

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

PHA Plans

5-Year Plan for Fiscal Years 2000 - 2004
Annual Plan for Fiscal-Year 2003

**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: Dane County Housing Authority

PHA Number: WI 214

PHA Fiscal Year Beginning: (mm/yyyy) 01/2003

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 2000 - 2004
[24 CFR Part 903.5]

A. Mission

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

- The mission of the PHA is the same as that of the Department of Housing and Urban Development: To promote adequate and affordable housing, economic opportunity and a suitable living environment free from discrimination.
- X The PHA's mission is: (state mission here)
To promote and ensure safe, decent, affordable housing for our residents and participants, as well as provide owners and developers with an opportunity to rehabilitate and develop affordable housing. DCHA will:
-Recognized our DCHA participants and residents as our primary focus
-Work in partnership with community and government organizations continually to promote affordable housing
-Act as an agent for change when performance is unacceptable
-Continue to strive for public trust and confidence through good communication and by being responsive to the needs of our clients and our community
-Identify and work to eliminate barriers that prevent DHCA from achieving our goals as a housing authority

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.

- X PHA Goal: Expand the supply of assisted housing
Objectives:
X Apply for additional rental vouchers:
X Reduce public housing vacancies:

- Leverage private or other public funds to create additional housing opportunities:
- Acquire or build units or developments
- X Other (list below)

XP PHA Goal: Improve the quality of assisted housing

Objectives:

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

X PHA Goal: Increase assisted housing choices

Objectives:

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

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

X PHA Goal: Provide an improved living environment

Objectives:

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

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

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

Objectives:

- Increase the number and percentage of employed persons in assisted families:
- Provide or attract supportive services to improve assistance recipients' employability:
- Provide or attract supportive services to increase independence for the elderly or families with disabilities.
- X Other: (list below)
Implementing ceiling rents for PH and eliminating interim increases for S8 and PH due to income increases prior to annual re-certifications

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

X 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) DCHA works in conjunction with County CDBG and Fair Housing of Madison providing landlord education through Fair Housing Training Seminars

Other PHA Goals and Objectives: (list below)

- PHA GOAL: Strive for full utilization in S8 Voucher Program**
- undertake measurements to main 95%-100% voucher utilization**
- PHA GOAL: Recognition as High Performing Housing Authority**
- Implement changes and improvements need to obtain high performance status**
- PHA GOAL: Maintain Motivating Work Environment**
- Provide needed staff training, employ able, efficient, and knowledgeable staff**
- PHA GOAL: Expand range/quality of housing choices**
- Implement by 12/31/04 S8 Homeownership Program**
- Use tenant-base vouchers to attach to projects as project-based vouchers**
- Research using some PH stock as First Time Homebuyers opportunities**
- Create and implement a landlord participation program by 12/31/04**
- Participate in Joint City/County S8 Commission**

PHA GOAL: Implement and develop a strategic and implementation plan by January 2002

-Redefine Mission Statement

-Develop Vision Statement

-Research other program opportunities

-Determine DCHA's capacity for housing development

Tax-exempt bonding

Partnerships

Asset management

-Analyze agency's structure to ensure it can meet the goals in the mission and vision statements and other agency goals and objectives.

The above stated goals and objectives are meant to be consistent with HUD's mission and strategic goals, which are:

- 1. Increase the availability of decent, safe, and affordable housing;**
- 2. Ensure equal opportunity in housing for all;**
- 3. Promote self-sufficiency and asset development of families and individuals;**
- 4. Improve community quality of life and economic vitality**

Annual PHA Plan
PHA Fiscal Year 2003
[24 CFR Part 903.7]

i. Annual Plan Type:

Select which type of Annual Plan the PHA will submit.

Standard Plan

Streamlined Plan:

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

Troubled Agency Plan

ii. Executive Summary of the Annual PHA Plan

[24 CFR Part 903.7 9 (r)]

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

Not Required

iii. Annual Plan Table of Contents

[24 CFR Part 903.7 9 (r)]

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

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Attachments

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

Required Attachments:

- XA De-concentration Policy
- XB 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)
- XC Voluntary Conversion Initial Assessment
- Optional Attachments:
- PHA Management Organizational Chart
- XD FY 2002 Capital Fund Program 5-Year Action Plan
- Public Housing Drug Elimination Program (PHDEP) Plan
- XE Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text)
- Other (List below, providing each attachment name)

Supporting Documents Available for Review

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

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
X	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
X	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans
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	Annual Plan: Eligibility,

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
	Policy (A&O), which includes the Tenant Selection and Assignment Plan [TSAP]	Selection, and Admissions Policies
X	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public Housing De-concentration and Income Mixing Documentation: 1. PHA board certifications of compliance with de-concentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/99 <i>Quality Housing and Work Responsibility Act Initial Guidance; Notice</i> and any further HUD guidance) and 2. Documentation of the required de-concentration and income mixing analysis	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public housing rent determination policies, including the methodology for setting public housing flat rents X check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X	Schedule of flat rents offered at each public housing development 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
	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
X	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
X	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	Annual Plan: Demolition

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
	disposition of public housing	and Disposition
	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act	Annual Plan: Conversion of Public Housing
	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
	Policies governing any Section 8 Homeownership program <input type="checkbox"/> check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
	The most recent Public Housing Drug Elimination Program (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

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	2,760	5	5	3	N/A	3	4
Income >30% but <=50% of AMI	3,547	5	5	3	N/A	4	4
Income >50% but <80% of AMI	6,638	5	4	3	N/A	1	4
Elderly	1,485	5	4	3	3	1	4
Families with Disabilities	2,447	5	5	5	5	3	4
White/N-H	63,960	5	5	3	N/A	3	4
Black/N-H	805	5	5	3	N/A	4	4
Native Am	167	5	5	3	N/A	3	4
Asian	295	5	5	3	N/A	5	4

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

- Consolidated Plan of the Jurisdiction/s
Indicate year: 1999-2003
- U.S. Census data: the Comprehensive Housing Affordability Strategy (“CHAS”) dataset
- American Housing Survey data
Indicate year:
- Other housing market study
Indicate year:
- Other sources: (list and indicate year of information)

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

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

Housing Needs of Families on the Waiting List

Waiting list type: (select one)

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

If used, identify which development/subjurisdiction:

	# of families	% of total families	Annual Turnover
Waiting list total	2144		
Extremely low income <=30% AMI	1,754	81.83%	
Very low income (>30% but <=50% AMI)	388	18.12%	
Low income (>50% but <80% AMI)	0	0	
Families with children	1461	68.15%	
Elderly families	529	24.65%	
Families with Disabilities	474	22.11%	
White/Both	1169	57.54%	
Black/N-H	836	39.01%	
Native Am/N-H	18 families	00.82%	
Asian/N-H Asian	51	2.40%	
Characteristics by Bedroom Size (Public Housing Only)			
1BR	44	24%	3%
2 BR	124	69%	1%
3 BR	11	6%	1%
4 BR	1	1%	1%
5 BR			
5+ BR			

Housing Needs of Families on the Waiting List

Is the waiting list closed (select one)? X No Yes)

If yes:

How long has it been closed (# of months)?

