 - 2001 Objective: Track Section 8 participant locations and their new location when they leave the Section 8 Program.

- *Strategy: Work with local Council of Government to map rental housing with Douglas County.*
- *We have received a quote for services to complete the mapping as described above. We are currently investigating the purchase and application of appropriate software for the generation and maintenance of the locating plan.*
- *The purchase and application of appropriate software may lead to the need for in-house or out-source training for staff. We have not decided on the most appropriate way to resolve the mapping issue.*
- *On-going research is very time-consuming and the need for the calendar as a part of the Section 8 planning process requires that we build a manual system, until we can either find or establish a computerized system that will give us the data we need.*

2000 –2001 Objective: Create or support the creation of more affordable housing opportunities in

areas of unmet need.

- *Strategy: Support preservation efforts for affordable housing already established in the community.*
- *The Bettis House was our first attempt at preserving housing in the city of Roseburg. We could not feasibly move the house and rehabilitate it for less than building a new building. The house was subsequently destroyed.*
- *We have two other activities going on. We have again received an offer from Gateway Village in Drain. We have hired consultant Bonnie Johnson to do a comprehensive conversion of ownership. We anticipate the completion of the transaction in March 2002, depending upon the process at Rural Development and the ability of the Authority to receive grant funding for the gap financing. We have already completed our first preservation project in Winston. 71 units of affordable housing.*
- *The second activity is the CDBG (Community Development Block Grant) program in partnership with either a city or county to rehabilitate houses in target areas. As a part of our homeownership program, this process will allow for homeownership opportunities. A formal partnership agreement in form of a Memorandum of Understanding has been crafted and a Regional Revolving Loan Fund established for use of recaptured CDBG funds by our local community. The opportunity to participate in a Regional Housing Center is currently taking place at the direction of Oregon Housing and Community Services. A joint application for funding with URCOG, UCDC, DCDC and HADCO was submitted in July, 2001. The funding grant was turned down. Talks with OCHS and the other partners are on-going.*

2001 – 2002 Objective: Complete a cost analysis of developments with consideration of “vouchering out” or conversion to market rate units.

- *Strategy: Determine feasibility of converting public housing units in Reedsport to other uses.*
- *Work with the City of Reedsport, in determining need.*
- *Strategy: Construct and maintain planters as facilities and address accessibility to senior housing that currently involves stairs to get to units in Reedsport.*
- *The improvements have been identified in the 5-year plan, but are not included in the current capital improvement activities.*
- *Strategy: Upgrade James Myer Activity Center*
- *The improvements have been identified in the 5-year plan, but are not included in the current capital improvement activities.*
- *Strategy: Construct maintenance staging area at Vine Street*

The project has been put on hold due to the hiring of NMT to manage the project on our behalf. They have not requested such a project.

- *Strategy: Address laundry and storage at Vine street Court*

The project has been put on hold due to the hiring of NMT to manage the project on our behalf. They have not requested such a project.

- *Strategy: Add other partners to existing ones, such as URCOG, county, cities, schools, etc...*
- *A contractor has been hired to coordinate community services to residents for public housing, and Section 8. A shared position will receive a match from Orchard Knoll Transitional Housing in the location of an office at no charge in their building.*
- *Develop organizational chart information for service organization to better direct participants for help.*
- *A community services matrix has been designed and is currently being utilized by the CSC coordinator mentioned above.*

2001-2002 Objective: Track Section 8 participant locations and their new location when they leave the Section 8 Program.

