

# PHAPlans

CityofCovingtonSection8Program

5YearPlanforFiscalYears2000 -2004  
AnnualPlanforFiscalYear2003

***VERSIONTWO***

# PHAPI an Agency Identification

**PHAName:** CityofCovingtonSection8Agency

**PHANumber:** KY133

**PHAFiscalYearBeginning:** 07/01/2003

## PublicAccess 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:

- 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

PHA Plan Supporting Documents are available for inspection at:

- Main business office of the PHA
- PHA development management offices

# 5-YEAR PLAN

## PHAF ISCAL YEARS 2000 -2004

[24CFRPart903.5]

### A.Mission

- The mission of the PHA is the same as that of the Department of Housing and Urban Development: To promote adequate and affordable housing, economic opportunity and a suitable living environment free from discrimination.
- The PHA's mission is: to provide quality housing opportunities to improve the lives of citizens who are in need, specifically, to provide safe, decent and affordable housing that is privately owned for eligible residents of Kenton County Kentucky.**

### B.Goals

**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
  - Maintain utilization rate of 98% for the entire year
- PHA Goal : Improve the quality of assisted housing  
Objectives:
  - Improve public housing management: (PHAS score)
  - Improve voucher management: (SEMAP score)
  - Increase customer satisfaction
  - Concentrate one effort to improve specific management functions:  
**rent reasonableness system and quality control measures**
  - Renovate or modernize public housing units:
  - Demolish or dispose of obsolete public housing:
  - Provide replacement public housing:
  - Provide replacement vouchers:

- PHAGoal: Increase assisted housing choices
- Objectives:
  - Provide voucher mobility counseling:
    - Continue to educate on housing opportunities in other areas**
  - Conduct outreach effort to potential voucher landlords:
    - Quarterly meetings for property owners**
  - 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:

**HUD STRATEGIC GOAL: Improve community quality of life and economic vitality**

- PHAGoal: Provide an improved living environment
- Objectives:
  - Implement measures to de-concentrate 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)

**HUD STRATEGIC GOAL: Promote self-sufficiency and asset development of families and individuals**

- PHAGoal: **Promote self-sufficiency and asset development of assisted households**
- Objectives:
  - Increase the number and percentage of employed persons in assisted families:
  - Provide or attract supportive services to improve assistance recipients' employability:
    - Work with various agencies that provide support services**
  - Provide or attract supportive services to increase independence for the elderly or families with disabilities.

**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:  
**Education at briefings sessions and owners' meetings**
  - 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:  
**Educate property owners and participant families on their rights and responsibilities**
  - Undertake affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required:  
**When doing rent reasonableness, take into consideration any accommodations the owner has made for accessibility.**

# AnnualPHAPlan PHAFiscalYear2003

[24CFRPart903.7]

## I. AnnualPlanType

StandardPlan

### StreamlinedPlan:

- HighPerformingPHA  
 SmallAgency(<250PublicHousingUnits)  
 AdministeringSection8Only

TroubledAgencyPlan

## II. ExecutiveSummaryoftheAnnualPHAPlan

[24CFRPart903.79(r)]

ProvideabriefoverviewoftheinformationintheAnnualPlan,includinghighlights ofmajorinitiativesand discretionary pol iciesthePHAhasincludedintheAnnualPlan.

## III. AnnualPlanTableofContents

[24CFRPart903.79(r)]

### TableofContents

	<u>Page#</u>
<b>AnnualPlan</b>	
ExecutiveSummary	1
TableofContents	1
HousingNeeds	5
FinancialResources	10
PoliciesonEligibility,SelectionandAdmissions	11
RentDeterminationPolicies	14
OperationsandManagementPolicies	15
GrievanceProcedures	16
Homeownership	17
PHACommunityServiceandSelf -sufficiencyPrograms	18
OtherInformation	21

**Attachments**

Required Attachments:

- Admissions Policy for De -concentration
- FY2000 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
- FY2000 Capital Fund Program 5 Year Action Plan
- Public Housing Drug Elimination Program (PHDEP) Plan
- Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text)
- Other

- A. Definitions of Significant Amendment to the Annual Plan and Substantial Deviation from the 5 -year Plan**
- B. List of resident advisory board members**

