

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

PHA Plans

5 Year Plan for Fiscal Years 2004 - 2008
Annual Plan for Fiscal Year 2004

**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: Helena Housing Authority

PHA Number: MT004

PHA Fiscal Year Beginning: 07/2003

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 2004-2008
[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)
To provide all people with decent, safe, adequate, and affordable housing and the Opportunity to become self-sufficient.

B. Goals

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

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

- PHA Goal: Expand the supply of assisted housing
Objectives:
- X Apply for additional rental vouchers:
 - Reduce public housing vacancies:
 - X Leverage private or other public funds to create additional housing opportunities:
 - Acquire or build units or developments
 - X Other (list below)
Promote and continue relationships with local government and local non-profits to foster and promote local affordable housing issues. Continued Participation in the Helena Area Housing Task Force to keep abreast of Community concerns about HHA and local housing issues. Support efforts by the Task Force to promote affordable housing in Helena and the Helena Area.
- PHA Goal: Improve the quality of assisted housing

Objectives:

- X Improve public housing management: (PHAS score) Strive to raise PHAS Score to 97% and maintain it at 97%.
- X Improve voucher management: (SEMAP score) Strive for and maintain 98% SEMAP score.
- X Increase customer satisfaction:
- X Concentrate on efforts to improve specific management functions: (list; e.g., public housing finance; voucher unit inspections) Research and supply training and professional development for all staff at all levels to promote efficiency in all PHA functions. Provide at least one major training to each staff member per year.
- X Renovate or modernize public housing units: Utilize Capital Fund Allocations to modernize public housing units to modernize public housing units to a level where they are competitive on the open market. Dependent on funding, Revise PHA five year modernization plan.
- Demolish or dispose of obsolete public housing:
- Provide replacement public housing:
- X Provide replacement vouchers: As offered by HUD, accept all preservation replacement vouchers.
- X Other: (list below)
Promote and foster the HHA Resident Services Program through the ROSS Grant initiatives. Continue to promote the Gold Services Program. Update the Computer Lab equipment and usage through initiatives identified in the ROSS grant.

PHA Goal: Increase assisted housing choices

Objectives:

- X Provide voucher mobility counseling: Section 8 staff will conduct orientation meetings to inform applicants and resident of options and availability of voucher programs. At least two per year or as the waiting list requires.
- X Conduct outreach efforts to potential voucher landlords. As market conditions and waiting list needs dictate, Section 8 staff will at least twice per year do outreach mailings to prospective landlords. Informational brochures will be made available to social service agency locations
- X Increase voucher payment standards.
- X Implement voucher homeownership program:
- X Implement public housing or other homeownership programs: Foster and participate in the Helena Area Housing Task Force. Provide support for the initiation of a local low income home ownership program by local non-profit agencies.
- 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:
 - X Implement measures to deconcentrate poverty by bringing higher income public housing households into lower income developments:
 - X Implement measures to promote income mixing in public housing by assuring access for lower income families into higher income developments:
 - X Implement public housing security improvements: Continue contract with the City of Helena for a community Police Officer to patrol HHA sites and provide reports on criminal activity specific to HHA developments. Use Capital Fund Grant to install security surveillance equipment as requested by the Resident Management Corp.
 - Designate developments or buildings for particular resident groups (elderly, persons with disabilities)
 - X Other: (list below)
 - Maintain a community funding mechanism such as a revolving loan fund to assist residents having problems paying security and utility deposits.
 - Maintain community relations with other non-profit organizations to assist residents having problems paying rent.

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

- PHA Goal: Promote self-sufficiency and asset development of assisted households
 - Objectives:
 - X Increase the number and percentage of employed persons in assisted families: Promote resident participation in the Housing Authority, Family Self-Sufficiency, and Family Investment Center Programs. Noting that the HHA turnover rate is near 50% due to local conditions and success of current self-sufficiency programs offered by the HHA. The HHA will attempt to make the Family Investment Center program a self-perpetuating program by utilizing rental income from the building to fund a contract with Career Training Institute to provide training and supportive services to HHA residents. Depending on funding increase the present successful self sufficiency programs. Where allowed, continue to provide equal access to supportive services and training funded at the Family Investment Center through ROSS Grants.
 - X Provide or attract supportive services to improve assistance recipients' employability: Promote resident participation in the Housing Authority Family Self-Sufficiency and Family Investment Center Programs. Noting that the HHA turnover rate is near 50% due to local conditions and success of current self-sufficiency programs offered by the HHA. The HHA will

attempt to make the Family Investment Center program a self-perpetuating program by utilizing rental income from the building to fund a contract with Career Training Institute to provide training and supportive services to PHA residents. Depending on funding, if allowed, increase the present successful self sufficiency programs by five families per year. Where allowed, continue to provide equal access to supportive services and training funded at the Family Investment Center through ROSS funds.

- X Provide or contract supportive services to increase independence for the elderly or families with disabilities. When allowed, continue to provide equal access to supportive services and training funded at the Family Investment Center through ROSS funds. Expand contract with social worker using Management Improvement BLI in Capital Fund to concentrates on establishing needs and providing supportive serves for the elderly and disabled.

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:

- X Undertake affirmative measures to ensure access to assisted housing regardless of race, color, religion national origin, sex, familial status, and disability:
- X 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:
- X 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)

Annual PHA Plan
PHA Fiscal Year 2004
[24 CFR Part 903.7]

i. Annual Plan Type:

Select which type of Annual Plan the PHA will submit.

Standard Plan

Streamlined Plan:

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

Troubled Agency Plan

ii. Executive Summary of the Annual PHA Plan

The 2004 Annual PHA Plan for the Helena Housing represents my first full year as Executive Director of the Authority. In August of 2003 the Helena Housing Authority will celebrate 65 years of service to the Helena Community!

As the new Executive Director, I found the job to be exciting and challenging. It is my goal to run the Authority at its optimal level at all times. In December 2001, when visiting the HUD field office in Denver, I was given sound advice by Regional Director John Dibella; he stated that as a new executive director I should consider my position equivalent to that of a CEO of a multi-million dollar business. I was responsible for finding revenue sources, cost control, employee development and all other aspects of running a successful multi million-dollar business. I took Mr. Dibella's advice and believe I have focused on making the Helena Housing Authority a viable small business in the Helena community that attracts and retains qualified, dedicated employees and provides outstanding customer service to its clients. My first year in business has been most difficult. I have encountered many obstacles during the year and have been able to maneuver past these obstacles with the assistance of my staff and our team of consultants. Below represents many of the strategic initiatives we are currently undertaking and will continue through FY 2004.

