

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

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# PHA Plan - Update

5 Year Plan for Fiscal Years 2000 - 2005

Annual Plan for Fiscal Year 10/1/2003 - 9/30/2004

Completed July 7, 2003

**CITY OF RONAN HOUSING AUTHORITY  
RONAN, MONTANA**

*The mission of the PHA is to promote safe, decent, adequate, affordable and fair housing to benefit low and moderate income families within the City of Ronan and throughout Lake County.*

## **PHA Plan Agency Identification**

**PHAName: CityofRonanHousingAuthority**

**PHANumber: #MT-036**

**PHAFiscalYearBeginning: 10/01/2003**

**Public Access to Information : Information regarding any activities outlined in this plan can be obtained by contacting the main administrative office of the PHA**

### **Display Locations For PHA Plans and Supporting Documents**

**The PHA Plans (including attachments) are available for public inspection at the main administrative office of the PHA at 319 Main Street SW, P.O. Box 128, Ronan, MT 59864**

**PHA Plan Supporting Documents are available for inspection at the main administrative office of the PHA at 319 Main Street SW, P.O. Box 128, Ronan, MT 59864**

### **PHA Programs Administered:**

**HUD -Section 8 Only  
29 Units Affordable Rental Housing  
HOME - Tenant Based Rental Assistance  
HOME - Homebuyer Assistance Programs**

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**AnnualPHAPlan  
PHAFiscalYear2003 -2004**

**AnnualPlanType :**

**X** SmallAgencyAdministeringSection8Only

**ExecutiveSummaryoftheAnnualPHAPlan**

RHAcurrentlyadministersasmallSection8VoucherprogramundertheDepartmentof HousingandUrbanDevelopment.Italsomanagesseveralnon -HUDaffordablehousing programseitheronitsownorinconjunctionw iththeCityofRonanorwithLakeCounty. Referencetotheseprogramsisincludedinordertoconsolidateallprogramswithinoneplanning document.Prioritiesareasfollows:

1. RHAownsandmanages18multi -familyrentalunits,onesingle -familyrent alunit,andisa partner/managerof8verylow -incomeapartmentunits.RHAiscommittedtomaximizingits effectivenessinmanagingtheseunits,keepingunitsingoodrepair,minimizingturn -around ratesonvacantunitsandassuringaffordabilityforlow -incomefamilies.Theseunitsarenot subsidizedotherthanbykeepingtheirrentsatthelowestpossiblelevelneededtocovercosts, andmaintenancereservesareverylow.Anyeligiblesourceofincome,includingprogram incomefromotherprojects,is beingsetasideasareservefortheseunits,fourteenofwhich arenow10yearsoldandbeginningtorequiremajorrepairs.
2. RHAmanagedaCommunityDevelopmentBlockGranthousingrehabilitationprogram severalyearsagowiththeCityofRonanwherein over30low -income,homeownerswere providedlowinterestordeferredloanswhichimprovedthequalityofhousinginRonan. Thecostofmanagingsuchaprogramhasescalatedoverthepastyear,especiallywiththe newlead -basedpaintandasbestosabate mentinitiatives.Althoughtherecontinuestobe a greatneedforsuchaprogram,RHAhasdeterminedthatthecostistooprohibitiveto manageatthepriorlevelandwilldownscaletheprogramtoprovidingassistancewithenergy conservation(includingdoors,windows,roofing,insulationandheatingsystems).RHAwill applyforfundingforsuchaprogramthisfall.
3. RHAmanagedamajorfirsttimehomebuyerprograminconjunctionwithLakeCountyin 1996 -1999whereinover40familieswereassisted withhomeownercounselinganddown paymentassistanceintheformofdeferredsecondmortgages.RHAandLakeCountyhave recentlyreceivedaHOMEgranttocontinuethisprogramthrough2004andplantoassistan additional12low -incomehomebuyersintoh omeownership.
4. RHAcontinuestoseekincreasedfundingforvarioustenant -based,rentalassistance programsthroughHOMEandSection8.RHAisapplyingforMainstreamVouchersto assistfamilieswithdisabilitiesandhasenteredintoanagreementwith theBlackfootHousing Authoritytomanageitsstudentvoucher -programforstudentslivinginLakeCountyand attendingSalishKootenaiCollege.
5. RHAworkswithLakeCountyCommunityHousingOrganizationtocompleteamarket researchstudyemphasizingth eneedsofseniorsandforhousingrehabilitationamonglow incomefamilies.
6. RHAcontinuestoseekfundingand/orpublic -privatepartnershipswhichwillconstructand makeavailabletolow -incomefamilies,3and4bedroomsinglefamilyhomeswithinits