Does the PHA expect to reopen the list in the PHA Plan year? No Yes

Does the PHA permit specific categories of families onto the waiting list, even if generally closed? No Yes

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.

DCHA plans to maximize its current programs by increasing utilization in S8 vouchers, maintaining occupancy in PH, applying for more vouchers, and looking for partnering opportunities and researching new ways to utilize existing program assets.

(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
- X 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
- X Other (list below)

DCHA IS APPLYING FOR FUNDS THROUGH HSAP TO ASSIST S8V

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
- X 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.
- X Other: (list below)
LOOK FOR MORE PARTNERING OPPORTUNITIES

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

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

Select all that apply

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

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

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

Select all that apply

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

Need: Specific Family Types: The Elderly

Strategy 1: Target available assistance to the elderly:

Select all that apply

- Seek designation of public housing for the elderly
- X Apply for special-purpose vouchers targeted to the elderly, should they become available
- X 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
- Apply for special-purpose vouchers targeted to families with disabilities, should they become available
- Affirmatively market to local non-profit agencies that assist families with disabilities
- Other: (list below)

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

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

Select if applicable

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

Strategy 2: Conduct activities to affirmatively further fair housing

Select all that apply

- Counsel section 8 tenants as to location of units outside of areas of poverty or minority concentration and assist them to locate those units
- Market the section 8 program to owners outside of areas of poverty /minority concentrations
- Other: (list below)

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

(2) Reasons for Selecting Strategies

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

- Funding constraints
- Staffing constraints
- Limited availability of sites for assisted housing
- Extent to which particular housing needs are met by other organizations in the community

- 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
- X Results of consultation with advocacy groups
- X Other: (list below)

The above strategies will be met through an implementation plan as a result of a strategic plan being developed for DCHA and should go into effect in 2003.

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 2003 grants)	271,401	
a) Public Housing Operating Fund	118,474	PH Operations
b) Public Housing Capital Fund	152,927	
c) HOPE VI Revitalization		
d) HOPE VI Demolition		
e) Annual Contributions for Section 8 Tenant-Based Assistance	6,182,059	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)		
g) Resident Opportunity and Self-Sufficiency Grants		
h) Community Development Block Grant	141,970	Homeownership Coun Down Payment Asst
i) HOME	101,230	Down Payment Asst
Other Federal Grants (list below)		

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
2. Prior Year Federal Grants (unobligated funds only) (list below)	270,066	Public Housing Capital Improvements
2001 Capital Fund	117,139	Capital Improv. PH
2002 Capital Fund	152,927	“ “ “
3. Public Housing Dwelling Rental Income	203,709	PH Operations
Laundry Revenue	840	PH
4. Other income (list below)		Housing Counseling
Bank Donations	10,000	For Homeownership
Wisconsin Partnership	0	
4. Non-federal sources (list below)		
Group Homes	39,792	Dev Disabled Housing & G. H. for Teens
Total resources	7,221,247	

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) Upon notice of an impending vacancy, names will be selected from the waiting list to start eligibility process

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

- Criminal or Drug-related activity
- Rental history
- Housekeeping
- Other (describe): CREDIT HISTORY

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

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

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

(2)Waiting List Organization

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

- Community-wide list
- Sub-jurisdictional lists
- Site-based waiting lists
- Other (describe) APPLICANTS ARE PUT ON A COMMUNITY-WIDE LIST BUT CAN REQUEST A SPECIFIC SITE

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

- PHA main administrative office
- PHA development site management office
- Other (list below) –MANAGEMENT COMPANY OFFICE; OTHER NON-PROFIT ORGANIZATIONS, OR REQUEST AN APPLICATION BY PHONE

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

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

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

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

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

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

(3) Assignment

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

- One
- Two
- Three or More

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

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

(4) Admissions Preferences

a. Income targeting:

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

b. Transfer policies:

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

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

c. Preferences

1. 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)
- X 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
- X Victims of reprisals or hate crimes
- X Other preference(s) (list below)
Date & Time

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.

Former Federal preferences:

- 1 Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- 1 Victims of domestic violence
- 1 Substandard housing
- 1 Homelessness
- 1 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
- X 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
- 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. Yes X No: Did the PHA's analysis of its family (general occupancy) developments to determine concentrations of poverty indicate the need for measures to promote de-concentration of poverty or income mixing?

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

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

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

Employing waiting list “skipping” to achieve de-concentration of poverty or income mixing goals at targeted developments
If selected, list targeted developments below:

Employing new admission preferences at targeted developments
If selected, list targeted developments below:

Other (list policies and developments targeted below)

d. Yes X No: Did the PHA adopt any changes to **other** policies based on the results of the required analysis of the need for de-concentration 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 de-concentration of poverty and income-mixing
- Other (list below)

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

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

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

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

B. Section 8

Exemptions: PHAs that do not administer section 8 are not required to complete sub-component 3B. **Unless otherwise specified, all questions in this section apply only to the tenant-based section 8 assistance program (vouchers, and until completely merged into the voucher program, certificates).**