- *Strategy: Create Revolving Loan Fund (RLF) with Umpqua Regional Council of Governments (URCOG), Douglas Community Development Corporation (DCDC), County, cities, Community Development Block Grant (CDBG) and other partners.*
- *Proposals have been presented to URCOG to create a housing center in partnership with Coos and Curry Counties.*

- **Grant application for CDBG funds to support the Housing center revolving fund was prepared in partnership with URCOG, UCDC, HADCO and DCDC. The State declined the proposal. On-going talks are taking place to format the idea of a Housing Resource Center.**
- 2001-2002 Objective: Create or support the creation of more affordable housing opportunities in areas of unmet need.**
- **Strategy: Pursue the acquisition of Blueridge, Gateway Village and other preservation projects that are currently available.**
 - **We are working on the purchase of our second preservation project, Drain.**
 - **Strategy: Manage Blueridge until such time that it sells**
 - **The sale is complete**
 - **Strategy: Pursue self-help options, including Rural Development Technical Assistance (TA) grant.**
 - **The application is currently being worked on.**

Goal 3: Improve access of public housing participants to services that support economic opportunity and quality of life and improve economic opportunity (self-sufficiency) for families and individuals who participate in our programs.

2000 – 2001 Objective: Ensure at least three supportive service opportunities are present for every program participant.

- *Strategy: Sustain and implement partnerships with services that enhance self-sufficiency.*
- **Each month HADCO sponsors the Douglas County Housing and Homeless Coalition at the James Myer Center. The Coalition is made up of 28 agencies and represents a part of the community who provide services to our low-income population.**
- **Continue to hold DCHHC meetings at the James Myer Center.**
- **Our family-self-sufficiency coordinator maintains partnerships with service providers who are active on the PCC (Program Coordinating Committee for FSS). HADCO, in partnership with DCDC, is administering the Individual Development Account program offered by HUD through an Enterprise Foundation Grant.**
- **Staff actively participates as advisors to Rosewood Homes Resident Council and Vine Street Court Resident Council to assist those local communities in meeting their needs. The areas of day-care, transportation and better education remain the major obstacles to success.**
- **HADCO has prepared and presented for signature an MOU (Memorandum of Understanding) with AFS (Adult and Family Services) to better serve the Welfare-to-Work population.**
- **HADCO has an MOU with Service to Children and Families to better serve families facing separation due to the loss of housing. The program is called the Section 8 Family Unification Program.**
- **HADCO has MOU'S WITH Umpqua Valley Disabilities Network and the Umpqua Valley Builders Association to provide assistance for people with disabilities who need accessibility issues resolved in their rental housing.**
- **A contract was let with Tom Ashton to provide Community Service Coordination, using CFP funds, in September, 2001.**
- *Strategy: HADCO will continue partnership with DCDC in administering the Individual Development Account program offered by HUD through an Enterprise Foundation Grant.*
- *DCDC has been awarded \$130,000 in grant funds for the IDA program.*
- *Strategy: Develop facilities for resident-based services.*

At this time, there is no apparent interest in developing resident-based services.

- *Strategy: Maintain a partnership with AFS (Adult and Family Service)*

In progress.

- *Strategy: Maintain partnership with SCF (Services to Children and Families) to better serve families facing separation due to the loss of housing. The program is called the Section 8 Family Unification Program.*

In progress.

