

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

PHA Plans

5 Year Plan for Fiscal Years 2000 - 2004
Annual Plan for Fiscal Year 2000

**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 the City of Eureka

PHA Number: CA025

PHA Fiscal Year Beginning: (01/2000)

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 2000 - 2004
[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.

 x The PHA's mission is: (state mission here)

The mission of the Housing Authority of the City of Eureka is to assist low-income families with safe, decent, and affordable housing opportunities as they strive to achieve self-sufficiency and improve the quality of their lives. The Housing Authority is committed to operating in an efficient, ethical, and professional manner while treating its clients with dignity and respect. The Housing Authority will create and maintain partnerships with its clients and appropriate community agencies in order to accomplish this mission.

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)

HUD Strategic Goal: Increase the availability of decent, safe, and affordable housing.

____ PHA Goal: Expand the supply of assisted housing
Objectives:

- ____ Apply for additional rental vouchers:
- ____ Reduce public housing vacancies:
- ____ Leverage private or other public funds to create additional housing opportunities:
- ____ Acquire or build units or developments
- ____ Other (list below)

____ PHA Goal: Improve the quality of assisted housing
Objectives:

- ____ Improve public housing management: (PHAS score)
- ____ Improve voucher management: (SEMAP score)
- ____ Increase customer satisfaction:

- _____ Concentrate on efforts to improve specific management functions:
(list; e.g., public housing finance; voucher unit inspections)
- _____ Renovate or modernize public housing units:
- _____ Demolish or dispose of obsolete public housing:
- _____ Provide replacement public housing:
- _____ Provide replacement vouchers:
- _____ Other: (list below)

_____ PHA Goal: Increase assisted housing choices

Objectives:

- _____ Provide voucher mobility counseling:
- _____ Conduct outreach efforts to potential voucher landlords
- _____ Increase voucher payment standards
- _____ Implement voucher homeownership program:
- _____ Implement public housing or other homeownership programs:
- _____ Implement public housing site-based waiting lists:
- _____ Convert public housing to vouchers:
- _____ Other: (list below)

HUD Strategic Goal: Improve community quality of life and economic vitality

_____ PHA Goal: Provide an improved living environment

Objectives:

- _____ Implement measures to deconcentrate poverty by bringing higher income public housing households into lower income developments:
- _____ Implement measures to promote income mixing in public housing by assuring access for lower income families into higher income developments:
- _____ Implement public housing security improvements:
- _____ Designate developments or buildings for particular resident groups (elderly, persons with disabilities)
- _____ Other: (list below)

HUD Strategic Goal: Promote self-sufficiency and asset development of families and individuals

_____ PHA Goal: Promote self-sufficiency and asset development of assisted

Objectives:

- _____ Increase the number and percentage of employed persons in assisted

- families:
- _____ Provide or attract supportive services to improve assistance recipients' employability:
- _____ Provide or attract supportive services to increase independence for the elderly or families with disabilities.
- _____ Other: (list below)

HUD Strategic Goal: Ensure Equal Opportunity in Housing for all Americans

- _____ PHA Goal: Ensure equal opportunity and affirmatively further fair housing
- Objectives:
 - _____ Undertake affirmative measures to ensure access to assisted housing regardless of race, color, religion national origin, sex, familial status, and disability:
 - _____ Undertake affirmative measures to provide a suitable living environment for families living in assisted housing, regardless of race, color, religion national origin, sex, familial status, and disability:
 - _____ Undertake affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required:
 - _____ Other: (list below)

Other PHA Goals and Objectives: (list below)

Goal One: Manage the Housing Authority of the City of Eureka in a manner that results in full compliance with applicable statutes and regulations as defined by program audit findings.

Objectives:

1. By December 31, 2001, the Housing Authority of the City of Eureka shall have a waiting list of sufficient size so we can fill our public housing units within 20 days of them becoming vacant.
2. The Housing Authority of the City of Eureka shall promote a motivating work environment with a capable and efficient team of employees to operate as a customer-friendly and fiscally prudent leader in the affordable housing industry.

Goal Two: Enhance the marketability of the Housing Authority of the City of Eureka's public housing units.

Objectives:

1. The Housing Authority of the City of Eureka shall achieve a level of customer satisfaction that gives the agency the highest score possible in this element of the Public Housing Assessment System.

2. The Housing Authority of the City of Eureka shall achieve proper curb appeal for its public housing developments by improving its landscaping, keeping its grass cut, making the properties litter-free and other actions by December 31, 2001.

Goal Three: Improve resident and community perception of safety and security in the Housing Authority of the City of Eureka's public housing developments.

Objectives:

1. The Housing Authority of the City of Eureka shall reduce crime in its developments so that the crime rate is less than their surrounding neighborhood by December 31, 2004.

Goal Four: Expand the range and quality of housing choices available to participants in the Housing Authority of the City of Eureka's tenant-based assistance program.

Objectives:

1. The Housing Authority of the City of Eureka shall implement an aggressive outreach program to attract at least 10 new landlords to participate in its program by December 31, 2004.

Goal Five: Maintain the Housing Authority of the City of Eureka's real estate in a decent condition.

Objectives:

1. The Housing Authority of the City of Eureka shall create an appealing, up-to-date environment in its developments by December 31, 2004, providing that Congress & HUD provide 100% of the funds required.

Goal Six: The Housing Authority of the City of Eureka shall ensure equal treatment of all applicants, residents, tenant-based participants, employees, and vendors.

Objectives:

1. The Housing Authority of the City of Eureka shall mix its public housing development populations ethnically, racially, and income wise as much as possible.

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

Objectives:

1. The Housing Authority of the City of Eureka shall operate so that income exceeds expenses every year.

Goal Eight: Enhance the image of public housing in our community.

Objectives:

1. The Housing Authority of the City of Eureka shall implement an outreach program to inform the community of what good managers of the public's dollars the Housing Authority is by December 31, 2001.

Goal Nine: Improve access of public housing residents to services that support economic opportunity and quality of life.

Objectives:

1. The Housing Authority of the City of Eureka will implement 5 new partnerships in order to enhance services to our residents by December 31, 2004.

Annual PHA Plan
PHA Fiscal Year 2000
[24 CFR Part 903.7]

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**

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.

The Housing Authority of the City of Eureka has prepared this Agency Plan in compliance with Section 511 of the Quality Housing and Work Responsibility Act of 1998 (QHWRA) and the ensuing HUD requirements.

It should be noted, however, that the Housing Authority of the City of Eureka has, for many years, participated in a process of annual goal setting and performance review, and has maintained "High Performer" status for the past seven years. The needs of the community are being addressed due to a number of programs outside of the Public Housing and Section 8 Tenant Based programs. Additional affordable housing has been constructed and administered by the Housing Authority through such financing techniques as mortgage revenue bonds, state housing finance, and tax credits. Additionally, home ownership has been part of the Housing Authority's goals since 1978 through mortgage revenue bond financing and Mortgage Credit Certificates. The Public Housing and Section 8 Tenant Based Programs are only part of the Housing Authority of the City of Eureka's portfolio. In light of this, the Board of Commissioners decided to concentrate its goal setting on bringing the agency's HUD funded programs into compliance with the requirements of the QHWRA. Following is our Mission Statement and Goals and Objectives for the next five years:

Goal One: Manage the Housing Authority of the City of Eureka in a manner that results in full compliance with applicable statutes and regulations as defined by program audit findings.