Celebrating Success

The Board of Commissioners and I recognize the importance of a well-trained and motivated staff. I could not have made it through my first year as Executive Director if it had not been for the current dedicated staff. The Board of Commissioners and I are committed to continuing our focus on improving employee morale through team building, pay-for-performance salary increases and celebrating our great successes.

Resident Services

Fiscal year 2002 was a year of restructure within our resident services department. Throughout 2004 we will focus on providing outstanding customer service to our residents. We have implemented a “Gold Services” program that will reward our residents for their efforts in self-sufficiency and community service.

With assistance from our primary community partner, Career Training Institute (CTI) we have successfully applied for and been awarded two ROSS grants totaling \$400,000. These grants will enable use to partner with CTI and provide much needed case management to over 70 residents with focus on self –sufficiency and job training. We will also enjoy the benefits of upgrading our computer lab to provide Internet and on-line educational services to the residents in public housing.

Capital Fund Program

In the summer of 2002 we began the 2001 Capital Fund construction project. This project, which includes over \$400,000 to remodel all the kitchens at our largest campus, the Stewart Homes was completed in fiscal year 2003. We have also been awarded over \$600,000 in 2002 Capital Fund grant monies to replace windows in over 60 public housing units. We are reevaluating that project to ensure it is the most critical project for the use of federal funds. This will be our focus for FY 2004.

Throughout fiscal year 2003 and into 2004 we will dedicate a portion of our Capital Fund grant to creating a Long-Range Facilities Plan. We will select an experienced Architect firm to assist us in evaluating our current housing stock and plan for the long-term future of the Helena Housing Authority. We will also install a security surveillance system as requested by our residents and expand social services to the elderly and disabled.

Expanding our Horizons

The Board of Commissioners has directed me to explore options for the expansion of affordable housing in our community. We will invest a portion of our Section 8 reserve funds into the development of a Low Income Housing Tax Credit project on Helena’s lower Westside. Our vision is to apply for State of Montana HOME grants and tax credits to build a 32 unit multi-family complex with special focus on Universal Design providing a model project to the disabled in our community.

Community Connection

The Board of Commissioners has also directed me re-connect the HHA to the Helena Community. Last year we invested a portion of our Section 8 Reserve in a community outreach campaign that included an Open House to celebrate 64 years in service to the community. With the help of consultants we have developed a Power Point Presentation that we are providing to numerous service clubs/organizations throughout Helena. We are truly bringing the message of affordable housing to Helena. On a going forward basis we will dedicate a small portion of our Capital Fund to Public Relations efforts.

iii. Annual Plan Table of Contents

[24 CFR Part 903.7 9 (r)]

Provide a table of contents for the Annual Plan, including attachments, and a list of supporting documents available for public inspection.

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 - 16. Audit
 - 17. Asset Management
 - 18. Other Information

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 2003 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 2003 Capital Fund Program 5 Year Action Plan
- Public Housing Drug Elimination Program (PHDEP) Plan
- Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text)

Other (List below, providing each attachment name)

- Membership of Resident Advisory Board.doc
- PHA Resident Board Member attachment.doc

Supporting Documents Available for Review

In March 2003 the Denver HUD Field Office conducted an in-depth Review of the HHA – all these attached were submitted as hard copy as part of the review. We respectfully request that they be considered attachments to this plan. They remain on display within the HHA’s administrative building

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
X	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
X	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans
X	Fair Housing Documentation: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions’ initiatives to affirmatively further fair housing that require the PHA’s involvement.	5 Year and Annual Plans
X	Consolidated Plan for the jurisdiction/s in which the PHA is located (which includes the Analysis of Impediments to Fair Housing Choice (AI)) and any additional backup data to support statement of housing needs in the jurisdiction	Annual Plan: Housing Needs
X	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources;
X	Public Housing Admissions and (Continued) Occupancy Policy (A&O), which includes the Tenant Selection and Assignment Plan [TSAP] CURRENTLY UNDER REVISION – Will submit within 3-4 months	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Section 8 Administrative Plan CURRENTLY UNDER REVISION – Will submit within 3-4 months	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public Housing Deconcentration and Income Mixing Documentation: 1. PHA board certifications of compliance with deconcentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/99 <i>Quality Housing and Work Responsibility Act Initial Guidance; Notice</i> and any further HUD guidance) and 2. Documentation of the required deconcentration and income mixing analysis	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public housing rent determination policies, including the methodology for setting public housing flat rents	Annual Plan: Rent Determination

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
	X check here if included in the public housing A & O Policy	
X	Schedule of flat rents offered at each public housing development X check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X	Section 8 rent determination (payment standard) policies X check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
X	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	Annual Plan: Operations and Maintenance
X	Public housing grievance procedures X check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
X	Section 8 informal review and hearing procedures X check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
X	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	Annual Plan: Capital Needs
	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans or any other approved proposal for development of public housing	Annual Plan: Capital Needs
	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act	Annual Plan: Conversion of Public Housing
	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
X *	Policies governing any Section 8 Homeownership program X* check here if included in the Section 8 <i>Section 8 Homeownership plan is in process and will be submitted to HUD for approval within 3-4 months</i>	Annual Plan: Homeownership
X	Any cooperative agreement between the PHA and the TANF	Annual Plan: Community

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

1. Statement of Housing Needs

[24 CFR Part 903.7 9 (a)]

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

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

Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Overall	Afford-ability	Supply	Quality	Access-ibility	Size	Loca-tion
Income <= 30% of AMI	2,741	5	4	3	3	3	3
Income >30% but <=50% of AMI	3,694	4	4	3	3	3	3
Income >50% but <80% of AMI	5,353	3	3	3	3	3	3
Elderly	6,890	4	4	3	4	3	3
Families with Disabilities	3,477	5	4	3	4	3	3
Race/Ethnicity White	54,688	5	4	3	3	3	3

Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Overall	Afford- ability	Supply	Quality	Access- ibility	Size	Loca- tion
Race/Ethnicity Native American	1,130	4	4	3	3	3	3
Race/Ethnicity Asian	298	4	4	3	3	3	3
Race/Ethnicity Hispanic	877	4	4	3	3	3	3
African American	106	5	4	3	3	3	3

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.)

