

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

PHA Plans

5 Year Plan for Fiscal Years 2005 - 2009
Annual Plan for Fiscal Year 2005

**NOTE: THIS PHA PLANS TEMPLATE (HUD 50075) IS TO BE COMPLETED IN
ACCORDANCE WITH INSTRUCTIONS LOCATED IN APPLICABLE PIH NOTICES**

**PHA Plan
Agency Identification**

PHA Name: Helena Housing Authority

PHA Number: MT004

PHA Fiscal Year Beginning: 07/2005

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 2005- 2009
[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: To provide all people with decent, safe, adequate and affordable housing and the opportunity to become self sufficient.

B. Goals

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

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

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

- X Improve public housing management: (PHAS score) strive to raise PHAS Score to 93% and maintain it at 93%.
- X Improve voucher management: (SEMAP score) Strive for and maintain 100% SEMAP score.
- X Increase customer satisfaction:
- X Concentrate on efforts to improve specific management functions: (list; e.g., public housing finance; voucher unit inspections) Research and supply training and professional development for all staff at all levels to promote efficiency in all PHA functions. Provide at least one major training to each staff member per year.
- X Renovate or modernize public housing units: Utilize Capital Fund Allocations to modernize public housing units to modernize public Housing units to a level where they are competitive on the open market. Dependent on funding, implement 5 year Plan.
- Demolish or dispose of obsolete public housing:
- Provide replacement public housing:
- X Provide replacement vouchers: As offered by HUD, accept all preservation replacement vouchers.
- X Other: (list below)
Promote and foster the HHA Resident Services Program through the ROSS Grant initiatives. Continue to promote the Gold Services Program. Make accessible classes and training for residents in the Computer Lab through initiatives identified in the ROSS Grant.

- PHA Goal: Increase assisted housing choices
Objectives:
 - X Provide voucher mobility counseling: Section 8 staff will conduct Orientation meetings to inform applicants and resident of options and availability of voucher programs. At least two per year or as the waiting list requires.
 - X Conduct outreach efforts to potential voucher landlords. As market Conditions and waiting list needs dictate, Section 8 staff will at least twice per year do outreach mailings to prospective landlords. Informational brochures will be made available to social service agency locations.
 - X Increase voucher payment standards
 - X Implement voucher homeownership program:
 - X Implement public housing or other homeownership programs: Foster and Participate in the Helena Area Housing Task Force. Provide support for the initiation of a local low income ownership program by local non-profit agencies. (Home)
 - Implement public housing site-based waiting lists:
 - Convert public housing to vouchers:
 - Other: (list below)

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

- PHA Goal: Provide an improved living environment
Objectives:
 - X Implement measures to deconcentrate poverty by bringing higher income public housing households into lower income developments:
 - X Implement measures to promote income mixing in public housing by assuring access for lower income families into higher income developments: Public Housing, Section 8 and Wilder Apartments
 - X Implement public housing security improvements: Continue contract with the City of Helena for a community Police Officer to patrol HHA sites and provide reports on criminal activity specific to HHA developments. Use Capital Fund Grant to install security surveillance equipment as requested by the Resident Management Corp.
- Designate developments or buildings for particular resident groups (elderly and persons with disabilities)
- X Other: (list below)
Maintain a community funding mechanism such as a revolving loan fund to assist residents having problems paying security and utility deposits. Maintain community relations with other non-profit organizations to assist Residents having problems paying rent.

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

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

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

- X Provide or contract supportive services to increase independence for the elderly or families with disabilities. When allowed, continue to provide equal access to supportive services and training funded at the Family Investment Center through ROSS funds. Expand contract with social worker using Management Improvement BLI in Capital Fund to concentrate on establishing needs and providing supportive services for the elderly and disabled.
- X Other: (list below) AWARE Year One: Needs assessment
Year Two: Continued support with
AWARE partnership

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

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

Other PHA Goals and Objectives: (list below)

Annual PHA Plan PHA Fiscal Year 2005

[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.

In the past year the Helena Housing Authority has overcome many challenges and is ready to devote its time and efforts to "The Residents". During the upcoming year, many things are planned to improve the quality of life for the residents and their living spaces. The Helena Housing Authority's board has approved the operating budgets for both Low Income Public Housing and Housing Choice Voucher programs. The FY2005 Budget more accurately reflects the Authority's vision, goals and focus for the future.

Financial Stability

Throughout fiscal year 2005 Helena Housing Authority will continue concentrating on training staff in public housing financial management. Consulting services will continue to be utilized to support the staff's efforts in becoming experts in finance and public housing management.

Community Focus

At the direction of the Board of Commissioners, the Helena Housing Authority will devote considerable resources towards integration with the Helena community. Consultants' with expertise in marketing and employee team building will assist in these efforts. An organized presentation has been designed that will educate the Helena community and its leaders of the important role the Helena Housing Authority plays in the greater Helena area. The Board of Commissioners is advising the Executive Director to concentrate on building and maintaining community partnerships. Networking with agencies that provide services to the residents will be a key focus. The Housing Authority plans to design and publish an annual report. The community and resident newsletters will continue to be a valuable asset in communicating with the public. A portion of our Capital Fund grant has been dedicated to public relations and team building.

Celebrating Success

The Board of Commissioners and management recognize the importance of a well-trained and motivated staff. The past year may not have been so successful without the HHA's dedicated staff. The Board of Commissioners and management are committed to continuing focus on improving employee morale through team building, pay-for-performance salary increases, significant training opportunities and celebrating great successes.

Resident Services

Fiscal year 2004 was a year of continual restructure within our resident services department. Throughout 2005 focus will be on providing outstanding customer service to residents. With the help from a highly skilled facilitator, the HHA staff participated in an exercise to identify and resolve customer service issues. Using the results from the HUD RASS survey, the HHA staff has implemented and will continue to use a strategic process in providing better customer service to their residents.

The “Gold Services” program, which rewards residents for efforts in self-sufficiency and community service, will remain in effect for the upcoming year. Another strong area of concentration in 2005 will be providing HHA youth with career training opportunities and alternatives to drugs, violent crime, and alcohol. A portion of our Capital Fund grant will be dedicated to providing law enforcement services to the HHA. In partnership with the Kay McKenna Foundation and the Helena Police Department, the HHA staff will continue to make available a very successful summer youth program.

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

Capital Fund Program

The HHA will be completing the replacement of all playground equipment with new playground equipment from Great Western Park and Playground in Wellsville, Utah as well as a new Rain Drop, Inc. spray park facility located on the Stewart Homes development.

A portion of our 2003 Capital Fund Grant will be committed to creating a 20 year Long-Range Facilities Plan which is to be completed by early 2005. Mosaic Architecture was selected to assist in evaluating the current housing stock and plan for the long-term future of the Helena Housing Authority.

Expanding our Horizons

The Board of Commissioners has directed management to explore options for the expansion of affordable housing in our community. A portion of our Section 8 reserve funds was invested into the development of a Low Income Housing Tax Credit project on Helena’s lower Westside. The Helena Housing Authority was awarded a \$300,000 HOME grant from the Montana Home Investment Partnerships Program and allocated \$210,000 in annual tax credits from the Montana Board of Housing for the development of Wilder Apartments, L.P., a 31 unit multi-family development with special focus on “Universal Design” providing a model development for persons with disabilities in our community.

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.

Table of Contents

	<u>Page #</u>
Annual Plan	
i. Executive Summary	
ii. Table of Contents	
1. Housing Needs	7-13
2. Financial Resources	14
3. Policies on Eligibility, Selection and Admissions	15-23
4. Rent Determination Policies	24-28
5. Operations and Management Policies	29-30
6. Grievance Procedures	31
7. Capital Improvement Needs	32-33
8. Demolition and Disposition	34
9. Designation of Housing	35
10. Conversion of Public Housing	36-37
11. Homeownership	38-39
12. Community Service Programs	40-42
13. Crime and Safety	43-44
14. Pets (Inactive for January 1 Phase)	45
15. Civil Rights Certifications (Included with PHA Plan Certifications)	46
16. Audit	47
17. Asset Management	48
18. Other Information	49-51

Attachments

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

Required Attachments:

- Admissions Policy for Deconcentration (mt004g05 Policy on deconcentration.doc)
- FY 2004 Capital Fund Program Annual Statement (mt004a05 Annual Statement CFP 2004.doc)
- Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)

Optional Attachments:

- PHA Management Organizational Chart (mt004d05 HHA Organization Chart.doc)
- FY 2004 Capital Fund Program 5 Year Action Plan (mt004c05 Five Year CFP Plan.doc)
- Public Housing Drug Elimination Program (PHDEP) Plan
- Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text) (mt004h05 Resident Meeting.doc)
- 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.

Applicable & On Display	List of Supporting Documents Available for Review Supporting Document	Applicable Plan Component
X	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
X	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 FY 2005	Annual Plan: Financial Resources;
X	Public Housing Admissions and (Continued) Occupancy Policy (A&O), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public Housing Deconcentration and Income Mixing Documentation: 1. PHA board certifications of compliance with deconcentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/99 <i>Quality Housing and Work Responsibility Act Initial Guidance; Notice</i> and any further HUD guidance) and 2. Documentation of the required deconcentration and income mixing analysis	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public housing rent determination policies, including the methodology for setting public housing flat rents 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	Annual Plan: Rent Determination

List of Supporting Documents Available for Review
Supporting Document

**Applicable
&
On Display**

**Applicable Plan
Component**

X	Section 8 rent determination (payment standard) policies <input checked="" type="checkbox"/> 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 <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
X	Section 8 informal review and hearing procedures <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
X	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	Annual Plan: Capital Needs
	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans or any other approved proposal for development of public housing	Annual Plan: Capital Needs
	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act	Annual Plan: Conversion of Public Housing
	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
X	Policies governing any Section 8 Homeownership program <input checked="" type="checkbox"/> check here if included in the Section 8	Annual Plan: Homeownership
X	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
X	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
	The most recent Public Housing Drug Elimination Program (PHDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)	
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.	Annual Plan: Annual Audit

List of Supporting Documents Available for Review

**Applicable
&
On Display**

Supporting Document

**Applicable Plan
Component**

S.C. 1437c(h)), the results of that audit and the PHA's
response to any findings
Troubled PHAs: MOA/Recovery Plan
Other supporting documents (optional)
(List individually; use as many lines as necessary)

Troubled PHAs
(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-ability	Size	Locatio-n
Income <= 30% of AMI	2,741	5	4	3	3	3	1
Income >30% but <=50% of AMI	3,694	4	4	3	3	3	3
Income >50% but <80% of AMI	5,353	3	3	3	3	3	3
Elderly	6,890	4	4	3	4	3	3
Families with Disabilities	3,477	5	4	3	4	3	3
Race/Ethnicity Native American	54,688	5	4	3	3	3	3
Race/Ethnicity Asian	1,130	4	4	3	3	3	3
Race/Ethnicity Hispanic	298	4	4	3	3	3	3
Race/Ethnicity African American	106	5	4	3	3	3	3