Objectives:

1. By December 31, 2001, the Housing Authority of the City of Eureka shall

have a waiting list of sufficient size so we can fill our public housing units within 20 days of them becoming vacant.

2. The Housing Authority of the City of Eureka shall promote a motivating work environment with a capable and efficient team of employees to operate as a customer-friendly and fiscally prudent leader in the affordable housing industry.

Goal Two: Enhance the marketability of the Housing Authority of the City of Eureka's public housing units.

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Goal Six: The Housing Authority of the City of Eureka shall ensure equal treatment of all applicants, residents, tenant-based participants, employees, and vendors.

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1. The Housing Authority of the City of Eureka shall mix its public housing development populations ethnically, racially, and income wise as much as possible.

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

Objectives:

1. The Housing Authority of the City of Eureka shall operate so that income exceeds expenses every year.

Goal Eight: Enhance the image of public housing in our community.

Objectives:

1. The Housing Authority of the City of Eureka shall implement an outreach program to inform the community of what good managers of the public's dollars the Housing Authority is by December 31, 2001.

Goal Nine: Improve access of public housing residents to services that support economic opportunity and quality of life.

Objectives:

1. The Housing Authority of the City of Eureka will implement 5 new partnerships in order to enhance services to our residents by December 31, 2004.

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 2000 Capital Fund Program 5 Year Action Plan
- ☒ Public Housing Drug Elimination Program (PHDEP) Plan

- x_____ Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text)
- _____ Other (List below, providing each attachment name)

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
	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. *SEE BELOW	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
	Public Housing Deconcentration and Income Mixing Documentation:	Annual Plan: Eligibility, Selection, and Admissions

Applicable & On Display	Supporting Document	Applicable Plan Component
	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 18. Documentation of the required deconcentration and income mixing analysis *SEE BELOW	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
n/a	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
n/a	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
n/a	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
n/a	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
n/a	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
n/a	Approved or submitted assessments of reasonable	Annual Plan: Conversion

Applicable & On Display	Supporting Document	Applicable Plan Component
	revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act	of Public Housing
n/a	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
n/a	Policies governing any Section 8 Homeownership program check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
n/a	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
n/a	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
n/a	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
X	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
n/a	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
X	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)
X X	Organizational Chart Resident Advisory Committee Comments *Awaiting further clarification & instructions from HUD	

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

Housing Needs of Families in the Jurisdiction by Family Type

Family Type	OVERALL	Afford-ability	Supply	Quality	Access-ibility	2. Size	Loca-tion
Income <= 30% of AMI	1946	5	5	3	3	3	3
Income >30% but <=50% of AMI	3244	5	4	3	3	3	3
Income >50% but <80% of AMI	2757	5	4	3	3	3	3
Elderly	2842	4	3	4	3	n/a	n/a
Families with Disabilities	1490	4	3	4	3	n/a	n/a
Race/Ethnicity	n/a	n/a	n/a	n/a	n/a	5	n/a
Race/Ethnicity	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Race/Ethnicity	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Race/Ethnicity	n/a	n/a	n/a	n/a	n/a	n/a	n/a

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: 1990-2000

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

☐ American Housing Survey data

Indicate year: _____

☐ Other housing market study

Indicate year: _____

☐ Other sources: (list and indicate year of information)

A. 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) <input checked="" type="checkbox"/> Section 8 tenant-based assistance <input type="checkbox"/> Public Housing <input type="checkbox"/> Combined Section 8 and Public Housing <input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional) If used, identify which development/subjurisdiction:

	# of families	% of total families	Annual Turnover
Waiting list total	416		
Extremely low income <=30% AMI	247	59	
Very low income (>30% but <=50% AMI)	147	35	
Low income (>50% but <80% AMI)	22	5.3	
Families with children	190	42.3	
Elderly families	176	6.25	
Families with Disabilities	49	12.5	
Race/ethnicity	52	12.5	
Race/ethnicity	26	6.25	
Race/ethnicity	23	5.5	
Race/ethnicity	24	5.7	
Characteristics by Bedroom Size (Public Housing Only)			
1BR	173	59	
2 BR	88	30	
3 BR	18	6.2	
4 BR	11	3.7	
5 BR	0	0	
5+ BR	0	0	
<p>Is the waiting list closed (select one)? <u>No</u> Yes</p> <p>If yes:</p> <p>B. How long has it been closed (# of months)?</p> <p>Does the PHA expect to reopen the list in the PHA Plan year? No Yes</p> <p>Does the PHA permit specific categories of families onto the waiting list, even if generally closed? No Yes</p>			

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)

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
- _x_ 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
- _x_ Other: (list below)
- Elderly & handicapped taken before other single applicants.

B. 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
- _x_ Other: (list below)

Elderly & handicapped taken before other single applicants.

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)

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)

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
- ☐ Other: (list below)

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

**Financial Resources:
Planned Sources and Uses**

Sources	Planned \$	Planned Uses
1. Federal Grants (FY 2000 grants)		
a) Public Housing Operating Fund	23,700	
b) Public Housing Capital Fund(CIAP)	262,000	
c) HOPE VI Revitalization	n/a	
d) HOPE VI Demolition	n/a	
e) Annual Contributions for Section 8 Tenant-Based Assistance	2,946,088	
f) Public Housing Drug Elimination Program (including any	118,770	

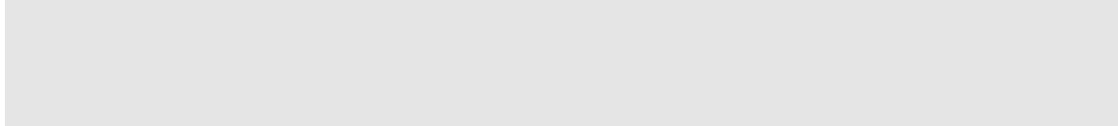
Sources	Planned \$	Planned Uses
Technical Assistance funds)		
g) Resident Opportunity and Self-Sufficiency Grants	n/a	
h) Community Development Block Grant	n/a	
i) HOME	n/a	
Other Federal Grants (list below)		
2. Prior Year Federal Grants (unobligated funds only) (list below)		
3. Public Housing Dwelling Rental Income	482,784	
4. Other income (list below)		
Investment Income	6,720	
4. Non-federal sources (list below)		
Total resources	353,472	

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)

☒ When families are within a certain time of being offered a unit: 3 months

_____ 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)

a. Preferences

- x1. ☐ 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**)

1. 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.

- ☐ 1 Date and Time

Former Federal preferences:

- ☐ 1 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)
- Xb. ☐ 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)

(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:

Only in cases where the applicant can show they have truly attempted to find a suitable unit and have had no luck. This action requires a hearing and evidence must be shown by the applicant.

(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)

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

- __1__ 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
__1__ Veterans and veterans' families
__1__ 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)

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

- __1__ 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
__x__ 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
__x__ 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)

- a. 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.

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:

a. 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)
None

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)
Any time there is a change in family composition.

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)

(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	
the PHA does not operate		
any of the programs listed below.)		