(1) Eligibility

- a. What is the extent of screening conducted by the PHA? (select all that apply)
- Criminal or drug-related activity only to the extent required by law or regulation
 - Criminal and drug-related activity, more extensively than required by law or regulation
 - More general screening than criminal and drug-related activity (list factors below)
 - Other (list below)
convicted child molesters
- b. Yes No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?
- c. Yes No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?
- d. Yes No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)
- e. Indicate what kinds of information you share with prospective landlords? (select all that apply)
- Criminal or drug-related activity
 - Other (describe below) Verification of whether or not person is a program participant. will verify if requested, previous S8 landlord if tenancy was under a HAP contract

(2) Waiting List Organization

- a. With which of the following program waiting lists is the section 8 tenant-based assistance waiting list merged? (select all that apply)
- None
 - Federal public housing
 - Federal moderate rehabilitation
 - Federal project-based certificate program
 - Other federal or local program (list below)

- b. Where may interested persons apply for admission to section 8 tenant-based assistance? (select all that apply)
- X PHA main administrative office
 - X Other (list below) Request application by phone, we distribute application to other non-profit and governmental agencies

(3) Search Time

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

If yes, state circumstances below: If a request is made on or before the expiration of the initial 60-day period

(4) Admissions Preferences

- a. Income targeting

- Yes X 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. X 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

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

X Date and Time

Former Federal preferences

- 1 Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- 1 Victims of domestic violence
- 1 Substandard housing
- 1 Homelessness
- 1 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
- X 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
 - Not applicable: the pool of applicant families ensures that the PHA will meet income targeting requirements

(5) Special Purpose Section 8 Assistance Programs

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

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

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

- Through published notices
- Other (list below)

4. PHA Rent Determination Policies

[24 CFR Part 903.7 9 (d)]

A. Public Housing

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

(1) Income Based Rent Policies

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

a. Use of discretionary policies: (select one)

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

---or---

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

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

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)

- X 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
- X 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)

CHANGE IN FAMILY COMPOSITION

- 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
 - X Survey of similar unassisted units in the neighborhood
 - Other (list/describe below)

B. Section 8 Tenant-Based Assistance

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

(1) Payment Standards

Describe the voucher payment standards and policies.

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

- At or above 90% but below 100% of FMR
- 100% of FMR
- X 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 sub-market
- Other (list below)

- c. If the payment standard is higher than FMR, why has the PHA chosen this level?
(select all that apply)
- FMRs are not adequate to ensure success among assisted families in the PHA's segment of the FMR area
 - Reflects market or submarket
 - To increase housing options for families
 - Other (list below)
- d. How often are payment standards reevaluated for adequacy? (select one)
- Annually
 - Other (list below)
- e. What factors will the PHA consider in its assessment of the adequacy of its payment standard? (select all that apply)
- Success rates of assisted families
 - Rent burdens of assisted families
 - Other (list below)

(2) Minimum Rent

- a. What amount best reflects the PHA's minimum rent? (select one)
- \$0
 - \$1-\$25
 - \$26-\$50
- b. Yes No: Has the PHA adopted any discretionary minimum rent hardship exemption policies? (if yes, list below)

5. Operations and Management

[24 CFR Part 903.7 9 (e)]

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

A. PHA Management Structure

Describe the PHA's management structure and organization.

(select one)

- An organization chart showing the PHA's management structure and organization is attached.

- A brief description of the management structure and organization of the PHA follows:

B. HUD Programs Under PHA Management

List Federal programs administered by the PHA, number of families served at the beginning of the 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	86	3%
Section 8 Vouchers	1074	5-10%
Section 8 Certificates	N/A	N/A
Section 8 Mod Rehab	N/A	N/A
Special Purpose Section 8 Certificates/Vouchers (list individually)	N/A	N/A
Public Housing Drug Elimination Program (PHDEP)	N/A	N/A
Other Federal Programs(list individually)		

C. Management and Maintenance Policies

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

- (1) Public Housing Maintenance and Management: (list below)
Admissions and Occupancy Policy
- (2) Section 8 Management: (list below)
Administration Plan

6. PHA Grievance Procedures

[24 CFR Part 903.7 9 (f)]

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

A. Public Housing

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

If yes, list additions to federal requirements below:

2. Which PHA office should residents or applicants to public housing contact to initiate the PHA grievance process? (select all that apply)

- PHA main administrative office
 PHA development management offices
 Other (list below)
MANAGEMENT COMPANY

B. Section 8 Tenant-Based Assistance

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

If yes, list additions to federal requirements below:

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

- PHA main administrative office
 Other (list below)

7. Capital Improvement Needs

[24 CFR Part 903.7 9 (g)]

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

A. Capital Fund Activities

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

(1) Capital Fund Program Annual Statement

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

Select one:

The Capital Fund Program Annual Statement is provided as an attachment to the PHA Plan at Attachment (state name) XC

-or-

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

(2) Optional 5-Year Action Plan

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

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

b. If yes to question a, select one:

The Capital Fund Program 5-Year Action Plan is provided as an attachment to the PHA Plan at Attachment (state name)

-or-

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

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

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

- Yes X 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 X 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 X 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 X 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: (DD/MM/YY)	
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 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:) <input type="checkbox"/> Requirements no longer applicable: vacancy rates are less than 10 percent <input type="checkbox"/> Requirements no longer applicable: site now has less than 300 units <input type="checkbox"/> 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

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

If yes, list criteria below:

12. PHA Community Service and Self-sufficiency Programs

[24 CFR Part 903.7 9 (I)]

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

A. PHA Coordination with the Welfare (TANF) Agency

1. Cooperative agreements:

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

If yes, what was the date that agreement was signed? DD/MM/YY

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

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

B. Services and programs offered to residents and participants

(1) General

a. Self-Sufficiency Policies

Which, if any of the following discretionary policies will the PHA employ to enhance the economic and social self-sufficiency of assisted families in the following areas? (select all that apply)

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

the steps the PHA plans to take to achieve at least the minimum program size?

If no, list steps the PHA will take below:

C. Welfare Benefit Reductions

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

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

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

13. PHA Safety and Crime Prevention Measures

[24 CFR Part 903.7 9 (m)]

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

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

1. Describe the need for measures to ensure the safety of public housing residents (select all that apply)

- High incidence of violent and/or drug-related crime in some or all of the PHA's developments
- High incidence of violent and/or drug-related crime in the areas surrounding or adjacent to the PHA's developments
- Residents fearful for their safety and/or the safety of their children
- Observed lower-level crime, vandalism and/or graffiti

- People on waiting list unwilling to move into one or more developments due to perceived and/or actual levels of violent and/or drug-related crime
- Other (describe below)

2. What information or data did the PHA used to determine the need for PHA actions to improve safety of residents (select all that apply).