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

- Consolidated Plan of the Jurisdiction/s
Indicate year: 2000
- U.S. Census data: the Comprehensive Housing Affordability Strategy (“CHAS”) dataset
- American Housing Survey data
Indicate year:
- Other housing market study
Indicate year:
- Other sources: (list and indicate year of information)
Census data for Helena, MT, 1999 Greater Helena Area Comprehensive Affordability Strategy

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

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

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input type="checkbox"/> Section 8 tenant-based assistance			
<input checked="" type="checkbox"/> Public Housing			
<input type="checkbox"/> Combined Section 8 and Public Housing			
<input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional)			
If used, identify which development/sub jurisdiction:			
	# Of families	% Of total families	Annual Turnover
Waiting list total	107		48%
Extremely low income <=30% AMI	87	81%	
Very low income (>30% but <=50% AMI)	20	19%	
Low income (>50% but <80% AMI)	0	0%	
Families with children	38	36%	
Elderly families	15	6%	
Families with Disabilities	25	10%	
Race/ethnicity White	99	93%	
Race/ethnicity African American	1	.01%	
Race/ethnicity Native American	6	.06%	
Race/ethnicity Asian/Hispanic	1	.01%	
Characteristics by			

Housing Needs of Families on the Waiting List			
Bedroom Size (Public Housing Only)			
1BR	65		
2 BR	21		
3 BR	17		
4 BR	4		
5 BR	0		
5+ BR			
Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes If yes: How long has it been closed (# of months)? Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input type="checkbox"/> Yes			
Housing Needs of Families on the Waiting List			
Waiting list type: (select one) <input checked="" type="checkbox"/> Section 8 tenant-based assistance Public Housing <input type="checkbox"/> Combined Section 8 and Public Housing <input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional) If used, identify which development/sub jurisdiction:			
	# Of families	% Of total families	Annual Turnover
Waiting list total	664		21%
Extremely low income <=30% AMI	547	82%	
Very low income (>30% but <=50% AMI)	116	17%	
Low income (>50% but <80% AMI)	1	.1%	
Families with children	360	54%	
Elderly families	120	30%	
Families with Disabilities	120	30%	
Race/ethnicity White	554	83%	
Race/ethnicity	28	4%	

Housing Needs of Families on the Waiting List			
African American			
Race/ethnicity Native American	63	9%	
Race/ethnicity Asian/Hispanic	7	.01%	
Characteristics by Bedroom Size (Public Housing Only)			
1BR	292		
2 BR	224		
3 BR	121		
4 BR	25		
5 BR	2		
5+ BR			
Is the waiting list closed (select one)? X No <input type="checkbox"/> Yes			
If yes:			
How long has it been closed (# of months)?			
Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input type="checkbox"/> Yes			

C. Strategy for Addressing Needs

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

(1) Strategies

Need: Shortage of affordable housing for all eligible populations

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

Select all that apply

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

- Seek replacement of public housing units lost to the inventory through mixed finance development
- Seek replacement of public housing units lost to the inventory through section 8 replacement housing resources
- Maintain or increase section 8 lease-up rates by establishing payment standards that will enable families to rent throughout the jurisdiction
- Undertake measures to ensure access to affordable housing among families assisted by the PHA, regardless of unit size required
- Maintain or increase section 8 lease-up rates by marketing the program to owners, particularly those outside of areas of minority and poverty concentration
- Maintain or increase section 8 lease-up rates by effectively screening Section 8 applicants to increase owner acceptance of program
- Participate in the Consolidated Plan development process to ensure coordination with broader community strategies
- Other (list below)

Strategy 2: Increase the number of affordable housing units by:

Select all that apply

- Apply for additional section 8 units should they become available
- Leverage affordable housing resources in the community through the creation of mixed - finance housing
- Pursue housing resources other than public housing or Section 8 tenant-based assistance.
- Other: (list below)

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

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

Select all that apply

- Exceed HUD federal targeting requirements for families at or below 30% of AMI in public housing
- Exceed HUD federal targeting requirements for families at or below 30% of AMI in tenant-based section 8 assistance
- Employ admissions preferences aimed at families with economic hardships
- Adopt rent policies to support and encourage work
- Other: (list below)
Encourage residents to attend job training.
HHA will partnership with CTI to provide resident and individual case management such as career training and computer training.

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

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

Select all that apply

- Employ admissions preferences aimed at families who are working
- Adopt rent policies to support and encourage work
- X Other: (list below)
Partner with CTI to provide any resident individual case management such as career or computer training

Need: Specific Family Types: The Elderly

Strategy 1: Target available assistance to the elderly:

Select all that apply

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

Need: Specific Family Types: Families with Disabilities

Strategy 1: Target available assistance to Families with Disabilities:

Select all that apply

- Seek designation of public housing for families with disabilities
- X Carry out the modifications needed in public housing based on the section 504 Needs Assessment for Public Housing
- X Apply for special-purpose vouchers targeted to families with disabilities, should they become available
- X Affirmatively market to local non-profit agencies that assist families with disabilities
- X Other: (list below)
Continue the process of developing a LIHTC project that will provide Universal Design concepts to increase housing stock to the disabled community.

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

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

Select if applicable

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

Strategy 2: Conduct activities to affirmatively further fair housing

Select all that apply

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

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

(2) Reasons for Selecting Strategies

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

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

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 2005 grants)		
a) Public Housing Operating Fund	\$760,541.00	
b) Public Housing Capital Fund	\$650,000.00	
c) HOPE VI Revitalization		
d) HOPE VI Demolition		
e) Annual Contributions for Section 8 Tenant-Based Assistance	\$1,569,724.00	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)		
g) Resident Opportunity and Self-Sufficiency Grants	\$300,000.00	
h) Community Development Block Grant		
i) HOME	\$300,000.00	Wilder Apartments
Other Federal Grants (list below)		
Shelter Plus Care	\$120,000.00	Voucher Payments
2. Prior Year Federal Grants (un-obligated funds only) (list below)		
3. Public Housing Dwelling Rental Income	\$550,000.00	PHA Operating Expenses
4. Other income (list below)		
5. Non-federal sources (list below)		
Total resources	\$4,250,265.00	

3. PHA Policies Governing Eligibility, Selection, and Admissions

[24 CFR Part 903.7 9 (c)]

A. Public Housing

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

(1) Eligibility

a. When does the PHA verify eligibility for admission to public housing? (Select all that apply)

- When families are within a certain number of being offered a unit: (state number)
 When families are within a certain time of being offered a unit: (state time)
 Other: during the personal interview

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

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

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

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

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

(2) Waiting List Organization

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

- Community-wide list
 Sub-jurisdictional lists
 Site-based waiting lists
 Other (describe)

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

- PHA main administrative office
 PHA development site management office
 Other (list below)

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

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

2. Yes No: Are any or all of the PHA's site-based waiting lists new for the upcoming year (that is, they are not part of a previously-HUD-approved site based waiting list plan)?
If yes, how many lists?
3. Yes No: May families be on more than one list simultaneously
If yes, how many lists?
4. Where can interested persons obtain more information about and sign up to be on the site-based waiting lists (select all that apply)?
- PHA main administrative office
 - All PHA development management offices
 - Management offices at developments with site-based waiting lists
 - At the development to which they would like to apply
 - Other (list below)

(3) Assignment

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

- One
- Two
- X Three or More

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

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

(4) Admissions Preferences

a. Income targeting:

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

b. Transfer policies:

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

- X Emergencies
- X Over housed
- X Under housed
- X 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. 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:

- Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- Victims of domestic violence
- Substandard housing
- Homelessness
- High rent burden (rent is > 50 percent of income)

Other preferences: (select below)

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

3. If the PHA will employ admissions preferences, please prioritize by placing a “1” in the space that represents your first priority, a “2” in the box representing your second priority, and so on. If you give equal weight to one or more of these choices (either through an absolute hierarchy or through a point system), place the same number next to each. That means you can use “1” more than once, “2” more than once, etc.

- 1 Date and Time

Former Federal preferences:

- 2 Victims of domestic violence
- 2 Substandard housing

- 2 Homelessness
- 2 High rent burden

Other preferences (select all that apply)

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

4. Relationship of preferences to income targeting requirements:

- The PHA applies preferences within income tiers
- X Not applicable: The pool of applicant families ensures that the PHA will meet income-targeting requirements

(5) Occupancy

a. What reference materials can applicants and residents use to obtain information about the rules of occupancy of public housing (select all that apply)?

- X The PHA-resident lease
- X The PHA's Admissions and (Continued) Occupancy policy
- X PHA briefing seminars or written materials
- Other source (list)

b. How often must residents notify the PHA of changes in family composition? (Select all that apply)

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

(6) Deconcentration and Income Mixing

- a. X Yes No: Did the PHA's analysis of its family (general occupancy) developments to determine concentrations of poverty indicate the need for measures to promote deconcentration of poverty or income mixing?

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

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

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

X Employing waiting list “skipping” to achieve deconcentration of poverty or income mixing goals at targeted developments
If selected, list targeted developments below: 4-2, 4-5, 4-6

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 deconcentration of poverty and income mixing?

e. If the answer to (d) were yes, how would you describe these changes? (Select all that apply)

- Additional affirmative marketing
- Actions to improve the marketability of certain developments
- Adoption or adjustment of ceiling rents for certain developments
- Adoption of rent incentives to encourage deconcentration of poverty and income mixing
- Other (list below)

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

- Not applicable: results of analysis did not indicate a need for such efforts
- X List (any applicable) developments below: 4-2

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

- Not applicable: results of analysis did not indicate a need for such efforts
- X List (any applicable) developments below: 4-5 and 4-6

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)
- 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) Prior rental history and name and address of current and prior landlords

(2) Waiting List Organization

- a. With which of the following program waiting lists is the section 8 tenant-based assistance waiting list merged? (Select all that apply)
- None
 - Federal public housing
 - Federal moderate rehabilitation
 - Federal project-based certificate program
 - Other federal or local program (list below)
- b. Where may interested persons apply for admission to section 8 tenant-based assistance? (Select all that apply)
- PHA main administrative office
 - Other (list below)

(3) Search Time

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

If yes, state circumstances below:

- If a tenant is unable to find suitable housing and provides a log of searches
- Reasonable accommodation for people with disabilities
- Hard to house families with three or more children

(4) Admissions Preferences

- a. Income targeting

Yes No: Does the PHA plan to exceed the federal targeting requirements by targeting more than 75% of all new admissions to the section 8 program to families at or below 30% of median area income?