Program Name	Units or Families Served at Year Beginning	Expected Turnover
Public Housing		
Section 8 Vouchers		
Section 8 Certificates		
Section 8 Mod Rehab		
Special Purpose Section 8 Certificates/Vouchers (list individually)		
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.

(1) Public Housing Maintenance and Management: (list below)

(2) Section 8 Management: (list below)

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 (state name)

-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 (state name)

-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: <input type="checkbox"/> Demolition <input type="checkbox"/> Disposition
3. Application status (select one) <input type="checkbox"/> Approved <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application
4. Date application approved, submitted, or planned for submission: <u>(DD/MM/YY)</u>
5. Number of units affected: Coverage of action (select one) <input type="checkbox"/> Part of the development <input type="checkbox"/> 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.

<u>Designation of Public Housing Activity Description</u>
1a. Development name: 1b. Development (project) number:
2. Designation type: <u>Occupancy by only the elderly</u> <u>Occupancy by families with disabilities</u> <u>Occupancy by only elderly families and families with disabilities</u>
3. Application status (select one) <u>Approved; included in the PHA's Designation Plan</u> <u>Submitted, pending approval</u> <u>Planned application</u>
4. Date this designation approved, submitted, or planned for submission: (DD/MM/YY)
5. If approved, will this designation constitute a (select one) <u>New Designation Plan</u> <u>Revision of a previously-approved Designation Plan?</u>
1. Number of units affected: 7. Coverage of action (select one) <u>Part of the development</u> <u>Total development</u>

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 x 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 x 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 x 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:

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? DD/MM/YY

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)

(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		
Section 8		

--	--	--

- 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)

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)

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)

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)

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?
2. 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. x 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)

x Provided below:

**Locally Derived Definition of "Substantial Deviation" and
"Significant Amendment or Modification"**

Substantial deviations or significant amendments or modifications are defined as discretionary changes in the plans or policies of the housing authority that fundamentally change the mission, goals, objectives, or plans of the agency and which require formal approval of the Board of Commissioners.

Resident Advisory Committee Meeting Minutes

July 22, 1999 - Meeting #1

Present:

Lyndah Liebes - Public Housing client - CA 25-4
Cynthia Clark - Section 8 client - Fortuna
Pamela Hassen - Section 8 client - McKinleyville
Richard Muse - Public Housing client - CA 25-2
Thomas Killion - Public Housing client - CA 25-1

Staff Present:

Robert Morelli
Coreen Holm

The Resident Committee Members were given copies of the proposed agency plan.

Mr. Morelli explained:

- The Quality Housing and Work Responsibility Act (QWRA);
- the resident advisory committee is to give input to the Housing Authority on the resident perspective to help make the Housing Authority more effective in helping clients;
- one resident committee meeting a week will be scheduled;
- a public hearing on the agency plan will be held on September 13th for the County Housing Authority and September 21st for the City Housing Authority;
- the areas of the plan where there is discretion is where resident feedback will have the most impact although the resident committee will review the whole plan.

The Mission Statement and Goals and Objectives for both Housing Authorities were read:

The Mission Statement of the Housing Authority of the City of Eureka is:

The mission of the Housing Authority of the City of Eureka is to assist low-income families with safe, decent, and affordable housing opportunities as they strive to achieve self-sufficiency and improve the quality of their lives. The Housing Authority is committed to operating in an efficient, ethical, and professional manner. The Housing Authority will create and maintain partnerships with its clients and appropriate community agencies in order to accomplish this mission.

Goal One: Manage the Housing Authority of the City of Eureka in a manner that results in full compliance with applicable statutes and regulations as defined by program audit

findings.

Objectives

1. 1. By December 31, 2001, the Housing Authority of the City of Eureka shall have a waiting list of sufficient size so we can fill our public housing units within 20 days of them becoming vacant.
2. The Housing Authority of the City of Eureka shall promote a motivating work environment with a capable and efficient team of employees to operate as a customer-friendly and fiscally prudent leader in the affordable housing industry.

Goal Two: Enhance the marketability of the Housing Authority of the City of Eureka's public housing units.

Objectives:

1. The Housing Authority of the City of Eureka shall achieve a level of customer satisfaction that gives the agency the highest score possible in this element of the Public Housing Assessment System.
2. The Housing Authority of the City of Eureka shall achieve proper curb appeal for its public housing developments by improving its landscaping, keeping its grass cut, making the properties litter-free and other actions by December 31, 2001.

Goal Three: Improve resident and community perception of safety and security in the Housing Authority of the City of Eureka's public housing developments.

Objectives

1. The Housing Authority of the City of Eureka shall reduce crime in its developments so that the crime rate is less than their surrounding neighborhood by December 31, 2004.

Goal Four: Expand the range and quality of housing choices available to participants in the Housing Authority of the City of Eureka's tenant-based assistance program.

Objectives

1. The Housing Authority of the City of Eureka shall implement an aggressive outreach program to attract at least 10 new landlords to participate in its program by December 31, 2004.

Goal Five: Maintain the Housing Authority of the City of Eureka's real estate in a decent condition.

Objectives

1. The Housing Authority of the City of Eureka shall create an appealing, up-to-date environment in its developments by December 31, 2004, providing that Congress & HUD provide 100% of the funds required.

Goal Six: The Housing Authority of the City of Eureka shall ensure equal treatment of all applicants, residents, tenant-based participants, employees, and vendors.

Objectives:

1. The Housing Authority of the City of Eureka shall mix its public housing development populations ethnically, racially, and income wise as much as possible.

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

Objectives:

2. The Housing Authority of the City of Eureka shall operate so that income exceeds expenses every year.

Goal Eight: Enhance the image of public housing in our community.

Objectives:

1. The Housing Authority of the City of Eureka shall implement an outreach program to inform the community of what good managers of the public's dollars the Housing Authority is by December 31, 2001.

Goal Nine: Improve access of public housing residents to services that support economic opportunity and quality of life.

Objectives:

3. The Housing Authority of the City of Eureka will implement 5 new partnerships in order to enhance services to our residents by December 31, 2004.

MISSION STATEMENT

The mission of the Housing Authority of the County of Humboldt is to assist low-income families with safe, decent, and affordable housing opportunities as they strive to achieve self-sufficiency and improve the quality of their lives. The Housing Authority is committed to operating in an efficient, ethical, and professional manner. The Housing Authority will create and maintain partnerships with its clients and appropriate community agencies in order to accomplish this mission.

FIVE-YEAR GOALS

Goal One: Manage the Housing Authority of the County of Humboldt in a manner that results in full compliance with applicable statutes and regulations.

Objectives:

1. HUD shall recognize the Housing Authority of the County of Humboldt as a high performer by December 31, 2004.
4. Ensure full compliance with all applicable standards and regulations including government generally accepted accounting practices.
3. The Housing Authority of the County of Humboldt shall operate so that income exceeds expenses every year.

Goal Two: Expand the range and quality of housing choices available to participants in the Housing Authority of the County of Humboldt's tenant-based assistance program.

Objectives:

5. The Housing Authority of the County of Humboldt shall implement an aggressive outreach program to attract at least 10 new landlords to participate in its program by December 31, 2004.
6. Apply for grant opportunities made available by the U. S. Department of Housing & Urban Development over the course of the next five years.