- Safety and security survey of residents
- Analysis of crime statistics over time for crimes committed “in and around” public housing authority
- Analysis of cost trends over time for repair of vandalism and removal of graffiti
- Resident reports
- PHA employee reports
- Police reports
- Demonstrable, quantifiable success with previous or ongoing anticrime/anti drug programs
- Other (describe below)

3. Which developments are most affected? (list below)

B. Crime and Drug Prevention activities the PHA has undertaken or plans to undertake in the next PHA fiscal year

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

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

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

C. Coordination between PHA and the police

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

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

D. Additional information as required by PHDEP/PHDEP Plan

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

- Yes No: Is the PHA eligible to participate in the PHDEP in the fiscal year covered by this PHA Plan?
- Yes No: Has the PHA included the PHDEP Plan for FY 2000 in this PHA Plan?
- Yes No: This PHDEP Plan is an Attachment. (Attachment Filename: ____)

14. RESERVED FOR PET POLICY

[24 CFR Part 903.7 9 (n)]

15. Civil Rights Certifications

[24 CFR Part 903.7 9 (o)]

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

16. Fiscal Audit

[24 CFR Part 903.7 9 (p)]

- 1. X 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. X Yes No: Was the most recent fiscal audit submitted to HUD?
- 3. Yes No: Were there any findings as the result of that audit?
- 4. Yes No: If there were any findings, do any remain unresolved?
If yes, how many unresolved findings remain? ____
- 5. Yes No: Have responses to any unresolved findings been submitted to HUD?

If not, when are they due (state below)?

17. PHA Asset Management

[24 CFR Part 903.7 9 (q)]

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

1. Yes No: Is the PHA engaging in any activities that will contribute to the long-term asset management of its public housing stock , including how the Agency will plan for long-term operating, capital investment, rehabilitation, modernization, disposition, and other needs that have **not** been addressed elsewhere in this PHA Plan?

2. What types of asset management activities will the PHA undertake? (select all that apply)
 Not applicable
 Private management
 Development-based accounting
 Comprehensive stock assessment
 Other: (list below)

3. Yes No: Has the PHA included descriptions of asset management activities in the **optional** Public Housing Asset Management Table?

18. Other Information

[24 CFR Part 903.7 9 (r)]

A. Resident Advisory Board Recommendations

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

2. If yes, the comments are: (if comments were received, the PHA **MUST** select one)
X Attached at Attachment (File name) XE
 Provided below:

3. In what manner did the PHA address those comments? (select all that apply)
X Considered comments, but determined that no changes to the PHA Plan were necessary.
 The PHA changed portions of the PHA Plan in response to comments

List changes below:

Other: (list below)

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

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

2. Yes 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.)

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

X Other: (describe)

PHA sent letters to residents asking for interested person(s) to complete an application of interest and submit to PHA; PHA forwarded information to County Executive's office as recommendations.

b. Eligible candidates: (select one)

- Any recipient of PHA assistance
- X Any head of household receiving PHA assistance
- Any adult recipient of PHA assistance
- X 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: (Dane County)
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)

Dane County in its 2002 Annual Action Plan lists Housing and Homelessness as Priority 1. A portion of the county's 1.7 million dollars in CDBG money and local funding will be supporting an increase in number of rental housing (especially for elderly and disabled); increased financial assistance to moderate income renters to enable them to purchase homes, and providing housing education, training, and counseling for purchasing and repairing homes. These actions/commitments are consistent with DCHA plan in that we are recipients of County Funding to provide homeowner education and down payment assistance. Additionally the County in conjunction with the City has assembled a committee to work on increasing landlord participation in Section 8 program to increase affordable housing available to low-income person(s). DCHA is a participating member of this committee

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.

Attachment XA

DECONCENTRATION POLICY

It is DCHA's policy to provide for de-concentration of poverty and encourage income mixing by admitting higher income families into lower income developments and lower income families into higher income developments. To achieve this goal, DCHA will skip families on the waiting list to reach other families with a lower or higher income. We will accomplish this in a uniform and non-discriminating manner.

The DCHA will affirmatively market our housing to all eligible income groups. Lower income residents will not be steered toward lower income developments and higher income people will not be steered toward higher income developments.

Prior to the beginning of each fiscal year, we will analyze the income levels of families residing in each of our developments, the income levels of census tracts in which our developments are located, and the income levels of the families on the waiting list. Based on this analysis, we will determine the level of marketing strategies and de-concentration incentives to implement.

DECONCENTRATION INCENTIVES

The DCHA may offer one or more incentives to encourage applicant families whose income classification would help to meet the de-concentration goals of a particular development.

Various incentives may be used at different times, or under different conditions, but will always be provided in a consistent and nondiscriminatory manner.

OFFER OF A UNIT

When the DCHA discovers that a unit will become available, we will contact the first family on the waiting list who has the highest priority for this type of unit or development and whose income category would help to meet the de-concentration goal and/or the income-targeting goal,

The DCHA will contact the family first by telephone to make the verbal unit offer. If the family cannot be reached by telephone, the family will be notified of a unit offer via first class mail. The family will be given 7 business days from the date the letter was mailed to contact the DCHA regarding the offer.

The family will be offered the opportunity to view the unit. After the opportunity to view the unit, the family will have 10 business days to accept or reject the unit. This verbal offer and the family's decision must be documented in the tenant file. If the family rejects the offer of the unit, the DCHA will send the family a letter documenting the offer and the rejection.

REJECTION OF UNIT

If in making the offer to the family the DCHA skipped over other families on the waiting list in order to meet their de-concentration goal or offered the family any other de-concentration incentive and the family rejects the unit, the family will not lose their place on the waiting list, and will not be otherwise penalized.

If the DCHA did not skip over other families on the waiting list to reach this family, did not offer any other de-concentration incentive, and the family rejects the unit without good cause, the family will forfeit their application's date and time. The family will keep their preferences, but the date and time of application will be changed to the date and time the unit was rejected.