**Supporting Documents Available for Review**

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
<b>X</b>	PHA Plan Certification of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
<b>X</b>	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans
<b>X</b>	Fair Housing Documentation: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions' initiatives to affirmatively further fair housing that require the PHA's involvement.	5 Year and Annual Plans
<b>X</b>	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
	Most recent board -approved operating budget for the public housing program	Annual Plan: Financial Resources;
	Public Housing Admissions and (Continued) Occupancy Policy (A&O), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies
	Section 8 Administrative Plan	Annual Plan: Eligibility,

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
<b>X</b>		Selection, and Admissions Policies
	Public Housing De-concentration and Income Mixing Documentation: 1. PHA Board certifications of compliance with de-concentration requirements (section 16( a) of the US Housing Act of 1937, as implemented in the 2/18/ 99 <i>Quality Housing and Work Responsibility Act Initial Guidance; Notice</i> and any further HUD guidance) and 2. Documentation of the required de-concentration and income mixing analysis	Annual Plan: Eligibility, Selection, and Admissions Policies
	Public housing rent determination policies, including the methodology for setting public housing flat rents <input type="checkbox"/> check here if included in the public housing A&O Policy	Annual Plan: Rent Determination
	Schedule of flat rents offered at each public housing development <input type="checkbox"/> check here if included in the public housing A&O Policy	Annual Plan: Rent Determination
<b>X</b>	Section 8 rent determination (payment standard) policies <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	Annual Plan: Operations and Maintenance
	Public housing grievance procedures <input type="checkbox"/> check here if included in the public housing A&O Policy	Annual Plan: Grievance Procedures
<b>X</b>	Section 8 informal review and hearing procedures <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
	The HUD -approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	Annual Plan: Capital Needs
	Approved HOPEVI applications or, if more recent, approved or submitted HOPEVI Revitalization Plans or any other approved proposal for development of public housing	Annual Plan: Capital Needs
	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act	Annual Plan: Conversion of Public Housing
	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership



<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
<b>X</b>	Policies governing any Section 8 Homeownership program <input checked="" type="checkbox"/> check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
<b>X</b>	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
<b>X</b>	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
	The most recent Public Housing Drug Elimination Program (PHDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)	Annual Plan: Safety and Crime Prevention
	The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	Annual Plan: Annual Audit
	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)

# 1. Statement of Housing Needs

[24CFR Part 903.79(a)]

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

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

Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Overall	Affordability	Supply	Quality	Access-ibility	Size	Location
Income <= 30% of AMI	17.2%	5	3	2	2	2	2
Income > 30% but <= 50% of AMI	10.3%	5	2	2	2	2	2
Income > 50% but < 80% of AMI	19.1%	2	2	1	1	2	2
Elderly	14%	4	1	1	1	1	1
Families with Disabilities	19%	4	3	2	3	1	2
White	94%	3	2	2	3	1	2
Black	3.8%	3	2	2	3	1	2
American Indian	.1%	3	2	2	3	1	2
Asian	.6%	3	2	2	3	1	2
Other	.4%	3	2	2	3	1	2
Two or More Races	1.0%	3	2	2	3	1	2
Non-Hispanic	98.9%	3	2	2	3	1	2
Hispanic	1.1%	3	2	2	3	1	2

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:
- 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)

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

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/sub - jurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	576		
Extremely low income (<=30% AMI)	518	90%	Same
Very low income (>30% but <=50% AMI)	54	9%	-1%
Low income (>50% but <80% AMI)	4	1%	+.50%
Families with children	344	60%	-2%
Elderly families	132	23%	-5%
Families with Disabilities	143	25%	-1%
Race= White	418	73%	Same
Race= African American	150	26%	-1%
Race= American Indian	1	.17%	
Race= Asian	3	.52%	
Race= Pacific Islander	2	.35%	
Race= Multi Racial	2	.35%	
Ethnicity= Non -Hispanic	572	99%	Same
Ethnicity= Hispanic	4	.69%	Same
Is the waiting list closed (select one)? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes If yes: How long has it been closed? September 2002 Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes HUD/VASH			