- X Consolidated Plan of the Jurisdiction/s
Indicate year: 2000
- X U.S. Census data: the Comprehensive Housing Affordability Strategy
("CHAS") dataset
- American Housing Survey data
Indicate year:
- Other housing market study
Indicate year:
- X Other sources: (list and indicate year of information)
Census data for Helena, MT, Greater Helena Area Comprehensive
Affordability Strategy

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

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

Housing Needs of Families on the Waiting List
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Housing Needs of Families on the Waiting List

Waiting list type: (select one)

- Section 8 tenant-based assistance
 Public Housing
 Combined Section 8 and Public Housing
 Public Housing Site-Based or sub-jurisdictional waiting list (optional)

If used, identify which development/subjurisdiction:

	# of families	% of total families	Annual Turnover
Waiting list total	239		48%
Extremely low income <=30% AMI	190	79%	
Very low income (>30% but <=50% AMI)	49	21%	
Low income (>50% but <80% AMI)	0	0%	
Families with children	84	35%	
Elderly families	15	6%	
Families with Disabilities	25	10%	
Race/ethnicity White	20	87%	
Race/ethnicity African American	3	1%	
Race/ethnicity Native American	27	11%	
Race/ethnicity Asian/Hispanic	1	.1%	
Characteristics by Bedroom Size (Public Housing Only)			
1BR	148		
2 BR	59		
3 BR	22		
4 BR	7		
5 BR	3		
5+ BR			

Housing Needs of Families on the Waiting List	
Is the waiting list closed (select one)? X No <input type="checkbox"/> Yes	
If yes:	
How long has it been closed (# of months)?	
Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes	
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input type="checkbox"/> Yes	

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

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

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
X Section 8 tenant-based assistance			
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	400		21%
Extremely low income <=30% AMI	340	85%	
Very low income (>30% but <=50% AMI)	760	15%	
Low income (>50% but <80% AMI)	1	.1%	
Families with children	204	51%	
Elderly families	120	30%	
Families with Disabilities	120	30%	
Race/ethnicity White	308	77%	

Housing Needs of Families on the Waiting List			
Race/ethnicity African American	44	11%	
Race/ethnicity Native American	28	7%	
Race/ethnicity Asian/Hispanic	16	4%	
Characteristics by Bedroom Size (Public Housing Only)			
1BR			
2 BR			
3 BR			
4 BR			
5 BR			
5+ BR			
Is the waiting list closed (select one)? X No <input type="checkbox"/> Yes			
If yes:			
How long has it been closed (# of months)?			
Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input type="checkbox"/> Yes			

C. Strategy for Addressing Needs

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

(1) Strategies

Need: Shortage of affordable housing for all eligible populations

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

Select all that apply

- X Employ effective maintenance and management policies to minimize the number of public housing units off-line
- X Reduce turnover time for vacated public housing units
- X 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
- X 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
- X 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
- X 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

- X Apply for additional section 8 units should they become available
- Leverage affordable housing resources in the community through the creation of mixed - finance housing
- X 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

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

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)
Encourage residents to attend job training.

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
- X Apply for special-purpose vouchers targeted to the elderly, should they become available
- Other: (list below)

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
- X Apply for special-purpose vouchers targeted to families with disabilities, should they become available
- X Affirmatively market to local non-profit agencies that assist families with disabilities
- X Other: (list below)
Begin the process of developing a LIHTC project that will provide Universal Design concepts to increase housing stock to the disabled community.

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:

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

2. Statement of Financial Resources

[24 CFR Part 903.7 9 (b)]

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

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
1. Federal Grants (FY 2004 grants)		
a) Public Housing Operating Fund	716,401	
b) Public Housing Capital Fund	661,007	

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
c) HOPE VI Revitalization		
d) HOPE VI Demolition		
e) Annual Contributions for Section 8 Tenant-Based Assistance	1,598,762	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)		
g) Resident Opportunity and Self-Sufficiency Grants	400,000	
h) Community Development Block Grant		
i) HOME		
Other Federal Grants (list below)		
Shelter Plus Care	90,800	
2. Prior Year Federal Grants (unobligated funds only) (list below)		
3. Public Housing Dwelling Rental Income		
4. Other income (list below)		
4. Non-federal sources (list below)		
Total resources	3,466,970.00	

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: (state time)
- X Other: (describe) During the personal interview

b. Which non-income (screening) factors does the PHA use to establish eligibility for admission to public housing (select all that apply)?

- X Criminal or Drug-related activity
- X Rental history
- Housekeeping
- Other (describe)

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

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

e. Yes X 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

The HHA is currently in the process of revision all aspects of their waiting list organization including preferences and site-based options. We hope to have this task completed within 3-4 months.

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

- X Community-wide list
- Sub-jurisdictional lists
- X Site-based waiting lists * in process of revising Admin Plan to include 4-1 & 4-2 projects as site based waiting list
- Other (describe)

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

- X PHA main administrative office
- X 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? 1

2. X 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? 1

3. X Yes No: May families be on more than one list simultaneously
If yes, how many lists? 2

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

XPHA 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
- X Three or More

b. X 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:

X 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)

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

c. Preferences

1. X Yes No: Has the PHA established preferences for admission to public housing (other than date and time of application)? (If “no” is selected, skip to subsection **(5) Occupancy**)

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

Former Federal preferences:

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

- 3 Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- Victims of domestic violence
- 2 Substandard housing
- 2 Homelessness
- 4 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
- X 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)

- X The PHA-resident lease
- X The PHA's Admissions and (Continued) Occupancy policy
- X 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)

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

(6) Deconcentration and Income Mixing

a. X 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. X 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:
- X Employing waiting list "skipping" to achieve deconcentration of poverty or income mixing goals at targeted developments
If selected, list targeted developments below: 4-2, 4-1, 4-5, 4-6
- X Employing new admission preferences at targeted developments
If selected, list targeted developments below: 4-2 and 4-1
- Other (list policies and developments targeted below)

d. Yes X 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
- X List (any applicable) developments below: 4-2

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
- X List (any applicable) developments below: 4-5 and 4-6 Project

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)

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

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

c. X 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)
- X Criminal or drug-related activity
- X Other (describe below) Prior rental history and references

(2) Waiting List Organization

The HHA is currently in the process of revising all aspects of the Section 8 wait list criteria we hope to have it completed within 3-4 months

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

If tenant is unable to find suitable unit and provides log of searches.

