



YUMA COUNTY BOARD OF SUPERVISORS  
RESOLUTION NO. 07- 06

APPROVE THE YUMA COUNTY HOUSING  
DEPARTMENT'S PUBLIC HOUSING AGENCY  
ANNUAL PLAN

WHEREAS: Acting on behalf of the Board of Supervisors of the Yuma County Public Housing Agency (PHA) as its Chairman, I approve the submission of the Annual Plan for PHA fiscal year 2007, hereinafter referred to as the Plan of which this document is a part and make the following certifications and agreements with the Department of Housing Development (HUD) in connection with the submission of the Plan and implementation thereof:

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

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## PHA Plans

Annual Plan for Fiscal Year 2007

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:** Yuma County Housing Department

**PHA Number:** AZ013

**PHA Fiscal Year Beginning:** 07/2007

**PHA Programs Administered:**

**Public Housing and Section 8**   
  **Section 8 Only**   
  **Public Housing Only**  
 Number of public housing units: **159**   
 Number of S8 units:   
 Number of public housing units:  
 Number of S8 units: **401**

**PHA Consortia:** (check box if submitting a joint PHA Plan and complete table)

Participating PHAs	PHA Code	Program(s) Included in the Consortium	Programs Not in the Consortium	# of Units Each Program
Participating PHA 1:				
Participating PHA 2:				
Participating PHA 3:				

### 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)
-

**ANNUAL PLAN**  
**PHA FISCAL YEAR 2007**  
[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.
- The PHA's mission is: (state mission here)

**The mission of the Yuma County Housing Department is to assist low-income families with safe, decent and affordable housing opportunities as they strive to achieve self-sufficiency and improve the quality of their lives. This mission shall be accomplished by a fiscally responsible, creative organization committed to excellence in public service.**

**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:
- Apply for additional rental vouchers:
  - Reduce public housing vacancies:
  - Leverage private or other public funds to create additional housing opportunities:
  - Acquire or build units or developments
  - Other (list below)
- PHA Goal: Improve the quality of assisted housing  
Objectives:
- Improve public housing management: (PHAS score)
  - Improve voucher management: (SEMAP score)
  - Increase customer satisfaction:

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

PHA Goal: Increase assisted housing choices

Objectives:

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

**Continue to administer Section 8 Voucher Home Ownership Program.**

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

PHA Goal: Provide an improved living environment

Objectives:

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

**Continue public housing security improvement**

**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:

- Increase the number and percentage of employed persons in assisted families:
- Provide or attract supportive services to improve assistance recipients' employability:
- Provide or attract supportive services to increase independence for the elderly or families with disabilities.
- Other: (list below)

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

- PHA Goal: Ensure equal opportunity and affirmatively further fair housing Objectives:
  - Undertake affirmative measures to ensure access to assisted housing regardless of race, color, religion national origin, sex, familial status, and disability:
  - 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:
  - 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 2007**

[24 CFR Part 903.7]

**i. Annual Plan Type:**

Select which type of Annual Plan the PHA will submit.

**Standard Plan**

**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.

**The Yuma County Housing Department is committed to high-quality performance. Our short and long-term strategies involve continuous on-going partnerships involving our low and moderate-income residents and various community groups/organizations.**

**Our primary short and long-term goals are: (1) enhancing public housing security, (2) improving public housing quality (modernization rehab), (3) seeking additional supportive services to enhance our resident self-sufficiency efforts, (4) strengthening resident leadership through future grant applications and (5) continuing the administration of the section 8 voucher homeownership program.**

### **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**

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#### **Attachments**

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

#### **Required Attachments:**

- Admissions Policy for Deconcentration (**ATTACHMENT "A"**)
- FY 2007 Capital Fund Program Annual Statement (**ATTACHMENT "B"**)
- Capital Fund Annual Statement/Performance and Evaluation Report (**ATTACHMENT "C"**)
- Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY) (**ATTACHMENT "D"**)
- List of Resident Advisory Board Members (**ATTACHMENT "E"**)
- List of Resident Board Member (**ATTACHMENT "F"**)
- Community Service Description of Implementation (**ATTACHMENT "G"**)
- Information on Pet Policy (**ATTACHMENT "H"**)
- Section 8 Homeownership (**ATTACHMENT "I"**)
- Description of Homeownership Programs, if applicable
- Agency Plan- Resolutions & Certifications (**ATTACHMENT "J"**)
- Violence Against Women Act Policy (**ATTACHMENT "K"**)



Special Use Section 8 Voucher Policy (**ATTACHMENT “L”**)

Optional Attachments:

- PHA Management Organizational Chart
- FY 2005 Capital Fund Program 5 Year Action Plan
- Public Housing Drug Elimination Program (PHDEP) Plan
- Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text)
- Other (List below, providing each attachment name)

**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.

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
✓	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
✓	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans
✓	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
✓	Consolidated Plan for the jurisdiction/s in which the PHA is located (which includes the Analysis of Impediments to Fair Housing Choice (AI)) and any additional backup data to support statement of housing needs in the jurisdiction	Annual Plan: Housing Needs
✓	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources;
✓	Public Housing Admissions and (Continued) Occupancy Policy (A&O), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies
✓	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
✓	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
	Public housing rent determination policies, including the	Annual Plan: Rent

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
✓	methodology for setting public housing flat rents <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Determination
✓	Schedule of flat rents offered at each public housing development <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
✓	Section 8 rent determination (payment standard) policies <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
✓	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	Annual Plan: Operations and Maintenance
✓	Public housing grievance procedures <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
✓	Section 8 informal review and hearing procedures <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
✓	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
✓	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
✓	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	Annual Plan: Capital Needs
N/A	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
N/A	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
N/A	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
N/A	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
N/A	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
✓	Policies governing any Section 8 Homeownership program <input checked="" type="checkbox"/> check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
N/A	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
✓	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
N/A	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	Annual Plan: Safety and

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
N/A	(PHEDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)	Crime Prevention
✓	The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	Annual Plan: Annual Audit
✓	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
	Other supporting documents (optional) (list individually; use as many lines as necessary)	

# 1. Statement of Housing Needs

[24 CFR Part 903.7 9 (a)]

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

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

Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Overall	Afford-ability	Supply	Quality	Access-ibility	Size	Loca-tion
Income <= 30% of AMI	455	5	5	4	3	2	5
Income >30% but <=50% of AMI	390	5	5	4	3	2	5
Income >50% but <80% of AMI	622	5	5	4	3	2	5
Elderly	36	5	5	4	3	2	5
Families with Disabilities	30	5	5	4	3	2	5
Race/Ethnicity	27	5	5	4	3	2	5
Race/Ethnicity	21	5	5	4	3	2	5
Race/Ethnicity	13	5	5	4	3	2	5
Race/Ethnicity	4	5	5	4	3	2	5
	691	5	5	4	2	2	5

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

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

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

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 Public Housing Families on the PHA's 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/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	555		320
Extremely low income <=30% AMI	292	53%	
Very low income (>30% but <=50% AMI)	147	26%	
Low income (>50% but <80% AMI)	116	21%	
Families with children	292	53%	
Elderly families	161	29%	
Families with Disabilities	102	18%	
White	221	41%	
African-American	4	0%	
American Indian	0	0%	
Asian/Pacific Islander	1	0%	
Hispanic	329	59%	
Characteristics by Bedroom Size (Public Housing Only)			
1BR	197	35%	
2 BR	318	57%	
3 BR	40	8%	
4 BR	0	0%	
5 BR	0	0%	
5+ BR	0	0%	
5+ BR	0	0%	
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 checked="" type="checkbox"/> No <input type="checkbox"/> Yes			

### Housing Needs of Section 8 Families on the Waiting Lists

Waiting list type: (select one)

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

If used, identify which development/subjurisdiction:

	# of families	% of total families	Annual Turnover
Waiting list total	820		780
Extremely low income <=30% AMI	425	52 %	
Very low income (>30% but <=50% AMI)	243	30 %	
Low income (>50% but <80% AMI)	152	18 %	
Families with children	388	47 %	
Elderly families	319	39 %	
Families with Disabilities	113	14%	
White	247	30 %	
African-American	6	0 %	
American Indian	2	0 %	
Asian/Pacific Islander	0	0 %	
Hispanic	565	70 %	
Characteristics by Bedroom Size (Public Housing Only)			
1BR	248	30 %	
2 BR	318	39 %	
3 BR	218	27 %	
4 BR	36	4 %	
5 BR	0	0 %	
5+ BR			