jurisdiction.

7. RHA will continue to build relationships with other agencies throughout the county in order to build an effective family self-sufficiency program in Lake County.
8. RHA continues to build organizational self-sufficiency in order to support its staff and programs without continual dependency upon program grants to fund basic administrative activities.

### Summary of Policy and Program Changes

The following summarizes the accomplishments and shortfalls of our previous year's goals as outlined on Page 4 of our FY 2003 Annual Plan and establishes its objectives for the coming year.

1. Work with Lake County Community Housing Organization to expand and update the current market study to include all of Lake County and evaluate the most immediate means of funding for the needs established within the study

*The study was funded under a Capacity Building Grant to the Lake County Community Housing Organization ("Lake County CHDO") through HUD's Rural Housing and Economic Development program in January 2003. The study will be conducted this fall (2003) and completed by December.*

2. Become certified as a housing counseling agency

*RHA supported the application of the Lake County Community Housing Organization, a sister agency and the county's designated "CHDO", to become a HUD certified housing counseling agency. Lake County CHDO was certified in August 2002 and recently applied for funding under the HUD Super NOFA program for housing counseling agencies. Program funds will be used to provide a variety of housing counseling services equally to both clients of the CHDO and RHA.*

3. Develop a funding source for providing renter and home ownership counseling to both the public at large and within the high school/college environment.

*Support for this program was also received under the previously mentioned Capacity Building Grant to Lake County CHDO. Programs are under development. Two home buyer workshops have been delivered and renter responsibility training will begin in high school and Salish Kootenai College this fall. Courses will continue under the proposed Housing Counseling program funds and through assistance from local support networks.*

4. Increase the availability of Section 8 vouchers and take advantage of any special purpose voucher programs which may become available.

*RHA has 36 housing choice vouchers authorized from HUD and currently manages four ports from other housing authorities. Additional Section 8 vouchers will be applied for upon publication of the 2003 NOFA, with a goal of at least doubling the current number. Applications were made in the summer of 2002 but were not awarded due to low SEMAP scores as a result of receiving an allocation of vouchers the previous year prior to year end, but not being notified by HUD until after September 30. We have received a SEMAP score of 100% for September 2002 and are*

applying for both Mainstream vouchers for persons with disabilities and housing choice vouchers. Notification was also received from HUD that it was no longer acceptable to receive reports from tribal housing authorities. RHA has been receiving such reports from the Blackfeet Housing Authority for several years. As a result, the Blackfeet Housing Authority now has instituted a "student voucher" program and RHA has entered into a Memorandum of Understanding with them to administer their program for students while attending Salish Kootenai College in Pablo. RHA receives \$50 per month per voucher for its administration.

5. Explore how a Section 8 Homeownership program might fit within the RHA programmatic structure.

RHA continues to educate itself relative to Section 8 Home Ownership. One barrier that has been identified has been a reluctance by banks to participate when the family does not meet income qualifications and needs Section 8 assistance in order to make their payments. This is an option for homeownership that may work well with the HOME based down-payment assistance program RHA operates with Lake County; however, the organization opted not to apply for funding for the program under the 2003 Super Nofa.