- b. Preferences

1. Yes No: Has the PHA established preferences for admission to section 8 tenant-based assistance? (Other than date and time of application) (If no, skip to subcomponent **(5) Special purpose section 8 assistance programs**)
2. Which of the following admission preferences does the PHA plan to employ in the coming year? (Select all that apply from either former Federal preferences or other preferences)

Former Federal preferences

- Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- Victims of domestic violence
- Substandard housing
- Homelessness
- High rent burden (rent is > 50 percent of income)

Other preferences (select all that apply)

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

- X Other preference(s) (list below)
Shelter Plus Program to Voucher Program

3. If the PHA will employ admissions preferences, please prioritize by placing a “1” in the space that represents your first priority, a “2” in the box representing your second priority, and so on. If you give equal weight to one or more of these choices (either through an absolute hierarchy or through a point system), place the same number next to each. That means you can use “1” more than once, “2” more than once, etc.

1 Date and Time

Former Federal preferences

- 2 Victims of domestic violence
2 Substandard housing
2 High rent burden

Other preferences (select all that apply)

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

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

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

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

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

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

- The PHA applies preferences within income tiers
X Not applicable: the pool of applicant families ensures that the PHA will meet income-targeting requirements

(5) Special Purpose Section 8 Assistance Programs

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

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

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

- Through published notices
- Other (list below) HHA partners with the Montana Continuum of Care Network

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 highest of 30% of adjusted monthly income, 10% of unadjusted monthly income, the welfare rent, or minimum rent (less HUD mandatory deductions and exclusions). (If selected, skip to sub-component (2))

---Or---

- The PHA employs discretionary policies for determining income-based rent (If selected, continue to question b.)

b. Minimum Rent

1. What amount best reflects the PHA's minimum rent? (Select one)

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

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

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

A Tenant fills out a Request for Hardship Exemption from Minimum Rent form. The tenant must request a suspension of rent in writing explaining why he or she feels they qualify for an exemption. An explanation is required even if the condition, situation, or circumstance is temporary. If the condition is temporary, the exemption will be for a period of 90 days from the date of the request. At the end of the 90-day suspension period, a minimum rent is imposed retroactively to the time of suspension. The family will be offered a responsible agreement for the amount of back owed rent.

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

1. Yes No: Does the PHA plan to charge rents at a fixed amount or percentage less than 30% of adjusted income?
2. If yes to above, list the amounts or percentages charged and the circumstances under which these will be used below:
 - d. Which of the discretionary (optional) deductions and/or exclusions policies does the PHA plan to employ (select all that apply)
 - For the earned income of a previously unemployed household member
 - For increases in earned income
 - Fixed amount (other than general rent-setting policy)
If yes, state amount/s and circumstances below:
 - Fixed percentage (other than general rent-setting policy)
If yes, state percentage/s and circumstances below:
 - For household heads
 - For other family members
 - For transportation expenses
 - For the non-reimbursed medical expenses of non-disabled or non-elderly families
 - Other (describe below)

e. Ceiling rents

1. Do you have ceiling rents? (Rents set at a level lower than 30% of adjusted income) (Select one)
 - Yes for all developments
 - Yes but only for some developments
 - No
2. For which kinds of developments are ceiling rents in place? (Select all that apply)
 - For all developments
 - For all general occupancy developments (not elderly or disabled or elderly only)
 - For specified general occupancy developments
 - For certain parts of developments; e.g., the high-rise portion
 - For certain size units; e.g., larger bedroom sizes
 - Other (list below)

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

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

f. Rent re-determinations:

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

- Never
- At family option
- Any time the family experiences an income increase
- Any time a family experiences an income increase above a threshold amount or percentage: (if selected, specify threshold)
- X Other (list below)
Anytime there is a decrease in the family composition, a decrease in household income, or one's status of zero income, minimum rent, changes.

g. Yes X No: Does the PHA plan to implement individual savings accounts for residents (ISAs) as an alternative to the required 12 month disallowance of earned income and phasing in of rent increases in the next year?

(2) Flat Rents

1. In setting the market-based flat rents, what sources of information did the PHA use to establish comparability? (Select all that apply.)

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

B. Section 8 Tenant-Based Assistance

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

(1) Payment Standards

Describe the voucher payment standards and policies.

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

- At or above 90% but below 100% of FMR
- 100% of FMR
- Above 100% but at or below 110% of FMR
- Above 110% of FMR (if HUD approved; describe circumstances below)

b. If the payment standard is lower than FMR, why has the PHA selected this standard? (Select all that apply)

- FMRs are adequate to ensure success among assisted families in the PHA's segment of the FMR area
- The PHA has chosen to serve additional families by lowering the payment standard
- Reflects market or 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 sub market
- 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)
Rent Survey

(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)

- If there is a decrease in income due to loss of employment resulting from being laid off or terminated where the individual is not at fault.
- In the event of a death in the family, which includes any, related family member residing in the household.

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	366	45%
Section 8 Vouchers	292	15%
Section 8 Certificates		
Section 8 Mod Rehab		
Special Purpose Section 8 Certificates/Vouchers (list individually)	24	30%
Public Housing Drug Elimination Program (PHDEP)	0	0% If been evicted for drug or participation in Res. Suc.
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)
See attached Maintenance Policy
- (2) Section 8 Management: (list below)
Plans on file at the HHA

6. PHA Grievance Procedures

[24 CFR Part 903.7 9 (f)]

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

A. Public Housing

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

If yes, list additions to federal requirements below:

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

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

B. Section 8 Tenant-Based Assistance

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

If yes, list additions to federal requirements below:

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

- PHA main administrative office
 Other (list below)

7. Capital Improvement Needs

[24 CFR Part 903.7 9 (g)]

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

A. Capital Fund Activities

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

(1) Capital Fund Program Annual Statement

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

Select one:

The Capital Fund Program Annual Statement is provided as an attachment to the PHA Plan at Attachment: E

-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: F

-Or-

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

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

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

- Yes No: a) Has the PHA received a HOPE VI revitalization grant? (If no, skip to question c; if yes, provide responses to question b for each grant, copying and completing as many times as necessary)
- b) Status of HOPE VI revitalization grant (complete one set of questions for each grant)
1. Development name:
 2. Development (project) number:
 3. Status of grant: (select the statement that best describes the current status)
 - Revitalization Plan under development
 - Revitalization Plan submitted, pending approval
 - Revitalization Plan approved
 - Activities pursuant to an approved Revitalization Plan underway
- Yes No: c) Does the PHA plan to apply for a HOPE VI Revitalization grant in the Plan year?
If yes, list development name/s below:
- Yes No: d) Will the PHA be engaging in any mixed-finance development activities for public housing in the Plan year?
If yes, list developments or activities below:
- Yes No: e) Will the PHA be conducting any other public housing development or replacement activities not discussed in the Capital Fund Program Annual Statement?
If yes, list developments or activities below:

8. Demolition and Disposition

[24 CFR Part 903.7 9 (h)]

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

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

2. Activity Description

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

Demolition/Disposition Activity Description	
1a. Development name:	
1b. Development (project) number:	
2. Activity type: 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 X No: Has the PHA designated or applied for approval to designate or does the PHA plan to apply to designate any public housing for occupancy only by the elderly families or only by families with disabilities, or by elderly families and families with disabilities or will apply for designation for occupancy by only elderly families or only families with disabilities, or by elderly families and families with disabilities as provided by section 7 of the U.S. Housing Act of 1937 (42 U.S.C. 1437e) in the upcoming fiscal year? (If “No”, skip to component 10. If “yes”, complete one activity description for each development, unless the PHA is eligible to complete a streamlined submission; PHAs completing streamlined submissions may skip to component 10.)

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

Designation of Public Housing Activity Description	
1a. Development name:	
1b. Development (project) number:	
2. Designation type:	Occupancy by only the elderly <input type="checkbox"/> Occupancy by families with disabilities <input type="checkbox"/> Occupancy by only elderly families and families with disabilities <input type="checkbox"/>
3. Application status (select one)	Approved; included in the PHA’s Designation Plan <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/>
4. Date this designation approved, submitted, or planned for submission: (DD/MM/YY)	
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:)

Units addressed in a pending or approved HOPE VI Revitalization Plan

(date submitted or approved:)

Requirements no longer applicable: vacancy rates are less than 10 percent

Requirements no longer applicable: site now has less than 300 units

Other: (describe below)

B. Reserved for Conversions pursuant to Section 22 of the U.S. Housing Act of 1937

C. Reserved for Conversions pursuant to Section 33 of the U.S. Housing Act of 1937

11. Homeownership Programs Administered by the PHA

[24 CFR Part 903.7 9 (k)]

A. Public Housing

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

1. Yes 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

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

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

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

b. PHA-established eligibility criteria

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

If yes, list criteria below:

1. Participants porting in who are interested in the homeownership option must have completed at least one year in good standing in another PHA jurisdiction.
2. Must have complied with all HHA HCV requirements for a minimum of one year prior to applying for the homeownership option.
3. Will be ineligible if any money is owed to HHA or any other housing authority.
4. Must have completed an approved Homeownership Counseling and Budgeting class.
 - a. The class must be a HUD-approved program or a program that is consistent with the counseling provided under a HUD program.
 - b. Families may be required to participate in ongoing homeownership or financial counseling programs at the discretion of HHA under the following guidelines:
 1. If the family is late with two (2) or more payments during a calendar year.

12. PHA Community Service and Self-sufficiency Programs

[24 CFR Part 903.7 9 (1)]

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

A. PHA Coordination with the Welfare (TANF) Agency

1. Cooperative agreements:

X 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?

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

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

X Client referrals

X Information sharing regarding mutual clients (for rent determinations and otherwise)

X Coordinate the provision of specific social and self-sufficiency services and programs to eligible families

Jointly administer programs

Partner to administer a HUD Welfare-to-Work voucher program

X Joint administration of other demonstration program

X Other (describe) Family Investment Center/Career Training Institute

B. Services and programs offered to residents and participants

(1) General

a. Self-Sufficiency Policies

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

X Public housing rent determination policies

X Public housing admissions policies

Section 8 admissions policies

Preference in admission to section 8 for certain public housing families

X 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

- X Other policies (list below)
Income disregard and provision of supportive services funds for participants in Family Investment Center Program.

b. Economic and Social self-sufficiency programs

X Yes No: Does the PHA coordinate, promote or provide any programs to enhance the economic and social self-sufficiency of residents? (If “yes”, complete the following tables; if “no” skip to sub-component 2, Family Self Sufficiency Programs. The position of the table may be altered to facilitate its use.)

Services and Programs				
Program Name & Description (including location, if appropriate)	Estimated Size	Allocation Method (Waiting list/random selection/specific criteria/other)	Access (Development office / PHA main office / other provider name)	Eligibility (Public housing or Section 8 participants or both)
<i>ROSS – RSDM</i>	<i>30 look at semi annual progress reports or look at last bill</i>	<i>WAIT LIST</i>	<i>CTI/FIC</i>	<i>BOTH</i>
<i>ROSS - NN</i>				Public Housing

(2) Family Self Sufficiency program/s

a. Participation Description

Family Self Sufficiency (FSS) Participation		
Program	Required Number of Participants (Start of FY 2000 Estimate)	Actual Number of Participants (As of: DD/MM/YY)
Public Housing	Voluntary/20 Max	2/1/03 1
Section 8	35	2/1/03 33

- b. Yes No: If the PHA is not maintaining the minimum program size required by HUD, does the most recent FSS Action Plan address the steps the PHA plans to take to achieve at least the minimum program size?