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

If yes:

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

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

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

### **C. Strategy for Addressing Needs**

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

**The Yuma county Housing Department strives to address the housing needs of approximately 2,379 families. Because of the limited number of county-owned housing units and Section 8 Vouchers administered by Housing Department, only 24% of those families are presently being housed.**

**With no new development funds coupled with limited modernization, the Housing Department is now faced with primarily serving very low-income families while facing competition from local private developers in attracting moderate income families. The undesired effect of this situation is poverty concentration.**

**Under the Housing Department's existing housing programs, 59% of the families currently housed have incomes of less than 30% of median. To the contrary, we find that over 48% of the working families on the waiting list have incomes of 50-80% of median.**

**To be more competitive and deconcentrate poverty in our developments, the Housing Department must attract higher income families into its lower-income developments. Accordingly, we shall apply for Public Housing Capital Funds to make the necessary modernization improvements to our existing housing units.**

**In addition, we plan to address the housing needs of families in the jurisdiction and on the waiting list through continued efforts to market the Section 8 program to owners (i.e., particularly those outside the areas of minority and poverty concentration). The Housing Department shall also apply for additional Section 8 units, should they become available.**

**(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

- Employ effective maintenance and management policies to minimize the number of public housing units off-line
- Reduce turnover time for vacated public housing units
- 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) PPEP MOA  
YCHD has executed a memorandum of agreement with PPEP, Inc., a non profit educational agency, under which PPEP'S youth build program conducts classes in construction technology and general ED. at YCHD facilities. Students receive hands- on training construction techniques while assisting YCHD maintenance staff in modernization projects. In this win-win exchange, the students learn skills and gain job experience while YCHD is able to stretch capital improvement funds and shorten renovation turnover.

**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)

**Family Self Sufficiency**

**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
- Other: (list below)

**Family Self Sufficiency**

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

**Need: Specific Family Types: Families with Disabilities**

**Strategy 1: Target available assistance to Families with Disabilities:**

Select all that apply

- Seek designation of public housing for families with disabilities
- Carry out the modifications needed in public housing based on the section 504 Needs Assessment for Public Housing
- Apply for special-purpose vouchers targeted to families with disabilities, should they become available
- Affirmatively market to local non-profit agencies that assist families with disabilities
- Other: (list below)

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

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

Select if applicable

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

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

Select all that apply

- Counsel section 8 tenants as to location of units outside of areas of poverty or minority concentration and assist them to locate those units
- Market the section 8 program to owners outside of areas of poverty /minority concentrations
- Other: (list below)  
Invite guest speakers to address staff, landlords and tenants on Fair Housing

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

**(2) Reasons for Selecting Strategies**

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

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

## **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.

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
<b>1. Federal Grants (FY 2007 grants)</b>		
a) Public Housing Operating Fund	572,075 (@ est 89% Proration)	
b) Public Housing Capital Fund	282,875	
c) HOPE VI Revitalization	0	
d) HOPE VI Demolition	0	
e) Annual Contributions for Section 8 Tenant-Based Assistance	2,122,887 (@ est 94% Proration)	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)	0	
g) Resident Opportunity and Self-Sufficiency Grants	0	
h) Community Development Block Grant	0	
i) HOME	0	
Other Federal Grants (list below)		
<b>FSS Coordinator Grant</b>	24,946	Sec 8 FSS Program
<b>2. Prior Year Federal Grants (unobligated funds only) (list below)</b>	0	
<b>3. Public Housing Dwelling Rental Income</b>	260,461	Operations
<b>4. Other income (list below)</b>		
Interest Income	25,692	Operations
Fraud/Recovery Collection	4,392	Operations
Misc Tenant charges	9,540	Operations
Sec 8 Portable Admin Fees	16,836	Operations
<b>4. Non-federal sources (list below)</b>		
<b>Total resources</b>	<b>3,319,704</b>	

### **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: (describe)  
When a family is next on the waiting list.
- b. Which non-income (screening) factors does the PHA use to establish eligibility for admission to public housing (select all that apply)?
- Criminal or Drug-related activity
- Rental history
- Housekeeping
- Other (describe)
- **Criminal/immigration status.**
  - **Prior landlord references.**
  - **History of disturbing neighbors or destruction of property.**
  - **Fraud in connection with any Housing Program.**
  - **Alcohol abuse that interferes with the health, safety or right to peaceful enjoyment by others.**
- 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**

N/A

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

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

If yes, how many lists?

3.  Yes  No: May families be on more than one list simultaneously

If yes, how many lists?

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

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

**(3) Assignment**

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

- One
- Two
- Three or More

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

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

**(4) Admissions Preferences**

a. Income targeting:

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

b. Transfer policies:

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

- Emergencies
- Overhoused
- Underhoused
- 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)

- 1. Working families and those unable to work because of age or disability
- Veterans and veterans’ families
- 2. 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

3. Other preference(s) (list below)

Families of federally declared disasters who are Section 8 voucher holders or public housing residents in another jurisdiction will receive preference over other waiting list placeholders for public housing, and displaced public housing residents will receive preference over other waiting list families for admission to the 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:

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

Other preferences (select all that apply)

- 2. Working families and those unable to work because of age or disability
- Veterans and veterans' families
- 3. 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
- 4. Other preference(s) (list below)

Families of federally declared disasters who are Section 8 voucher holders or public housing residents in another jurisdiction will receive preference over other waiting list placeholders for public housing, and displaced public housing residents will receive preference over other waiting list families for admission to the voucher program.

4. Relationship of preferences to income targeting requirements:

- The PHA applies preferences within income tiers
- 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)

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

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

- At an annual reexamination and lease renewal
  - Any time family composition changes
  - At family request for revision
  - Other (list)
- Change in citizenship/immigration status.**

**(6) Deconcentration and Income Mixing**

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

d.  Yes  No: Did the PHA adopt any changes to **other** policies based on the results of the required analysis of the need for deconcentration of poverty and income mixing?



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

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

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

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

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

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

## B. Section 8

Exemptions: PHAs that do not administer section 8 are not required to complete sub-component 3B.

**Unless otherwise specified, all questions in this section apply only to the tenant-based section 8 assistance program (vouchers, and until completely merged into the voucher program, certificates).**

### (1) Eligibility

a. What is the extent of screening conducted by the PHA? (select all that apply)

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

**Housing Agency Debt.**

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)

**(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 the family documents their efforts, and additional time can reasonably be expected to result in a successful search, or if the family contains a person with a disability.**

**(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)

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

- Veterans and veterans' families
- 2. Residents who live and/or work in your jurisdiction
- 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
- 3. Other preference(s) (list below)

Families of federally declared disasters who are Section 8 voucher holders or public housing residents in another jurisdiction will receive preference over other waiting list placeholders for public housing, and displaced public housing residents will receive preference over other waiting list families for admission to the 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

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

Other preferences (select all that apply)

- 2. Working families and those unable to work because of age or disability
- Veterans and veterans' families
- 3. 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
- 4. Other preference(s) (list below)

Families of federally declared disasters who are Section 8 voucher holders or public housing residents in another jurisdiction will receive preference over other waiting list placeholders for public housing, and displaced public housing residents will receive preference over other waiting list families for admission to the voucher program.

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

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

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

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

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

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

**(5) Special Purpose Section 8 Assistance Programs**

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

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

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

- Through published notices
- Other (list below)

**SEE ATTACHMENT “L”**

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

[24 CFR Part 903.7 9 (d)]

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

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

##### **(1) Income Based Rent Policies**

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

a. Use of discretionary policies: (select one)

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

---or---

- 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?

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

##### **Section 8 Administrative Plan and Public Housing ACOP**

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:

**The YCHD has set the minimum rent at \$50.00**

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)
- 95<sup>th</sup> 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)\_\_\_\_\_
- Other (list below)

g.  Yes  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.)

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

**B. Section 8 Tenant-Based Assistance**

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

**(1) Payment Standards**

Describe the voucher payment standards and policies.