- **Contract for a new FSS coordinator and establish this as a contract requirement.**
 - **Part of the job description of the public housing manager is to actively participate in the Resident Council for Rosewood Homes. A community Services Coordinator will be contracted to prepare**
 - *Strategy: Prepare community matrix.*
 - **Two of our staff have taken the first of two classes in order to build a data base. Utilizing that education, they will prepare a matrix of support services offered in Douglas County to help our participants gain self sufficiency. The complexity of the Access program and the length of time to gather expertise, does not allow staff as a resource to build the matrix. A contract with Tom Ashton was let in July,2001 and a community services matrix was established for our use.**
 - **Secondly, as a part of the Community Services Coordinator contract, to be located on site at the Veteran's campus, Orchard Knoll, will be the delivery of a community resource guide – done to integrate with our computer software system. That contract was let in September, 2001, with Tom Ashton.**
- 2000 – 2001 Objective: Promote health, well-being, and civic pride for all participants.
- *Strategy: Actively support school age children regularly attend school.*
 - **Rosewood Homes Resident Council And Vine Street Court Resident Council actively support the After School program and the SMART program during the summer months.**
 - **The Housing Authority of Douglas County has purchase vests, flashlights, signs and other materials to the residents of Rosewood Homes Resident Council to use in the Neighborhood Watch Program.**
 - *Strategy: Actively support full voter registration.*
 - **We have researched the location and opportunity for all eligible persons to receive the necessary application for voter registration. The information has been mailed to each family in the Section 8 and Public Housing programs. A voter registration card is placed in each lease up packet. Posters encouraging people to vote have been placed in the front lobby area.**
 - *Strategy: Actively support Youth Empowerment training for all youth participants in programs.*
 - **The Housing Authority of Douglas County has struggled with recruiting youth in the Youth Council activities through our resident council. We have had some success in their involvement in the Halloween and Christmas activities arranged by residents.**
 - **FSS has received scholarships for several participants and their children.**
 - **HIP has a what a home means to me contest as a part of the Homebuyer Fair, each year.**
 - *Strategy: Offer activities targeting at risk youth, adults, and seniors using local partnerships.*
 - **FSS successfully applied for a Meyer Memorial Fund grant to help families with children celebrate Christmas and purchase warm clothing for winter each winter.**
 - **IDA –Individual Development Accounts – has been established in Partnership with DCDC, UCDC, UCAN, UT&E and HADCO. This program provides for savings programs for participants of all partners program with a match created by Enterprise Foundation and cooperating banks – Umpqua Bank, Washington Mutual, and Wood Products Credit Union. IDA has successfully been awarded a \$60,000 grant, a \$70,000 grant, as well as a \$20,000 grant and has applied for an additional \$100,000 grant as is awaiting word regarding its funding.**
- 2000 – 2001 Goal 4: Assist our community with increasing the availability of affordable suitable housing by successfully completing the VA transitional Project.
- **The Orchard Knolls development is in under construction. Anticipated completion date is June 30, 2001. The Project was completed August 16, 2001 with anticipated 100% occupancy by December 2001.**
 - **Offer preferences to homeless vets who participate in local housing and homeless coalition programs.**
 - **The administrative plan for Section 8 includes a local preference for applicants who are**

- *eligible for housing meeting the criteria of Orchard Knoll Transitional Housing.*
- *The administrative plan will be revised to include preferences for those participants who are actively working with SCF in the Family unification program.*
- *Strategy: Determine feasibility of utilizing up to 15 Section 8 Vouchers for homeownership, also if feasible give preference.*
- *Strategy: Take a role in preparing the development of “the face of homeless in Douglas County campaign”. With housing and homeless coalition as an active participant.*
- *Coordinate the monthly news articles to correlate with the campaign.*
- *Strategy: Communicate to the public the function of HADCO with assisting the homeless.*

2000-2001 Goal 5. Expand the range and quality of housing choices available to low-income families at 80% AMI or less.

2000 – 2001 Objective: Establish a program to help participants become homeowners

- *An applicant review board has reviewed many applications for referral for homeownership assistance. We have already assisted 6 families purchase homes and have recorded the success home purchase of an additional 8 families who did not need financial assistance for their purchase.*
- *A partnership with local business people, including the Homebuilders Association, Douglas Realtor Board, local lenders, the school district and Douglas Community development corporation has design a diversified portfolio of homeownership opportunities to be used in the community in coordination with the Council of Governments and mayors and city managers of each community in Douglas County. It is an on-going partnership with long-term plans.*
- *Strategy: Build in a strict educational element. HADCO has established a homebuyer education class in conjunction with Fannie Mae, other lenders and realtors. HADCO is working as the Douglas County education coordinator/trainer for the Homeowner Education Collaborative of Oregon. The curriculum provided is approved by most Oregon lenders and the State of Oregon as appropriate to their funding requirements.*
- *Determine the feasibility of utilizing up to fifteen Section 8 vouchers for homeownership, also, if possible give preference.*
- *The administrative plan has been revised to include utilization of Section 8 vouchers for homeownership. The HIP committee will continue to help design that program.*
- *URCOG, UCDC and DCDC along with the HIP committee are actively pursuing additional resources.*
- *Capital Fund program has targeted funds to complete a comprehensive homeownership program utilizing a contract for a homeownership coordinator.*
- *Capital Fund program has targeted the Mill/Pine area as a potential area for funding homeownership in conjunction with revitalization of the downtown area.*
- *Strategy: Assist other organizations and agencies in developing and providing services and facilities to support good housing choices.*

RAB Information: Member are as follows, Darlene Wolf, Barbara Southwick, and Lynn Earl.