If no, list steps the PHA will take below:

C. Welfare Benefit Reductions

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

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

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

13. PHA Safety and Crime Prevention Measures

[24 CFR Part 903.7 9 (m)]

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

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

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

- High incidence of violent and/or drug-related crime in some or all of the PHA's developments
- High incidence of violent and/or drug-related crime in the areas surrounding or adjacent to the PHA's developments
- Residents fearful for their safety and/or the safety of their children
- Observed lower-level crime, vandalism and/or graffiti
- People on waiting list unwilling to move into one or more developments due to perceived and/or actual levels of violent and/or drug-related crime
- Other (describe below)

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

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

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

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

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

- Contracting with outside and/or resident organizations for the provision of crime- and/or drug-prevention activities

- Crime Prevention through Environmental Design
- Activities targeted to at-risk youth, adults, or seniors
- Volunteer Resident Patrol/Block Watchers Program
- Other (describe below)

1. Which developments are most affected? (List below)
4-1 and 4-2 Campuses

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)

1. Which developments are most affected? (List below)
4-1, 4-2, 4-3, 4-4, 4-5, 4-6, 4-8 and 4-10

D. Additional information as required by PHDEP/PHDEP Plan

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

- Yes 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)]

mt004i05 Pet Policy.doc

15. Civil Rights Certifications

[24 CFR Part 903.7 9 (o)]

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

16. Fiscal Audit

[24 CFR Part 903.7 9 (p)]

1. Yes No: Is the PHA required to have an audit conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h))?
(If no, skip to component 17.)
2. Yes No: Was the most recent fiscal audit submitted to HUD?
3. Yes No: Were there any findings as the result of that audit?
4. Yes No: If there were any findings, do any remain unresolved?
If yes, how many unresolved findings remain? _____
5. Yes No: Have responses to any unresolved findings been submitted to HUD?
If not, when are they due (state below)?

17. PHA Asset Management

[24 CFR Part 903.7 9 (q)]

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

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

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

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

18. Other Information

[24 CFR Part 903.7 9 (r)]

A. Resident Advisory Board Recommendations

1. X Yes No: Did the PHA receive any comments on the PHA Plan from the Resident Advisory Board/s?
2. If yes, the comments are: (if comments were received, the PHA **MUST** select one)
X Attached at Attachment file name: mt004h05 Resident Meeting.doc
Provided below:
3. In what manner did the PHA address those comments? (Select all that apply)
 Considered comments, but determined that no changes to the PHA Plan were necessary.
X The PHA changed portions of the PHA Plan in response to comments
List changes below:
 - Residents very supportive of the new Admission standards
 - ME Anderson residents requested air conditioning for individual units
 - Community advocates requested that homelessness requirements remain a preference on the waiting list
 - Residents requested a change in the pet policy to include companion animals. Other: (list below)

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

1. Yes X No: Does the PHA meet the exemption criteria provided section 2(b)(2) of the U.S. Housing Act of 1937? (If no, continue to question 2; if yes, skip to sub-component C.)
2. Yes X No: Was the resident who serves on the PHA Board elected by the residents? (If yes, continue to question 3; if no, skip to sub-component C.) ** The Mayor of the City of Helena appointed the Residents serving on the HHA Board of Commissioners. Interested residents seeking a position on the Board of Commissioners may complete a City of Helena Appointment application and submit the form to the City Clerks office. Appointments are at the discretion of the Mayor with approval from the City Commissioners. See attached profile of current Resident Commissioners.

3. Description of Resident Election Process

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

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

b. Eligible candidates: (select one)

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

c. Eligible voters: (select all that apply)

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

C. Statement of Consistency with the Consolidated Plan

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

1. Consolidated Plan jurisdiction: (provide name here)

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

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

4. The Consolidated Plan of the jurisdiction supports the PHA Plan with the following actions and commitments: (describe below)

D. Other Information Required by HUD

Use this section to provide any additional information requested by HUD.

Attachments

Use this section to provide any additional attachments referenced in the Plans.

PHA Plan Table Library

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

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

Capital Fund Grant Number FFY of Grant Approval: (07/2004)

X Original Annual Statement

Line No.	Summary by Development Account	Total Estimated Cost
1	Total Non-CGP Funds	
2	1406 Operations	\$118,928
3	1408 Management Improvements	\$95,000
4	1410 Administration	\$65,000
5	1411 Audit	
6	1415 Liquidated Damages	
7	1430 Fees and Costs	\$50,000
8	1440 Site Acquisition	
9	1450 Site Improvement	\$201,000
10	1460 Dwelling Structures	\$120,072
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)	\$650,000
21	Amount of line 20 Related to LBP Activities	
22	Amount of line 20 Related to Section 504 Compliance	
23	Amount of line 20 Related to Security	
24	Amount of line 20 Related to Energy Conservation Measures	

Annual Statement
Capital Fund Program (CFP) Part II: Supporting Table

Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Total Estimated Cost
HA Wide	Operations	1406	\$118,928
	Management Improvements	1408	\$95,000
	\$55,000 Police Officer		
	\$20,000 Social Service Contract		
	\$20,000 Public Relations		
	Administration	1410	\$65,000
	Fees and Costs	1430	\$50,000
MT004001	Irrigation system upgrade	1450	\$45,000
MT004001	Drilling of a well	1450	\$15,000
MT004001	Landscape maintenance	1450	\$8,000
MT004001	Community Bus Stop Shelter	1450	\$2,000
MT004002	Irrigation system upgrade	1450	\$35,000
MT004002	Landscape maintenance	1450	\$10,000
MT004003	Below ground moisture remedy	1460	\$15,000
MT004003	Landscape maintenance	1450	\$14,000
MT004003	Irrigation system upgrade	1450	\$60,000
MT004003	Gutters and downspouts	1460	\$7,072
MT004003	New Playground Equipment	1450	\$1,000
MT004004	Landscape maintenance	1450	\$10,000
MT004004	Replace exterior South light fixture	1460	\$2,500
MT004004	Walls and benches (picnic area)	1450	\$1,000
MT004004	Air conditioners	1460	\$15,000
MT004005	Sound walls in crawl space	1460	\$13,200
MT004006	Sound walls in crawl space	1460	\$10,800
MT004008	Air conditioners	1460	\$40,500
Administration Building	Add two (2) roof top units along with ductwork	1460	\$10,000
Daycare	Replace East porch on building	1460	\$6,000

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

Development Number/Name HA-Wide Activities	All Funds Obligated (Quarter Ending Date)	All Funds Expended (Quarter Ending Date)
Operations	6/30/06	6/30/08
Management Improvements	6/30/06	6/30/08
Administration	6/30/06	6/30/08
Fees and Costs	6/30/06	6/30/08
Site Improvements	6/30/06	6/30/08
4-1		
4-2		
4-4		
4-5		
Dwelling Structures	6/30/06	6/30/08
4-3		
4-4		
4-5		
4-6		
4-8		

Helena Housing Authority
MAINTENANCE POLICY

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

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

Helena Housing Authority Commitment to Maintenance:

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

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

Budget:

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

Work Order System:

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

Planning and Scheduling:

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

Coordination of Activities:

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

Inspection of Dwelling Units:

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

Vacancy Turnaround:

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

Emergency After Hours Coverage:

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

Pest Control:

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

Resident Responsibilities for Maintenance:

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

Safety:

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

Compliance With Other Housing Authority Policies and Agreements:

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

Compliance With Department of Housing and Urban Development Regulations:

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

Capital Fund Program Five-Year Action Plan

Part I: Summary

PHA Name Helena Housing Authority						Original 5-Year Plan <input type="checkbox"/> Revision No:
Development Number/Name /HA-Wide	Year 1	Work Statement for Year 2 FFY Grant: 2005 PHA FY: 2006	Work Statement for Year 3 FFY Grant: 2006 PHA FY: 2007	Work Statement for Year 4 FFY Grant: 2007 PHA FY: 2008	Work Statement for Year 5 FFY Grant: 2008 PHA FY: 2009	
HA Wide	Annua l State ment	334,560	320,880	348,060	335,280	
MT 4-1		69,169	0	14,400	84,100	
MT 4-2		37,798	2,400	83,200	61,020	
MT 4-3		11,040	156,270	103,340	78,000	
MT 4-4		28,060	45,680	20,000	17,200	
MT 4-5		34,285	37,500	0	17,292	
MT 4-6		82,194	0	0	29,928	
MT 4-8		51,694	87,270	81,000	21,180	
MT 4-10		0	0	0	0	
Administration Building		1,200			6,000	
CFP Funds Listed for 5- year planning		650,000	650,000	650,000	650,000	
Replacement Housing Factor Funds						

Capital Fund Program Five-Year Action Plan						
Part II: Supporting Pages—Work Activities						
Activities for Year 1	Activities for Year: <u>2</u> FFY Grant: 2005 PHA FY: 2006			Activities for Year: <u>3</u> FFY Grant: 2006 PHA FY: 2007		
	Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
	PHA Wide	Operations	110,000	PHA Wide	Operations	110,000
SEE	Management	Police Officer	55,000	Management	Police Officer	55,000
ANNUAL		Public Relations	24,200		Public Relations	26,600
STATEMENT		Upgrade Computers	20,000		Social Services Contract	26,600
		Social Services Contract	24,200			
	Administration	Salaries	65,000	Administration	Salaries	65,000
	A/E	Professional fees	36,160	A/E	Professional fees	37,680
				MT004002	Repair/finish entry storage enclosure	2,400
	MT004001	Sidewalk and drainage repairs	15,750	MT004003	Reseal and re-strip parking lots	20,870
	MT004001	Gutters and downspouts	18,779	MT004003	Finish entries and laundry rooms	9,000
	MT004001	Replace storm windows with new screens	22,080	MT004003	Replace hot water heaters	114,000
	MT004001	Install water meter on each building	3,360	MT004003	Install new washer/dryer boxes	12,400
	MT004001	Water system isolation valve replacement	7,200			
	MT004001	Area drainage problems	2,000	MT004004	Replace patio door screens	8,000
				MT004004	Replace patio door and bedroom drapes	37,680
	MT004002	Replace storm windows with new screens	24,440	MT004005	Install new irrigation system	37,500
	MT004002	New gutters and downspouts	11,438	MT004008	Replace apartment door hardware	4,500
	MT004002	Install water meter on each building	1,920	MT004008	Install smoke seals on all apartment doors	1,770
	MT004003	Install water meters on each building	2,880	MT004008	Replace kitchen casework	81,000
	MT004003	Replace portions of VCT flooring	5,660			
	MT004003	Edwards Street retaining wall	2,500			
	MT004004	Install heat tape on roof top downspouts	1,800			
	MT004004	Apartment door hardware	5,000			
	MT004004	Apartment door smoke seals	1,960			
	MT004004	Replace portions of VCT flooring	4,300			
	MT004004	Air Conditioners	15,000			
	MT004005	Install gutters and downspouts	9,605			
	MT004005	Landscape maintenance	15,000			
	MT004005	Install water meters	5,280			
	MT004005	Dryer vent and crawl space vent replacement	4,400			
	MT004006	Install new irrigation system	50,000			
	MT004006	Landscape maintenance	15,000			
	MT004006	Install new gutters and downspouts	10,194			
	MT004006	Install water meters on each building	4,800			
	MT004006	Dryer vent and crawl space vent replacement	2,200			
	MT004008	Replace drapes at patio doors	28,474			
	MT004008	Patio door screen replacement	2,520			