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

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

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

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

c. If the payment standard is higher than FMR, why has the PHA chosen this level? (select all that apply)

- FMRs are not adequate to ensure success among assisted families in the PHA's segment of the FMR area
- Reflects market or submarket
- To increase housing options for families
- Other (list below)

d. How often are payment standards reevaluated for adequacy? (select one)

- Annually
- Other (list below)

e. What factors will the PHA consider in its assessment of the adequacy of its payment standard? (select all that apply)

- Success rates of assisted families
- Rent burdens of assisted families
- Other (list below)

**(2) Minimum Rent**

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

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

b.  Yes  No: Has the PHA adopted any discretionary minimum rent hardship exemption policies? (if yes, list below)

**Section 8 Administrative Plan**



## **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:

**The Yuma County Housing Department is responsible for leasing, customer service and case management. It's funded 55% with Low Rent Public Housing operating funds and 45% with Section 8 Voucher grant funds.**

**There are three units within the Housing Division. In Eligibility, clients qualify for public housing occupancy and Section 8 rental assistance. In Resident Services, residents receive guidance in self-sufficiency efforts and home ownership. In Inspection, leased housing units are kept decent, safe and sanitary.**

**The Finance Division is responsible for budget preparation, purchasing, accounts payable, accounts receivable and financial processing and financial processing funds and 45% with Section 8 Voucher grant funds.**

**The Maintenance Division is responsible for maintenance, repair and modernization of Water and Wastewater Treatment Plants. It is funded 90% with Low Rent Public Housing, 10% with Water Co. funds. Modernization is funded 100% with Capital Grant funds.**

### **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.)

<b>Program Name</b>	<b>Units or Families Served at Year Beginning</b>	<b>Expected Turnover</b>
Public Housing	159	49
Section 8 Vouchers	401	99
Section 8 Certificates	N/A	
Section 8 Mod Rehab	N/A	
Special Purpose Section 8 Certificates/Vouchers	N/A	

(list individually)		
Public Housing Drug Elimination Program (PHDEP)	N/A	
Other Federal Programs(list individually)	N/A	

### 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)

1. Admissions and Continued Occupancy Policy
2. Tenant Grievance Procedures
3. Rent Collection Policy
4. Pest Control Policy
5. Maintenance Plan
6. Family Self-Sufficiency Action Plan

(2) Section 8 Management: (list below)

1. Section 8 Administrative Plan
2. Grievance Procedures
3. Section 8 Home-Ownership
4. Family Self-Sufficiency Action Plan

## 6. PHA Grievance Procedures

[24 CFR Part 903.7 9 (f)]

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

### A. Public Housing

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

If yes, list additions to federal requirements below:

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

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

**B. Section 8 Tenant-Based Assistance**

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

If yes, list additions to federal requirements below:

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

- PHA main administrative office  
 Other (list below)

**7. Capital Improvement Needs**

[24 CFR Part 903.7 9 (g)]

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

**A. Capital Fund Activities**

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

**(1) Capital Fund Program Annual Statement**

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

Select one:

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

-or-

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

**(2) Optional 5-Year Action Plan**

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

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

b. If yes to question a, select one:

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

-or-

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

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

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

Yes  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.)

<b>Demolition/Disposition Activity Description</b>	
1a. Development name:	
1b. Development (project) number:	
2. Activity type: Demolition <input type="checkbox"/>	
Disposition <input type="checkbox"/>	
3. Application status (select one)	
Approved <input type="checkbox"/>	
Submitted, pending approval <input type="checkbox"/>	
Planned application <input type="checkbox"/>	
4. Date application approved, submitted, or planned for submission: <u>(DD/MM/YY)</u>	
5. Number of units affected:	
6. Coverage of action (select one)	
<input type="checkbox"/> Part of the development	
<input type="checkbox"/> Total development	
7. Timeline for activity:	
a. Actual or projected start date of activity:	
b. Projected end date of activity:	

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

[24 CFR Part 903.7 9 (i)]

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

1.  Yes  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.

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

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

[24 CFR Part 903.7 9 (j)]

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

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

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

#### 2. Activity Description

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

<b>Conversion of Public Housing Activity Description</b>	
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.)

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

### 2. Program Description:

#### a. Size of Program

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

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

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

#### b. PHA-established eligibility criteria

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

### **PARTICIPATION IN SECTION 8 FSS PROGRAM**

## **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:

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

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

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

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

**B. Services and programs offered to residents and participants**

**(1) General**

a. Self-Sufficiency Policies

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

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

b. Economic and Social self-sufficiency programs

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

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)
Education & Employment Program		Random	YPIC	Both
Somerton, AZ/Yuma, AZ		Selection		
Financial Counseling & Home Ownership Counseling		Waiting List	Housing America Corporation	Both
Somerton, AZ				
Education		Specific Criteria	Arizona Western College	Both
Yuma, AZ; Somerton, AZ				
San Luis, AZ				

**(2) Family Self Sufficiency program/s**

a. Participation Description

Family Self Sufficiency (FSS) Participation		
Program	Required Number of Participants (start of FY 2005 Estimate)	Actual Number of Participants (As of: DD/MM/YY)
Public Housing	35	35 1/2/07
Section 8	22	26 1/2/07

- 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 used to determine the need for PHA actions to improve safety of residents (select all that apply).

- Safety and security survey of residents
- Analysis of crime statistics over time for crimes committed "in and around" public housing authority
- Analysis of cost trends over time for repair of vandalism and removal of graffiti
- Resident reports
- PHA employee reports
- Police reports

- Demonstrable, quantifiable success with previous or ongoing anticrime/anti drug programs
- Other (describe below)

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

**Valley Vista, Pecan Shadows and Moctezuma Apartments.**

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

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

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

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

**Valley Vista, Pecan Shadows and Moctezuma Apartments.**

**C. Coordination between PHA and the police**

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

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

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

**Valley Vista, Pecan Shadows and Moctezuma Apartments.**

**D. Additional information as required by PHDEP/PHDEP Plan**

PHAs eligible for FY 2005 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 2005 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)]

(ATTACHMENT “H”)

## **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.  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)

Attached at Attachment (File name)

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.

The PHA changed portions of the PHA Plan in response to comments

List changes below:

Other: (list below)

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

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

2.  Yes  No: (**Pending**) Was the resident who serves on the PHA Board elected by the residents? (If yes, continue to question 3; if no, skip to sub-component C.)

3. Description of Resident Election Process

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

Candidates were nominated by resident and assisted family organizations

Candidates could be nominated by any adult recipient of PHA assistance

Self-nomination: Candidates registered with the PHA and requested a place on ballot

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)

**YCHD is taking positive steps toward compliance with the formation of a governing board structure that will allow for the inclusion of a resident representative. The Director has met with the Resident Advisory Council to discuss the opportunity for resident participation and is currently working with the office of the County Attorney to present alternatives for consideration by the current PHA governing board which consists of the County Board of Supervisors.**

### **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: **State of Arizona.**
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)

**The County of Yuma has applied to the Arizona Department of Housing for a mix of HOME, CDBG and Housing Trust Fund monies which have been granted for the operation of a low-income Owner-Occupied Housing Rehabilitation Program. In coordination with the County's Department of Development Services, the Yuma County Housing Department currently operates this program and will continue to do so in the coming year. The operation of the program is consistent with the certifications and descriptions of activities contained in the FY 2005-2009 State of Arizona Consolidated Plan prepared by the Arizona Department of Housing and the Arizona Department of Economic Security.**

Other: (list below)

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

As stated in the consolidated Plan/Strategic Plan:

- The mission of AZDOH is “To provide Housing and Community revitalization to the people of Arizona”. This mission and the mission of YCHD are consistent in their intents to promote affordable housing.
- Assistance will be directed primarily to non-metropolitan areas in the state of Arizona, the jurisdiction of YCHD, outside the City limits of Yuma is consistent with this targeting.
- No actions or activities within the consolidated plan are in conflict with any actions or activities within YCHD’s annual and/or five year PHA plan.

#### **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.

- 1. Policy on Deconcentration – Attachment “A”**
- 2. Capital Fund Annual Statement – Attachment “B”**
- 3. Capital Fund Annual Statement/Performance and Evaluation Report –Attachment “C”**
- 4. Most Recent board-approved operating budget (Troubled Status) – Attachment “D”**
- 5. List of Resident Advisory Board Members – Attachment “E”**
- 6. List of Resident Board Members – Attachment “F”**
- 7. Community Service Description of Implementation– Attachment “G”**
- 8. Pet Policy – Attachment “H”**
- 9. Section 8 Homeownership – Attachment “I”**
- 10. Agency Plan –Resolutions & Certifications – Attachment “J”**
- 11. Violence Against Women Act Policy – Attachment “K”**
- 12. Special Use Section 8 Voucher Policy – Attachment “L”**

## RESOLUTION NO. 07-06

The Plan is consistent with the applicable comprehensive housing affordability strategy for the jurisdiction in which the PHA is located.