Deconcentration Question: Does the PHA have any general occupancy (family) public housing developments covered by the deconcentration rule? NO – If no this section complete

Organizational Chart:

Attachment:

CAPITAL FUND PROGRAM TABLES START HERE

Annual Statement/Performance and Evaluation Report					
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary					
PHA Name: Housing Authority of Douglas County 902 W Stanton Roseburg, Or 97470		Grant Type and Number Capital Fund Program Grant No: OR16P00350101 Replacement Housing Factor Grant No:		Federal FY of Grant: CFP 2001	
Original Annual Statement Reserve for Disasters/ Emergencies Revised Annual Statement (revision no:) Performance and Evaluation Report for Period Ending: 9/30/2001 Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations	125,000.00			
3	1408 Management Improvments				
4	1410 Administration	37,000.00			
5	1411 Audit	2,000.00			
6	1415 Liquidated Damages				
7	1430 Fees and Costs	4,600.00		5,100.00	152.80
8	1440 Site Acquisition				
9	1450 Site Improvement	22,700.00		12,752.00	11,495.00
10	1460 Dwelling Structures	135,400.00		150,820.00	25,183.38
11	1465.1 Dwelling Equipment—Nonexpendable	9,000.00			
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment	6,800.00		9,000.00	9,034.95
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				

17	1495.1 Relocation Costs	7,500.00		3,730.43	468.00
18	1499 Development Activities				
19	1501 Collateralization or Debt Service				
20	1502 Contingency	20,318.00			
21	Amount of Annual Grant: (sum of lines 2 – 20)	370,318.00		181,402.43	46,334.13
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 compliance	10,000.00			
24	Amount of line 21 Related to Security – Soft Costs				
25	Amount of Line 21 Related to Security – Hard Costs				
26	Amount of line 21 Related to Energy Conservation Measures				

Annual Statement/Performance and Evaluation Report								
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)								
Part II: Supporting Pages								
PHA Name: Housing Authority of Douglas County 902 W Stanton Roseburg, Or 97470			Grant Type and Number Capital Fund Program Grant No: Replacement Housing Factor Grant No:			Federal FY of Grant: 2001		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
HA-Wide	Operations-Community Service & operations	1406		125,000.00				
	Management Imp	1408						
	Administration Payroll	1410		37,000.00				
	Audit	1411		2,000.00				
	Architect & Engineering	1430		4,600.00		5,100.00	152.80	Started
	Relocation	1495.1		7,500.00		3,730.43	468.00	Started
OR003-01	Kitchen Cabinets (2 Bedroom units)	1460	32 Units	42,400.00		95,200.00		
	Window Blinds	1465.1	60 Units	9,000.00				
	Mower	1475		6,800.00		9,000.00	9,034.95	Complete
OR003-05	Water shut offs	1450	8 Units	2,400.00				
	Electrical panels	1460	8 Units	15,000.00				
OR003-06	Water Shut offs	1450	16 Units	4,800.00				
OR003-07	Fencing	1450		2,000.00		1,200.00	1,200.00	Completed
	Sewer Access	1450		5,500.00		2,052.00	995.00	Started
	Drainage	1450		8,000.00		9,500.00	9,300.00	Started
	Window & Patio Replacement	1460	10 Units	48,400.00		48,400.00	18,007.57	Started
	Laminated stove area	1460	34 Units	2,800.00		4,720.00	4,710.89	Completed
	Exterior Lights	1460	34 Units	6,800.00		2,500.00	2,464.92	Completed