Goal Three: The Housing Authority of the County of Humboldt shall ensure equal treatment of all applicants, residents, tenant-based participants, employees, and vendors.

Objectives:

1. The Housing Authority of the County of Humboldt shall mix its public housing development populations ethnically, racially, and income wise as much as possible.

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

Objectives

7. The Housing Authority of the County of Humboldt shall operate so that income exceeds expenses every year.

Goal Five: Enhance the image of public housing in our community.

Objectives:

1. The Housing Authority of the County of Humboldt shall implement an outreach program to inform the community of what good managers of the public housing dollars the Housing Authority is by December 31, 2001.

Goal Six: Improve access of tenant based participants to services that support economic opportunity and quality of life.

Objectives:

1. The Housing Authority of the County of Humboldt will implement 5 new partnerships in order to enhance services to our residents by December 31, 2004.

Five-Year Action Plan for Capital Improvements of Public Housing developments - Mr. Morelli explained the proposed capital improvements and asked for input from the committee members and explained the time line for the proposed improvements.

-Thomas Killion stated that he would like to see ventilation, other than a window, put in the bathrooms in the CAL 25-1 development.

-Mr. Morelli discussed a change that Lyndah Liebes had suggested about putting more roll-in showers/bathtub units in the handicap accessible apartments.

Community Service & Self Sufficiency - the section was discussed and Mr. Morelli asked the Committee members to make suggestions about other ideas.

Suggestions by the committee:

-working with Habitat for Humanity

-providing community outreach for victims of domestic violence, with temporary restraining

- order forms available
- provide a listing of services available in the community;
- provide brochures about subjects of interest to clients.

Admissions and Continued Occupancy Policy - Mr. Morelli explained that the section dealing with Preferences was an area the agency will set and read the proposed preferences-

The Housing Authority of the City of Eureka will select families based on the following preferences within each bedroom size category:

- A. Veterans - (required by State law)
- B. Families that reside or work within Humboldt county at the time of their application
- C. Families displaced as a result of a disaster (the disaster can be either a nationally declared one or one caused by local circumstances i.e. fire.)

All preferences either singularly or in combination shall be treated equally.

The date and time of application will be noted and utilized to determine the sequence within the above prescribed preferences.

Notwithstanding the above, families who are elderly, disabled, or displaced will be offered housing before other single persons. (mandated)

Accessible Units: Accessible units will be first offered to families who may benefit from the accessible features. Applicants for these units will be selected utilizing the same preference system as outlined above. If there are no applicants who would benefit from the accessible features, the units will be offered to other applicants in the order that their names come to the top of the waiting list. Such applicants, however, must sign a release form stating they will accept a transfer (at their own expense) if, at a future time, a family requiring an accessible feature applies. Any family required to transfer will be given a 30-day notice.

Suggestions:

- preference for victims of domestic violence.

Section 15.00 Recertifications

The sections dealing with flat rents and formula rents were highlighted and discussed -

15.3 FLAT RENTS IN PUBLIC HOUSING:

The annual letter to flat rent payers regarding the reexamination process will state the following:

- A. Each year at the time of the annual reexamination, the family has the option of selecting a flat rent amount in lieu of completing the reexamination process and having their rent based on the formula amount.
- B. The amount of the flat rent will be determined by a market analysis.

- C. A fact sheet about formula rents that explains the types of income counted, the most common types of income excluded, and the categories allowances that can be deducted from income.
- D. Families who opt for the flat rent will be required to go through the income reexamination process every three years, rather than the annual review they otherwise would undergo.
- E. Families who opt for the flat rent may request to have a reexamination and return to the formula-based method at any time for any of the following reasons:
 - 1. The family's income has decreased.
 - 2. The family's circumstances have changed increasing their expenses for child care, medical care, etc.
 - 3. Other circumstances creating a hardship on the family such that the formula method would be more financially feasible for the family.
- F. The dates upon which the Housing Authority of the City of Eureka expects to review the amount of the flat rent, the approximate rent increase the family could expect, and the approximate date upon which a future rent increase could become effective.
- G. The name and phone number of an individual to call to get additional information or counseling concerning flat rents.
- H. A certification for the family to sign accepting or declining the flat rent.

Each year prior to their anniversary date, Housing Authority of the City of Eureka will send a reexamination letter to the family offering the choice between a flat or a formula rent. The opportunity to select the flat rent is available only at this time. At the appointment, the Housing Authority of the City of Eureka may assist the family in identifying the rent method that would be most advantageous for the family. If the family wishes to select the flat rent method without meeting with the Housing Authority of the City of Eureka representative, they may make the selection on the form and return the form to the Housing Authority of the City of Eureka. In such case, the Housing Authority of the City of Eureka will cancel the appointment.

15.4 THE FORMULA METHOD OF RENTS PAID BY RESIDENTS RESIDING IN THE PUBLIC HOUSING PROGRAM

During the interview, the family will provide all information regarding income, assets, expenses, and other information necessary to determine the family's share of rent. The family will sign the HUD consent form and other consent forms that later will be mailed to the sources that will verify the family circumstances.

Upon receipt of verification, the Housing Authority of the City of Eureka will determine the family's annual income and will calculate their rent as follows.

The total tenant payment is equal to the highest of:

- A. 10% of monthly income;
- B. 30% of adjusted monthly income; or

The family will pay the greater of the total tenant payment or the minimum rent of \$50.

There was discussion about the flat rent and formula method rent.
-no suggestions were made

The meeting was adjourned.

The next meeting was set for July 29, 1999, at 5:00 p.m.

Resident Advisory Committee Meeting Minutes

July 29, 1999 - Meeting #2

Present:

Cynthia Clark - Section 8 client - Fortuna
Karyn Clark - Section 8 client - Eureka
Richard Muse - Public Housing client, CA 25-2
Thomas Killion - Public Housing client, CA 25-1

Staff Present:

Robert Morelli
Coreen Holm

Mr. Morelli gave a recap of the previous meeting and asked if there were any additions, subtractions, or suggested changes.

Karyn Clark suggested that objective 2 of Goal two could give the residents the opportunity to do the landscaping at the public housing sites and offer them a discount on the rent for the work done. The result could be less damage to area as the tenants will be involved in the upkeep and save the agency money.

Thomas Killion suggested the Mission statement be altered to read:

The mission of the Housing Authority of the City of Eureka is to assist low-income families with safe, decent, and affordable housing opportunities as they strive to achieve self-sufficiency and improve the quality of their lives. The Housing Authority is committed to operating in an efficient, ethical, professional manner and treating all clients with dignity and respect. The Housing Authority will create and maintain partnerships with its clients and appropriate community agencies in order to accomplish this mission.

Karyn Clark suggested a program that would have children of residents pick up trash on a daily basis and reward them on the week-end with an ice cream party (block party).

-Needs Assessment - additions to this section of the agency plan were handed out to the Committee members. Mr. Morelli reported that the rent determination section is being put together by an outside contractor.