2. The Plan contains a certification by the appropriate State or local officials that the Plan is consistent with the applicable Consolidated Plan, which includes a certification that requires the preparation of an Analysis of Impediments to Fair Housing Choice, for the PHA's jurisdiction and a description of the manner in which the PHA Plan is consistent with the applicable Consolidated Plan.
  3. The PHA has established a Resident Advisory Board, the membership of which represents the residents assisted by the PHA, consulted with this Board in developing the Plan, and considered the recommendations of the Board (24 CFR 903.13). The PHA has included in the Plan submission a copy of the recommendations made by the Resident Advisory Board and a description of the manner in which the Plan addresses these recommendations.
  4. The PHA made the proposed Plan and all information relevant to the public hearing available for public inspection at least 45 days before the hearing, published a notice that a hearing would be held and conducted a hearing to discuss the Plan and invited public comment.
  5. The PHA will carry out the Plan in conformity with Title VI of the Civil Rights Act of 1964, the Fair Housing Act, section 504 of the Rehabilitation Act of 1973, and title II of the Americans with Disabilities Act of 1990.
  6. The PHA will affirmatively further fair housing by examining their programs or proposed programs, identify any impediments to fair housing choice within those programs, address those impediments in a reasonable fashion in view of the resources available and work with local jurisdictions to implement any of the jurisdiction's initiatives to affirmatively further fair housing that require the PHA's involvement and maintain records reflecting these analyses and actions.
  7. For PHA Plan that includes a policy for site based waiting lists:
    - The PHA regularly submits required data to HUD's MTCS in accurate, complete and timely manner (as specified in PIH Notice 99-2);
    - The system of site-based waiting lists provides for full disclosure to each applicant in the selection of the development in which to reside, including basic information about available sites; and an estimate of the period of time the applicant would likely have to wait to be admitted to units of different sizes and types of each site;
    - Adoption of site-based waiting list would not violate any court order or settlement agreement or be inconsistent with a pending complaint brought by HUD;
    - The PHA shall take reasonable measures to assure that such waiting list is consistent with affirmatively furthering fair housing;
    - The PHA provides for review of its site-based waiting list policy to determine if it is consistent with civil rights laws and certification, as specified in 24 CFR part 903.7(c)(1).
  8. The PHA will comply with the prohibition against discrimination on the basis of age pursuant to the Age Discrimination Act of 1975.
-

9. The PHA will comply with the Architectural Barriers Act of 1968 and 24 CFR Part 41, Policies and Procedures for the Enforcement of Standards and Requirements for Accessibility by the Physically Handicapped.
  10. The PHA will comply with the requirements of Section 3 of the Housing and Urban Development Act of 1968, Employment Opportunities for Low- or Very-Low Income Persons, and with its implementing regulation at 24 CFR Part 135.
  11. The PHA has submitted with the Plan a certification with regard to a drug free workplace required by 24 CFR Part 24, Subpart F.
  12. The PHA has submitted with the Plan a certification with regard to compliance with restrictions on lobbying required by 24 CFR Part 87, together with disclosure forms if required by this Part, and with restrictions on payments to influence Federal Transactions, in accordance with the Byrd Amendment and implementing regulations at 49 CFR Part 24.
  13. The PHA will comply with acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 and implementing regulations at 49 CFR Part 24 as applicable.
  14. The PHA will take appropriate affirmative action to award contracts to minority and women's business enterprises under 24 CFR 5.105(a).
  15. The PHA will provide HUD or the responsible entity any documentation that the Department needs to carry out its review under the National Environmental Policy Act and other related authorities in accordance with 24 CFR Part 58.
  16. With respect to public housing the PHA will comply with Davis-Bacon or HUD determined wage rate requirements under section 12 of the United States Housing Act of 1937 and the Contract Work Hours and Safety Standards Act.
  17. The PHA will keep records in accordance with 24 CFR 85.20 and facilitate an effective audit to determine compliance with program requirements.
  18. The PHA will comply with the Lead-Based Paint Poisoning Prevention Act and 24 CFR Part 35.
  19. The PHA will comply with the policies, guidelines, and requirements of OMB Circular No. A-87 and 24 CFR Part 85 (Administrative Requirements for Grants and Cooperative Agreements to State).
  20. The PHA will undertake only activities and programs covered by the Plan in a manner consistent with its Plan and will utilize covered grant funds only for activities that are approvable under the regulations and included in its Plan.
  21. All attachments to the Plan have been and will continue to be available at all times and all locations that the PHA Plan is available for public inspection. All required supporting documents have been made available
-

NOW, THEREFORE, BE IT RESOLVED, after review of the amended Public Housing Agency Annual Plan, the Board of Supervisors hereby adopts and approves the plan.

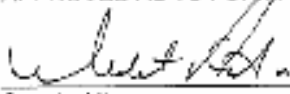
Adopted this <sup>5<sup>th</sup></sup> ~~20<sup>th</sup>~~ day of February, 2007.

  
CASEY PROCHASKA, Chairman of the Board

ATTEST:

  
SUE STALLWORTH, Clerk of the Board

APPROVED AS TO FORM:

  
County Attorney

**ATTACHMENT “A”**

**POLICY**

**FOR**

**DECONCENTRATION**

Yuma County  
Yuma, Arizona

OFFICE OF  
THE BOARD OF SUPERVISORS

198 Main Street  
Yuma, Arizona 85364



DOB McLENDON  
DISTRICT 1  
LUCY SHIPP  
DISTRICT 2  
KATHRYN CASEY PROCH  
DISTRICT 3  
MARCUS (TONY) REYE  
DISTRICT 4  
GREG FERGUSON  
DISTRICT 5  
WALLY HILL  
COUNTY ADMINISTRATOR

THE BOARD OF SUPERVISORS, HOUSING DEPARTMENT OF YUMA COUNTY  
RESOLUTION NO. 00-11

**ADOPTING THE DECONCENTRATION POLICY FOR THE LOW RENT PUBLIC  
HOUSING DEVELOPMENTS OF THE YUMA COUNTY HOUSING DEPARTMENT**

WHEREAS, the U.S. Department of Housing and Urban Development and the Board of Supervisors of the County of Yuma, Arizona, requires the Housing Department to prepare a Deconcentration Policy and amend its Admissions Policy for the Low Rent Public Housing Developments, that is responsive to local conditions and complies with the Quality Housing Work Responsibility Act;

WHEREAS, the Housing Department prepared and submitted to the Board of Supervisors for their review and approval, the Deconcentration Policy and amended Admissions Policy that will afford deconcentration of poverty and encouragement of income mixing in the public housing developments of the Yuma County Housing Department;

NOW THEREFORE, BE IT RESOLVED, after review of the Deconcentration Policy for the Public Housing Program, the Board of Supervisors hereby adopts and authorizes said policy.

PASSED AND ADOPTED BY THE BOARD OF SUPERVISORS OF YUMA COUNTY THIS  
MARCH 20, 2000 by the following vote of the Board of Supervisors:

AYES: FOUR

NAYS: NONE

ABSENT: GREG FERGUSON

ADJENT:

ATTEST:

Wally Hill  
Wally Hill,  
Clerk of the Board/County Administrator

Lucy Shipp  
Lucy Shipp, Chairman  
Yuma County Board of Supervisors

Patricia Orzco  
Patricia Orzco,  
County Attorney



YUMA COUNTY, ARIZONA  
Low Rent Public Housing  
Decentralization Policy  
3/20/00

Purpose

In compliance with the Quality Housing and Work Responsibility Act of 1996, a public housing agency shall submit with its Annual Public Housing Agency Plan, an Admission's Policy and Decentralization Policy designed to provide for decentralization of poverty and income mixing by bringing higher income tenants into lower income developments and lower income residents into higher income developments.

Analysis

The analysis of the income categories for the three (3) Low Rent Public Housing Developments concluded that all developments of the Yuma County Housing Departments have a concentration of poverty.

AREAS OF REVIEW

1. Income levels of families residing in each of the developments.
2. Income levels of census tracts.
3. Income levels of families on the waiting list.