OR003-08	Tubs & Surrounds	1460		15 Units	20,000.00				
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Annual Statement/Performance and Evaluation Report							
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)							
Part III: Implementation Schedule							
PHA Name: Housing Authority of Douglas County, OR		Grant Type and Number Capital Fund Program No: OR16P00350101 Replacement Housing Factor No:				Federal FY of Grant: CFP 2001	
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
HA-Wide	3/31/2002	6/30/2002		3/31/2003			
OR003-01	3/31/2002			3/31/2003			
OR003-05	3/31/2002			3/31/2003			
OR003-06	3/31/2002			3/31/2003			
OR003-07	3/31/2002			3/31/2003			
OR003-08	3/31/2002			3/31/2003			

Attachment:

CAPITAL FUND PROGRAM TABLES START HERE

Annual Statement/Performance and Evaluation Report					
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary					
PHA Name: Housing Authority of Douglas County, Or 902 W Stanton Roseburg, Or 97470		Grant Type and Number Capital Fund Program Grant No: OR16P00350100 Replacement Housing Factor Grant No:			Federal FY of Grant: CFP 2000
Original Annual Statement Reserve for Disasters/ Emergencies Revised Annual Statement (revision no: 1)					
Performance and Evaluation Report for Period Ending: 03/31/2002 Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations				
3	1408 Management Improvements				
4	1410 Administration				
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	7,000.00	19,500.00	19,500.00	11,061.37
8	1440 Site Acquisition				
9	1450 Site Improvement		2,258.00	2,258.00	
10	1460 Dwelling Structures	188,720.00	229,359.00	229,359.00	79,311.68
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Nondwelling Structures	136,867.00	110,825.00	110,825.00	94,705.27
13	1475 Nondwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				

17	1495.1 Relocation Costs	10,000.00	1,145.00	1,145.00	1,145.31
18	1499 Development Activities				
19	1501 Collateralization or Debt Service				
20	1502 Contingency	20,500.00			
21	Amount of Annual Grant: (sum of lines 2 – 20)	363,087.00	363,087.00	363,087.00	186,223.63
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 compliance				
24	Amount of line 21 Related to Security – Soft Costs				
25	Amount of Line 21 Related to Security – Hard Costs				
26	Amount of line 21 Related to Energy Conservation Measures				

Annual Statement/Performance and Evaluation Report									
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)									
Part II: Supporting Pages									
PHA Name: Housing Authority of Douglas County 902 W Stanton Roseburg, Or 97470			Grant Type and Number Capital Fund Program Grant No: OR16P00350100 Replacement Housing Factor Grant No:				Federal FY of Grant: CFP 2000		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work	
				Original	Revised	Funds Obligated	Funds Expended		
HA-Wide	Architect & Engineering	1430		7,000.00	19,500.00	19,500.00	11,061.37	Started	
	Remodel Administrative Offices	1470		136,867.00	110,825.00	110,825.00	94,705.27	Started	
	Relocation	1495.1		10,000.00	1,145.00	1,145.00	1,145.31	Started	
	Contingency	1502		20,500.00	0.00				
OR003-01	Replace entry door hardware	1460	60 Units	19,000.00	8,000.00	8,000.00		Started	
	Replace kitchen cabinets in 3 & 4 bdrm	1460	14 Units	30,435.00	61,435.00	61,435.00	61,276.72	Completed	
	Repair Storage unit	1460	1 Unit	15,000.00	0.00				
	Replace storage room entry doors	1460	14 Units	4,285.00	3,000.00	3,000.00		Started	
	Upgrade unit to ADA	1460	1 Unit		34,000.00	34,000.00		Started	
OR003-02	Replace tubs & surrounds	1460	14 Units	35,000.00	62,424.00	62,424.00		Started	
	Replace entry doors & hardware	1460	14 Units	5,000.00	9,000.00	9,000.00		Started	
OR003-04	Landscaping-sand & chips Upgrade all electrical service panels	1450 1460	14 Units	15,000.00	2,000.00 0.00	2,000.00		Started Completed with CIAP 1999 Operational Grant	