If the family rejects with good cause any unit offered, they would not lose their place on the waiting list. Good cause includes reasons related to health, proximity to work, school, and childcare (for those working or going to school). The family will be offered the right to an informal review of the decision to alter their application status.

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

Dane County Housing Authority WI214

Capital Fund Grant Number 501-02 of Grant Approval: (05/20021

X Original Annual Statement

ATTACHMENT XB

Line No.	Summary by Development Account	Total Estimated Cost
1	Total Non-CGP Funds	
2	1406 Operations	
3	1408 Management Improvements	15,120
4	1410 Administration	7,577
5	1411 Audit	289.00
6	1415 Liquidated Damages	
7	1430 Fees and Costs	
8	1440 Site Acquisition	
9	1450 Site Improvement	38,317
10	1460 Dwelling Structures	91,624
11	1465.1 Dwelling Equipment-Nonexpendable	
12	1470 Non-dwelling Structures	
13	1475 Non-dwelling 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)	152,927
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
WI214001, 2, 3	Stoves	1465	5463.00
WI214001, 2, 3	Refrigerators	1465	7023.00
PHA Wide	Carpet/Floor Covering	1460	39,798.00
WI214002, 3	Bath Vanities	1460	18,734.00
WI214002, 3	Kitchen Cabinets	1460	75,360.00
WI214002	Roofs	1460	23,694.00
WI214002, 3	Cement Work	1460	16,900.00
WI214002, 3	Interior Doors	1460	9936.00

Annual Statement

Capital Fund Program (CFP) Part III: Implementation Schedule

Development Number/Name HA-Wide Activities	All Funds Obligated (Quarter Ending Date)	All Funds Expended (Quarter Ending Date)
HA-Wide	05/30/04	05/30/06

ATTACHMENT XC

INITIAL ASSESSMENT FOR VOLUNTARY CONVERSION-PUBLIC HOUSING

In accordance with HUD regulations Public Housing Authorities must complete an initial assessment of the appropriateness of voluntary conversion to Section 8 vouchers of all general occupancy (non-elderly/disabled) developments in their inventory.

Dane County Housing Authority has performed such an assessment and has made a determination that conversion is not appropriate at this time.

DCHA Inventory

Development WI39-P214001 (Sun Prairie)
28 units (13 duplexes; 2 single family homes)

Development WI39-P214002 (Stoughton)
30 units (14 unit development elderly/disabled; 4 duplexes; 2 fourplexes)

Development WI39-P214-003 (Mazomanie)
20 units (10 unit development elderly/disabled; 2 fourplexes; 1duplex)

Development WI39-P214008 (Monona)
8 units (8 single family homes)

Developments That May Be Appropriate For Conversion In The Future:

Development Name	Number of Units
Sun Prairie	28
Stoughton	16
Mazomanie	10
Monona	8

INITIAL ASSESSMENT

In the absence of any detailed or formal market study or cost analysis we estimate the cost to convert PH to tenant-base would not be feasible. In the absence of the PFS and CFP funds the ability for the HA to operate, maintain and make capital improvements would be limited. This is applicable to all our developments.

Conversion would principally benefit the residents of the PH development, as affordable housing is limited. PH residents, if issued Section 8 Vouchers, would more than likely remain in their unit (converted) due to lack of affordable housing

Turnover at the Mazomanie development would present a problem with the ability to continue to occupy due to it's location. However, because of the under utilization of Section 8 Vouchers and the difficulty in getting owner participation in the tenant-based program, PH stock converted to tenant-base would help further affordable housing by increased utilization of the Section 8 voucher.

Conversion would decrease the availability of affordable housing for *project-based* subsidized units. However, it would add to units available to Section 8 Voucher holders.

Future assessments of Dane County Housing Authority PH stock may be performed not only to look at the feasibility of converting to tenant-based, but also disposing of some developments to provide first time homebuyers an opportunity to *purchase* an affordable house. We have ten (10) single family homes in our inventory, which makes this a realistic option and worthy of future consideration.

ATTACHMENT XD

Table Library

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.

Attachment XD

Optional 5-Year Action Plan Tables			
Development Number	Development Name (Or indicate PHA wide)	Number Vacant Units	% Vacancies in Development
WI39214001, 2, 3,& 8	PHA Wide	2	2.33%
Description of Needed Physical Improvements or Management Improvements			Estimated Cost
Bathroom Upgrades			9,860
Kitchen Cabinet Replacements			46,368
Carpet /Vinyl Floor Covering/ Appliances			50,942
Roofs			20,100
Cement Work			2,535
Closet Doors			8,832
Garage Doors			938
Update Lighting			12,088
Windows			17,400
Driveway Replacement			90,000
Painting			6,090
Total estimated cost over next 5 years			265,153.00

Attachment XE

RESIDENT ADVISORY BOARD SECTION 8 PARTICIPANTS COMMENTS/RESPONSES

Ensure that the County will always have sufficient funding for the Section 8 and make sure landlords that currently participate will always accept Section 8.

RESPONSE: Section 8 funding is dependent on the federal government, but there is enough support of our elected officials to protect and fight for dollars needed for Section 8 and other affordable housing programs. It is important that beneficiaries of housing programs voice their concerns to their elected officials on a local, state, and national level. The Section 8 program is voluntary for landlords we will market and administer the program in a manner that appeals to landlords so that they will either continue their participation or become a landlord that accepts Section 8. It is also important that S8 participants become good advocates of the program by being good tenants. This is an important issue for landlords.

The information DCHA should share with perspective landlords is clients who pay rent on time and are good tenants who abide by the rules.

RESPONSE: Because DCHA is not the landlord we cannot act as a tenant reference, that information should be obtained from current or past landlords.

The only information that DCHA should share with a perspective landlord about a tenant is what the tenant wants the landlord to know.

RESPONSE: Information DCHA shares with a landlord is whether or not that person is a Section 8 Voucher holder and will confirm who past landlords were for that person while participating on the Section 8 program.

Financial capacity and previous housing upkeep information from any past situations should be shared with a perspective landlord.

RESPONSE: A participant's capacity to pay *their* share of rent is determined by the housing authority and the tenant rent portion can/is shared with a perspective owner. Perspective owners should find out unit condition during their reference checks.

There is a need to build trust of landlords, the concept of accountability, and consequences for one's actions as recipients. Rent history and any criminal activity should be shared with a perspective landlord.