## C.StrategyforAddressingNeeds

### (1) Strategies

#### **NEED:Shortageofaffordablehousingforalleligiblepopulations**

#### **STRATEGY1:MaximizethenumberofaffordableunitsavailabletothePHA withinitcurrentresourcesby:**

- Employeffectivemaintenanceandmanagementpoliciestominimizethenumber ofpublichousingunitsoff -line
- Reduceturnovertimeforvacate dpublichousingunits
- Reducetimetorenovatepublichousingunits
- Seekreplacementofpublichousingunitslosttotheinventorythroughmixed financedevelopment
- Seekreplacementofpublichousingunitslosttotheinventorythroughsection8 replacementhousingresources
- Maintainorincreasesection8lease -upratesbyestablishingpaymentstandards thatwillenablefamielstorentthroughoutthejurisdiction
- Undertakemeasurestoensureaccesstoaffordablehousingamongfamilies assistedbythePHA,regardlessofunitsizerequired
- Maintainorincreasesection8lease -upratesbymarketingtheprogramtoowners, particularlythoseoutsideofareasofminorityandpovertyconcentration
- Maintainorincreasesection8lease -upratesbyeffectivelyscreeningSection8 applicantstoincreaseowneracceptanceofprogram
- ParticipateintheConsolidatedPlandevelopmentprocesstoensurecoordination withbroadercommunitystrategies

#### **STRATEGY2:Increasethenumberofaffordablehousingunitsby:**

- Applyforadditionalsection8unitsshouldtheybecomeavailable
- Leverageaffordablehousingresourcesinthecommunitythroughthecreation ofmixed -financehousing
- PursuehousingresourcesotherthanpublichousingorSection8tenant -based assistance.

**NEED:SpecificFamilyTypes:** *Familiesatorbelow30% ofmedian*

**STRATEGY1:Targetavailableassistancetofamiliesatorbelow30%ofAMI**

- ExceedHUDfederaltargetingrequirementsforfamiliesatorbelow30%ofAMI inpublichousing
- ExceedHUDfederaltargetingrequirementsforfamiliesatorbelow30%ofAMI intenant-basedsection8assistance
- Employadmissionspreferencesaimedatfamilieswiththeeconomichardships
- Adoptrentpoliciestosupportandencouragework

**NEED:SpecificFamilyTypes:** *Familiesatorbelow50%ofmedian*

**STRATEGY1:Targetavailableassistancetofamiliesatorbelow50%ofAMI**

- Employadmissionspreferencesaimedatfamilieswhoareworking
- Adoptrentpoliciestosupportandencouragework

**NEED:SpecificFamilyTypes:** *TheElderly*

**STRATEGY1: Targetavailableassistancetotheelderly:**

- Seekdesignationofpublichousingfortheelderly
- Applyforspecial -purposevoucherstargetedtotheelderly,shouldtheybecome available
- Other:
  - **Setupahousinginformationboothatthetwolocalannual SeniorServicesExpos**
  - **ConductSection8informationseminarsatlocalSenior CentersandSenioronlyapartmentbuildings**

**NEED:SpecificFamilyTypes:** *FamilieswithDisabilities*

**STRATEGY1: TargetavailableassistancetoFamilieswithDisabilities:**

- Seekdesignationofpublichousingforfamilieswithdisabilities
- Carryoutthomodificationsneededinpublichousingbasedonthesection504 NeedsAssessmentforPublicHousing
- Applyforspecial -purposevoucherstargetedtofamilieswithdisabilities,should theybecomeavailable
- Affirmativelymarket tolocalnon -profitagenciesthatassistfamilieswith disabilities

**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:**

- Affirmatively market to races/ethnicities shown to have disproportionate housing needs

**STRATEGY 2: Conduct activities to affirmatively further fair housing**

- Counsel section 8 tenants to locate in 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

**(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

## 2. Statement of Financial Resources

[24CFR Part 903.79(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 support services, Section 8 tenant-based assistance, Section 8 support services or other.