OR003-05	Upgrade all electrical service panels	1460		8 Units	15,000.00	0.00			Project complete with CFP 2001 projects
	Upgrade unit to ADA	1460		1 Unit		34,000.00	34,000.00		Started
OR003-08	Replace all exterior doors	1460		15 Units	6,000.00	0.00			
	Replace flooring in family units	1460		6 Units	40,000.00	17,500.00	17,500.00	18,034.96	Completed
	Replace closet doors in family units	1460		6 Units	4,000.00	0.00			Not needed
	Landscaping-sand	1450				258.00	258.00		Started

Annual Statement/Performance and Evaluation Report							
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)							
Part III: Implementation Schedule							
PHA Name:Housing Authority of Douglas County, Or		Grant Type and Number Capital Fund Program No: OR16P00350100 Replacement Housing Factor No:				Federal FY of Grant: CFP 2000	
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
HA-Wide	3/31/2002		3/31/2002	6/30/2002	9/30/2002		
OR003-01	3/31/2002		3/31/2002	6/30/2002	9/30/2002		
OR003-02	3/31/2002		3/31/2002	6/30/2002	9/30/2002		
OR003-04	3/31/2002						Project completed with CIAP 1999 Operation Funds
OR003-05	3/31/2002		3/31/2002	6/30/2002	9/30/2002		
OR003-08	3/31/2002		3/31/2002	6/30/2002	9/30/2002		

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

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

Optional 5-Year Action Plan Tables			
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development
3-01	Roseburg		
Description of Needed Physical Improvements or Management Improvements		Estimated Cost	Planned Start Date (HA Fiscal Year)
Replace Main Breaker Box		60,000	April, 2005
Roofs (2 bedroom)		196,918	April 2007
Replace Storage doors (1bedroom)		4,632	April 2003
Replace Toyota with new lift truck		18,000	April 2005
Patio extensions & covers		60,000	April 2004
Landscaping		20,000	April 2003
Porch handrail / safety rail		30,000	April 2004
Replace Tubs & Surrounds (1 bedroom)		32,400	April 2003
Go to gas instead of electric (dryers & washer)		8,000	April 2006
Total estimated cost over next 5 years		429,950	

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

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

Optional 5-Year Action Plan Tables			
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development
3-02	Reedsport		
Description of Needed Physical Improvements or Management Improvements		Estimated Cost	Planned Start Date (HA Fiscal Year)
Replace Door and locks		3,895	April 2004
Replace Countertops		8,000	April 2003
Replace Storage shed siding		7,900	April 2006
Landscape		10,000	April 2006
Replace interior doors		12,600	April 2005
Replace interior lights		3,500	April 2005
Replace smoke detectors / lithium		680	April 2003
Total estimated cost over next 5 years		46,575	

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

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

Optional 5-Year Action Plan Tables			
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development
3-07	Reedsport		
Description of Needed Physical Improvements or Management Improvements		Estimated Cost	Planned Start Date (HA Fiscal Year)
Elderly Drainage		50,000	April 2006
Elderly Landscape and retaining walls		25,000	April 2006
Elderly Relocate water heaters		48,000	April 2006
Family Replace interior doors		3,000	April 2007
Elderly & Family Replace interior lights/ceiling		14,000	April 2006
Elderly replace flooring / vinyl to carpet		48,000	April 2004
Replace maintenance vehicle		18,000	April 2003
Replace Mower		10,000	April 2003
Shop Addition		50,000	April 2006
Elderly water shut offs		7,200	April 2004
Replace smoke detectors / lithium		680	April 2003
E & F replace heating system		102,000	April 2005
Total estimated cost over next 5 years		375,880	

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

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

Optional 5-Year Action Plan Tables			
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development
3-04	Oakland		
Description of Needed Physical Improvements or Management Improvements		Estimated Cost	Planned Start Date (HA Fiscal Year)
Replace flooring (3 bedrooms)		11,200	April 2004
Landscape / Pavilion		4,000	April 2003
Covered deck for unit 1029		2,000	April 2003
Upgrade lights to fluorescent		800	April 2006
Add bathroom vanities		2,000	April 2004
Total estimated cost over next 5 years		20,000	

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

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

Optional 5-Year Action Plan Tables			
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development
3-05	Riddle		
Description of Needed Physical Improvements or Management Improvements		Estimated Cost	Planned Start Date (HA Fiscal Year)
Upgrade playground build bridge to access the park		3,500	April 2003
Pave driveway and sidewalk		12,000	April 2003
Upgrade lights to fluorescent		800	April 2006
Extend back patios		4,000	April 2004
Landscape and pavilion		5,000	April 2004
Bathroom Vanities		2,400	April 2006
Total estimated cost over next 5 years		27,700	

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

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

Program Annual Statement.

Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
3-06	Winston			
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
Landscape			2,800	April 2005
Enlarge patio areas and cover			16,000	April 2005
Upgrade playground area			2,000	April 2004
Bathroom vanities			4,800	April 2006
Upgrade interior lights to fluorescent			1,600	April 2006
Total estimated cost over next 5 years			26,400	

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

Complete one table for each development in which work is planned in the next 5 PHA fiscal years. Complete a table for any PHA-wide physical or management improvements planned in the next 5 PHA fiscal year. Copy this table as many times as necessary. Note: PHAs need not include informa

<p>tion from Year One of the 5-Year cycle, because this information is included in the Capital Fund Program Annual Statement.</p> <p>Optional 5-Year Action Plan Tables</p>		
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Development Number (or indicate PHA wide)	Development Name	Number Vacant Units	% Vacancies in Development
3-08	Yoncalla		<p>Description of Needed Physical Improvements or Management Improvements</p> <p>Estimated Cost</p> <p>Planned Start Date</p> <p>(HA Fiscal Year)</p> <p>Elderly add off street parking</p> <p>Elderly replace flooring</p> <p>Exterior siding replacement or painting</p> <p>Roof replacement</p> <p>Landscape upgrade</p> <p>Bathroom vanities</p> <p>10,000</p> <p>18,000</p> <p>24,108</p> <p>60,000</p> <p>3,000</p>

4,500
 April 2006
April 2004
April 2003
April 2007
April 2003
April 2003 Total estimated cost over next 5 years 119,608

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

Complete one table for each development in which work is planned in the next 5 PHA fiscal years. Complete a table for any PHA-wide physical or management improvements planned in the next 5 PHA fiscal year. Copy this table as many times as necessary. Note: PHAs need not include informa

<p>tion from Year One of the 5-Year cycle, because this information is included in the Capital Fund Program Annual Statement.</p> <p>Optional 5-Year Action Plan Tables</p>			
Development Number (or indicate PHA wide)	Development Name	Number Vacant Units	% Vacancies in Development
Housing Authority Wide		Admin	<p>Description of Needed Physical Improvements or Management Improvements</p> <p>Estimated Cost</p> <p>Planned Start Date (HA Fiscal Year)</p> <p>Management improvement / Convert Reedsport units study</p>

Upgrade the James Meyer Activity Center

5,000

60,000

April 2003

April 2003 Total estimated cost over next 5 years 65,000

Management Table

See Technical Guidance for instructions on the use of this table,

including information to be provided. Public Housing Asset Management		Development Identification	Activity Description		Name, Number, and Location	Number and Type of units	Capital Fund Program Parts II and I II Component 7a	Development Activities Component 7b Demolition / disposition / Component
18 Designated housing Component 9	Conversion Component 10	Home- ownership Component 11a	Other (describe) Component 17					

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			<p>CAPITAL FUND PROGRAM TABLES START HERE</p> <p>Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary</p>		<p>PHA Name: Housing Authority of Douglas County, OR</p> <p>902 West Stanton Street Ro seburg, OR97470</p> <p>Grant Type and Number Capital Fund Program GrantNo: OR16P00350102 Replacement Housing Factor Grant No: formtext</p>
Federal FY of Grant: CFP 2002		FORMCHECKBOX Original Annual Statement		Line No.	elopment AccountTotal Estimated Cost