-Capitol Improvements - suggestions included:

- changing the bathtub enclosures to roll-in showers in handicapped units
- have non-smoking units
- install secure or gang mail boxes in the public housing developments

-Community Service & Self Sufficiency - suggestions included adding:
-Humboldt Access Project
-Mentoring Programs through Humboldt State University and College of the Redwoods

-Safety & Crime Prevention - Mr. Morelli pointed out that crime in the public housing developments is lower than in surrounding neighborhoods, and a part of a drug elimination grant the agency is receiving includes \$10,000 for surveillance cameras. Suggestion made:
-have the RIC committee send flyers to section 8 clients telling them if they have a problem with landlord or neighborhood to contact committee.

-Preferences - Mr. Morelli explained that the preferences section is a place the local agency has full discretion. The proposed preferences were discussed:

- A. Veterans
- B. Families that reside or work within Humboldt County at the time of their application
- C. Families displaced as a result of a disaster (the disaster can be either a nationally declared one or one caused by local circumstances i.e. fire.)

All preferences either singularly or in combination shall be treated equally.

The date and time of application will be noted and utilized to determine the sequence within the above prescribed preferences.

Notwithstanding the above, families who are elderly, disabled, or displaced will be offered housing before other single persons.

Accessible Units: Accessible units will be first offered to families who may benefit from the accessible features. Applicants for these units will be selected utilizing the same preference system as outlined above. If there are no applicants who would benefit from the accessible features, the units will be offered to other applicants in the order that their names come to the top of the waiting list. Such applicants, however, must sign a release form stating they will accept a transfer (at their own expense) if, at a future time, a family requiring an accessible feature applies. Any family required to transfer will be given a 30-day notice.

-Regarding victims of domestic violence, it was determined that the system has been manipulated and if a preference is decided upon it should state that victims of domestic violence who have been referred by another social services agency, not only by shelter letters.

-Re-examination - Mr. Morelli explained the difference between the Flat Rent program and the Formula Rent Method.

-Pet Policy - Suggestions included:
-must have enclosed yard

- size limit of pet
- check with city about leash law
- provide proof of shots, spay or neuter
- increase pet deposit to \$150 - except for elderly and disabled clients
- limit type of pets
- approval of pet by management

The next meeting was scheduled for August 12.

Resident Advisory Committee Meeting Minutes

August 12, 1999 - Meeting #3

Present:

Lyndah Liebes - Public Housing client - CA 25-4
 Karyn Clark - Section 8 client - Eureka
 Richard Muse - Public Housing client - CA 25-2
 Thomas Killion - Public Housing client, CA 25-1

Staff Present:

Robert Morelli
 Coreen Holm

The Needs Assessment section of the agency plan and the revised Mission Statement for the Housing Authority of the County of Humboldt was given to the Committee members to add to their agency plan binders.

Mr. Morelli reported that a notice from HUD had been received stating that the agency plan was to be submitted to them in a different form. They now have a template they want completed and the agency plan will be placed in the required form after adoption.

There was discussion of the previous meeting subjects -

pet policy suggestions:

- dogs only allowed in units with enclosed backyards
- set size and breed limitations for dogs
- set certain areas in the public housing developments only for dogs
- allow payment of larger pet deposits over a period of time (still feel \$150 is not too high)
- at yearly recertification time animal license and vaccination proof must be provided
- the pet policy will be written when HUD guidelines are received.

admission preference suggestions:

- require referral for battered persons from a social services department, not just a shelter, showing battered person is in a valid attempt to stay away from batterer

-veteran preference is highly desirable

additional suggestions:

- have the wording in the Section 8 policy and Public Housing policy regarding the preferences, minimum rents, rent calculations, and other provisions that are similar the same so as not to confuse the client or staff.
- pursue the possibility of organizing a support group for Section 8 clients for the purpose of sharing program problems, how to deal with poor landlords, and client responsibilities.

Future meetings were discussed and it was decided that there were no further issues for discussion, however, anyone who thought of additional comments could submit them to staff for consideration by the Board of commissioners. It was decided that this would be the last formal meeting of the Resident Advisory Group for the 1999 plan.

Date: September 23, 1999

To: Board of Commissioners

From: Executive Director

Subject: Recommended Changes to the Agency Plan by the Resident Advisory Committee

On September 22, 1999, the Resident Advisory Committee met to review the Agency Plans for the City of Eureka and County of Humboldt Housing Authorities along with the comments and suggestions made at the two public hearings. As a result, the Committee wishes to recommend the following changes be made to the Agency Plans.

County of Humboldt

Administrative Plan (Section 8 program):

Section 7.2 third paragraph - Replace the entire paragraph with wording that requires the tenant to give notice to terminate the lease in accordance with California State Law.

Section 11.5 B - Set the minimum rent at \$0 so as not to put a burden on the tenant to prove a hardship exemption. This would also save administrative costs.

Section 12. 3 - Add wording that would set forth a reference to State of California habitability standards in addition to HUD standards.

City of Eureka

Section 8 Administrative Plan:

To make the plans of both Housing Authorities consistent, it was recommended that the changes to the Section 8 Administrative Plan for the County of Humboldt also be made for the City of Eureka Housing

Authority.

Admissions and Continued Occupancy Policy for Public Housing:

Section 9.6, 9.7 - Removal from the Waiting List - The Resident Advisory Committee felt it was a good idea to attempt a contact for those persons on the waiting list by telephone in addition to the attempt made by mail.

Section 13.3 - Minimum Rent - The committee was somewhat divided on this issue. It appreciated staff's position of charging something for rent at the public housing development since the only real income for the operations is derived from the tenant rents received. However, this section does allow for a hardship exception which would suspend the minimum rent until the hardship no longer exists. Does the effort and administrative cost to determine the hardship outweigh the loss in a \$50 a month rent? It was determined that a \$50 a month rent was certainly reasonable and the tenant can claim a hardship which, upon proof, can suspend the minimum rent. Therefore, it was recommended that the Commission of the Eureka Housing Authority keep the minimum rent for the Public Housing program.

Late charges Section 13.7 - The Resident Advisory Committee recommends the elimination of late charges since in the public hearings, it was pointed out that under California State law, these charges cannot be upheld. However, a service fee of \$10 for bad checks is recommended.

Section 17.0 - Inspections - The Committee felt that language should be added to limit the inspection to the purpose for which it was identified in the notice. This would protect the resident from a warrantless search.

No other recommended changes were suggested for the Agency Plans. However, the Boards of Commissioners are reminded that other recommendations were made by the Resident Advisory Committee and are contained within the minutes of their meetings.

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)

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: City of Eureka

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)

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

Public Housing Drug Elimination Program (PHDEP) Plan

The underground drug industry is fairly large in Humboldt County with marijuana, cocaine, heroin, and methamphetamine representing the primary drug traffic in our area. In 1994, 168 drug related deportations occurred primarily in the City of Eureka for drug trafficking and related offenses. Due to the unavailability of the Border Patrol in our area, the Humboldt County Drug Task Force still deals with the same criminal element, since many of the previous deportees have returned and are active in the drug trade.

Eureka's crime rate for violent crime has been consistently higher than the national average for a city its size. In 1993, according to statistics obtained from the U. S. department of Justice, Federal Uniform Crime Reports, Eureka's overall per capita crime rate was 112% above the national average. In 1995, the rate was .298% of the national average. Of special significance to our community was the citation of increased ethnic tension and the emergence of violent gang activities not previously identified in Eureka.