6. Establish a family self-sufficiency program for a minimum of 5 families

HUD granted RHA a temporary reduction of their family self-sufficiency requirement to zero; however, RHA continues to work to develop a family self-sufficiency program which will be instituted by next year. A draft plan has been completed and preliminary work has been done in getting a committee together willing to work toward its goals. We believe that there is a good way in which Section 8 homeownership vouchers, homeowner counseling and Home Starts savings programs as offered through our local banks can be blended into a workable FSS program. RHA's Housing Manager will have a plan in place by the end of FY 2004.

7. Explore ways in which to increase RHA long-term organizational sustainability

Sustainability has been a long-standing issue with RHA which receives only program-based income and has no resources upon which to secure the long-term viability of the organization. For that reason, its staff is provided under a contractual agreement with another non-profit agency, Lake County Community Development Corporation ("LCCDC"), which also provides office space for both RHA and the Lake County Community Housing Organization. Even so, LCCDC generally carries RHA's administrative costs as an account receivable which may never be entirely repaid. RHA continues to seek partnership through which it can develop a pool of discretionary funds which may be used to build the basic capacity of the organization and pay administrative and program development costs.

## Statement of Housing Needs

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

*\*\*Note: While RHA's legal "jurisdiction" is the City of Ronan and its 10-mile radius; RHA administers tenant-based rental assistance programs and home-buyer programs throughout Lake County as a subrecipient of grants awarded to Lake County. Therefore, the following data is gathered for all of Lake County, not only the technical jurisdictional boundaries of RHA.*

#### Housing Needs of Families in the Jurisdiction by Family Type

Family Type	<u>Overall</u>	Affordability	Supply	Quality	Accessibility	Size	Location
<=80%AMI	4,187						
Income<=30%AMI	1,020	5	5	4	4	4	1
Income>30%but<=50%ofAMI	1,594	3	4	3	4	4	1
Income>50%but<80%ofAMI	1,573	2	3	2	3	2	1
Elderly	1,014	4	3	3	3	2	1
FamilieswithDisabilities	1,570	4	4	3	4	4	1
AmericanIndian	996	4	2	3	3	3	1
Caucasian	2,990	3	2	3	3	3	1
AllOtherEthnic	201	3	2	3	3	3	1

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

Consolidated Plan of the Jurisdiction/s  
Indicate year: 2002

U.S. Census data: 2000

Other sources: (list and indicate year of information)

“Out of Reach” - 9/2002 Report of National Low Income Housing Coalition

2003 HUD Income Guidelines - Lake County

2003 Low - Moderate Income Percent Montana “Economic Statistics and Information Bureau”

**B. Housing Needsof FamiliesonSection8andRelatedWaitingLists(Revised6/2003)**

<b>HousingNeedsofFamiliesontheWaitingList</b>			
<b>Waitinglisttype:CombinedSection8andLocally -ownedSubsidizedHousingincluding RuralDevelopmentandRHAowned(non -HUD)UnitsandHOMETenantBasedRental Assistanceprogram.</b>			
	<b>#ofFamilies</b>	<b>%ofTotal Families</b>	<b>AnnualTurnover</b>
<b>WaitingListTotal</b>	<b>119</b>	<b>100%</b>	<b>15Mos</b>
<b>Extremelylowincome &lt;=30%AMI</b>	<b>96</b>	<b>81%</b>	
<b>Verylowincome (&gt;30%but&lt;=50%AMI)</b>	<b>13</b>	<b>11%</b>	
<b>LowIncome (&gt;50%but&lt;80%AMI)</b>	<b>10</b>	<b>08%</b>	
<b>FamilieswithChildren</b>	<b>77</b>	<b>65%</b>	
<b>ElderlyFamilies</b>	<b>13</b>	<b>11%</b>	
<b>FamilieswithDisabilities</b>	<b>33</b>	<b>28%</b>	
<b>AmericanIndian</b>	<b>41</b>	<b>34%</b>	
<b>CharacteristicsbyBedroomSize (CombinedListincl.RHA Housing)</b>			
<b>1BR</b>	<b>29</b>	<b>24%</b>	
<b>2BR</b>	<b>47</b>	<b>40%</b>	
<b>3BR</b>	<b>30</b>	<b>25%</b>	
<b>4BR</b>	<b>11</b>	<b>09%</b>	
<b>5BR</b>	<b>2</b>	<b>02%</b>	
<b>5+BR</b>	<b>0</b>	<b>0%</b>	