RESULTS

69% of the total resident population of the Yuma County Housing Department have incomes of less than 30 percent of the median income.  
An average of 41.9% (i.e., Yuma-44.7%; Somerton-43.6%; and San Luis-37.4%) of the general population in the census tracts for the three-(3) developments have incomes of less than 30 percent of the median income.  
60% of the resident families on the waiting list have incomes of 50-80% of median income.

Plan

Based on the analysis, to achieve decentralization of poverty and income mixing, the Housing Department amended the Admission's Policy. It is the Yuma County Housing Department's policy to provide for decentralization of poverty and encourage income mixing by bringing higher income families to the developments. We will accomplish this in a uniform and non-discriminating manner.

Prior to the beginning of each fiscal year, we will analyze the income levels of families residing in each of our developments and the income levels of the families on the waiting list. Based on this analysis, we will determine the level of marketing strategies and decentralization incentives to implement, and will recommend changes to this policy as needed.

# **ATTACHMENT “B”**

## **FY 2007 CAPITAL FUND PROGRAM**

# 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 AZ0P01350107 FFY of Grant Approval: FFY07

Original Annual Statement

Line No.	Summary by Development Account	Total Estimated Cost
1	Total Non-CGP Funds	
2	1406 Operations	\$ 24,775
3	1408 Management Improvements	
4	1410 Administration	\$ 30,100
5	1411 Audit	
6	1415 Liquidated Damages	
7	1430 Fees and Costs	
8	1440 Site Acquisition	
9	1450 Site Improvement	\$ 40,000
10	1460 Dwelling Structures	\$ 160,000
11	1465.1 Dwelling Equipment-Nonexpendable	\$ 28,000
12	1470 Nondwelling Structures	
13	1475 Nondwelling Equipment	
14	1485 Demolition	
15	1490 Replacement Reserve	
16	1492 Moving to Work Demonstration	
17	1495.1 Relocation Costs	
18	1498 Mod Used for Development	
19	1502 Contingency	
20	<b>Amount of Annual Grant (Sum of lines 2-19)</b>	<b>\$ 282,875</b>
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	\$ 12,000
24	Amount of line 20 Related to Energy Conservation Measures	\$ 18,000

**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
	OPERATIONS	1406	\$ 24,775
	ADMINISTRATION	1410	30,100
Valley Vista 13-1	Paint exterior walls	1460	40,000
	Repair parking lots	1450	10,000
	Upgrade Sprinkler System	1450	10,000
Valley Vista 13-2	Paint interior walls & trims	1460	15,000
	Replace light switches & outlets	1460	8,000
	Replace water heaters	1465	8,000
	Repair parking lots	1450	5,000
	Replace ranges/stoves	1465	8,000
Valley Vista 13-5	Replace floor tile	1460	25,000
	Repair parking lots	1450	5,000
Valley Vista 13-6	Replace sidewalks	1450	5,000
Moctezuma 13-9	Replace screen doors	1460	12,000
	Paint exterior walls & trims	1460	60,000
	Repair parking lots	1450	5,000
	Install garbage disposals	1465	12,000
	TOTAL		\$ 282,875.00

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

Development Number/Name HA-Wide Activities	All Funds Obligated (Quarter Ending Date)	All Funds Expended (Quarter Ending Date)
13-1 Valley Vista Paint exterior walls Repair parking lots Upgrade Sprinkler System	09/08	03/11
13-2 Valley Vista Paint interior walls & trims Replace light switches & outlets Replace water heaters	09/08	03/11
Repair parking lots Replace ranges/stoves	09/08	03/11
13-5 Valley Vista Replace floor tile Repair parking lots	09/08	03/11
13-6 Valley Vista Replace sidewalks	09/08	03/11
13-9 Moctezuma Replace screen doors Paint exterior walls & trims Repair parking lots Install garbage disposals		



# **ATTACHMENT “C”**

## **Capital Fund Annual Statement/Performance and Evaluation Report**

**12. Capital Fund Program and Capital Fund Program Replacement Housing Factor Annual Statement/Performance and Evaluation Report**

<b>Annual Statement/Performance and Evaluation Report</b>					
<b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary</b>					
PHA Name: Yuma County Housing Department		Grant Type and Number Capital Fund Program Grant No: AZ20P01350105 Replacement Housing Factor Grant No:			Federal FY of Grant: 2005
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input checked="" type="checkbox"/> Revised Annual Statement (revision no:2)					
<input type="checkbox"/> Performance and Evaluation Report for Period Ending: <input type="checkbox"/> Final Performance and Evaluation Report					
Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations	\$ 24,775	24,775	24,775	24,775
3	1408 Management Improvements				
4	1410 Administration	\$ 30,100	30,100	30,100	30,100
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs				
8	1440 Site Acquisition				
9	1450 Site Improvement	\$ 28,032	10,000	10,000	0
10	1460 Dwelling Structures	\$155,700	154,806	154,806	68,373
11	1465.1 Dwelling Equipment—Nonexpendable	17,500	41,426	41,426	41,426
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment	\$ 5,000	0		
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1501 Collaterization or Debt Service				
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2 – 20)	\$ 261,107	\$261,107	\$261,107	164,674
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 compliance				
24	Amount of line 21 Related to Security – Soft Costs				
25	Amount of Line 21 Related to Security – Hard Costs				
26	Amount of line 21 Related to Energy Conservation Measures				





**Annual Statement/Performance and Evaluation Report**  
**Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)**  
**Part III: Implementation Schedule**

PHA Name: Yuma County Housing Department		Grant Type and Number Capital Fund Program No: AZ20P01350105 Replacement Housing Factor No:					Federal FY of Grant: 2005
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
Valley Vista Apartments 13-1,2,5,6,9,18							
Termite Post Treatment 13-5	09/06			03/08			
Replace floor tile	09/06			03/08			
Paint exterior walls	09/06			03/08			
Upgrade sprinkler system	09/06			03/08			
Paint interior walls 13-6	09/06			03/08			
Replace screen doors	09/06			03/08			
Paint interior walls & trim	09/06			03/08			
Upgrade sprinkler system 13-9	09/06			03/08			
Replace kitchen cabinets 13-18	09/06			03/08			
Replace gas ranges and refrigerators	09/06			03/08			
Replace bathroom shower faucets	09/06			03/08			

**Capital Fund Program Five-Year Action Plan**

**Part I: Summary**

PHA Name Yuma County Housing Department		<input type="checkbox"/> <b>Original 5-Year Plan</b> <input checked="" type="checkbox"/> <b>Revision No: 1</b>			
Development Number/Name/HA-Wide	Year 1	Work Statement for Year 2 FFY Grant:2006 PHA FY: 2007	Work Statement for Year 3 FFY Grant:2007 PHA FY: 2008	Work Statement for Year 4 FFY Grant: 2008 PHA FY: 2009	Work Statement for Year 5 FFY Grant: 2009 PHA FY: 2010
<i>Valley Vista Apartments 13-1</i>	Annual Statement	Replace Laundry Room Faucets	Upgrade sprinkler system	Replace smoke detectors	Repair Parking lots
			Repair parking lots	Replace Window Blinds	Replace Hose Bibs
			Paint exterior walls	Replace Ceiling Fans	
				Replace tub drain lines	
				Replace garbage disposals	
				Replace bathroom exhaust fans	
				Replace kitchen & bathroom faucets	
<i>Valley Vista Apartments 13-2</i>		Paint exterior walls & trim	Paint Interior Walls & Trim	Install interior dry walls & insulation	Install ceiling fans
		Replace kitchen & bathroom cabinets	Replace Electric Outlets & Switches	Replace water meters	
		Replace damaged sidewalks	Replace Water Heaters	Replace floor tile	Replace kitchen cabinets
		Replace laundry room faucets	Repair parking lots		
			Replace ranges/stoves		
<i>Valley Vista Apartments 13-5</i>		Replace Kitchen & Bathroom Faucets	Replace floor tile	Replace bathroom lavatories	Replace A/C units with heat pumps
		Paint Exterior Walls & Trim	Repair parking lots	Replace bathroom exhaust fans	Replace roof shingles
					Replace interior door knobs
					Repair water plant heaters