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
<b>1. Federal Grants (FY 2003 grants)</b>		
a) Public Housing Operating Fund		
b) Public Housing Capital Fund		
c) HOPEVI Revitalization		
d) HOPEVI Demolition		
e) Annual Contributions for Section 8 Tenant-Based Assistance	5,700,769	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)		
g) Resident Opportunity and Self-Sufficiency Grants	32,877	
h) Community Development Block Grant		
i) HOME		
Other Federal Grants (list below)		
<b>2. Prior Year Federal Grants (unobligated funds only) (list below)</b>		
<b>3. Public Housing Dwelling Rental Income</b>		
<b>4. Other income (list below)</b>		
<b>5. Non-federal sources (list below)</b>		
<b>Total resources</b>	<b>5,733,646</b>	

### 3. PHA Policies Governing Eligibility, Selection, and Admissions

[24CFR Part 903.79(c)]

#### **A. Public Housing**

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

N/A

#### **B. Section 8**

Exemptions: PHA that do not administer section 8 are not required to complete subcomponent 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)
  - Applicants must be in good standing with all local Public Housing and Section 8 Programs
- b.  Yes  No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?
- c.  Yes  No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?
- d.  Yes  No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC - authorized source)
- e. Indicate what kinds of information you share with prospective landlords? (select all that apply)
- Criminal or drug -related activity
  - Other: **The City of Covington Section 8 Program will provide documented information regarding tenant history for the past year to prospective owners upon written request. The information which we may supply includes: eviction history, damages to rental units and the name and addresses of current and previous landlords (if known).**



**(2)WaitingListOrganization**

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

**(3)SearchTime**

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

If yes, state circumstances below: **The City of Covington Section 8 Program provides all participants a total of 120 days to search for a unit.**

**(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
- Household that contribute to meeting income goals (broad range of incomes)
- Household that contribute to meeting income requirements (targeting)
- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes

3. If the PHA will employ admission 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 points system), place the same number next to each. That means you can use "1" more than once, "2" more than once, etc.

2 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
- 2= Residents who live and/or work in your jurisdiction
- 2= Those enrolled currently in educational, training, or upward mobility programs
- Household that contribute to meeting income goals (broad range of incomes)
- Household that contribute to meeting income requirements (targeting)
- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes

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

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

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

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

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

- The PHA applies preferences with income tiers
- Not applicable: the pool of applicant families ensure 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 admission 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

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

- Through published notices
- Referrals for the HUD/VASH Program are sent through the local Veterans' Administration

### **4. PHA Rent Determination Policies**

[24CFR Part 903.79(d)]

#### **A. Public Housing**

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

**N/A**

#### **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**

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

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

d. How often are repayment standards reevaluated for adequacy?

- Annually

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

## **(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?

The income of the family has decreased due to:

- Loss of employment
- Death in the household
- Other circumstances as determined by the HA or HUD

## **5. Operations and Management**

[24CFR Part 903.79(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)

N/A

### **A. PHA Management Structure**

Describe the PHA's management structure and organization.

(selectone)

- 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:

**The City of Covington Section 8 Program is a division of the Housing Development Department, which has a City Manager form of government.**

**The Department is headed by the Director of Housing Development. The Section 8 Program Coordinator reports to the Director of Housing Development.**

**There are four Section 8 Service Representatives.**

**There are two Section 8 Inspectors.**

**There is one FSS/Homeownership Coordinator.**

### **B. HUD Programs Under PHA Management**

<b>Program Name</b>	<b>Units or Families Served at Year Beginning</b>	<b>Expected Turnover</b>
Public Housing		
Section 8 Vouchers	1073	20%
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**

(1) Public Housing Maintenance and Management: **N/A**

(2) Section 8 Management: **Section 8 Administrative Plan**

### **6. PHA Grievance Procedures**

[24CFR Part 903.79(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.

## **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 offices should applicants or assisted families contact to initiate the informal review and informal hearing processes? (select all that apply)

PHA main administrative office

## **7. Capital Improvement Needs**

[24CFR Part 903.79(g)]

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

**N/A**

## **8. Demolition and Disposition**

[24CFR Part 903.79(h)]

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

**N/A**

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

[24CFR Part 903.79(i)]

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

**N/A**

## **10. Conversion of Public Housing to Tenant -Based Assistance**

[24CFR Part 903.79(j)]

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

**N/A**

## **11. Homeownership Programs Administered by the PHA**

[24CFR Part 903.79(k)]

## **A. Public Housing**

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

**B. Section 8 Tenant Based Assistance**

1.  Yes  No: Does the PHA plan to administer a Section 8 Homeownership program pursuant to Section 8(y) of the U.S.H.A. of 1937, as implemented by 24 CFR part 982? (If "No", skip to component 12; if "yes", describe each program using the table below (copy and complete questions for each program identified), unless the PHA is eligible to complete a streamlined submission due to high performer status. **High performing PHAs** may skip to component 12.)