**Isthewaitinglistclosed(selectone)?**     **No**     **Yes**    Itisneverclosed!



## C. Strategies for Addressing Needs

### 1. Addressing the Need for Affordable Housing for All Eligible Populations

- a) *Maximize the number of affordable units owned or managed by the PHA* : This is a continual and ongoing strategy basic to RHA's philosophy and future. RHA owns and/or manages 27 units of multi-family, non-Section 8, affordable housing and has continued to achieve effective maintenance and management policies resulting in keeping the maximum number of units on-line with an occupancy rate of 92% overall. Utilization of Section 8 vouchers is at 100%; RHA has HOME-funded home ownership and tenant-based rental assistance in place, all of which are fully utilized to the degree resources are available.
- b) *Increase the number of affordable housing units by creating resources to fund assistance to families in either privately-owned or RHA-owned and subsidized units* : We will apply for additional Section 8 housing choice and mainstream vouchers as well as HOME-funded tenant-based rental assistance in order to assist as many families as possible. Our waiting list for assistance is currently at 119 and continues to grow. Tenant-based rental assistance under the HOME program, which we have utilized for 25 tenants annually since 1995, is increasingly less reliable as a source of funds due to the competitive nature of the program. Also, program changes made at the state level make it more difficult, and expensive, to operate that type of program at the local level. While we are a partner in one low-income tax credit project, we have found that small projects, such as those needed in our small rural area, are very difficult to do because of lack of interest by syndicator/partners willing to incur the high legal and set-up costs that are as much for a small project as a large one. The returns are reduced accordingly and therefore less attractive, which may make this a less viable form of providing affordable housing than initially anticipated. We will conduct a market study to determine the need for additional rental units within the City of Ronan; although there are several projects being built that, while maintaining fair market rents or below, remain inaccessible to very low-income families without further subsidy.
- c) *Increase accessibility to affordable housing through rent training programs* : A major issue for a real landlord is the "perception" that many families and young people receiving rental assistance are poor risks as tenants. In conjunction with Lake County Community Housing, a "renter responsibility" training program has been established which will become effective in this fiscal year. The training will be a prerequisite for any family receiving assistance under any of RHA's housing programs. We will also provide the coursework to seniors at area high schools and at Salish Kootenai College.

### 2. Increase Access to Safe and Decent Housing for Families with Special Needs

- a) *Assist Families at or Below 30% of Income* : 81% of our waiting list is composed of households at or below 30% AML. As stated previously, we will continue to try to increase assistance available to this, our most vulnerable group and those least likely to increase their incomes enough to negate their need for assistance. Other goals include exploring appropriate partnerships in the development of emergency and/or transitional housing for extremely low-income and/or homeless families with children.