Increased violence, whether domestic violence, child abuse, violent robbery and murder are all closely related to cocaine, speed, crack, and other drug use in the area. A recent study estimated the social cost of drug use in Humboldt County to be \$23,200,00. These costs are rising inasmuch as this estimate is based on the 1990 census and a recent U.S. Department of Health and Human Services national study.

During the past five years, the Eureka Housing Authority has been directly involved with a myriad of community groups, including City Schools and local law enforcement, in an attempt to address the growing concern over the growing presence of youth gangs. As is evident in many smaller communities, Eureka has youth gangs that have some allegiance to well known national groups, such as the Bloods and Crips. Also a number of Hispanic, Native American, and Asian gangs exist in and around the general vicinity of the Housing Authority sites.

The number of gang-related incidents in and in close proximity to the Eureka Housing Authority sites has risen. Teens have been attacked in what can be traced to gang related activity. There have been reports to police of firearms brandished and threatened use. At least two recent incidents involving suspected gang members resulted in the seizure of guns and in arrests on Housing Authority sites. In 1994, a young adult was arrested and convicted for shooting a rival gang member on Eureka Housing Authority property.

Since 1995, there have been numerous gang and drug related incidents within the immediate vicinity of the Housing Authority sites. For example, in April 1997, there was a walk-by

shooting directly into a Housing Authority unit, occupied at the time by a young single mother and child. Unfortunately, no arrest has been made in that case. Based on a police investigation the likely cause of the shooting is a possible drug buy that went bad. During the same month, a youth fight took place in the street next to the Housing Authority's office, during office hours. It involved gang affiliated female teens using sticks and a Bat on a rival individual female. This resulted in the eviction of the family of one of the perpetrators and a police investigation.

In the Fall of 1997, an eighteen year old male, who was involved in the transportation of cocaine from the San Francisco Bay Area to Eureka, was shot and killed outside of a neighborhood video store, one block from the Housing Authority site. One Hispanic individual has been arrested for the murder and a relative of the accused is being sought by the Eureka Police Department for prosecution in the same case.

OBJECTIVE CRIME DATA

In 1993, the City of Eureka adopted the practice of Community Policing. Unfortunately, due to budgetary constraints, several part time positions are proposed for elimination in the Police Department's Fiscal Year 1998 budget. This has prevented the retention and or hiring of staff directly involved in implementing the community policing philosophy. The Eureka Police Department did receive a Federal Grant in 1994 to implement more Community Oriented Policing. This program includes the targeted Housing Authority sites. This grant was awarded by the U.S. Justice Department in recognition of the severity of the problem. The grant's operational plan focused on a number of collaborative approaches to restore neighborhood health in the City.

Statistically, Eureka Police Department records show that all of the Eureka Housing Authority sites fall within the identified crime area targeted by the Police Department's Community Policing effort. According to Captain Dave Douglas, Eureka's Community Policing Coordinator, statistical data indicates that a significant number of Eureka's drug trafficking and drug related crime occurs within the Eureka Housing Authority sites and a four block radius of its boundaries. According to Housing Authority management, the majority of evictions (estimated at 90%) that have occurred this past year can be traced to substance abuse. Substance abuse results in behavioral problems and non-payment of rent. Often these behavioral problems lead to tenant complaints and ultimately, the Housing Authority finds that lease violations have occurred. The end result is eviction.

The Housing Authority of the City of Eureka has contacted the City of Eureka Police Department for assistance with the security and crime problems on and around Housing Authority developments.

The Housing Authority of the City of Eureka is not able to explain the nature and extent of the local drug and criminal activities because of limited staff resources and lack of training and knowledge in the security and crime prevention area. As a result, the Housing Authority is unable to develop and implement an action plan to address the problems.

The problems with security and crime are present in our developments as well as the surrounding neighborhoods. This negative environment is not only dangerous to the well being

of residents but is affecting the overall management stability of our Housing Authority. Unit vacancies are increasing because residents and potential occupants find the crime ridden living environment unsatisfactory. PHDEP technical assistance is urgently needed to determine the course of action to be taken to reduce/eliminate security and crime problems and as a result improve its overall management and fiscal stability.

3.0 GOALS AND OBJECTIVES

We have the following goals and objectives:

- A. Apply for and receive PHDEP Technical Assistance funding.
- B. Apply for and receive PHDEP funding.
- C. Reduce crime in the public housing developments to a level equal to or less than their surrounding neighborhoods.
- D. Establish working relationships with local service providers.

4.0 CURRENT CRIME AND SAFETY ACTIVITIES

The Housing Authority of the City of Eureka is engaged in the following anti-crime activities:

- A. We have adopted and implemented a "one strike" policy.
- B. We have implemented and are enforcing strict lease enforcement policies and procedures.
- C. We are conducting strict applicant screening.

In addition, the Housing Authority of the City of Eureka intends to accomplish the following tasks in the next year:

- A. Apply for PHDEP Technical Assistance and regular PHDEP funding.
- B. Continue close relationships with local law enforcement.

August 30, 1999

Robert H. Morelli, Executive Director
Housing Authority of the City of Eureka
735 West Everding Street
Eureka, CA 95503

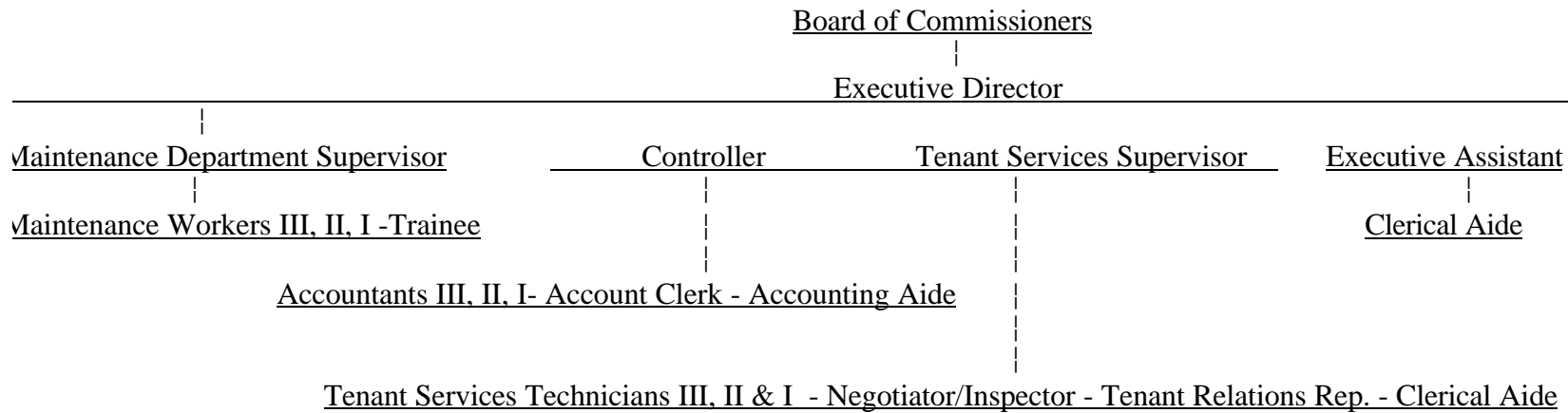
Dear Mr. Morelli:

Thank you very much for giving the City of Eureka Police Department the opportunity to work with you on your Safety and Crime Prevention Plan. Hopefully our collaborative effort will enhance the public safety of your residents. We fully support your efforts under this Plan and will do everything we can to assist you in accomplishing its goals. This includes assisting the agency in its data collection and program monitoring efforts required by the Public Housing Drug Elimination Program performance system.