Total Actual Cost				Original	RevisedObligated
Expended	1	Total non-CFP Funds			
	2	1406 Operations		23,500	
	3	ment Improvements Soft Costs		,900	
		Management Improvements Hard Costs			
	4	1410 Administration		34,000	
	5	1411 Audit		3,000	
		1415 Liquidated Damages			
	7	1430 Fees and Costs		7,250	
	8	1440 Site Acquisition			
	9	Improvement		00	
	10	1460 Dwelling Structures		204,868	
	11	expendable			
	12	Nondwelling Structures		10,000	
	13	dwelling Equipment			
	14	1485 Demolition			
	15	Reserve			
	16	Demonstration			
	17	1495.1 Relocation Costs		15,000	
	18	1499 Development Activities			
	19	1502 Contingency		23,808	
Amount of line XX Related to Energy Conservation Measures					
				Collateralization Expenses or Debt Service	

										Part II: Supporting Pages
7470	Replacement Housing Factor Grant No: formtext			Name/HA-Wi de Activities	General Description of Major Work Categories		Dev. Acct No.	Quantity	Total Estimated Cost	
Total Actual Cost	Status of Work		3-01 Rosebur g	Replace Smoke Detectors– Lithium & Monoxide			60 units	2,700		
			3-07 Reedsport	F/ Replace Tubs & Surrounds			1460	34 units	30,000	
					F/ Replace Bathroom Fans			1460	34 units1,000	
					3-04 Oakland	Replace Tubs & Surrounds		1460	8 units24,000	
						Replace Kitchen Cabinets, Coutertops, Sinks		1460	8 units32,000	
						Replace Smoke Detectors – Lithium & Monoxide		1460	8 units360	
						Cover deck due to safety		1460	1 unit	
2,868						Upgrade to fluorescent light fixtures			14608 units	
600					3-05 Riddle	Replace tubs & Surrounds			14608 units	
24,000						Replace kitchen cabinets, countertops, & sinks			14608 units	

24,000							Replace smoke detectors – lithium & monoxide		14608 units
360							Upgrade to flourescent light fixtures		14608 units
1,600						3-06 Winston			
- lithium & monoxide 146016 units									
720							Window replacement – upgrade to vinyl		
1460	16 units	45,000							
									Part II: Supporting Pages
7470	Replacement Housing Factor Grant No: formtext			Name/HA-Wide Activities	General Description of Major Work Categories		Dev. Acct No.	Quantity	Total Estimated Cost Total Actual Cost
Status of Work		3-08 Yoncalla	F/ Landscape hillside & burm area		1450	6 units	3,000		
				E/ Add thermal attic vents		1460	9 units	2,000	

					Replace smoke detectors – lithium	1460	15 units	160	
					Install bathroom vanities		1460	15 units	4,500
						F/ off-street parking	1470	6 units	10,000
					Wide	Operations/Community Service Coord	1406		23,500
						Management Improv/Computer Upgrade	1408		12,000
						Management Improv/Boys & Girls Club-community involvement for p/h kids	1408		600
						Management Improv/Executive Director's office furniture	1408		3,000
						Management Improv/Training & Travel for Public Housing		1408	
6,300							Administration		1410
	34,000								

Audit									
1411									
3,000									

A & E					1430		7,250
			Reloca tion Cost		1495.1		15,000
					Contingen cy		1502
26,808							97470
Replacement Housing Factor No: formtext			Name/HA- Wide Activities	(Quarter Ending Date)	(Quarter Ending Date)	Reasons for Revised Target Dates	
Original	Revised	Actual	Original	Revised	Actual		OR333-01
3/31/03			3/31/04				
OR333-02	3/31/03			3/31/04			
OR333-04	3/31/03			3/31/04			
OR333-05	3/31/03			3/31/04			
OR333-06	3/31/03			3/31/04			
	OR333-07	3/31/03			3/31/04		
		OR333-08	3/31/03				

				OR003-HA Wide3/31/03			
	3/31/04						
							Part I: Summary
	PHA Name			formcheckbox	Revision No: formtext		Development Number/Name/HA-Wide
PHA FY:	PHA FY:	PHA FY:		PHA FY:			

						Total CFP Funds (Est.)
					tor Funds	
	Part II: Supporting Pages—Work Activities		Year 1	PHA FY:		