- b) *Assist Families at or Below 50% of Income* : In addition to the strategies cited above, this is a target group that stands the best chance of meeting family self-sufficiency goals. Working with Lake County Community Housing Organization and our mutually established Housing Counseling Agency, we will work with this income group to educate them regarding first-time home buyer and rent-to-own programs and otherwise encourage self-sufficiency on a continuing programmatic basis. Whether or not HOME program funds will be available to us on a continuing basis is also a problem as we try to extend HOME rental assistance programs as a incentive for working or in-school families working in a formal program towards becoming self-sufficient.
- c) *Target Available Assistance to the Elderly* : RHA has no special-purpose vouchers targeted for the elderly. Between RHA and Lake County CHDO, there are 40 units of housing which are either accessible or adaptable and targeted for low-income seniors. Working from a combined waiting list, both organizations have policies whereby families temporarily occupying elderly units are removed as soon as possible to make room for our elderly population as needed.
- d) *Target Available Assistance to Families with Disabilities* : 28% of the families on our waiting list claim some type of disability. We have established relationships with our local agencies which assist families with disabilities and are currently applying for Mainstream vouchers in order to better serve this population.
3. **Address the Needs of Races or Ethnicities with Disproportionate Housing Needs**
- a) *Increase Awareness of PHA Resources Among Families of Races and Ethnicities with Disproportionate Needs*: RHA has participated in outreach and education programs to assure the area's American Indian population is aware of and has access to all RHA resources. Approximately 30% of the families served by RHA are of Indian descent. The manager of student housing programs at Salish-Kootenai College now serves on our board representing low-income native families. Further, we have entered into a management agreement with the Blackfeet Tribal Housing Authority to manage their student voucher program for Blackfeet Indians attending Salish Kootenai College.
- b) *Conduct Activities to Affirmatively Further Fair Housing* : Our Housing Manager, Housing Assistant and others have attended Fair Housing classes and policies are in place to assure that RHA continues to meet and exceed intent of fair housing legislation on a continuing basis. RHA with Lake County CHDO will sponsor fair housing seminars and expand homeownership and renter counseling which informs potential clients of rights and responsibilities.
4. **Address the Continuing Demand from Low-Income First Time Home Buyers Trying to Purchase Homes Within an Area of Escalating Land Values**
- a) *Increase Awareness of the Rights, Responsibilities and Requirements for Home Ownership*: Programs and curriculum for certified homeownership classes have been established and RHA, under a new grant to provide down payment and closing cost assistance to low-income home buyers, is sponsoring homeownership classes on a quarterly basis. A program has also been established to increase capacity to provide home buyer counseling in conjunction with Lake County CHDO, which has been certified as a housing counseling agency and has requested funding to expand counseling services related to low-income home buyers and homeowners. This service will include providing

credit counseling services at the housing center on a monthly basis open to all RHA housing clients.

- b) *Expand Resources Available for Down Payment Assistance; Low -interest Mortgage Set - asides and Program Administration* : In addition to program income received from previous HOME-funded homebuyer assistance programs, a new HOME grant was received in 2003 to extend homebuyer assistance to an additional 12 homebuyers. **The grant provides funds for 2<sup>nd</sup> mortgage loan to low -income families in amounts up to \$15,000 at 0% interest for up to 30 years** . To access the funds, the family must have qualified for a first mortgage loan through a local bank and the funds must be used to buy down the value of a house to make its first mortgage payments affordable to the family.

#### **5. Address Needs Resulting from the Fact that Housing in our Community is Old with a High Degree of Substandard Housing and a Majority of Families and Seniors Living with Limited Incomes at or below 80% AMI**

- a. *Develop Resources to Continue and Expand Home Owner Rehabilitation Programs* : With new federally mandated lead -based paint and other abatement requirements, it appears that the cost of managing a full -scale housing rehabilitation program has become prohibitive for an organization such as ours, despite the overwhelming success of a similar program we ran 8 years ago. RHA will complete a CDBG proposal to offer energy -related repairs (windows, insulation, roofing and heating systems) for very low -income families within its jurisdiction during the fall of 2003. Funding will be provided in the form of low -interest loans, deferred loans, grants or a combination thereof, depending upon income level of the client.