2. Program Description

a. Size of Program

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

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

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

b. PHA established eligibility criteria

Yes  No: Will the PHA's program have eligibility criteria for participation in its Section 8 Homeownership Option program in addition to HUD criteria?

If yes, list criteria below:

- o Mandatory participation in FSS. Elderly and disabled are families are exempt
- o Every adult household member not elderly or disabled must be employed full time, be a full-time student, or provide full-time care to a child or disabled person. This requirement will be in effect for the duration of homeownership assistance.
- o All applicants will be required to complete an initial lease term in the Section 8 program.
- o Participants must attend the "Yes you can..... own a home" program and complete a comprehensive homeownership counseling program.
- o All participants must enroll in post-purchase counseling.

- Family must allow annual HQS inspections of their home for the first five years of homeownership assistance.

## **12. PHA Community Service and Self-Sufficiency Programs**

[24CFR Part 903.79(1)]

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.

**N/A**

### **A. PHA Coordination with the Welfare (TANF) Agency**

1. Cooperative agreements:

- Yes  No: Has the PHA 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? **07/01/02**

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

### **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



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.)

**(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: 12/01/02)
Public Housing		
Section 8	25	27

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 plan to take to achieve at least the minimum program size? **N/A**

**13. PHA Safety and Crime Prevention Measures**

[24CFR Part 903.79(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.

**N/A**

**14. Civil Rights Certifications**

[24CFR Part 903.79(o)]

**N/A**

**15. Fiscal Audit**

[24CFR Part 903.79(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.)

## **16. PHA Asset Management**

[24CFR Part 903.79(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.

**N/A**

## **17. Other Information**

[24CFR Part 903.79(r)]

### **A. Resident Advisory Board Recommendations**

1.  Yes  No: Did the PHA receive any comments on the PHA Plan from the Resident Advisory Board?

2. If yes, the comments are: (if comments were received, the PHA **MUST** select one)

Attached as Attachment (Filename)

Provided below:

Some were stylistic changes and grammatical changes. Actual policy changes which were recommended are:

- Including rent payment history information provided to owners
- Including Involuntary Displacement as an admission criteria
- Conducting seminars at local senior center to target assistance to the elderly
- Correct spelling of member's name
- 

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:

- **Added "conducting seminars at local Senior centers"**
- **Corrected spelling of Richard Stadfeld's name**

### **B. Statement of Consistency with the Consolidated Plan**

1. Consolidated Plan jurisdiction: **City of Covington, KY**

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

- The PHA has based its statement of needs of families in the jurisdiction on the needs expressed in the Consolidated Plan/s.
- The PHA has participated in any consultation process organized and offered by the Consolidated Plan agency in the development of the Consolidated Plan.
- The PHA has consulted with the Consolidated Plan agency during the development of this PHA Plan.
- Activities to be undertaken by the PHA in the coming year are consistent with the initiatives contained in the Consolidated Plan. (list below)

3. The Consolidated Plan of the jurisdiction supports the PHA Plan with the following actions and commitments:

**Provides rehabilitation assistance to make more rental units available; provides CDBG funding to social service agencies that provide services such as day care, emergency housing, housing coordination, housing counseling, adult programs, etc.**

### C. Other Information Required by HUD

A. The Agency Plan of the City of Covington Section 8 Program contains no substantial deviations from the 5-year Plan in the Annual Plan and there have been no significant modifications or amendments to the Plan.

In the future, if the Agency finds there are changes to the Plan significant enough to be taken before the Board of Commissioners, we will meet with the resident Advisory Board to review the changes before they are approved.

B. Invitations went out to participants to serve on the resident Advisory Board. There are currently three members on this board:

Richard Stadfeld  
66 Burdsall Avenue #4  
Ft Mitchell, KY 41017  
(859) 426-8232

Wanda Turner  
1403 Banklick Street  
Covington, KY 41011  
(859) 291-5234

Sharon Wilson  
1540 Eastern Avenue  
Covington, KY 41014  
(859) 261-6162