**Capital Fund Program Five-Year Action Plan**

**Part I: Summary**

PHA Name Yuma County Housing Department				<input type="checkbox"/> <b>Original 5-Year Plan</b> <input type="checkbox"/> <b>Revision No:</b>	
Development Number/Name/HA-Wide	Year 1	Work Statement for Year 2 FFY Grant:2006 PHA FY: 2007	Work Statement for Year 3 FFY Grant:2007 PHA FY: 2008	Work Statement for Year 4 FFY Grant: 2008 PHA FY: 2009	Work Statement for Year 5 FFY Grant: 2009 PHA FY: 2010
<i>Valley Vista Apartments 13-6</i>		Replace Kitchen & Bathroom Faucets	Replace Damaged Sidewalks	Replace Window Blinds	
				Replace water meters	
				Replace floor tile	
		Paint Exterior Walls & Trim		Replace Bathroom Sinks	Remodel main office
<i>Moctezuma Apartments 13-9</i>		Replace kitchen cabinets	Replace Screen Doors	Replace Windows	Tree trimming
		New lawnmower tractor	Paint Exterior Walls & Trim	Replace Kitchen & Bathroom Faucets	Replace kitchen hoods
			Repair parking lots	Replace exterior Doors	
			Install garbage disposals	Replace kitchen hoods	Replace Cook Stoves
<i>Pecan Shadows Apartments 13-18</i>		Replace water heaters		Replace Window Blinds	Recoat parking lots
		Replace interior door knobs		Replace Exterior Door Locks	Install fire extinguishers
				Replace kitchen hoods	Install ceiling fans
				Paint Exterior Walls & Trim	

**Capital Fund Program Five-Year Action Plan**

**Part II: Supporting Pages—Work Activities Yuma County Housing Department**

Activities for Year 1	Activities for Year : <u>2</u> FFY Grant: 2006 PHA FY: 2007			Activities for Year: <u>3</u> FFY Grant: 2007 PHA FY: 2008		
	Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
<b>See</b>		<i>Operations</i>	\$ 27,426			24,775
<b>Annual</b>		<i>Administration</i>	30,100			30,100
<b>Statement</b>	<b>Valley Vista 13-1</b>	Paint Exterior Walls	0	<b>Valley Vista 13-1</b>	Up Grade Sprinkler System	\$ 10,000
		Replace Laundry Room Faucets	2,000		Repair parking lots	10,000
					Paint exterior walls	40,000
	<b>Valley Vista 13-2</b>	Paint Exterior Walls & Trim	30,000	<b>Valley Vista 13-2</b>	Paint interior walls & trims	15,000
		Replace Damaged Sidewalks	3,600		Replace light switches & outlets	8,000
		Replace Kitchen & Bath Faucets	6,000		Replace Water Heaters	8,000
	<b>Valley Vista 13-5</b>	Replace Kitchen & Bath Faucets	7,500		Replace parking lots	5,000
		Paint Interior Walls & Trim	37,500		Replace ranges/stoves	8,000
	<b>Valley Vista 13-6</b>	Replace Kitchen & Bath Faucets	\$ 5,700	<b>Valley Vista 13-5</b>	Replace floor tiles	25,000
		Paint Exterior Walls & Trim	38,000		Repair parking lots	5,000
	<b>Moctezuma 13-9</b>	Replace kitchen cabinets	\$30,000			
		New lawnmower tractor	5,000	<b>Valley Vista 13-6</b>	Replace damaged sidewalks	5,000
	<b>Pecan 13-18</b>	Replace water heaters	14,000	<b>13-9</b>	Replace screen doors	12,000
		Replace interior door knobs	8,000		Paint exterior walls & trims	60,000
					Repair parking lots	5,000
					Install garbage disposals	12,000
	<b>Total CFP Estimated Cost</b>		\$244,826			\$282,875

<b>Capital Fund Program Five-Year Action Plan</b>					
<b>Part II: Supporting Pages—Work Activities</b>					
Activities for Year : 4 FFY Grant: 2008 PHA FY: 2009			Activities for Year: 5 FFY Grant: 2009 PHA FY: 2010		
<b>Development Name/Number</b>	<b>Major Work Categories</b>	<b>Estimated Cost</b>	<b>Development Name/Number</b>	<b>Major Work Categories</b>	<b>Replace Kitchen Cabinets</b>
<b>13-1,2,5,6,9,18</b>	Operations	24,775	<b>13-1,2,5,6,9,18</b>	Operations	24,775
<b>13-1,2,5,6,9,18</b>	Administration	30,100		Administration	30,100
<b>13-1</b>	Replace smoke detectors	4,000	<b>13-1</b>	Repair Parking lots	10,000
	Replace window blinds	8,000		Replace hose bibs	2,000
	Replace ceiling fans	8,000	<b>13-2</b>	Replace kitchen cabinets	30,000
	Replace bathroom exhaust fans	5,000		Install ceiling fans	6,960
	Replace kitchen & bathroom faucets	6,000	<b>13-5</b>	Replace a/c units w/ heat pumps	27,865
	Replace bathroom tub drain lines	4,000		Replace roof shingles	42,500
	Replace garbage disposals	2,000		Replace interior door knobs	8,000
<b>13-2</b>	Replace gas ranges	8,000		Repair water plant filters	10,000
	Replace water meters	8,000	13-6	Reomodel main office	8,000
	Replace floor tile	20,000			
<b>13-5</b>	Replace bathroom lavatories	2,500	13-9	Tree trimming	12,000
	Replace water heaters	10,000		New lawnmower tractor	5,000
	Replace bathroom exhaust fans	2,525			
<b>13-6</b>	Replace window blinds	7,600	13-18	Recoat parking lots	10,000
	Replace bathroom sinks	1,900		Install fire extinguishers	8,000
<b>13-9</b>	Replace windows	40,000		Paint exterior walls and trims	52,500
	Replace exterior doors	32,000			
	Replace electric stoves	16,000			
	Replace bathroom faucets	8,000			
13-18	Replace window blinds	14,000			
	Replace exterior door locks	21,000			
	Replace kitchen hoods	3,500			
Total CFP Estimated Cost		\$286,900			\$287,700.

**ATTACHMENT “D”**

**MOST RECENT BOARD-APPROVED  
OPERATING BUDGET  
(TROUBLED STATUS)**

Operating Budget

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

Form HUD-50334 (2-90)

This operating budget for fiscal year 2007 (FY 2007) is submitted to provide information on the proposed budget for the fiscal year 2007. It is prepared by the Office of Public and Indian Housing (OPIH) and is subject to the review and approval of the Office of Management and Enterprise Services (OMES). The budget is prepared by the Office of Public and Indian Housing (OPIH) and is subject to the review and approval of the Office of Management and Enterprise Services (OMES). The budget is prepared by the Office of Public and Indian Housing (OPIH) and is subject to the review and approval of the Office of Management and Enterprise Services (OMES).

6. Type of Operation:  Direct  Reimbursable

7. Fiscal Year: **JUNE 30, 2007**

8. Type of HUD Loan and Project:  Title Insurance  Rental  Other

9. Name of Public Housing Agency (PH) and Community Development (CDA) or Public Housing Department: **YUKA COUNTY HOUSING DEPARTMENT**

10. Address (City, State, ZIP Code): **4450 W. HICKORY ST., P.O. BOX 200000, RICHMOND, AZ 85120**

11. AIC Number: **8F-178-**      12. Project ID Code: **A201000000**      13. HUD File Number: **11K-110-47**

14. No. of Operating Units		15. No. of Units		16. No. of Units		17. No. of Units		18. No. of Units		19. No. of Units	
159		1608		13-1,258,88,18							
20. Line No.	21. Code	22. Description	23. Units	24. FY 2006	25. FY 2007	26. Total Proposed Budget		27. FY 2006		28. FY 2007	
						29. Amount	30. PUI	31. Amount	32. PUI		
<b>Operating Expenditures-Administration</b>											
010	2710	Operating Expenses									
020	2710	Personnel Expenses									
030	2710	Materials and Supplies									
040	2710	Travel									
050	2710	Telephone									
060	2710	Printing									
070	2710	Postage									
080	2710	Repairs and Maintenance									
090	2710	Utilities									
100	2710	Insurance									
110	2710	Professional Fees									
120	2710	Contractual Services									
130	2710	Other									
140	2710	Total Operating Expenses (FY 2006-2007)									
<b>Operating Expenditures-Construction</b>											
150	2710	Construction									
160	2710	Construction									
170	2710	Construction									
180	2710	Construction									
190	2710	Construction									
200	2710	Construction									
210	2710	Construction									
220	2710	Construction									
230	2710	Construction									
240	2710	Construction									
250	2710	Construction									
260	2710	Construction									
270	2710	Construction									
280	2710	Construction									
290	2710	Construction									
300	2710	Construction									
310	2710	Construction									
320	2710	Construction									
330	2710	Construction									
340	2710	Construction									
350	2710	Construction									
360	2710	Construction									
370	2710	Construction									
380	2710	Construction									
390	2710	Construction									
400	2710	Construction									