Reasonable accommodation for people with disabilities.

(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)
Shelter Plus Program to Voucher Program

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

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

Other preferences (select all that apply)

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

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

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

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

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

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

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

- The PHA applies preferences within income tiers
- 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)

- X The Section 8 Administrative Plan
- Briefing sessions and written materials
- X Other (list below) Through our sponsor Golden Triangle.

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

- Through published notices
- Other (list below)

4. PHA Rent Determination Policies

[24 CFR Part 903.7 9 (d)]

A. Public Housing

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

(1) Income Based Rent Policies

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

a. Use of discretionary policies: (select one)

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

---or---

- X 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
X \$1-\$25
 \$26-\$50

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

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

Tenant has to fill out Request for Hardship Exemption from Minimum Rent. The Resident must request a suspension of rent in writing. The resident must also explain why they feel they qualify. An explanation is required if the condition, situation or circumstance is temporary. If the condition is temporary, the exemption will be for a period of 90 days from the date of the request. At the end of the 90-day suspension period, a minimum rent is imposed retroactively to the time of suspension. The family will be offered a responsible repayment agreement for the amount of back rent owed.

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

1. Yes X 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

X 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

X No

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

For all developments

For all general occupancy developments (not elderly or disabled or elderly only)

For specified general occupancy developments

For certain parts of developments; e.g., the high-rise portion

For certain size units; e.g., larger bedroom sizes

Other (list below)

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

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

f. Rent re-determinations:

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

- Never
- At family option
- Any time the family experiences an income increase
- Any time a family experiences an income increase above a threshold amount or percentage: (if selected, specify threshold)_____
- X Other (list below)
Anytime there is an increase or decrease in family composition or decreases in income are necessary to report prior to annual review.

g. Yes X 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.)

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

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
 X Other (list below)
 Rent Survey

(2) Minimum Rent

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

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

b. X 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)

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

B. HUD Programs Under PHA Management

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

Program Name	Units or Families Served at Year Beginning	Expected Turnover
Public Housing	366	50%
Section 8 Vouchers	292	21%
Section 8 Certificates		
Section 8 Mod Rehab	0	
Special Purpose Section 8 Certificates/Vouchers (list individually)	24	46%
Public Housing Drug Elimination Program (PHDEP)	366	48%
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:

See attachment "April 2003 revised maintenance policy..doc."

(2) Section 8 Management: (list below)

*** The Section 8 Administrative Plan and Public Housing Management plan were submitted to HUD Field Office in March 2003. Both Plans are currently under revision and will be completed 3-4 months*

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)

X 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:

X The Capital Fund Program Annual Statement is provided as an attachment to the PHA Plan at Attachment – Annual Statement.doc

-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. X 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:

X The Capital Fund Program 5-Year Action Plan is provided as an attachment to the PHA Plan at Attachment Five Year Plan.doc

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

2. Activity Description

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

Demolition/Disposition Activity Description
1a. Development name:
1b. Development (project) number:
2. Activity type: Demolition <input type="checkbox"/> Disposition <input type="checkbox"/>
3. Application status (select one) Approved <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/>
4. Date application approved, submitted, or planned for submission: <u>(DD/MM/YY)</u>
5. Number of units affected:
6. 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 X No: Has the PHA designated or applied for approval to designate or does the PHA plan to apply to designate any public housing for occupancy only by the elderly families or only by families with disabilities, or by elderly families and families with disabilities or will apply for designation for occupancy by only elderly families or only families with disabilities, or by elderly families and families with disabilities as provided by section 7 of the U.S. Housing Act of 1937 (42 U.S.C. 1437e) in the upcoming fiscal year? (If “No”, skip to component 10. If “yes”, complete one activity description for each development, unless the PHA is eligible to complete a streamlined submission; PHAs completing streamlined submissions may skip to component 10.)

2. Activity Description

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

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

10. Conversion of Public Housing to Tenant-Based Assistance

[24 CFR Part 903.7 9 (j)]

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

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

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

2. Activity Description

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

Conversion of Public Housing Activity Description	
1a. Development name:	
1b. Development (project) number:	
2. What is the status of the required assessment?	<input type="checkbox"/> Assessment underway <input type="checkbox"/> Assessment results submitted to HUD <input type="checkbox"/> Assessment results approved by HUD (if marked, proceed to next question) <input type="checkbox"/> Other (explain below)
3. <input type="checkbox"/> Yes <input type="checkbox"/> 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)	<input type="checkbox"/> Conversion Plan in development <input type="checkbox"/> Conversion Plan submitted to HUD on: (DD/MM/YYYY) <input type="checkbox"/> Conversion Plan approved by HUD on: (DD/MM/YYYY) <input type="checkbox"/> 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)	<input type="checkbox"/> Units addressed in a pending or approved demolition application (date submitted or approved: _____) <input type="checkbox"/> Units addressed in a pending or approved HOPE VI demolition application (date submitted or approved: _____) <input type="checkbox"/> 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:	<input type="checkbox"/> HOPE I <input type="checkbox"/> 5(h) <input type="checkbox"/> Turnkey III <input type="checkbox"/> Section 32 of the USHA of 1937 (effective 10/1/99)
3. Application status: (select one)	<input type="checkbox"/> Approved; included in the PHA's Homeownership Plan/Program <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> 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)	<input type="checkbox"/> Part of the development <input type="checkbox"/> Total development

B. Section 8 Tenant Based Assistance

1. X 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

X 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)

X 25 or fewer participants

26 - 50 participants

- 51 to 100 participants
- more than 100 participants

b. PHA-established eligibility criteria

X 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:

1. The timeliness of rent payments during the previous 12 months.
2. Breaks in employment for any reason are acceptable if they have been proven to not cause interruptions of rent obligations during the previous 12 month period.