### **Section 8 Homeownership Capacity Statement**

RHA continues to explore the possibility of integrating Section 8 Homeownership as part of its program and plans to apply for funds in FY 2004. While currently its management of such a program is very limited due to lack of funds, RHA has managed a first -time homebuyer program utilizing HOME program and Affordable Housing Program (Federal Home Loan Bank) funds since 1995, providing counseling to and assisting over 40 families purchase their own homes. In response to issues identified in the final rule , RHA has a track record and has demonstrated its success and capacity to successfully operate a homeownership program and that it will adopt policies that contain required criteria as follows:

- 1) The policy will require that at least 1% of the down payment come from the family resources. As the minimum down payment requirement is set by the mortgage underwriter based on the source of discounted funds for the program, we will set the minimum down payment requirement at 3% or the underwriter's requirement, whichever is higher (allowing HomeStart savings plans provided through the Federal Home Loan Bank to count toward the 3% requirement); and
- 2) That financing will be provided, insured or guaranteed by the state or Federal government (Montana Board of Housing or USDA Rural Development); comply with secondary mortgage market underwriting requirements and/or comply with generally accepted private sector underwriting.

### **Use of FFY 2003 -2004 Grants**

**RH A plan to explore and utilize the following possible FFY 2003 -2004 federal grant programs :**

- Section 8 Housing Choice Voucher Program (Expand the Current Number of Vouchers Available)
- Mainstream Voucher Program for People with Disabilities (Apply for 30 Vouchers)
- CDBG Housing Rehabilitation grant through Montana Department of Commerce

## Statement of Consistency with Long Range Plan for State of Montana

1. The PHA Has Taken the Following Steps to Ensure Consistency of this PHA Plan with the Consolidated Plan for the Jurisdiction: (select all that apply)
- The PHA has participated in any consultation process organized and offered by the Consolidated Plan agency in the development of the Consolidated Plan.
- Activities to be undertaken by the PHA in the coming year are consistent with the initiatives contained in the Consolidated Plan under "Actions for Upcoming Plan Year".
- Relieve the shortage of available housing stock
  - Increase the stock of affordable rental units, especially assisted units
  - Increase ability of low and moderate income households to buy homes
  - Simplify housing assistance programs
  - Increase the supply of affordable rental units and for purchase homes
  - Affirmatively further fair housing
  - Assist persons requiring supportive and transitional services to achieve permanent housing
  - Support statewide continuum of care strategy to ensure emergency, transitional and permanent housing
- Other: *All grant applications for funding for projects contemplated by RHA are certified for consistency with the Consolidated Plan prior to application*

2. The Consolidated Plan Supports the PHA Plan with the Following Actions and Commitments: *Per the Plan's Actions for Upcoming Plan Year, the state recognizes and supports the need for local input and planning that identifies needs and strategies at the local level. The following supportive statements demonstrate support and commitments for assistance:*
- *"No single approach or unique priority fits all regions of Montana equally well. Acceptably addressing the range of severe needs, while allocating resources equitably, makes for a complicated housing and community development policy agenda. Nevertheless, Montana is committed to moving forward with a concrete set of objectives."*
  - *"Evaluate applications from eligible participants based on identified needs of the community which may include combination of job training or other welfare reform goals, along with housing goals"*

### **Criteria for Substantial Amendments or Modifications or Significant Deviations from 5 - Year Plan**

RHA annually reviews the 5 - Year plan while setting goals and objectives for the following year. Further, RHA annually conducts a survey of landlords to establish a baseline which is used in conjunction with HUD's annually set Fair Market Rent publication to determine the reasonableness of are rents approved for purposes of providing tenant -based rental assistance. Any substantial amendments, modifications or significant deviations from the 5 - year plan as submitted are based on information derived from current market information or by major shifts within the organization, federal regulations or programs that may not allow for a planned objective to be accomplished. No such amendments, modifications or deviations have been made to date.