Sincerely yours,

Arnie Millsap
Chief of Police

Housing Authority of the City of Eureka
Organizational Chart



PHA Plan Table Library

Component 7 Capital Fund Program Annual Statement Parts I, II, and II

Annual Statement Capital Fund Program (CFP) Part I: Summary

Line No.	Summary by Development Account	Total Estimated
1	Total Non-CGP Funds	-0-
2	1406 Operations	-0--
3	1408 Management Improvements	-0-
4	1410 Administration	12000.00
5	1411 Audit	2000.00
6	1415 Liquidated Damages	-0-
7	1430 Fees and Costs	13000.00
8	1440 Site Acquisition	-0-
9	1450 Site Improvement	20000.00
10	1460 Dwelling Structures	220000.000
11	1465.1 Dwelling Equipment-Nonexpendable	30000.00
12	1470 Nondwelling Structures	
13	1475 Nondwelling Equipment	
14	1485 Demolition	
15	1490 Replacement Reserve	
16	1492 Moving to Work Demonstration	
17	1495.1 Relocation Costs	
18	1498 Mod Used for Development	

19	1502 Contingency	
20	Amount of Annual Grant (Sum of lines 2-19)	297000.00
21	Amount of line 20 Related to LBP Activities	-0-
22	Amount of line 20 Related to Section 504 Compliance	-0-
23	Amount of line 20 Related to Security	-0-
24	Amount of line 20 Related to Energy Conservation	-0-

Annual Statement

Capital Fund Program (CFP) Part II: Supporting Table

Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Total Estimated Cost
H/A /Wide	Partial salaries for Executive Director Executive Assistant, Maintenance Supervisor	1410	12,000
H/A Wide	Audit the capital fund	1411	2,000
CAL 25-2	Hire architect for kitchen remodel	1430	13,000
CAL 25-2	Install fencing on scattered sites	1450	20,000
CAL 25-2	Phase 1 remodel kitchens	1460	220,000
CAL 25-4	Repaint exterior of buildings	1460	20,000
CAL 25-2	Purchase of stoves & refrigerators for kitchen remodel	1465.1	30,000

Annual Statement**Capital Fund Program (CFP) Part III: Implementation Schedule**

Development Number/Name HA-Wide Activities	All Funds Obligated (Quarter Ending Date)	All Funds Expended (Quarter Ending Date)
HA-Wide	1/00	12/00
CAL 25-2	2/00	6/00
CAL 25-2	3/00	9/00
CAL 25-2	7/00	12/00
CAL 25-4	3/00	9/00
CAL 25-2	7/00	9/00

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
CAL 25-1	CAL 25-1	0	0

Description of Needed Physical Improvements or Management Improvements	Estimated Cost	Planned Start Date (HA Fiscal Year)
Replace exterior lighting	5,000.	2001
Replace damaged landscape	5,000.	2001
Install closet doors	40,000.	2002
Install remaining closet doors	16,000.	2003
Install carpet in living rooms	70,000.	2003
Exterior storage units addition	100,000.	2004
Total estimated cost over next 5 years	236,000.	

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
CAL 25-2	CAL 25-2	0	0
Description of Needed Physical Improvements or Management Improvements		Estimated Cost	Planned Start Date (HA Fiscal Year)
Hire architect for kitchen remodel		13,000	2000
Install fencing on scattered sites		20,000	2000
Phase 1 remodel kitchens		220,000	2000
Purchase stoves and refrigerators for kitchen remodel		30,000	2000
Kitchen remodel		230,000	2001
Kitchen remodel		230,000	2002
Replace exterior doors		60,000	2003
Repave parking lots		15,000	2003
Bath remodel		150,000	2004
Total estimated cost over next 5 years		968000	

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
CAL 25-4	CAL 25-4	0	0
Description of Needed Physical Improvements or Management Improvements		Estimated Cost	Planned Start Date (HA Fiscal Year)
Repaint exterior of buildings		20,000.	2000
Paint exterior		30,000.	2001
Roof replacement		50,000.	2003
Replace rain gutters		10,000.	2003
Repave parking lot		10,000.	2003

Total estimated cost over next 5 years	52,000.	
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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
	PHA Wide	0	0
Description of Needed Physical Improvements or Management Improvements		Estimated Cost	Planned Start Date (HA Fiscal Year)
Administration		12,000.	2000
Audit		2,000.	2000
Administration		12,000.	2001
Fees and Costs		13,000.	2001
Audit		2,000.	2001
Administration		12,000.	2002
Fees and Costs		13,000.	2002
Audit		2,000.	2002
Administration		15,000.	2003
Fees and Costs		13,000.	2003
Audit		2,000.	2003
Administration		15,000.	2004
Fees and Costs		13,000.	2004
Audit		2,000.	2004
Total estimated cost over next 5 years		128,000.	

Optional Public Housing Asset 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 III <i>Component 7a</i>	Development Activities <i>Component 7b</i>	Demolition / disposition <i>Component 8</i>	Designated housing <i>Component 9</i>	Conversion <i>Component 10</i>	Home-ownership <i>Component 11a</i>	Other (describe) <i>Component 17</i>

Public Housing Drug Elimination Program Plan

Note: THIS PHDEP Plan template (HUD 50075-PHDEP Plan) is to be completed in accordance with Instructions located in applicable PIH Notices.

Annual PHDEP Plan Table of Contents:

1. General Information/History
2. PHDEP Plan Goals/Budget
3. Milestones
4. Certifications

Section 1: General Information/History

- A. Amount of PHDEP Grant \$43,548
- B. Eligibility type (Indicate with an "x") N1_____ N2_____ R X
- C. FFY in which funding is requested 2000
- D. Executive Summary of Annual PHDEP Plan

In the space below, provide a brief overview of the PHDEP Plan, including highlights of major initiatives or activities undertaken. It may include a description of the expected outcomes. The summary must not be more than five (5) sentences long

The Housing Authority of the City of Eureka (EHA) will continue a twelve month contract with the City of Eureka Police Department, providing for reimbursement for the employment of a Community services Officer offering community policing services over and above the baseline services currently provided. The EHA will continue to expand its security system to provide video monitoring of the common areas of the targeted sites. The EHA will continue a twelve-month contract with the Boys and Girls club of Humboldt County providing for reimbursement for program costs. Cost may include equipment, and employment of a part time coordinator, and a part time youth specialist to provide drug prevention services at the Club's facility located in an EHA building at the main EHA site.

E. Target Areas

Complete the following table by indicating each PHDEP Target Area (development or site where activities will be conducted), the total number of units in each PHDEP Target Area, and the total number of individuals expected to participate in PHDEP sponsored activities in each Target Area.