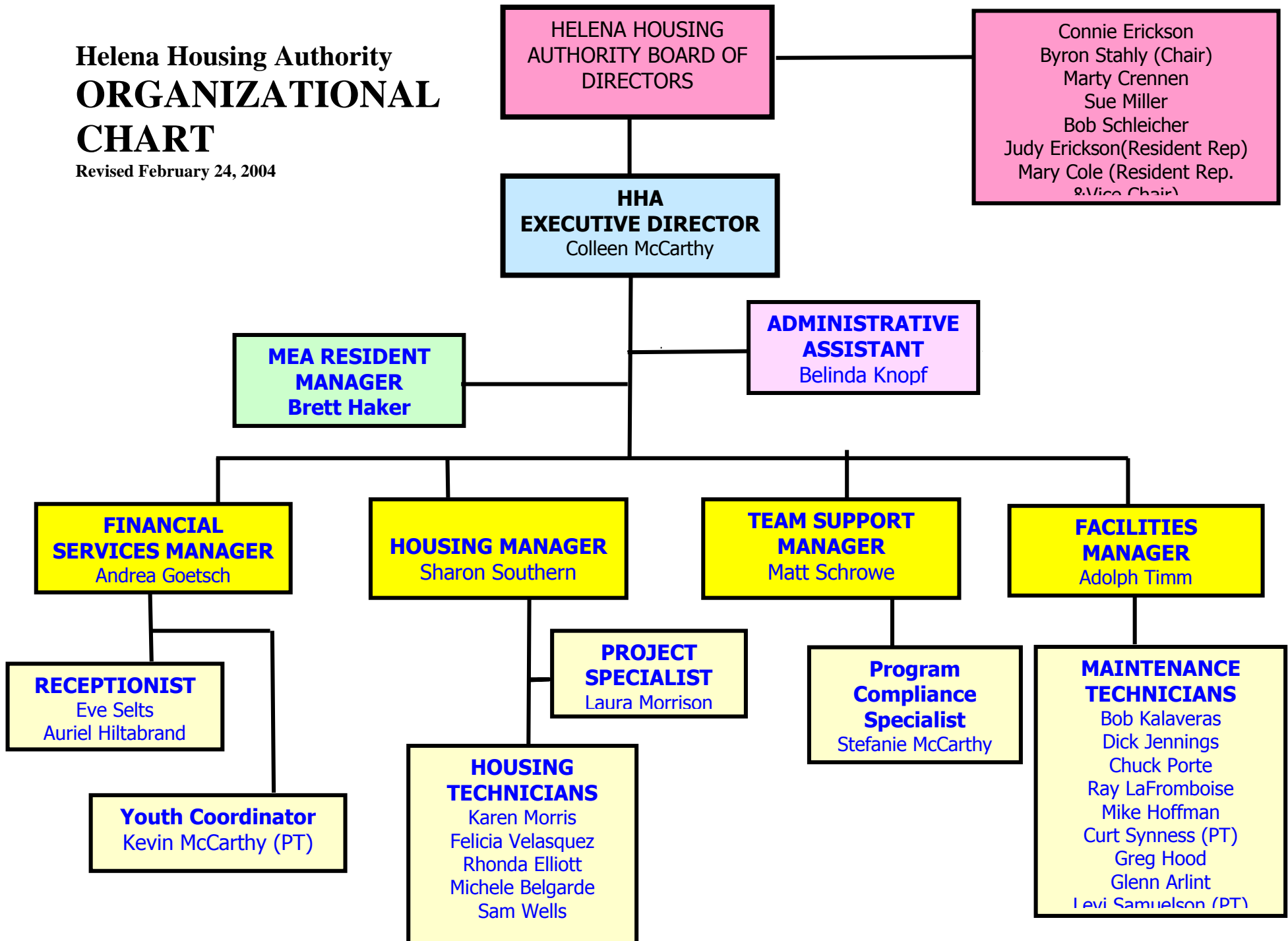
	MT004008	Replace drapes in bedroom	7,200			
	MT004008	Install air conditioners	1,500			
	Admin. Building	Gutters and downspouts	1,200			
Total CFP Estimated Cost			\$ 650,000			\$ 650,000

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

Activities for Year: <u>4</u> FFY Grant: 2007 PHA FY: 2008			Activities for Year: <u>5</u> FFY Grant: 2008 PHA FY: 2009		
Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
PHA Wide	Operations	110,000	PHA Wide	Operations	110,000
Management	Police Officer	60,000	Management	Police Officer	60,000
	Public Relations	29,200		Public Relations	32,100
	Upgrade Computers	20,000		Social Services Contract	32,100
	Social Services Contract	29,200			
Administration	Salaries	65,000	Administration	Salaries	65,000
A/E	Professional fees	34,660	A/E	Professional fees	36,080
MT004001	Replace bathroom exhaust fans	14,400	MT004001	Replace all entry doors	33,320
MT004002	Replace furnaces	83,200	MT004001	Replace all screen doors	24,500
MT004003	Replace all bathroom exhaust fans	12,000	MT004001	Replace all entry door locksets	20,400
MT004003	Replace faucets on all bathroom lavatories	13,340	MT004001	Replace all exterior door frame weather stripping	5,880
MT004003	Replace furnaces	78,000	MT004002	Replace all entry doors	25,704
MT004004	Air Conditioners	20,000	MT004002	Replace all screen doors	18,900
MT004008	Replace Kitchen cabinets	81,000	MT004002	Replace all entry door locksets	11,880
			MT004002	Replace all exterior door frame weather stripping	4,536
			MT004003	Replace furnaces	78,000
			MT004004	Replace bathroom exhaust fans	8,000
			MT004004	Replace bathroom medicine cabinets	5,200
			MT004004	Replace faucets on all bathroom lavatories	4,000
			MT004005	Reseal and re-strip parking lots	17,292
			MT004006	Replace all exterior entry doors	20,468
			MT004006	Replace all exterior door frame weather stripping	9,460
			MT004008	Replace bathroom exhaust fans	7,200
			MT004008	Replace all bathroom medicine cabinets	4,680
			MT004008	Replace all faucets on bathroom lavatories	3,600
			MT004008	Replace sections of VCT flooring	5,700
			Admin. Building	Heated Sidewalk	6,000
Total CFP Estimated Cost		\$ 650,000			\$ 650,000

Helena Housing Authority ORGANIZATIONAL CHART

Revised February 24, 2004



MEMBERSHIP OF RESIDENT ADVISORY BOARD REQUIRED ATTACHMENT

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

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

Membership

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

President: Mary Cole appointed 4-99 non-expiring term

Vice-President: Danny Romero appointed 4-03 non-expiring term

Sec/Treasurer Marguerite Santy appointed 4-03 non-expiring term

Meeting Dates

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

REQUIRED ATTACHMENT: RESIDENT MEMBER ON THE PHA GOVERNING BOARD

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

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

Judy Erickson
Mary Cole

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

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

C. The Term of the appointment is **__2 years__**

D.

Mary Cole term expires 8-1-04

Judy Erickson term expires 8-1-05

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

B. Date of next term expiration of a governing board member:

Mary Cole 8/1/04

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

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

POLICY OF DECONCENTRATION AND MIXING INCOMES

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

Effective Date: March 1, 2001

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

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

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

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

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

MEETING WITH THE RESIDENT MANAGEMENT COROPORATION FOR THE HELENA HOUSING AUTHORITY ANNUAL PLAN MARCH 02, 2004

THIS MEEETING OF THE HELENA HOUSING AUTHORITY WAS HELD ON
MONDAY, MARCH 02, 2004 AT 6:30 PM IN THE HELENA HOUSING AUTHORITY
BOARD ROOM.

STAFFPR ESENT:
COLLEEN MCCARTHY
ADOLPH TIMM
SHARON SOUTHERN
BELINDA KNOFF

BOARD MEMBERS PRESENT:
JUDY ERICKSON

RESIDENTS:
(15) GUESTS, SEE SIGN IN SHEET ATTACHED

MOSAIC ARCHITECTS:
BEN TINTINGER
AARON HOLMES

FLOOR REPRESENTATION:

CAMPUS	NUMBER OF GUESTS	% OF ATTENDANCE
MT004001	9	60%
MT004002	1	07%
MT004003	0	00%
MT004004	0	00%
MT004005	1	07%
MT004006	4	27%
MT004008	0	00%
MT004010	0	00%

Ms. McCarthy called the meeting to order at 6:30 PM

Ms. McCarthy gave a brief overview of the Helena Housing Authority covering funding, expenses, public relations and community development.

Ms. McCarthy talked about Management Improvements provided through the Capital Improvement Grant such as the HHA Police Officer, Social Service Worker, and the Long Range Facilities Plan prepared by Mosaic Architecture.

Ms. McCarthy presented to the Residents proposed changes in the 2005 Annual Plan:

1. Proposed changes in preferences
 - a. Working Families
 - b. Victims of Domestic Violence
 - c. Disabled / Elderly

There was discussion regarding other housing authorities in the state and their waiting list preferences.

SECTION 23: PET POLICY
[24 CFR Part 5, Subpart C]
(Public Housing Only)

INTRODUCTION

HHA has the discretion to decide whether or not to develop policies pertaining to the keeping of pets in Public Housing units. The rules adopted are reasonably related to the legitimate interest of this HHA to provide a decent, safe and sanitary living environment for all residents, to protecting and preserving the physical condition of the property, and the financial interest of HHA.

The purpose of this policy is to establish HHA's policy and procedures for ownership of pets and to ensure that no applicant or resident is discriminated against regarding admission or continued occupancy because of ownership of pets. It also establishes reasonable rules governing the keeping of common household pets.

Residents will comply with the dwelling lease, which requires that no animals or pets of any kind are permitted on the premises without prior written approval of HHA. This policy does not apply to animals that are used to assist, support or provide service to persons with disabilities, or to service animals that visit Helena Housing Authority.