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:

X 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?

- This agreement is reviewed and renewed yearly by June 30th.

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

- X Client referrals
- X Information sharing regarding mutual clients (for rent determinations and otherwise)
- X 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
- X Joint administration of other demonstration program
- X Other (describe) Family Investment Center/Career Training Institute

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)
Income disregard and provision of supportive services funds for participants in Family Investment Center Program.

b. Economic and Social self-sufficiency programs

X 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)
<i>ROSS</i>	<i>30</i>	<i>WAIT LIST</i>	<i>CTI/FIC</i>	<i>BOTH</i>

(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	Voluntary/20 Max	2/1/03 2
Section 8	35	2/1/03 33

b. X Yes, *the HHA is maintaining the minimum program size requirement:*

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)

- X Adopting appropriate changes to the PHA's public housing rent determination policies and train staff to carry out those policies
- X Informing residents of new policy on admission and reexamination
- X Actively notifying residents of new policy at times in addition to admission and reexamination.
- X Establishing or pursuing a cooperative agreement with all appropriate TANF agencies regarding the exchange of information and coordination of services
- X 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)
4-1 and 4-2 Projects

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
- X Activities targeted to at-risk youth, adults, or seniors
- X Volunteer Resident Patrol/Block Watchers Program
- Other (describe below)

2. Which developments are most affected? (list below)
4-1 and 4-2 Projects

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)

- X Police involvement in development, implementation, and/or ongoing evaluation of drug-elimination plan
- X Police provide crime data to housing authority staff for analysis and action
- X Police have established a physical presence on housing authority property (e.g., community policing office, officer in residence)
- X Police regularly testify in and otherwise support eviction cases
- X Police regularly meet with the PHA management and residents
- X 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)
4-1, 4-2, 4-3, 4-4, 4-5, 4-6, 4-8, and 4-10

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 X 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

- X Comprehensive stock assessment
 Other: (list below)

3. Yes X 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)
X Attached at Attachment file name: Resident Meeting March 19
Provided below:

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.

X The PHA changed portions of the PHA Plan in response to comments
List changes below:

- Resident asked for fencing on State street – included in Capital Fund Plan
- Residents asked for surveillance system – included cost in Capital Fund Plan
- Residents expressed concern with lack of support for elderly and disabled clients. Several developmentally disabled clients have been threatening with no social services provided by the community – included cost to expand our social service contract in Capital Fund Plan as an PHA wide Management Improvements

Other: (list below)

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

1. Yes X 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 X 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.) *** The Residents serving on the HHA Board of Commissioners was appointed by the Mayor of the City of*

Helena. Interested residents seeking a position on the Board of Commissioners may complete a City of Helena Board Appointment application and submit the form to the City Clerks office. Appointments are at the discretion of the Mayor with approval from the City Commissioners. See attached profile of current Resident Commissioners.

3. Description of Resident Election Process

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

- Candidates were nominated by resident and assisted family organizations
- Candidates could be nominated by any adult recipient of PHA assistance
- Self-nomination: Candidates registered with the PHA and requested a place on ballot
- Other: (describe)

b. Eligible candidates: (select one)

- Any recipient of PHA assistance
- Any head of household receiving PHA assistance
- Any adult recipient of PHA assistance
- Any adult member of a resident or assisted family organization
- Other (list)

c. Eligible voters: (select all that apply)

- All adult recipients of PHA assistance (public housing and section 8 tenant-based assistance)
- Representatives of all PHA resident and assisted family organizations
- Other (list)

C. Statement of Consistency with the Consolidated Plan

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

1. Consolidated Plan jurisdiction: (provide name here)

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

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

Capital Fund Grant Number FFY of Grant Approval: (MM/YYYY)

Original Annual Statement

Line No.	Summary by Development Account	Total Estimated Cost
1	Total Non-CGP Funds	
2	1406 Operations	
3	1408 Management Improvements	
4	1410 Administration	
5	1411 Audit	
6	1415 Liquidated Damages	
7	1430 Fees and Costs	
8	1440 Site Acquisition	
9	1450 Site Improvement	
10	1460 Dwelling Structures	
11	1465.1 Dwelling Equipment-Nonexpendable	
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)	
21	Amount of line 20 Related to LBP Activities	
22	Amount of line 20 Related to Section 504 Compliance	
23	Amount of line 20 Related to Security	
24	Amount of line 20 Related to Energy Conservation Measures	

**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

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)

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	
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
Total estimated cost over next 5 years				

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>

PHA Plan Table Library

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

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

Capital Fund Grant Number FFY of Grant Approval: (07/2003)

x Original Annual Statement

Line No.	Summary by Development Account	Total Estimated Cost
1	Total Non-CGP Funds	
2	1406 Operations	132,000
3	1408 Management Improvements	132,000
4	1410 Administration	66,000
5	1411 Audit	
6	1415 Liquidated Damages	
7	1430 Fees and Costs	61,000
8	1440 Site Acquisition	
9	1450 Site Improvement	68,519
10	1460 Dwelling Structures	147,728
11	1465 Dwelling Equipment	53,760
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)	661,007
21	Amount of line 20 Related to LBP Activities	
22	Amount of line 20 Related to Section 504 Compliance	
23	Amount of line 20 Related to Security	
24	Amount of line 20 Related to Energy Conservation Measures	

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
HA Wide	Operation	1406	132,000
	Management Improvements	1408	132,000
	(\$42,000 Records Transference &		
	Storage.)		
	Police \$50,000		
	Social Service Contract \$20,000		
	Public Relations \$20,000		
	Administration	1410	66,000
	Fees & Costs	1430	61,000
	(Long Range Plan \$30,000)		
	(A & E \$31,000)		
MT 4-1	Heated Sidewalk to Office Entry	1450	5,000
	(12% Contingency)		600
	Security Surveillance Equipment	1450	25,760
MT 4-2	Replace Refrigerators	1465	24,000
	(12% Contingency)		2,880
MT 4-3	Replace Refrigerators	1465	24,000
	(12% Contingency)		2,880
	Install Fence @ State & Highland Site	1450	12,000
	(12% Contingency)		1,440
	Install Carbon Monoxide Detectors	1460	6,000
	(12% Contingency)		720
	Replace Playground Equipment	1450	10,178
	(12% Contingency)		1,221
MT 4-4	Remodel Kitchens	1460	100,000
	(12% Contingency)		12,000
	Replace Water Shut-Off Valves	1460	21,000
	(12% Contingency)		2,520
	Replace Lawn Irrigation System	1450	11,000
	(12% Contingency)		1,320
MT 4-10	Install Carbon Monoxide Detectors	1460	4,900
	(12% Contingency)		588