RESPONSE: Rent history should be gotten from the former landlord as DCHA does not collect rents and cannot attest to timeliness of payments or delinquencies. As for sharing criminal activity from the housing authority to a perspective landlord, there may be a confidentiality issue.

DCHA minimum rent should be increased to \$50.00.

RESPONSE: DCHA adopted the \$25.00 minimum rent policy to help minimize the financial hardship of many of the families on our program. \$50.00 could be a hardship for some families.

DCHA should decrease the minimum rent to \$0. If you have no income how can you pay rent?

RESPONSE: HUD requires minimum income. \$25.00 is the minimum amount that can be charged.

The five preferences (involuntary displacement, victims of domestic abuse, substandard housing, homelessness, and high rent burden) should suffice in number, especially if their definitions do not fluctuate in practice.

RESPONSE: We feel the definitions are clear and consistently applied.

The admission preferences are not sufficient. Emergency medical reasons for losing one's home/apartment should be under "involuntary displacement" and "homelessness" should include people who are being temporarily sheltered by family or friends.

RESPONSE: DCHA choose to maintain the federal preferences as their local preference as we feel they reflect the housing problems in our community. Unfortunately, they do not cover every situation that may occur in one's life we feel they accurately reflect the neediest groups needing affordable housing in Dane County.

Criminal background screening should not be a part of eligibility, selection, and admissions because housing has nothing to do with criminals and they need a house too.

RESPONSE: Criminal background screening is a method to help ensure the safety of other residents, the neighborhood, and the community.

Criminal background screening could prove to be a bit nefarious considering the potential/possible variability of those who would make and/or pass judgments.

RESPONSE: The criteria used for screening would be consistently applied to all and not left up to individual judgment.

Criminal background screening should be done for all currently receiving Section 8, applying, or re-qualifying then we would be more portable.

RESPONSE: DCHA's requirements differ from the City's. To date there has not been any effort to make them consistent. This may change in the near future.

DCHA should set a higher payment standard.

RESPONSE: DCHA has set their payment standard at 110% of the Fair Market Rent, which has greatly assisted in the affordability of rents for our participants.

If DCHA has already determined what they will do under their mission statement and 5-year plan how can I disagree? :

RESPONSE: Participant input can impact what the HA (housing authority) plans to do. Our plans are not written in stone.

Research to look for other program opportunities = money

RESPONSE: It often takes time and money to do research, but in order to determine the feasibility of some projects it is an investment that has to be made.

To list goals/aims is admirable; to bring them to fruition takes more than research and redefinition

RESPONSE: Correct. However, there has to be a starting point, which begins with a plan. A plan needs to set goals and objectives. After which an action plan needs to be developed and implemented to fulfill the goals and objectives.

Enable or bring about affordable housing for families/individuals whose income is low (not necessarily through their own fault).

RESPONSE: DCHA provides housing and/or housing subsidy to very low to extremely low-income families. The reason for being a low-income family is not a determining factor in qualifying for housing assistance.

Section 8 Homeownership - relative to a family/individual's needs, a house could well enable a more productive capacity of existence.

RESPONSE: Our goal is to make homeownership a reality for some families who might not have such an opportunity without assistance.

Would be interested in a Section 8 Homeownership program, but don't know how I would pay taxes, handle maintenance, and repair problem expenses.

RESPONSE: Section 8 homeownership will help perhaps a very small number of S8 voucher holders in Dane County. The family may use their voucher to help subsidize the mortgage but must initially be able to qualify from a home loan on their own. Taxes and repairs would be the sole responsibility of the family. Housing costs in Dane County is one of the biggest deterrents for this program. However, each year there are families who successfully leave the S8 program. Homeownership may be an option for these families with the assistance of the voucher and various down payment assistance programs that are available.

To further affordable housing DCHA should works toward diminishing the "instant gratification" syndrome –greed, and try to curb "progress" which often involves tearing down adequate housing with livable character in order to put up some kind of "tract mansion" or some developers "insignia" complex or plinky boxes

RESPONSE: Agreed. Also, make your concerns know to your community leaders when development projects are being proposed.

Enlist HUD's help to end blatant discrimination in Madison/Dane County area. Change fair housing act to include Section 8 as a category that must not be discriminated against.

Enlist HUD's help to end blatant discrimination in Madison/Dane County area. Change fair housing act to include Section 8 as a category that must not be discriminated against

RESPONSE: HUD is available to investigate incidents of discrimination. If you feel you've been discriminated against and want to report it to HUD, forms are available from the housing authority for you to submit your complaint. The battle is ongoing in Madison/Dane County to make Section 8 a protective class. It is coming up before the City Council again and will probably be introduced by the Dane County Board again. It was defeated previously. Contact your alderperson and/or county supervisor to let them know your concerns, and by all means testify at the public hearings.

Why not create and implement a landlord participation program before 12/31/04 per the 5-year plan.

RESPONSE: Such a program was and is intended to be in place no later than 12/31/04. A joint city-county S8 landlord committee has been formed to increase landlord participation in the Section 8 program. Meetings are usually held the fourth Wednesday of each month at 11:45 a.m.

More assistance is needed in finding actual apartments that accept Section 8. A listing of places with elevators or no stairs would be helpful. Need to consider paving the way for recipients by actually talking to perspective landlords who have advertised current or anticipated vacancies (until S8 is more accepted)

RESPONSE: DCHA prepares a monthly list of owners will to accept Section 8. The list includes whether or not a unit is accessible. I do agree that we could use more listings. Several times a year we send notices to owners inviting them to list their vacant units with us. DCHA does not have available staff to contact owners that are advertising; however the newly formed joint city-county S8 landlord committee has talked about doing this.

Do not create rent policies that penalize those unable to work because of disabilities.

RESPONSE: The intent is not to harm anyone and would not be applicable to those unable to work (disabled, handicapped, elderly)
Rent policies that support and encourage work are policies that do not penalize families for working. The rent policies we have adopted do not penalize those unable to work.