ANIMALS THAT ASSIST PERSONS WITH DISABILITIES

Pet rules will not be applied to animals that assist support or provide service to persons with disabilities. This exclusion applies to both service animals as reasonable accommodation for persons with disabilities. This exclusion applies to such animals that reside in Helena Housing Authority and that visit Helena Housing Authority.

To be excluded from the pet policy, the resident/pet owner must certify:

- That there is a person with disabilities in the household;
- That the animal has been trained to assist with the specified disability

A. MANAGEMENT APPROVAL OF PETS

All pets must be approved in advance by HHA management.

The pet owner must submit and enter into a Pet Agreement with HHA.

Registration of Pets

Pets must be registered with HHA before they are brought onto the premises. Registration includes certificate signed by a licensed veterinarian or State/local authority that the pet has received all inoculations required by State or local law, and that the pet has no communicable disease(s) and is pest-free.

Dogs and cats must be spayed or neutered.

Execution of a Pet Agreement with HHA stating that the resident acknowledges complete responsibility for the care and cleaning of the pet will be required.

Registration must be renewed and will be coordinated with the annual recertification date.

Approval for the keeping of a pet shall not be extended pending the completion of these requirements.

Refusal to Register Pets

If HHA refuses to register a pet, a written notification will be sent to the pet owner stating the reason for denial and shall be served in accordance with HUD Notice requirements.

HHA will refuse to register a pet if:

The pet is not a *common household pet* as defined in this policy;

Keeping the pet would violate any House Pet Rules;

The pet owner fails to provide complete pet registration information, or fails to update the registration annually;

HHA reasonably determines that the pet owner is unable to keep the pet in compliance with the pet rules and other lease obligations. The pet's temperament and behavior may be considered as a factor in determining the pet owner's ability to comply with provisions of the lease.

The notice of refusal may be combined with a notice of a pet violation.

B. STANDARDS FOR PETS

If an approved pet gives birth to a litter, the resident must remove all pets from the premises except one.

Pet rules will not be applied to animals that assist persons with disabilities.

Persons with Disabilities

To be excluded from the pet policy, the resident/pet owner must certify:

That there is a person with disabilities in the household;

That the animal has been trained to assist with the specified disability; and

That the animal actually assists the person with the disability.

Types of Pets Allowed

No types of pets other than the following may be kept by a resident.

Residents are not permitted to have more than one *type* of pet.

1. Dogs

Maximum number: (1)

Maximum adult weight: 25 pounds

Must be housebroken

Must be spayed or neutered

Must have all required inoculations

Must be licensed as specified now or in the future by State law and local ordinance

2. Cats

Maximum number (1)

Must be de-clawed

Must be spayed or neutered

Must have all required inoculations

Must be trained to use a litter box or other waste receptacle

Must be licensed as specified now or in the future by State law or local ordinance

3. Birds

Maximum number (2)

Must be enclosed in a cage at all times

(Birds of prey are prohibited)

4. Fish

Maximum aquarium size 10 gallon tank

Must be maintained on an approved stand

5. Turtles

Maximum number 1

Must be enclosed in an acceptable cage or container at all times.

Types of Pets Not Allowed

The following are NOT considered “common household pets”:

- Any poisonous animals of any kind
- Ferrets or other animals whose natural protective mechanisms pose a risk of serious bites and/or lacerations to anyone
- Hamsters
- Rodents

- Snakes or other kinds of reptiles
- Birds of prey

C. PETS TEMPORARILY ON THE PREMISES

Excluded from the premises are all animals and/or pets not owned by residents, except for service animals.

Residents are prohibited from feeding or harboring stray animals.

This rule excludes visiting pet programs sponsored by a humane society or other non-profit organization and approved by HHA.

D. DESIGNATION OF PET/NO-PET AREAS

Pets must be maintained within the resident's unit. When outside of the unit (within the building or on the grounds) dogs and cats must be kept on a leash or carried and under the control of the resident or other responsible individual at all times.

Pets are not permitted in common areas including lobbies, community rooms and laundry areas except for those common areas which are entrances to and exits from the building.

Residents/Pet Owners are not permitted to allow their animal to deposit waste on project premises directly outside the unit/apartment building area or within 50 feet of a building.

The following areas are designated no-pet areas:

- Common area
- Laundry areas
- Within 50 feet of the building for bodily waste functions.
- Helena Housing Authority playground and spray ground
- Helena Housing Authority community centers
- Helena Housing Authority recreation center areas

E. ADDITIONAL FEES AND DEPOSITS FOR PETS

Residents with animals must pay a pet deposit.

The resident/pet owner shall be required to pay a refundable deposit for the purpose of defraying all reasonable costs directly attributable to the presence of a dog or cat.

An initial payment of \$100.00 on or prior to the date the pet is properly registered and brought into the apartment, and;

HHA reserves the right to change or increase the required deposit by amendment to these rules.

HHA will refund the Pet Deposit to the resident, less any damage caused by the pet to the dwelling unit, upon removal of the pet or the owner from the unit.

HHA will return the Pet Deposit to the former resident or to the person designated by the former resident in the event of the former resident's incapacitation or death.

HHA will provide the resident or designee identified above with a written list of any charges against the pet deposit. If the resident disagrees with the amount charged to the pet deposit, HHA will provide a meeting to discuss the charges.

All reasonable expenses incurred by HHA as a result of damages directly attributable to the presence of the pet in the project will be the responsibility of the resident, including:

- The cost of repairs and replacements to the resident's dwelling unit;

- Fumigation of the dwelling unit;

- Common areas of the project.

Pet Deposits are not a part of rent payable by the resident.

The expense of flea de-infestation shall be the responsibility of the resident. If the resident is in occupancy when such costs occur, the resident shall be billed for such costs as a current charge.

If such expenses occur as the result of a move-out inspection, they will be deducted from the pet deposit. The resident will be billed for any amount that exceeds the pet deposit.

F. ALTERATIONS TO UNIT

Residents/pet owners shall not alter their unit, patio, premises or common areas to create an enclosure for any animal. Installation of pet doors is prohibited.

G. PET WASTE REMOVAL CHARGE

A separate pet waste removal charge of \$10.00 per occurrence will be assessed against the resident for violations of the pet policy.

Pet deposit and pet waste removal charges are not part of rent payable by the resident.

H. NOISE

Pet owners must agree to control the noise of pets so that such noise does not constitute a nuisance to other residents or interrupt their peaceful enjoyment of their housing unit or premises. This includes, but is not limited to loud or continuous barking, howling, whining, biting, scratching, chirping, or other such activities.

I. CLEANLINESS REQUIREMENTS

Litter Box Requirements. All animal waste or the litter from litter boxes shall be picked up and emptied every 2 days by the pet owner, disposed of in sealed plastic trash bags, and placed in a trash bin.

Litter shall not be disposed of by being flushed through a toilet.

Litter boxes shall be stored inside the resident's dwelling unit.

Litter shall not be disposed in the trash shoots at M.E. Anderson Building

Removal of Waste from Other Locations. The Resident/Pet Owner shall be responsible for the removal of waste from the exercise area by placing it in a sealed plastic bag and disposing of it in an outside trash bin.

The resident/pet owner shall take adequate precautions to eliminate any pet odors within or around the unit and to maintain the unit in a sanitary condition at all times.

J. PET CARE

No pet (excluding fish) shall be left unattended in any apartment for a period in excess of 10 hours.

All residents/pet owners shall be responsible for adequate care, nutrition, exercise and medical attention for his/her pet.

Residents/pet owners must recognize that other residents may have chemical sensitivities or allergies related to pets, or may be easily frightened or disoriented by animals. Pet owners must agree to exercise courtesy with respect to other residents.

K. RESPONSIBLE PARTIES

The resident/pet owner will be required to designate two responsible parties for the care of the pet if the health or safety of the pet is threatened by the death or incapacity of the pet owner, or by other factors that render the pet owner unable to care for the pet.

A resident who cares for another resident's pet must notify HHA and agree to abide by all of the pet rules in writing.

L. INSPECTIONS

HHA may, after reasonable notice to the resident during reasonable hours, enter and inspect the premises, in addition to other inspections allowed.

M. PET RULE VIOLATION NOTICE

If a determination is made on objective facts supported by written statements, that a resident/pet owner has violated the Pet Rule Policy, written notice will be served.

The Notice will contain a brief statement of the factual basis for the determination and the pet rule(s) that were violated. The notice will also state:

That the resident/pet owner has 10 days from the effective date of the service of notice to correct the violation or make written request for a meeting to discuss the violation;

That the resident pet owner is entitled to be accompanied by another person of his or her choice at the meeting; and

That the resident/pet owner's failure to correct the violation, request a meeting, or appear at a requested meeting may result in initiation of procedures to terminate the pet owner's tenancy.

If the pet owner requests a meeting within the 10 working day period, the meeting will be scheduled no later than 10 working days before the effective date of service of the notice, unless the pet owner agrees to a later date in writing.

N. NOTICE FOR PET REMOVAL

If the resident/pet owner and HHA are unable to resolve the violation at the meeting or the pet owner fails to correct the violation in the time period allotted by HHA, HHA may serve notice to remove the pet.

The Notice shall contain:

A brief statement of the factual basis for HHA's determination of the Pet Rule that has been violated;

The requirement that the resident /pet owner must remove the pet within 14 days of the notice; and

A statement that failure to remove the pet may result in the initiation of termination of tenancy procedures.

Pets that have not been registered at HHA will be considered an unauthorized pet. A pet letter will be sent to the resident to remove the animal within 5 days and a special inspection will be conducted 48 hours after the 5 day to determine if the animal has been removed. If said animal has not been removed a 14 day termination of tenancy will be issued and the resident will be requested to vacate the premises.

O. TERMINATION OF TENANCY

HHA may initiate procedures for termination of tenancy based on a pet rule violation if:

The pet owner has failed to remove the pet or correct a pet rule violation within the time period specified; and

The pet rule violation is sufficient to begin procedures to terminate tenancy under terms of the lease.

P. PET REMOVAL

If the death or incapacity of the pet owner threatens the health or safety of the pet, or other factors occur that render the owner unable to care for the pet, the situation will be reported to the Responsible Party designated by the resident/pet owner. This includes pets who are poorly cared for or have been left unattended for over 24 hours.

If the responsible party is unwilling or unable to care for the pet, or if HHA after reasonable efforts cannot contact the responsible party, HHA may contact the appropriate State or local agency and request the removal of the pet.

If the pet is removed as a result of any aggressive act on the part of the pet, the pet will not be allowed back on the premises.

Q. EMERGENCIES

HHA will take all necessary steps to insure that pets that become vicious, display symptoms of severe illness, or demonstrate behavior that constitutes an immediate threat to the health or safety of others, are referred to the appropriate State or local entity authorized to remove such animals.