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)
Operations	6/30/05	6/30/07
Management Improvements	6/30/05	6/30/07
Administrations	6/30/05	6/30/07
Fees & Costs	6/30/05	6/30/07
Site Improvement MT 4-1 MT 4-3 MT 4-4	6/30/0	6/30/07
Dwelling Structures MT 4-3 MT 4-4 MT 4-10	6/30/05	6/30/07
Dwelling Equipment MT 4-2 MT 4-3	6/3-/05	6/30/07

Helena Housing Authority
MAINTENANCE POLICY

Effective Date: April 1, 2003
Approved by Board: March 25, 2003

Purpose: This policy is implemented to assure decent, safe, and sanitary housing for residents residing in the public housing dwelling units and on all projects and sites.

Helena Housing Authority Commitment to Maintenance:

The Helena Housing Authority, to the greatest extent feasible within funding constraints, commits to supporting an adequate maintenance program by providing sufficient:

1. Numbers of maintenance staff.
2. Training to obtain adequate technical skills among the staff.
3. Quantities of tools, equipment, and vehicles.
4. Stocks of inventory and parts.
5. Communication equipment and systems.
6. Pay and benefits to minimize staff turnover.

Budget:

Maintenance personnel will cooperate with management personnel to develop a fiscally responsible budget based upon established goals, schedules, staff requirements, and known income sources. Periodically, the housing authority may enter into service contracts with outside firms to provide certain services including, but not limited to, vehicle maintenance, painting, grounds maintenance, and pest control.

Work Order System:

Requests for maintenance and job tracking shall be accomplished with the use of an adequate work order system. Work orders may be generated from any source including but not limited to work orders classified as emergency, routine, vacancy, inspection, or preventive maintenance. A work order file will be maintained for each dwelling unit to assure an adequate maintenance history of each dwelling unit. Emergency work orders will be addressed within 24 hours. To the greatest extent feasible, all other work orders will be addressed within 10 days of issuance. A tracking system shall be in place to assure all work orders are completed in a timely and efficient manner. Work orders shall be signed by the employee performing the work and shall contain a list of materials used. To the greatest extent feasible, resident generated work orders will be signed by the resident requesting the work upon completion. A copy of the completed work order shall be left with the resident.

Planning and Scheduling:

The maintenance department will make all efforts to minimize non-productive time by matching employee skills with job tasks commensurate with employee job descriptions, plan repairs and replacement work, and schedule work in a manner which takes into account such factors as department organization, distance between sites, availability of parts, number of dwelling units, nature of work backlog, and seasonal or weather conditions.

Coordination of Activities:

Coordination between the maintenance department and other departments is essential. The maintenance department is required to coordinate activities with management staff, occupancy staff, inspection staff, and modernization activities to enhance the effectiveness of the housing authority.

Inspection of Dwelling Units:

As part of an aggressive preventive maintenance program, maintenance staff will inspect all dwelling units, sites, buildings, systems, and grounds at least once per year. Preventive measures eliminate down time and lower overall costs of the maintenance program. A maintenance inspection form designed for the task will be used and will be signed by the individual performing the inspection. Work orders will be generated when deficiencies are found and will be completed as stated above. Move out inspections will be done in coordination with management and occupancy staff to determine charges to the resident, which are considered above normal wear and tear.

Vacancy Turnaround:

The Maintenance Supervisor will assign sufficient personnel to the task of refurbishing vacant dwelling units in order to meet or exceed Department of Housing and Urban Development down time expectations as stated in any current HUD public housing assessment programs.

Emergency After Hours Coverage:

A system for twenty-four hour after hours coverage will be in place to handle calls received after business hours. This system may be modified from time to time in order to adapt to changing conditions and methods. Maintenance personnel will be scheduled in rotation to cover after hours calls. Compensation for after hours duty will be according to the housing authority personnel policy. Notification of after hours emergencies may come from an answering service, emergency services, police department, fire department, site managers or any other source.

Pest Control:

The maintenance department shall implement a pest control program that will control or eliminate common household pests such as insects and rodents. Utilizing a licensed pest control firm, crawlspaces and areas around dwelling units will be treated at appropriate times of the year in a manner which will control pests. Should random infestations be found within dwelling units, treatment will be determined by the degree of infestation. If the infestation is major, a pest control contractor will be hired to perform the treatment.

Resident Responsibilities for Maintenance:

Resident responsibilities for maintenance are delineated in the Dwelling Lease and Tenant Handbook. Residents are responsible for charges for damage above normal wear and tear which will be determined by management. In the case of damage caused by break-ins, if such damage is not reported to the police, the resident may be held responsible for the cost of the damage.

Safety:

Housing Authority Maintenance personnel will make every effort to perform their work in a manner that maintains a safe environment for themselves, fellow employees, residents, and the general public. Periodically, the housing authority will provide safety training to employees. Employees are required to attend all meetings related to safety training and sign the attendance sheet to document attendance. A safety committee of employees will meet at least twice per year to discuss and recommend solutions to safety issues and concerns.

Compliance With Other Housing Authority Policies and Agreements:

All actions taken and work performed by the maintenance department shall be in strict compliance with other housing authority policies and agreements in effect, including but not limited to: Dwelling Lease Agreement, Tenant Handbook, Entry of Premises Policy, Personnel Policy, Organizational Chart, Admissions and Continued Occupancy, and Procurement Policy.

Compliance With Department of Housing and Urban Development Regulations:

All work performed by the maintenance department will be in compliance with HUD regulations. Compliance shall include that all work shall be done in a manner which will generate the highest possible score given in any HUD assessment, rating, or evaluation.