DCHA can further affordable housing by emphasizing to owners that they can use their own screening standards and “take-one take-all” no longer exists. Educate regarding discrimination. Canvass landlords as if looking for an apartment and ask if they take S8, if they no, try to find out why. Develop incentive and protection against damages for landlords. Consider developing a grading system for recipients to further assure landlords and to encourage accountability from recipients and to help break up the “boycott: against all because of a few. Meet with advocates that are fighting the fight for the disabled and low-income. Have mid-year meeting to discuss steps being taken toward meeting goals.

RESPONSE: DCHA does and will continue to owners to employ their own screening methods but to do so CONSISTENTLY and across the board. We have also at every opportunity (often with written documentation) let them know take-on take-all does not exist. DCHA works cooperatively with the Fair Housing Council to help educate landlords about discrimination. DCHA does not have the staff capacity to do landlord canvassing. I do not foresee housing authorities being able to provide an owner protection against damages. There are no funds available to do this. I believe a grading system would be deemed discriminatory. Meeting with advocates and having mid-year meetings is something that we can start planning to do.

**RESIDENT ADVISORY BOARD
PUBLIC HOUSING
COMMENTS/RESPONSES**

More accessible housing needed for wheelchair bound persons

RESPONSE: The need for more accessible housing has been deemed as a priority for Dane county overall. DCHA owns 86 Public Housing units, 5 are accessible.

Rents should not be increased for persons receiving SSI and SSDI when they receive a cost-of-living increase

RESPONSE: In accordance with HUD guidelines incomes must be re-certified at least annually. Rents are based on the families anticipated income for that year and includes COL increases

Improve outside appearance of PH units in Sun Prairie. They stand out in the neighborhood

RESPONSE: This will be considered as a part of the ongoing assessments and improvements for all public housing sites.

Eligibility, selection, and admissions background checks should be done for violent behavior, drugs, violent destruction, work history, felony records, arrest convictions and gang activity

RESPONSE: Policy changes and regulations will allow us to do more thorough checks of applicants. Current policies are being reviewed for needed changes.

When a PH unit is offered, family/person should have 60-days to move-in as some may have to get out of an existing lease. HA should consider this and assist the family/person with this matter

RESPONSE: The HA has an obligation and responsibility to turnaround vacant units as soon as possible. It sometimes becomes difficult for a person having to terminate a lease in order to move into one of our properties. The HA or its agent will work with the family as much as possible, but cannot guarantee to hold a unit.

There should be set-aside units for persons with a preference, but those without preferences should be considered also, as they too have problems

RESPONSE: Because affordable housing needs outweighs our resources it is important that we look at our community and prioritize those with the greatest housing needs. Preferences allow some advantage to this group of people.

Do not increase rent unless gross income increases by \$300.00 or more annually

RESPONSE: Again, HUD requires that rents be based on an annual re-certification of a family's income. Therefore, income increase will be determined based on the family's income.

Make homeownership an opportunity for public housing residents by allowing them to purchase their units

RESPONSE: DCHA is planning to evaluate its housing stock for consideration into making some units available for homeownership, allowing the families occupying the unit to have the first opportunity to purchase. Any conversion to homeownership will have to be discussed with the residents for their input, the housing authority would need to develop a plan, and approvals would have to be received from HUD and Dane County Housing Authority Board of Commissioners. However, we are seriously considering this option with the public housing stock.

Provide a standard application on the internet

RESPONSE: Dane County Housing Authority is planning to have a website that will be accessible as a link on the County's website. Our intent is for this to be up and running in year 2002.

Notify residents of job opportunities at the HA

RESPONSE: Currently all job opportunities at Dane County Housing Authority are posted in the Wisconsin State Journal. We can send copies to PH residents.

Keep resident resumes on file and match skills to job openings at HA

In order to have updated resumes for job opportunities it is best to submit such resumes with applications when jobs become available. The HA does not keep resumes on file for more than 6-months.

Provide residents with job training opportunities

RESPONSE: So far the HA has not participated in any job training activities for its residents. However, that may be something that can be further discussed with interested residents.

Provide housing for single parents that make about \$30,000 or less

RESPONSE: A part of eligibility for low-income housing depends on actual income and household number. Most of our recipients earn less than

\$30,000.00 per year. Our priority is families that are at extremely low and very-low income.

Dane county overall needs more affordable housing

RESPONSE: We recognize this as a top concern in Dane County. Efforts are being made to reduce the problem of affordable housing, however, progress is slow. We believe there is going to have to be a partnership of the public, private industry, and government to resolve this very big problem.

Consideration should be given to those who have bad rental/credit history due to lack of affordable rents. Having housing with affordable rents would help resolve the poor rental/credit history

RESPONSE: The circumstances have to be reviewed as to why a person has a bad rental/credit history.

Have a group of low-income people work to help other low-income people with what they want and need in housing. Make this group a part of the HA staff

RESPONSE: The HA does not have the resources to have a group like this as part of their staff. There are agencies and organizations in Dane County that advocate and assist low-income people with their housing needs. There are oftentimes job opportunities with these organizations and they are almost always in need of volunteers.

Create a variety of housing types and put them in nice places

RESPONSE: There is new affordable housing being developed around the county to give families more housing options. Dane County Housing Authority hopes to contribute to more affordable housing by partnering with other development agencies/organizations and pooling our various resources.

Section 8 RAB

Carol Baskin
Jennifer Broberg
Heather Brock
Karen Burdick
Megan Gaffney
Linda Green
Gerri Crawford
Regina Lisi
Tanya Armour
Kathy Middleton
Chanthavy Keophaphone
Melissa Gentry
Pamela Mersberger
Julia Brooks
Nancy Clapper
Rachel Purduhn
Betty Cassanova
Mary Grunewald
Patti Lark
Carolyn Price

PH RAB

All 86 Residents

**DANE COUNTY HOUSING AUTHORITY
PET POLICY
FAMILY UNITS**

In accordance with HUD regulations pets are now allowed in the family units of public housing authorities. Residents residing Dane County Housing Authority family units are eligible to own and keep pets subject to compliance with the rules, regulations, and procedures determined by Dane County Housing Authority.

Approval

Residents must receive written approval from DCHA or its agent prior to obtaining a pet. Residents must register their pet, sign a pet agreement, and provide all required documentation. A pet cannot move into the unit until the resident receives an executed pet agreement/lease addendum from DCHA or its agent. Each pet must be re-registered annually at the time of recertification.