If it is necessary for HHA to place the pet in a shelter facility, the cost will be the responsibility of the resident/pet owner.

COMMUNITY SERVICE

[24 CFR Part 960 Subpart F and 24 CFR 903.7(1)]

(Public Housing Only)

The following is a requirement in-acted by the omnibus Appropriations Act. In reference to these requirements can be found in the CFR 960.600-609

Community Service: The performance of voluntary work or duties that are a public benefit, and that serve to improve the quality of life, enhance resident self-sufficiency, or increase resident self-responsibility in the community. **Community service is not employment and may not include political activities.**

A. REQUIREMENT

Each adult resident of HHA shall:

Contribute 8 hours per month of community service (not including political activities) within the community in which that adult resides; or

Participate in an economic self-sufficiency program (defined below) for 8 hours per month; or

Perform 8 hours per month of combined activities (community service and economic self-sufficiency program)

At least 8 hours of activity must be performed each month. An individual may not skip a month and then double up the following month, unless special circumstances warrant it. The HHA will make the determination of whether to permit a deviation from the schedule.

All activities must be performed within the community and not outside the HHA jurisdictional area.

B. EXEMPTIONS

HHA shall provide an exemption from the community service requirement for any individual who:

Is 62 years of age or older;

Is a blind or disabled individual, as defined under section 216[i][1] or 1614 of the Social Security Act, and who is unable to comply with this section, or is a primary caretaker of such individual;

Is engaged in a work activity of at least 30 hours a week.

Meets the requirements for being exempted from having to engage in a work activity under the State program funded under part A of title IV of the Social

Security Act, or under any other welfare program of the State in which the public housing agency is located, including a State-administered welfare-to-work program; or

Is in a family receiving assistance under a State program funded under part A of title IV

Eligible Community Service Activities

Eligible community service activities that can be performed include but are not limited to

- Work at a local public or non-profit organization, including but not limited to: school, Head Start, other before or after school program, child care center, hospital, clinic, hospice, nursing home, recreation center, senior center, adult daycare program, homeless shelter, feeding program, food bank, or clothes outlets ect;
- Work with a non-profit organization that serves PHA residents or their children including but not limited to: Boy Scouts, Girl Scouts, Boys or Girls Club, PAL, other children's recreation, mentoring, or education programs, Big Brothers or Big Sisters, Community Garden, Community clean-up programs, Beautification programs, ect;
- Work with any program funded under the Older Americans Act, including but not limited to: Green Thumb, Service Corps of Retired Executives, Senior meals programs, Senior Center, Meals on Wheels, ect;
- Work with any other public or non-profit youth or senior organizations;
- Work as an officer of a development or citywide resident organization;
- Work as a member of the Resident Advisory Committee;
- Work at the Helena Housing Authority to help with children's programs, senior programs;
- Working through the residents organization to help other residents with problems, serving as an officer in the Residents Organization, serving on the Residents Advisory Board ;
- Caring for the children of other residents so they may volunteer;

Eligible Self sufficiency Activities

Eligible self-sufficiency activities in which residents may engage include, but are not limited to:

- Job readiness programs;
- Job training programs;
- Skills training programs;
- Higher education(Junior college or college);
- GED classes;

- Apprenticeships;
- Substance abuse or mental health counseling;
- English proficiency or literacy (reading) classes;
- English as a second language classes;
- Budgeting and credit counseling; and
- Carrying out any activity required by the Department of Public Assistance as part of welfare reform.

Exempt Residents

The HHA will identify in the community service/self-sufficiency policy the residents that are exempt from the program work/self-sufficiency requirement, including person who are:

- 62 years or older
- Persons that have a disability that prevents them from participating with this requirement;
- Persons that are working at least 30 hours per week;
- Persons participating in a Welfare to Work Program;
- Persons receiving TANF and are participating in a required economic self sufficiency program work activity;
- A Person who is a full time student.

The HHA will provide the family with An Exemption Certification form and a copy of the Policy at the initial lease execution. The HHA will make the final determination whether or not to grant exemption from the community service requirement. If a Resident does not agree with the HHA's determination, he/she can dispute the decision through the HHA's Grievance Procedures.

Noncompliant Residents

An exemption to the requirement must be verified annually by the HHA. At least 30 days before the annual reexamination and/or lease expiration, the HHA will begin reviewing the exempt or non-exempt status and compliance of family members. If the HHA finds a family member to be noncompliant, the HHA will enter into an agreement with the noncompliant member and the Head of Household to make up the deficient hours over the next 12 month period. If at the next annual re-examination, the family member still is not in compliance, the HHA **will not** renew the lease and the entire family will have to vacate, unless the noncompliant member agrees to move out of the unit. The family may use the HHA's Grievance Procedure to protest the lease termination.

Residents Responsibilities

At least execution or re-examination after the effective date of the adopted policy, all adult members (18 or older) of a public housing resident family must:

- Provide documentation that they qualify for an exemption, if they claim to be exempt from the Community Service Requirement; and
- Sign a certification that they have read the policy and understand that if they are not exempt, failure to comply with Community Service requirement will result in non-renewal of their lease.

At each annual re-examination, non-exempt family members must present a completed documentation form of activities performed over the previous 12 months. This form will include places for signatures of supervisors, instructors, or counselors certifying to the number of hours contributed.

Change in Exempt Status

When an adult resident's exempt status changes during the year:

- If, during the 12 month period, a non-exempt person becomes exempt, it is his/her responsibility to report this to the HHA and provide documentation.
- If, during the 12 month period, an exempt person becomes non-exempt, it is his/her responsibility to report this to the HHA. The HHA will provide the person with a Certification documentation form and list of agencies in the community that provided volunteer and/or training opportunities.

The HHA must not at any time, substitute community service activity performed by a resident for work ordinarily performed by an HHA employee.

Partners in Community Service

Some of the agencies that have expressed interest in participating in the Community Service Program are but not limited to:

- Good Will
- Good Samaritan Thrift Store
- Salvation Army
- Food Share
- Senior Program
- God's Love Homeless Shelter
- St. Peter's Hospital
- Lewis and Clark County Library
- United Way
- Career Training Institute
- Educational Opportunity Center
- First time Homebuyers and Budgeting Courses.

**HELENA HOUSING AUTHORITY
HOUSING CHOICE VOUCHER
Homeownership Policy**

A. Homeownership Option -- 24CFR 982.625

General Description and Information:

This option will provide eligible families the opportunity of purchasing and owning a home using HCV assistance.

A family assisted under this program must be a qualified existing HCV participant who has been receiving HHA HCV assistance for a minimum of one year.

HHA Homeownership vouchers will not limit the number of vouchers to be used for Homeownership during any fiscal year.

A live-in aide, if needed as a reasonable accommodation for persons with disabilities, must be approved by HHA pursuant to 24CFR 982.316.

HHA will require a minimum homeowner down payment of at least 3% of the purchase price and closing costs of the home. A minimum of 1% of the purchase price must come from the family's own resources. This down payment requirement may include the cost of appraisals and earnest money, but may not include the cost of the independent home inspection required elsewhere in this policy.

Financing of a home purchase under this option must comply with secondary mortgage market underwriting requirements; or, comply with generally accepted private underwriting standards.

Following are initial requirements that must be satisfied by the family before the homeownership option can begin:

Initial Requirements for Families:

Before beginning homeownership assistance, HHA must determine that the family:

1. Meets the Eligibility Requirements set forth in this policy; and
2. The unit meets the Eligibility Requirements set forth in this policy.
3. In selecting participant families for the limited slots in the homeownership program, HHA will develop a first come-first served list of those families who have successfully completed the homeownership counseling program, and draw from this list in order to enroll families in the program.

Eligibility Requirements for the Family:

1. Must be a qualified existing participant who has been receiving HCV assistance from HHA for a minimum of one year.
2. Participants porting in who are interested in the homeownership option must have completed at least one year in good standing in another PHA jurisdiction.
3. Must have complied with all HHA HCV requirements for a minimum of one year prior to applying for the homeownership option.

4. Will be ineligible if any money is owed to HHA or any other housing authority.
5. Must have completed an approved Homeownership Counseling and Budgeting class.
 - a. The class must be a HUD-approved program or a program that is consistent with the counseling provided under a HUD program.
 - b. Families may be required to participate in ongoing homeownership or financial counseling programs at the discretion of HHA under the following guidelines:
 1. If the family is late with two (2) or more payments during a calendar year.
6. Be a first-time homeowner, defined as:
 - a. A family of which no member owned any "present ownership interest" in a residence of any family member during the three years before commencement of homeownership assistance for the family. "First-time homeowner" includes a single parent or displaced homemaker who, while married, owned a home with his or her spouse, or resided in a home owned by his or her spouse.
 - b. A cooperative member, defined as a family of which one or more members owns membership shares in a cooperative.
 - c. A family of which a family member is a person with disabilities, and use of the homeownership option is needed as a reasonable accommodation so that the program is readily accessible to and useable by such a person.
7. Meet minimum income requirements, demonstrating that annual gross income as determined by HHA in accordance with 24CFR5.609 of the adult family members who will own the home when assistance begins is not less than the Federal minimum hourly wage multiplied by 2,000 hours annually. "However, in the case of a disabled family, the minimum annual income is the Federal Supplemental Security Income (SSI) benefit for an individual living alone (or paying his or her share of food and housing costs) multiplied by twelve."
 - a. Except in the case of an elderly or disable family (as defined by HUD) HHA shall not count any welfare assistance in determining annual income.
 - i. Welfare assistance is defined as welfare or other payments to families or individuals, based on need, that are made under programs funded, separately or jointly, by Federal, State or local governments.
 - ii. The disregard of welfare assistance income only affects the determination of minimum annual income used to determine if a family initially qualifies for commencement of homeowner assistance.
8. Meet the following Employment requirements:
 - a. The family must demonstrate that one or more adult family members who will own the home at the beginning of the assistance program:
 - i. Is currently employed on a full-time basis (not less than an average of 30 hours per week); AND
 - ii. Has been continuously employed for one year prior to the beginning of their assistance with the homeownership program.
 - b. HHA will make final determinations as to whether and to what extent an employment interruption is permissible. HHA will use the following guidelines:

- i. The timeliness of rent payments during the previous 12 months
 - ii. Breaks in employment for any reason are acceptable if they have been proven to not cause interruptions of rent obligations during the previous 12 month period.
- c. Employment requirements do not apply to elderly or disabled applicants. HHA will also grant an employment exception if a family other than an elderly or disabled family that includes a person with disabilities is deemed by HHA to require the exception as a reasonable accommodation for the person(s) with a disability.
- 9. Must show that they have not defaulted on a mortgage securing debt to purchase a home under the homeownership option.
- 10. No family member may have a present ownership interest in a residence at the commencement of homeownership assistance except for cooperative members who acquired cooperative membership shares prior to the beginning of assistance.