Capital Fund Program Five-Year Action Plan

Part I: Summary

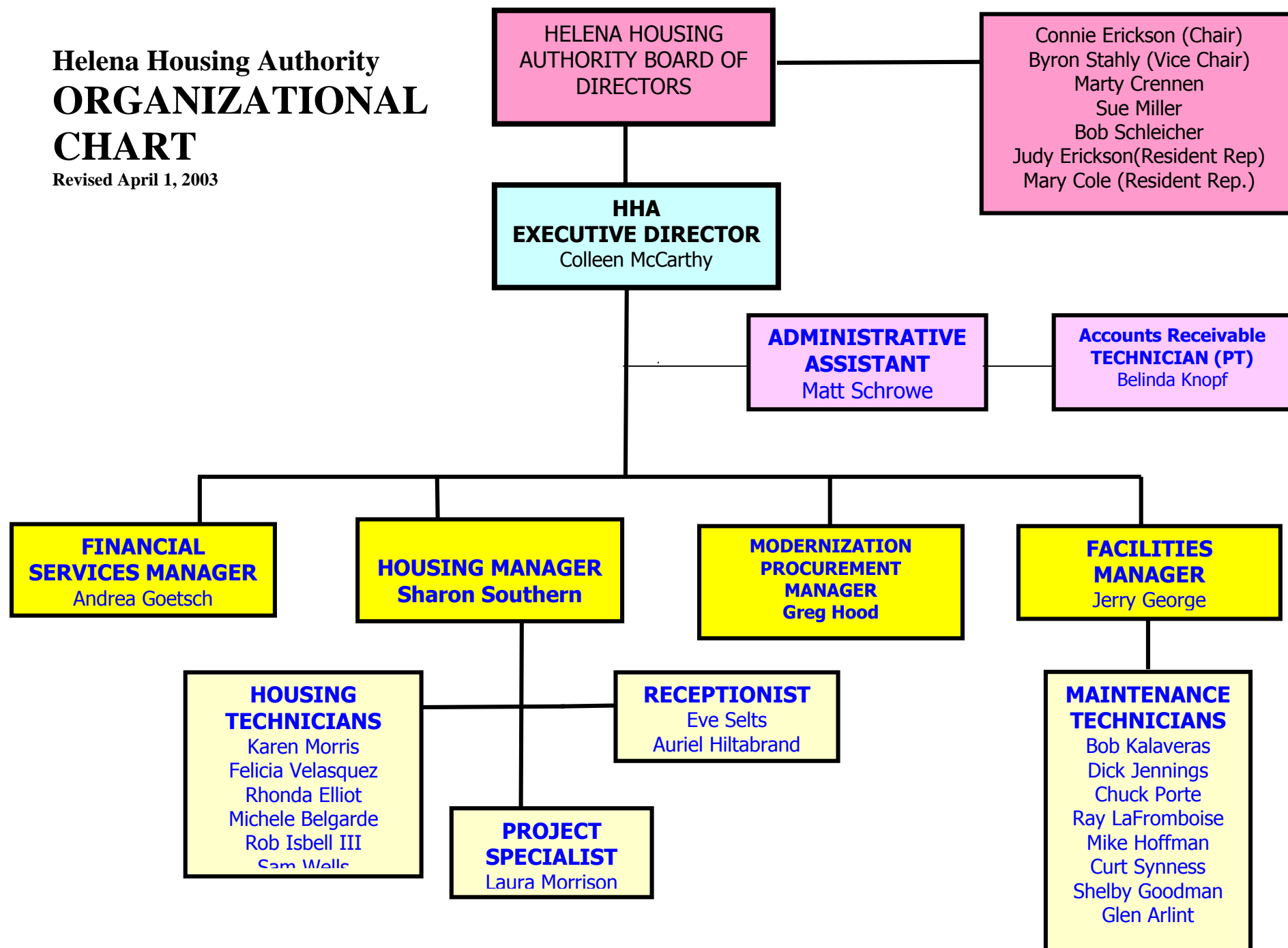
PHA Name Helena Housing Authority					Original 5-Year Plan <input type="checkbox"/> Revision No:	
Development Number/Name/HA-Wide	Year 1	Work Statement for Year 2 FFY Grant: 2004 PHA FY: 2005	Work Statement for Year 3 FFY Grant: 2005 PHA FY: 2006	Work Statement for Year 4 FFY Grant: 2006 PHA FY: 2007	Work Statement for Year 5 FFY Grant: 2007 PHA FY: 2008	
HA Wide	Annual Statement	363,007	321,007	326,007	361,007	
MT 4-1		50,000	0	0	20,000	
MT 4-2		0	161,500	0	10,000	
MT 4-3		0	161,500	0	150,000	
MT 4-4		12,000	0	0	0	
MT 4-5		0	17,000	218,500	0	
MT 4-6		236,000	0	116,500	10,000	
MT 4-8		0	0	0	110,000	
MT 4-10		0	0	0	0	
CFP Funds Listed for 5-year planning		661,007	661,007	661,007	661,007	
Replacement Housing Factor Funds						

**Capital Fund Program Five-Year Action Plan
Part II: Supporting Pages—Work Activities**

Activities for Year 1	Activities for Year: <u>2</u> FFY Grant: 2004 PHA FY: 2005			Activities for Year: <u>3</u> FFY Grant: PHA FY:		
	Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
SEE	Management	Police Officer	50,000	Management	Police Officer	50,000
ANNUAL		Public Relations	20,000		Public Relations	20,000
STATEMENT		Upgrade Computers	20,000		Social Service Contract	20,000
		Social Services Contract	20,000	Administration	Salaries	66,000
		Records Transference & storage	22,000			
	Administration	Salaries	66,000	PHA Wide	Operations	132,000
	PHA Wide	Operations	132,000		A/E	33,007
		A/E	33,007	MT 4-2	Replace Furnaces	161,500
	MT 4-1	Security Surveillance Equipment	15,000	MT 4-3	Replace Furnaces	161,500
		Stabilize Unit #42	30,000	MT 4-5	Replace Storm Doors	17,000
		Relocate Tenant During Stabilization	5,000			
	MT 4-4	Replace Water Heaters	12,000			
	MT 4-6	Remodel Kitchens	150,000			
		Replace Bath Vanities	20,000			
		Replace Floor Tile	46,000			
		Install Carbon Monoxide/Smoke Detectors	20,000			
	Total CFP Estimated Cost		661,007			661,007

Helena Housing Authority ORGANIZATIONAL CHART

Revised April 1, 2003



MEMBERSHIP OF RESIDENT ADVISORY BOARD REQUIRED ATTACHMENT

The Helena Housing Authority has a Resident Management Corporation that acts in the capacity of Resident Advisory Board to the HHA.