## List of Supporting Documents Available for Review

Applicable & On Display	Supporting Document	Applicable Plan Component
X	PHAPI anCertificationsofCompliancewiththePHAPlansandRelated Regulations	5YearandAnnualPlans
X	State/LocalGovernmentCertificationofConsistencywiththe ConsolidatedPlan	5YearandAnnualPlans
X	FairHousingDocumentation: RecordsreflectingthatthePHAhasexamineditsprogramsorproposed programs,identifiedanyimpedimentstofairhousingchoiceinthose programs,addressedorisaddressingthoseimpedimentsinareasonable fashioninviewoftheresourcesavailable,andworkedorisworkingwith localjurisdictionstoimplementanyofthejurisdictionsofinitiatives to affirmativelyfurtherfairhousingthatrequirethePHA'sinvolvement.	5YearandAnnualPlans
X (StatePlan)	ConsolidatedPlanforthejurisdiction/sinwhichthePHAislocated(which includestheAnalysisofImpedimentstoFairHousingChoice(AI))and anyadditionalbackupdatatosupportstatementofhousingneedsinthe jurisdiction	AnnualPlan: HousingNeeds
X	Mostrecentboard -approvedoperatingbudgetforthepublichousing program	AnnualPlan:Financial Resources;
N/A	PublicHousingAdmissionsand(Continued)OccupancyPolicy(A&O), whichincludes theTenantSelectionandAssignmentPlan[TSAP]	AnnualPlan:Eligibility, Selection,AdmissionsPolicies
X	Section8AdministrativePlan	AnnualPlan:Eligibility, Selection&Admissions Policies
N/A	HousingDeconcentration/IncomeMixingDocumentation:PHAbord certificationsofcompliancewithDeconcentrationrequirements(section 16(a)oftheUSHousingActof1937,asimplementedinthe2/18/ 99 <i>QualityHousingandWorkResponsibilityActInitialGuidance;Notice andanyfurtherHUDguidance</i> );Documentationofrequired deconcentration&incomemixinganalysis	AnnualPlan:Eligibility, Selection,Admissions Policies
X	RHAhousingrentdeterminationpolicies,includingthethodologyfor settingpublichousingflatrents: <u>X</u> checkhereifincludedinthehousingA&OPolicy	AnnualPlan:Rent Determination
X	Scheduleofflatrentsofferedateachpublichousingdevelopment: <u>X</u> checkhereifincludedinpublichousingA&OPolicy	AnnualPlan:Rent Determination
X	Section8rentdetermination(paymentstandard)policies <u>X</u> checkhereifincludedinSection8AdministrativePlan	AnnualPlan:Rent Determination
X	RHAhousingmanagementandmaintenancepolicydocuments,including policiesforthe preventionoreradicationofpestinfestation	AnnualPlan:Operations andMaintenance
X	RHAhousinggrievanceprocedures <u>X</u> checkhereifincludedinthehousingA&OPolicy	AnnualPlan:Grievance Procedures
X	Section8informalreviewandhearingprocedures <u>X</u> checkhereifincludedinSection8AdministrativePlan	AnnualPlan:Grievance Procedures
N/A	TheHUD -approvedCapitalFund/ComprehensiveGrantProgramAnnual Statement(HUD52837)fortheactivegrantyear	AnnualPlan:CapitalNeeds
N/A	MostrecentCIAPBudget/ProgressReport(HUD52825)foranyactive CIAPgrant	AnnualPlan:CapitalNeeds
N/A	Mostrecent,approved5YearActionPlanfortheCapitalFundorCGP ifnotincludedasanattachment(providedatPHAoption)	AnnualPlan:CapitalNeeds