PHDEP Target Areas (Name of development(s) or site)	Total # of Units within the PHDEP Target Area(s)	Total Population to be Served within the PHDEP Target Area(s)
CAL 25-1	98	2000
CAL 25-2	60	1500
CAL 25-4	21	750
CAL 25-5	19	750

F. Duration of Program

Indicate the duration (number of months funds will be required) of the PHDEP Program proposed under this Plan (place an "x" to indicate the length of program by # of months. For "Other", identify the # of months).

6 Months_____ 12 Months_____ 18 Months X 24 Months_____ Other _____

G. PHDEP Program History

Indicate each FY that funding has been received under the PHDEP Program (place an “x” by each applicable Year) and provide amount of funding received. If previously funded programs have not been closed out at the time of this submission, indicate the fund balance and anticipated completion date. For grant extensions received, place “GE” in column or “W” for waivers.

Fiscal Year of Funding	PHDEP Funding Received	Grant #	Fund Balance as of Date of this Submission	Grant Extensions or Waivers	Anticipated Completion Date
FY 1999	0	None	0	0	N/A

Section 2: PHDEP Plan Goals and Budget

A. PHDEP Plan Summary

In the space below, summarize the PHDEP strategy to address the needs of the target population/target area(s). Your summary should briefly identify: the broad goals and objectives, the role of plan partners, and your system or process for monitoring and evaluating PHDEP-funded activities. This summary should not exceed 5-10 sentences.

The Housing Authority of the City of Eureka (EHA) will continue with a twelve-month contract with the Eureka Police Department, providing reimbursement for the employment of a EHA Community Policing Officer (EHA/CSO) over the and beyond the baseline services currently being provided. The EHA/CPO will be housed in the existing Police and Probation Mini-station located on-site at the Authority office. The EHA will continue to purchase and place computerized – video monitoring units at strategic locations on the common areas of the target sites. Both of these efforts will reduce crime and drug abuse on the sites by opening communication and involving residents with both the Police and the Authority and by hardening the target sites through the increased communication and observation. Both the EHA/CSO and the security surveillance system will be under the supervision and control of the EHA. Logs of activities and contracts will be maintained.

The EHA will continue a twelve-month contract with the Boys and Girls Club of Humboldt County providing for reimbursement for program costs. Cost may include equipment, and employment of a part time coordinator, and a part time youth specialist to provide drug prevention services at the Club’s facility located in an EHA building at the main EHA site. The services provided will include the Smart Moves program, a proven and effective program in deterring the use of alcohol and drugs.

B. PHDEP Budget Summary

Enter the total amount of PHDEP funding allocated to each line item.

FY <u>2000</u> Budget Summary	
Budget Line Item	Total Funding
9110 - Reimbursement of Law Enforcement	30,000
9120 - Security Personnel	
9130 - Employment of Investigators	
9140 - Voluntary Tenant Patrol	
9150 - Physical Improvements	6,000

9160 - Drug Prevention	7,548
9170 - Drug Intervention	
9180 - Drug Treatment	
9190 - Other Program Costs	
TOTAL PHDEP FUNDING	43,548

C. PHDEP Plan Goals and Activities

In the tables below, provide information on the PHDEP strategy summarized above by budget line item. Each goal and objective should be numbered sequentially for each budget line item (where applicable). Use as many rows as necessary to list proposed activities (additional rows may be inserted in the tables). PHAs are not required to provide information in shaded boxes. Information provided must be concise—not to exceed two sentences in any column. Tables for line items in which the PHA has no planned goals or activities may be deleted.

9110 – Reimbursement of Law Enforcement					Total PHDEP Funding: \$30,000.00		
Goal(s)							
Objectives							
Proposed Activities	# of Person s Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount/ Source)	Performance Indicators
1. CSO			3/11/01	3/10/02	30,000		Police & PHA statistics
2.							
3.							

9120 - Security Personnel					Total PHDEP Funding: \$6,000.00		
Goal(s)							
Objectives							
Proposed Activities	# of Person s Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1.							
2.							
3.							

9130 - Employment of Investigators					Total PHDEP Funding: \$7,548.00		
Goal(s)							
Objectives							
Proposed Activities	# of Person s Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1.							
2.							
3.							

9140 - Voluntary Tenant Patrol					Total PHDEP Funding: \$		
Goal(s)							
Objectives							
Proposed Activities	# of Person s Served	Target Population	Start Date	Expected Complete Date	PHEDep Funding	Other Funding (Amount /Source)	Performance Indicators
1.							
2.							
3.							

9150 - Physical Improvements					Total PHDEP Funding: \$		
Goal(s)							
Objectives							
Proposed Activities	# of Person s Served	Target Population	Start Date	Expected Complete Date	PHEDep Funding	Other Funding (Amount /Source)	Performance Indicators
1.Computer-video system			3/11/01	3/10/02	6,000		Police & PHA statistics
2.							
3.							

9160 - Drug Prevention					Total PHDEP Funding: \$		
Goal(s)							
Objectives							
Proposed Activities	# of Person s Served	Target Population	Start Date	Expected Complete Date	PHEDep Funding	Other Funding (Amount /Source)	Performance Indicators
1.Contract with the Boys & Girls Club	30	Ages 6-12	3/11/01	3/10/02	7,548		Boys & Girls Club statistics
2.							
3.							

9170 - Drug Intervention					Total PHDEP Funding: \$		
Goal(s)							
Objectives							
Proposed Activities	# of Person s Served	Target Population	Start Date	Expected Complete Date	PHEDep Funding	Other Funding (Amount /Source)	Performance Indicators
1.							

2.							
3.							

9180 - Drug Treatment					Total PHDEP Funding: \$		
Goal(s)							
Objectives							
Proposed Activities	# of Person s Served	Target Population	Start Date	Expected Complete Date	PHEDep Funding	Other Funding (Amount /Source)	Performance Indicators
1.							
2.							
3.							

9190 - Other Program Costs					Total PHDEP Funds: \$		
Goal(s)							
Objectives							
Proposed Activities	# of Person s Served	Target Population	Start Date	Expected Complete Date	PHEDep Funding	Other Funding (Amount /Source)	Performance Indicators
1.							
2.							
3.							

Section 3: Expenditure/Obligation Milestones

Indicate by Budget Line Item and the Proposed Activity (based on the information contained in Section 2 PHDEP Plan Budget and Goals), the % of funds that will be expended (at least 25% of the total grant award) and obligated (at least 50% of the total grant award) within 12 months of grant execution.

Budget Line Item #	25% Expenditure of Total Grant Funds By Activity #	Total PHDEP Funding Expended (sum of the activities)	50% Obligation of Total Grant Funds by Activity #	Total PHDEP Funding Obligated (sum of the activities)
<i>e.g Budget Line Item # 9120</i>	<i>Activities 1, 3</i>		<i>Activity 2</i>	
9110				
9120				
9130			Activity 1	\$30,000.00
9140				
9150	Activity 1	\$6,000.00		

9160	Activity 1	\$7,548.00		
9170				
9180				
9190				
TOTAL		\$13,548.00		\$30,000.00

Section 4: Certifications

A comprehensive certification of compliance with respect to the PHDEP Plan submission is included in the “PHA Certifications of Compliance with the PHA Plan and Related Regulations.”

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