Eligibility Criteria for the Home:

HHA will determine that the unit to be purchased meets all of the following requirements:

1. The unit cannot be:
 - a. A public housing unit or Indian housing unit
 - b. A unit receiving project-based assistance under the 1937 Act
 - c. In a nursing home, board and care home, or facility providing continual psychiatric, medical or nursing services
 - d. College or other school dormitory
 - e. On the grounds of penal, reformatory, medical, mental, or similar public or private institution
 - f. A mobile or manufactured home unless the home and the lot will be in the ownership of the family and the home is on a permanent foundation.
2. The unit must be within the HHA jurisdiction or ported to a jurisdiction that is administering a homeownership HCV program.
3. The unit must be under construction or already existing at the time HHA determined the family was eligible.
4. The unit must be either a one-unit property or a single dwelling unit in a cooperative or condominium
5. The unit must pass a HHA HQS inspection
6. The unit must also be inspected by an independent inspector selected by and paid by the family. Cost of this inspection may not be included as part of the down payment requirement noted above.
 - a. The independent inspector must be a certified member of the American Society of Home Inspectors (ASHI), and must inspect to ASHI standards.
 - b. The inspector must provide a copy of the inspection report to both the family and HHA. Homeownership assistance may not begin until HHA has received the report.

Application Process:

To apply for a homeownership voucher, the family:

1. Must complete an application, which will be reviewed by the HHA Housing Manager. All information must be third-party verifiable.
2. Will be notified in writing of final eligibility.
3. Disagreements with the final determination are subject to the informal hearing process noted elsewhere in the Administrative Plan.

Home Search:

Applicants shall update their progress on locating a home to the HHA every 90 days from acceptance into the program.

Rental assistance under the HCV program will continue to be provided during this search period.

Sales Agreement:

1. Prior to execution of the sales agreement, the financing terms must be provided to HHA for approval. The sales agreement must:
 - a. Provide for the HQS and independent inspection and must state that the purchaser is not obligated to purchase unless the inspections are satisfactory to HHA.
 - b. The HQS and independent inspector shall not be related to the buyer or have any financial or otherwise conflict of interest and shall have proper education and experience necessary to conduct an inspection.
 - c. Provide that the purchaser is not obligated to pay for any necessary repairs without HHA approval.
 - d. Must provide that the purchaser is not obligated to purchase if the mortgage financing terms are not approved by HHA.
 - e. Must contain a seller certification that the seller is not debarred, suspended, or subject to a limited denial of participation under 24CFR Part 24.

Lending and Financing Process:

The proposed financing terms must be submitted to and approved by HHA prior to close of escrow. HHA shall determine the affordability of the family's proposed financing. In making this determination, HHA may take into account other family expenses, including but not limited to child care, medical expenses that are not reimbursed, education and training expenses, etc. Certain types of financing, including but not limited to, balloon mortgage payments, unless convertible to a variable fixed rate mortgage, are prohibited and will not be approved by HHA. Seller-financing shall be considered by HHA on a case-by-case basis. If a mortgage is not FHA-insured, HHA will require the lender to comply with generally accepted underwriting standards consistent with those of HUD/FHA, Ginnie Mae, Fannie Mae, Freddie Mac, Federal Home Loan Bank or other private lending institutions.

1. Families may enter into lease-purchase agreements while receiving HCV rental assistance. All requirements of the HCV program apply to lease-purchase agreements, except that families are permitted to pay an extra amount out-of-pocket to the owner for purchase related expenses. Any such "homeownership premium," defined as an increment of value attributable to the value of the lease-

purchase right or agreement, is excluded from HHA's rent reasonableness determination and subsidy calculation, and must be absorbed by the family. When a lease-purchase participant family is ready to exercise their option, they must notify HHA and apply for the homeownership option. If determined eligible for homeownership assistance, the family may be admitted to the homeownership program and must meet all of the requirements of the homeownership policies.

2. If the seller of the property is related to the buyer, defined as parent, child, grandparent, grandchild, sister or brother of any member of the family, and the seller wishes to carry the contract for sale, the sales price may not be more than the value set by an independent appraisal.
3. Families may use special financing programs from non-profit, government and private sources.
4. HHA will file the necessary documentation to require loan officers to inform HHA of any late payments and missed payments as soon as they occur. Lenders are also required to inform HHA of any changes in servicing institutions or purchase of the loan by another institution.

Documents Required for Review and Approval of Home Purchase:

Prior to final approval of using a voucher for mortgage assistance, families must submit copies of the following documents to HHA:

1. Copy of signed Buy-Sell agreement
2. Copy of good faith estimate from first mortgage lender
3. Copy of HUD universal mortgage loan application from first mortgage lender
4. Copy of independent inspectors report
5. Verification that any deficiencies found in the home during the inspection have been noted and arrangements negotiated to correct the deficiencies.
6. Copy of first three pages of appraisal
7. Copy of disclosure statement

Prior to closing, families and lenders must submit to HHA copies of the following:

1. Settlement statement
2. Copy of Title Report
3. Written verification that deficiencies in the home have been corrected.
4. Signed HQS inspection from HHA showing that the home meets HQS.

Compliance with Family Obligations:

A family must agree, in writing, to comply with all family obligations under the Section 8 HCV program and HHA homeownership policies. These obligations include:

1. Attending ongoing homeownership counseling if required by HHA
2. Complying with the mortgage terms
3. Not selling or transferring the home to anyone other than a member of the assisted family who resides in the home while receiving homeownership assistance
4. Not refinancing or adding debt secured by the home without prior approval by HHA
5. Not obtaining a present ownership interest in another residence while receiving homeownership assistance
6. Supplying all required information to HHA, including but not limited to annual verification of household income, notice of change in homeownership expenses, notice of move-out, and notice of mortgage default

Amount of Assistance:

The amount of the monthly assistance payment on behalf of the family will be the lower of:

1. The payment standard minus the total tenant payment; or
2. The family's monthly homeownership expenses minus the total tenant payment

The payment standard is the fixed amount HHA annually establishes as the "fair market" rent for a unit of a particular size located within HHA jurisdiction. In the homeownership program, the initial payment standard will be the lower of (1) the payment standard for which the family is eligible based on family size; or (2) the payment standard which is applicable to the size of the home the family decides to purchase. The payment standard for subsequent years will be based on the higher of (1) the payment standard in effect at commencement of the homeownership assistance; or (2) the payment standard in effect at the most recent regular reexamination of the family's size and income.

HHA will use the same payment standard schedule, payment standard amounts and subsidy standards for the homeownership option as for the HCV program. HHA will use the same utility allowance schedule for the homeownership option as for the HCV program.

Determining Homeownership Expenses:

Homeownership expenses will include:

1. Principle and interest on initial mortgage debt, any refinancing of such debt, and any mortgage insurance premium incurred to finance purchase of the home
2. Real estate property taxes and public assessments on the home
3. Home insurance
4. HHA utility allowance
5. HHA monthly allowance for maintenance will be \$25.00; major repairs and replacements will be \$25.00
6. Principal and interest on mortgage debt incurred to finance costs of major repairs, replacements or improvements for the home. If a member of the family is a person with disabilities, such debt may include debt incurred by the family to make the home accessible for that person, if HHA determines the allowance of such costs is needed as a reasonable accommodation.

Payments:

Homeownership assistance payments will be made directly to the family unless otherwise required by the lender. The HHA will negotiate with both the family and lender to determine the best manner in which to make the HCV payment; i.e. either directly to the lender or the family.

Portability and Moves:

A family determined eligible for homeownership assistance by HHA may purchase a home outside the HHA jurisdiction if the receiving PHA is administering a homeownership program and is accepting new families.

HHA prohibits more than one move by the family in a one year period, and HHA will not commence continued homeownership assistance for occupancy of the new unit so long as any family member owns any title or other interest in the prior home.

HHA may deny permission to move to a new unit if it determines that it does not have sufficient funding to provide continued assistance, or if the family is terminated or denied assistance as described below.

Maximum Term of Assistance:

Federal regulations provide that the use of vouchers for homeownership assistance has a time limit for families in which the owner(s) are not determined to be elderly or disabled. For a mortgage of 20 years or more, the limit of assistance is 15 years. For all other mortgages the limit of assistance is 10 years. These time limits also apply to families that sell their homes and transfer the support to a second home purchase. A family may receive a total of 10 or 15 years of assistance including all of the homes the family purchases using voucher assistance.

Denial or Termination of Assistance:

1. A family's homeownership assistance may be terminated if the family fails to comply with its obligations under the Section 8 HCV Family Obligations policy, or additional obligations under the Homeownership programs, or if the family defaults on the mortgage.
2. The family must comply with the terms of the mortgage incurred to purchase and/or refinance the home.
3. The family must notify HHA within 10 days of missing a mortgage payment.
4. The family must attend foreclosure counseling within 30 days of missing a mortgage payment.
5. The family must provide HHA with written notice of:
 - a. any sale or transfer of any interest in the home
 - b. any plan to move out of the home prior to the move
 - c. any notice of mortgage default received by the family
 - d. Except where noted, the family may not convey or transfer the home to any entity or person other than a member of the assisted family while receiving homeownership assistance.
6. Homeownership assistance will only be provided while the family resides in the home. If the family moves out of the home, HHA will not continue homeownership assistance commencing with the month after the family moves out.
7. The composition of the assisted family must comply with Section 8 HCV policy, and the family must promptly notify HHA of any change in family composition.
8. The family must not sublease or let the unit.
9. The family must not assign or transfer the unit.
10. The members of the family must not commit fraud, bribery or any other corrupt or criminal act in connection with the program.
11. The members of the family may not engage in drug-related criminal activity or violent criminal activity as per HHA HCV policies.
12. The family must notify HHA before moving out of the home.
13. An assisted family, or members of the family, may not receive tenant-based assistance while receiving another housing subsidy, for the same unit or for a

different unit, under any duplicative federal, state or local housing assistance program.

14. During the time the family receives homeownership assistance, no family member may have any ownership interest in any other residential property.
15. The homeownership option does not require annual HQS inspections. However, HHA will offer to inspect the home on a periodic basis with the intent of referring the family to programs that may be able to assist them with the cost of repairs and maintenance of the home.
16. Before commencement of homeownership assistance, the family must sign a statement of family obligations agreeing to comply with all family obligations.
17. HHA must terminate assistance for any family receiving homeownership assistance that is dispossessed from the home pursuant to a judgment or order foreclosing on any mortgage (whether FHA-insured or non-FHA) securing debt incurred to purchase a home, or any refinancing of such debt. HHA, at its discretion, may permit the family to move to a new unit with continued HCV rental assistance. However, such permission will be denied if:
 - a. The family defaulted on an FHA-insured mortgage; and
 - b. The family fails to demonstrate that it has conveyed title to the home as required by HUD, to HUD or HUD's designee, and moved from the home within the period established or approved by HUD.