N/A	ApprovedHOPEVIapplicationsor,ifmorerecent,approvedorsubmittedHOPEVIREvitalizationPlansoranyotherapprovedproposalfordevelopmentofpublichousing	AnnualPlan:CapitalNeeds
N/A	Approvedorsubmittedapplicationsfordemolitionand/or dispositionofpublichousing	AnnualPlan:Demolition&Disposition
N/A	Approvedorsubmittedapplicationsfordesignationofpublichousing(DesignatedHousingPlans)	AnnualPlan:DesignationofPublicHousing
N/A	Approvedorsubmittedassessmentsofreasonable revitalizationofpublichousingandapprovedorsubmittedconversionplanspreparedpursuanttosection202ofthe1996HUDAppropriationsAct	AnnualPlan:ConversionofPublicHousing
N/A	Approvedorsubmittedpublichousinghomeownershipprograms/plans	AnnualPlan:HomeOwnership
N/A	PoliciesgoverninganySection8Homeownershipprogram____checkhereifincludedinSect.8AdministrativePlan	AnnualPlan:HomeOwnership
X	AnycooperativeagreementbetweenthePHAandtheTANFagency	AnnualPlan:CommunityService&Self-Sufficiency
N/A	FSSActionPlan/sforpublichousingand/orSection8	AnnualPlan:CommunityService&Self-Sufficiency
N/A	Mostrecentself-sufficiency(ED/SS, TOPorROSSorotherresident servicesgrant)grantprogramreports	AnnualPlan:CommunityService&Self-Sufficiency
N/A	The most recent Public Housing Drug Elimination Program (PHDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)	AnnualPlan:SafetyandCrimePrevention
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	AnnualPlan:AnnualAudit
N/A	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
X	Othersupportingdocuments(optional) Section8andTBRAAdministrativePlan FirstTimeHomebuyerAdministrativePlan RHAHousingAdministrativePlan	asneeded)

## Resident Membership of PHA Governing Board

The Board of Commissioners of RHA annually sends a letter to all residents of its occupied rental units (currently 27) and participants in its tenant-based rent assistance programs, including Section 8, to notify them of their eligibility for a one-year position on the board and encouraging their participation. Our resident member is a single mother receiving rental assistance who was initially elected to the board for a one-year term at its annual meeting in October 2001.

## Resident Advisory Board

RHA does not have a Resident Advisory Board within those utilizing its voucher; nor within its 27 scattered site rental units and no interest has been shown to start one. This is likely because most of our residents, except for those who are either elderly or mentally challenged and receive ongoing residential care through a local support agency, are fairly transient, living in the units for under one year. The Board of Commissioners here with appoints all Section 8 voucher program participants as its *Resident Advisory Board*. Each member of the Advisory Board is annually sent a copy of the plan for review and comment; is invited to participate in the Board of Commissioner's final plan review meeting, and is specifically notified of any and all public hearings pertaining to affordable housing

issues.

## Required Attachment A: Resident Member on the PHA Governing Board

1.  Yes  No Does the PHA governing board include at least one member who is directly assisted by the PHA this year? (if no, skip to #2)

A. Name of resident member(s) on the governing board: Karen Thomas

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

Elected

Appointed by the PHA Board as the only person indicating a willingness to serve after all program clients were surveyed

C. The term of appointment is (include the date term expires): 1 Year, Expires 9/30/2003  
(Likely to be reappointed)

2. A. If the PHA governing board does not have at least one member who is directly assisted by the PHA, why not?

the PHA is located in a State that requires the members of a governing board to be salaried and serve on a full-time basis,

the PHA has less than 300 public housing units, has provided reasonable notice to 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 in the Board.

Other (explain):

B. Date of next term expiration of a governing board member: 9/30/2003

3. Name and title of appointing official(s) for governing board (indicate appointing official for the next position):

Appointments are by nomination and vote of all board commissioners.



## Required Attachment B: Membership of the Resident Advisory Board

List members of the Resident Advisory Board or Boards: (If the list would be unreasonably long, list organizations represented or otherwise provide a description sufficient to identify how members are chosen.)

The following list the current participants holding Section 8 vouchers under the PHA voucher program effective July 10, 2003. Each is advised, upon receiving a voucher, that the family serves on the RAB, receives copies of the annual plan for comment and is personally invited to attend the public hearing on the plan.

Alford	ney
Ailey	Komotios
Campbell	ni
Carey	laLee
Courville	alarchick
Dalke	Marsh
Jarlais	Morgan
oe	Morsette
isher	icholas
Francis	ete
ardner	e
Geyer	antos
ammer	e
ut	ieVillalobos
ackson	erk
lesKelly	