The Resident Management Corporation (RMC) is a registered corporation with the State of Montana and has tax exempt status.

Membership

Any public housing resident is allowed membership into the RMC. The RMC elects a President, Vice-President and Secretary/Treasurer.

President: Mary Cole appointed 4-99 non-expiring term
Vice-President: Tom Yuhas appointed 4-99 non-expiring term
Sec/Treasurer: Dale Goodgun appointed 4-99 non-expiring term

Meeting Dates

The RMC meets on a quarterly basis with minutes and attendance recorded at each meeting. The RMC records are stored at the HHA administrative building location at 812 Abbey.

REQUIRED ATTACHMENT: RESIDENT MEMBER ON THE PHA GOVERNING BOARD

1) YES NO Does the PHA Governing Board include a least one member who is directly assisted by the PHA this year?

Name of resident member(s) on the governing board:

Judy Erickson
Mary Cole

How was the resident board member selected (select one)?

Elected _____
Appointed XX - By the Mayor of the City of Helena

C. The Term of the appointment is 2 years

Judy Erickson term expires 8-1-03
Mary Cole term expires 8-1-04

2. A. If the PHA governing body does not have at least one member who is directly assisted by the PHA, why not?
1. The PHA is located in a State that requires the members of a governing board to be salaried and serve on a full time bases.
 2. The PHA less than 300 public housing units, has provide reasonable notice the resident advisory board of the opportunity to serve on the governing board, and has not been notified by any resident of their interest to participate on the board.
 3. Other (explain)

B. Date of next term expiration of a governing board member:
Judy Erickson 8-1-03

Name of Title of appointing official for governing board (indicate appointing official for the next position)

JIM SMITH MAYOR OF THE CITY OF HELENA
316 N Park
Helena, MT 59601

POLICY OF DECONCENTRATION AND MIXING INCOMES

Addendum to the Helena Housing Authority Admissions and Continued Occupancy Policy dated March 28, 2000

Effective Date: March 1, 2001

The Helena Housing Authority of Helena, Montana, will each year prior to the submission of its Annual Plan, analyze the public housing stock and the incomes of residents in order that deconcentration of poverty and income mixing will be encouraged. To effectively accomplish this policy, the Helena Housing Authority will:

1. analyze the incomes of families residing in public housing developments that are subject to HUD's requirement to deconcentrate poverty as promulgated by HUD's regulations in effect at the time of the analysis.
2. determine the average income of all families residing in all covered developments.
3. determine the average income of families in each covered development.
4. determine which developments are outside the HUD established income range. (Currently, those covered developments where the average income is between 85% and 115% of the housing authority wide average for covered developments.)
5. exempt public housing developments which house only elderly persons or persons with disabilities.
6. exempt HOPE VI projects awarded before the effective date of the deconcentration rule.
7. provide reasons in the annual plan when the number of applicants on the waiting list is not sufficient to promote deconcentration or when the covered development(s)' size, location, and/or configuration promote income deconcentration such as scattered site or small developments.

To achieve the purposes of this policy, and if allowed by the number of applicants on the waiting list, the Helena Housing Authority may:

1. skip over families on the waiting list to reach another family in an effort to further the goals of the housing authority's deconcentration policy. Skipping to promote deconcentration shall not be considered an adverse action.

2. provide incentives designed to encourage families above or below the established income range to accept dwelling units in developments with incomes above or below the established income range in order to further the goals of the housing authority's deconcentration policy. Such incentives may include:
 - a. rent incentives as authorized by HUD.
 - b. providing additional support services and amenities.
 - c. appropriate affirmative marketing plans.
 - d. additional applicant or resident consultation and information.

Resident Meeting
812 Abbey St. Helena, MT

March 19, 2003
7:00 P.M.

Agenda

Coverage on PHA Plan
Annual Plan
5-year Plan

Residents were presented the Annual, 5 year CFP and the PHA by Sharon Southern and Jerry George. The following are lists of suggestions and concerns that should be addressed in the plans. The Housing Technicians have also provided comments from residents that had recently expressed concerns or ideas during annual review meetings.

- ☐ Resident on State Street site was concerned with the safety of children running in one of Helena's busiest streets, Montana Avenue. "Can we have fences around our yard? The fence could go from one corner of the house to the other in the backyard."

HHA Response: The Facilities Manager agreed with the safety concerns and the fence will be included in the 2003 CFP

- ☐ Numerous concerns have been expressed regarding the elevators at our elderly complex known as ME Anderson. Residents repeatedly stated: "Fix the elevators at M.E. Anderson Building"

HHA Response: In reviewing our elevator services contract we issued an RFP April 3, 2003 to prior service provider had not adequately maintained the elevator. The elevator which is experiencing the most repair problems will be taken out of service so there is no need to expend funds in this area.

- ☐ Paint the walls a different color.

HHA Response: The HHA has concerns with color matching and paint supply we will continue with basic white.

- ☐ Have carpet in the units.

HHA Response: The HHA has concerns with the repair and replacement cost of providing carpet in all units. The HHA has implemented a Gold Services program and eligible residents are able to earn points that can be redeemed for carpet within their units.

☐ Need more storage, maybe storage sheds:

HHA Response: HHA will be conducting a comprehensive needs assessment within the year. This issue will be evaluated within the Long Range needs assessment.

☐ Can we have security cameras installed?

HHA Response: HHA did comprehensive needs assessment and partnered with our Police officer to evaluate the need for a camera. It was agreed this item should be included in the CFP.

☐ Playground equipment for the Stewart Homes campus is inadequate for small children and inadequate for the number of children on site.

HHA Response: HHA has re-evaluated this situation and looked at the need for playground equipment additions and replacement at three other sites. It was decided to include these projects in the 5-year CFP.

All persons present at the meeting signed the log

Meeting ended at 8:00 P.M.