Name of FUND: **MUNICIPALITY OF KAWA COUNTY HOUSING DEPARTMENT**

Fiscal Year Ending: **11/30/2007**

L70 No.	L80 No.	Description	ACRES Last Fiscal Y	%	2007 Y	2006 Y	2007 Requested Budget Estimates				
							FUND 64	FUND-A Estimate		FUND-B Estimate	
								Amount (000000.00)	%	Amount (000000.00)	%
<b>Ordinary Maintenance and Operations:</b>											
390	7110	Labor	83.89%		32.43	77.75	41,157	0.00			
391	7120	Materials	27.43%		21.27	24.53	47,037	0.00			
392	7130	Contract Costs	16.21%		15.59	16.78	25,094	0.00			
393	7140	Repairs and Trade Removal	5.57%		16.07	10.92	10,785	0.00			
399	1000	Ordinary Maintenance & Operation (Exp 390 to 393)	25.52%		146.49	121.98	274,084	0.00		0	
<b>Procedural Services:</b>											
400	1100	Labor				0.00	0				
401	1120	Materials				0.00	0				
402	4400	Procedural Services - Norm/Specary	1.67%		1.64	1.97	3,230	0.02			
403	4000	Procedural Services (Exp 402 and 401)	1.67%		1.64	1.97	3,230	0.02		0	
<b>General Expense:</b>											
404	4010	Insurance	17.75%		21.01	2.97	11,945	0.01			
405	4020	Public Utilities	0.77%		2.73	0.29	1,155	0.01			
406	4030	Computer Software	0.74%			0.70	0	0.00		0	
407	4040	Building Expense (Exp 408 to 409)	27.27%		79.58	34.50	21,250	0.01			
408	4050	Office Supplies	0.73%		1.20	0.70	0	0.00			
409	4060	Office Rental Expense	1.26%		2.30	0.23	0	0.00			
510	Total	General Expense (Exp 404 to 500)	40.26%		111.20	11.20	28,174	0.00		0	
520	Total	General Expense (Exp 390, 391, 392, 393, 400, 401 and 510)	25.78%		457.69	136.17	302,258	0.00		0	
<b>Bank for Leased Dwelling:</b>											
530	4110	Lease to Owners Leased Dwelling					0	0.00		0	
570	Total	General Expense (Exp 390 and 530)	25.78%		457.69	136.17	302,258	0.00		0	
<b>Nonrecurring Expenditures:</b>											
610	4010	Ordinary Maintenance	0.00				0	0.00		0	
611	7200	Leases Leased Equipment	0.00		0.00	0.00	0	0.00		0	
612	7240	Expansions, Alterations & Additions	0.00		0.00	0.00	0	0.00		0	
613	Total	Nonrecurring Expenditures (Exp 610 to 612)	0.00		0.00	0.00	0	0.00		0	
620	Total	Nonrecurring Expenditures (Exp 610 and 613)	0.00		0.00	0.00	0	0.00		0	
<b>Prior Year Adjustments:</b>											
630	6010	Prior Year Adjustments (Exp 601 to 603)			0.00	1.00	0	0.00		0	
<b>Other Expenditures:</b>											
640		Expenses in Rental Unit Service Account					0.00	0.00		0	
650	Total	Operating Expenses (Exp 600 to 650 plus 610 and 620)	25.78%		457.69	136.17	302,258	0.00		0	
660	Total	Rental Receipts (Exp 600 to 650 plus 610 and 620)	(25.78%)		(326.33)	(327.25)	(326,613)	0.00		0	
<b>FUND Contributions:</b>											
670	8010	Basic Annual Contribution (Exp 8000 to 8010)					0.00				
710	8010	Total Basic Annual Contribution (Exp 8010 to 8010)					0	0.00			
720	8020	Contributions - Bureau - Cap Sub-Grant (Exp 8020 and 8030)	916.14%		916.50	207.84	731,648	0.00			
730		Reserve - 1115 Ad (Exp 8040)				0.00	0.00	0.00		0	
740		Other Special - Unexpended (Exp 8050 to 8060)			0.00	40.48	77,208	40.48		0	
750	Total	Other Special - Unexpended (Exp 8050 to 8060)	0.00%		0.00	40.48	77,208	40.48		0	
760	8000	Total Operating Sub-Grant (Exp 720 to 760)	916.14%		916.50	248.32	808,856	0.00		0	
770	Total	FUND Contributions (Exp 670 to 770)	916.14%		916.50	248.32	808,856	0.00		0	
780	Total	Operating Sub-Grant (Exp 670 to 770)	26.79%		26.67	7.36	0	0.00		0	

Name of FFA/FAA

Fiscal Year Ending June 30, 2007

## YUMA COUNTY HOUSING DEPARTMENT

Operating Revenue		PMAT IA Estimate	2006 Used Budget
140	2007 Part - Maximum Operating Reserve - End of Current Budget Year PMAT IA - Leased Housing - Section 20 or 21(c) 2006 (11) 480,000 (1) 5,000 PM04-0034		
250	PM III - Based on for and Estimated or Actual Operating Revenue at Fiscal Year End Operating Revenue at End of Previous Fiscal Year - 4,000,000 P.E. Yearly 60000	415,000	
370	Provision for Operating Reserve - Current Budget Year (book end): a Estimated (PMT - 67000) Actual (P.E. 50000)	-48,000	
510	Operating Reserve at End of Current Budget Year (book end) a Estimated (P.E. 50000) Actual (P.E.)	355,000	
720	Provision for Operating Reserve - Repealed Budget Year Estimated (P.E. 2006) See Amendment Line 270	0	
830	Operating Revenue at End of Repealed Budget Year Estimated for FY 2007 (Sum of Lines 810 and 820)	565,000	0
840	Cash Reserve Requirement - 5% of Line 870		

PMAT IA Approval

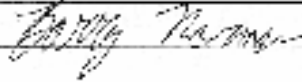
Name

BARREY R. NORMAN

Title

DIRECTOR

Signature



Date

6/6/06

Field Office Approval

Name

N/A

Title

Signature

Date

YUMA COUNTY BOARD OF SUPERVISORS

RESOLUTION NO. 06-40

**PHA/IHA Board Resolution**

Approving Operating Budget or Calculation of Performance Funding System Operating Subsidy

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

OMB Approval No. 2577-0166 (Exp. 6/30/00)

Public report burden for the collection of information is estimated to average 15 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a valid OMB control number.

This form must be required by Section 504 of the Public Housing Act of 1974. The information is the operating budget or the calculation of operating subsidy and provides summary of proposed budgeted revenues and expenditures, approval of budgeted receipts and assessed fees, and just location of certain specified amounts. HUD reviews this information to determine if the operating performance by the PHA will comply with the regulations and if the PHA is in compliance with procedures established by HUD. Responses are required to check the benefits. This information does not form a part of the public hearing.

Acting on behalf of the Board of Commissioners of the below-named Public Housing Agency (PHA)/Public Housing Authority (PHA), as its Chairman, I make the following certifications and agreements to the Department of Housing and Urban Development (HUD) regarding the Board's approval of (check one or more as applicable):

	(date)
<input checked="" type="checkbox"/> Operating Budget Submitted on:	<u>6/19/2006</u>
<input type="checkbox"/> Operating Budget Revision Submitted on:	_____
<input checked="" type="checkbox"/> Calculation of Performance Funding System Submitted on:	<u>6/19/2006</u>
<input type="checkbox"/> Revised Calculation of Performance Funding System Submitted on:	_____

I certify on behalf of the (PHA/PHA Name) YUMA COUNTY HOUSING DEPARTMENT that:

1. All regulatory and statutory requirements have been met;
2. The PHA has sufficient operating reserves to meet the working capital needs of its developments;
3. Proposed budget expenditures are necessary for the efficient and economical operation of the housing for the purpose of serving low-income residents;
4. The budget indicates a source of funds adequate to cover all proposed expenditures;
5. The calculation of eligibility for Federal funding is in accordance with the provisions of the regulations;
6. All proposed rental charges and expenditures will be consistent with provisions of law;
7. The PHA/PHA will comply with the wage rate requirements under 24 CFR 968.110(e) and (f) or 24 CFR 905.100(a) and (b);
8. The PHA/PHA will comply with the requirements for access to records and audits under 24 CFR 968.110(i) or 24 CFR 905.120(g); and
9. The PHA/PHA will comply with the requirements for the examination of family income and composition under 24 CFR 968.100, 905.110 and 905.115.