Types of Pets Allowed

The types of animals allowed as pets shall be limited to the following:

- Dog
- Cat (domestic)
- Fish in aquarium or fish bowls
- Small caged birds
- Domestic rodents such a gerbils, hamsters, guinea pigs, rabbits

Number of Pets Allowed

A resident may have no more than one of the following:

- One dog
- One cat (domestic)
- Two small caged birds
- One domestic rodent
- Appropriate number of fish to fill a 30-gallon aquarium

Size of Animals

Dogs must weigh no more than 30 pounds when fully grown. The Employee must see the actual pet before the pet is approved, Service animals are exempt from the weight requirements, and Small birds are those weighing less than two pounds.

Unregistered Pets

No unregistered pets are allowed on the premises. This includes visiting pets and strays.

Deposit For Pets

Residents must pay a (refundable) **\$250.00** deposit for their cat or dog.

If the resident cannot pay the full deposit in advance, arrangements for partial payments can be made. A separate agreement will be drafted if the installment

plan is to be used. The initial deposit must be no less than \$50.00. The remainder can be made installments over a period of time not to exceed four (4) months. Payment of pet deposit is intended to defray the costs of potential damage done by the pet to the unit or other areas of DCHA property. The pet deposit does not preclude other or ongoing charges to the resident for damages caused by the pet. Residents will reimburse DCHA for all costs incurred in repairing damages caused by the pet. The pet deposit will be placed in a security deposit escrow account. The pet deposit will be fully refunded at the time the resident moves or no longer houses the pet, provided there are no pet related damages to the apartment. The cost of repairs will be deducted from the pet deposit.

Unit Inspection

Unit inspections will be done annually and as determined by DCHA or its agent when circumstances so warrant to investigate complaints of violation, and/or to check on a nuisance or threat to health and safety of other residents.

Carpet cleaning and extermination on a regular basis and at turnover shall be the responsibility of the pet owner.

Insurance

Residents must show proof of renter's insurance, which must include language regarding liability and damage relating to ownership of a pet.

Licensing Requirement

Dogs and cats must have a current municipal license; a photocopy of the license must be on file. All municipal requirements for licensing and municipal ordinances in regard to keeping domestic pets must be adhered to.

Health Certificates

Dogs and cats must have current certificates of rabies, distemper, and other required vaccinations as administered by a qualified veterinarian on file with DCHA or its agent. A veterinarian's examination and report as to the animal's health and physical condition will be required upon registration and annually at re-registration time.

Sterilization

Dogs and cats must be neutered or spayed. A certificate or statement from a qualified veterinarian to this effect must be on file with DCHA or its agent. If the animal is too young, residents must agree to have it neutered when it reaches a suitable age. In addition cats front paws must be de-clawed.

Collars Required

Dogs and cats must wear an identification collar at all times. The collar shall have attached a current municipal license tag, a rabies/distemper tag, and a tag bearing the owner's name, address, and telephone number.

Leash and Cage Requirements

Dogs and cats must be leashed and under their owner's control at all times while out of the unit. Leashes (including retractable) shall not exceed six (6) feet in length. Birds and domestic rodents shall be caged and not allowed to roam freely. Aquariums may not exceed 30 gallons in size.

Permitted Areas

All pets shall be restricted to the resident's unit and hallways, stairs, and elevators necessary for entering and leaving the building. No pets will be allowed in any other public area such as meeting rooms, community rooms, kitchen, laundry rooms, public toilets, etc. Service animals are exempt from this regulation.

Pet Behavior

Pets will not interfere with the peaceful enjoyment of others by barking, howling, meowing, biting, scratching, jumping, or other threatening or aggressive behavior. Pets must be under the continuous and complete control of their owners.

Waste Removal

Each pet owner is responsible for promptly removing pet waste on the property's grounds by placing it in a sealed plastic bag and disposing of it properly. Birdcages and aquariums shall be cleaned regularly. Any insect infestation of the unit related to the housing of the pet shall be eliminated at the expense of the pet owner. Pet owners shall take adequate precautions to eliminate pet odors within their apartments and to maintain their apartments in clean and sanitary manner at all times.

Designated Alternate/Pet Sponsor

Each pet owner will provide DCHA or its agent with a signed statement including name, address, and telephone number of a local person who agrees to remove and care for a resident's pet in the event the resident cannot properly care for their pet. Verification of this person(s) shall be updated annually. In the event that there is not a designated alternate or pet sponsor to care for the pet, DCHA or its agent, at the owner's expense may place the pet in a care facility or donate the pet to the humane society.

Unattended Pets

DCHA or its agent reserves the right to enter a unit at any time when the owner is not present to transfer an animal to the proper authorities or to the registered sponsor or designated alternate. Any animal that is causing a nuisance by disturbing the peace and quiet enjoyment of the project by others, or is a threat to property, or has been left unattended for twenty-four (24) hours or more. Neither DCHA nor its agent accepts any responsibility for pets so transferred.

Revocation of Pet Permit

Serious, repeated, or continued violation of the Pet Policy will result in notice to remove the pet from the property within 24 hours. Non-compliance with such notice may result in the termination of the resident's lease and eviction.

Read and understand this pet policy. It contains your rights and obligations as a pet owner.

Any litigation resulting from actions by pets shall be the sole responsibility of the pet owner. The pet owner agrees to indemnify and hold harmless DCHA and its agent from all claims, causes of action damages or expenses, including attorney fees resulting from the action of the activities of his or her pet.

I have read and understand the pet policy as written above and understand all the provisions. I agree to abide by these provisions fully and understand that permission will be revoked if I fail to do so. Failure to comply with any part of the above and/or to take corrective action after sufficient notice of any violation shall be cause for termination of my public housing lease. I have received a copy of this policy.

Head of Household (Please Print)

Unit Address (Please Print)

Date (Please Print)

Signature Head of Household

CIVIL RIGHTS CERTIFICATION

Dane County Housing Authority does hereby certify that they will affirmatively further fair housing and the Annual Plan and 5-Year Plan will be carried out in compliance with the following laws:

- Title VI of the 1964 Civil Rights Act
- The Fair Housing Act
- Section 504 of the Rehabilitation Act of 1973
- Title II of the American with Disabilities Act of 1990

Executive Director