I hereby certify that all the information stated within, as well as any information provided in the accompanying herewith, is true and accurate.

Warning: HUD will prosecute false claims and statements. Penalties may include criminal and/or civil penalties. 18 U.S.C. 1001, 10 C.F.R. 1010; 31 U.S.C. 3729, 3802.

Board Chairman's Name (Type)	Signature	Date
CASEY PROCHASKA, CHAIRMAN	<i>Casey Prochaska</i>	

Printed name of substitute

26569

Form HUD-52574 (1/99)  
For information only

# **ATTACHMENT “E”**

## **LIST OF RESIDENTS ADVISORY BOARD MEMBERS**



**Yuma County  
Yuma, Arizona**

OFFICE OF THE  
**YUMA COUNTY HOUSING DEPARTMENT**  
9901 N. 25<sup>TH</sup> HIGHWAY 95, SUITE 25  
SOMERTON, ARIZONA 85350-5284  
PHONE (928) 627-5828 X. TDD 1-820-546-588 Ext. 706 X. FAX (928) 627-5716

**BARRY NORMAN**  
DIRECTOR

**TO:** María Condeeros, RC President (Presidente)  
**PARA:** Luz Bustos, RC Vice-President (Vice-Presidente)  
 Mónica Corral, RC Treasurer (Tesorera)  
 Rosa M. Rivera, RC Secretary (Secretaría)

**FROM:** Claudia Zavala, Housing Program Specialist *[Signature]*  
**DE PARTE DE:** Claudia Zavala, Especialista de Programa de Vivienda

**SUBJECT:** Resident Advisory Board Meeting to review Public Housing  
 Annual Plan for FY 2007.  
**TEMA:** Junta del YCHD Consejo Asesor Central de Residentes para  
 revisar el Plan Anual 2007 de Vivienda Pública.

**DATE:** January 9, 2007.  
**FECHA:** 9 de Enero del 2007.

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Please plan to attend the Resident Advisory Board Meeting scheduled for Thursday, January 18, 2007 at 3:00 p.m. at the Valley Vista Community Building located at 8450 W. Highway. 95, Somerton, AZ 85350, to review and approve Public Housing Annual Plan for FY 2007.

Thank you.

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Favor de asistir a la cita el día Jueves 18 de Enero del 2007 a las 3:00 p.m., en el Salón Comunitario de Valley Vista ubicado en 8450 W. Highway. 95, Somerton, Arizona 85350, para revisar y aprobar el Plan Anual 2007 de Agencia de Vivienda Pública.

Gracias.



**MINUTES**  
**RESIDENT ADVISORY BOARD MEETING**  
**JANUARY 18, 2007**

**MEMBERS PRESENT:** Maria Ceniceros, President *Maria Ceniceros*  
Luz Bustos, Vice-President *Luz Bustos*  
Morica Corral, Treasurer *Morica Corral*  
Rosa M. Rivera, Secretary *RM Rosa Rivera*  
Claudia Zavala, Housing Program Specialist  
Martha Garcia, Housing Manager *Martha Garcia*

1. Call to order by Claudia Zavala at 3:00 p.m.

**TOPICS DISCUSSED:**

1. Review and Approve the YCHD amended Section 8 Administrative Plan
2. Review and Approve the YCHD amended Low Rent Public Housing Program Admissions and Continued Occupancy Policy (ACOP)
3. Review and Approve the Public Housing Agency Annual Plan for Fiscal Year 2007

**DISCUSSION:**

1. Review and Approve the YCHD amended Section 8 Administrative Plan: Claudia introduced the amended Section 8 Administrative Plan to the Resident Council Members. Resident Council Members approved the plan with no recommendations.
2. Review and Approve the YCHD amended Low Rent Public Housing Program Admissions and Continued Occupancy Policy (ACOP): Claudia introduced the ACOP Plan to the Resident Council Members. Resident Council Members approved the plan with no recommendations.
3. Review and Approve the Public Housing Agency Annual Plan for Fiscal Year 2007: Claudia presented the Annual to the Resident Council Members. The Member Approve the Annual with the following recommendations:

Recommendations

No further comments.

Meeting Adjourned: 4:00 p.m.

**ATTACHMENT ‘F’**

**LIST OF RESIDENT BOARD  
MEMBERS**



***Yuma County Housing Department Central  
Advisory Resident Council***

8450 W. Highway 95, Suite 88, Somerton, AZ 85350  
(928) 627-8828

**Maria Cenicerros- -President  
8450 W. Highway 95, #67  
Somerton, AZ 85350**

**Luz Bustos – Vice-President  
11145 S. Moctezuma St. #11  
San Luis, AZ 85349**

**Monica Corral – Treasurer  
2651 W. 3<sup>rd</sup> Street Apt. #4B  
Yuma, AZ 85364**

**Rosa M. Rivera – Secretary  
11145 S. Moctezuma St. #11  
San Luis, AZ 85349**

# **ATTACHMENT “G”**

## **Community Service Description of Implementation**

## **12.1 GENERAL**

In order to be eligible for continued occupancy, each adult family member must either (1) contribute eight hours per month of community service (not including political activities) within the community in which the Public Housing development is located, or (2) participate in an economic self-sufficiency program unless they are exempt from this requirement.

## **12.2 EXEMPTIONS**

The following adult family members of tenant families are exempt from this requirement

- A. Family member who are 62 or older
- B. Family member who are blind or disabled
- C. Family members who are the primary care giver for someone who is blind or disable
- D. Family members engaged in work activity
- E. Family members who are exempt from work activity under part A title IV of the Social Security Act or under any other State welfare program, including the welfare-to-work program.
- F. Family members receiving assistance under a State program funded under part A title IV of the Social Security Act or under any other State welfare program, including welfare-to-work and who are in compliance with that program.

## **12.3 NOTIFICATION OF THE REQUIREMENT**

The YCHD shall identify all adult family members who are apparently not exempt from the community service requirement.

The YCHD shall notify all such family members of the community service requirement and of the categories of individuals who are exempt from the requirement. The notification will provide the opportunity for family members to claim and explain an exempt status. The YCHD shall verify such claims.

The notification will advise families that their community service obligation will begin upon the effective date of their first annual reexamination on or after 10/1/99. For family's paying a flat rent, the obligation begins on the date their annual reexamination would have been effective had an annual reexamination

taken place. It will also advise them that failure to comply with the community service requirement will result in ineligibility for continued occupancy at the time of any subsequent annual reexamination.

## **12.4 VOLUNTEER OPPORTUNITIES**

Community service includes performing work or duties in the public benefit that serve to improve the quality of life and/or enhance resident self-sufficiency, and/or increase the self-responsibility of the resident within the community.

An economic self sufficiency program is one that is designed to encourage, assist, train or facilitate the economic independence of participants and their families or to provide work for participants. These programs may include programs for job training, work placement, basic skills training, education, English proficiency, work fare, financial or household management, apprenticeship, and any program necessary to ready a participant to work (such as substance abuse or mental health treatment).

The YCHD will coordinate with social service agencies, local schools, and the Human Resources Office in identifying a list of volunteer community service positions.

Together with the resident advisory councils, the YCHD may create volunteer positions such as hall monitoring, litter patrols, and supervising and record keeping for volunteers.

## **12.5 The process**

At the first annual reexamination on or after October 1, 1999, and each annual reexamination thereafter, the YCHD will do the following:

- A. Provide a list of volunteer opportunities to the family members.
- B. Provide information about obtaining suitable volunteer positions.
- C. Provide a volunteer time sheet to the family member. Instructions for the timesheet requires the individual to complete the form and have a supervisor date and sign for each period of work.
- D. Thirty (30) days before the family's next lease anniversary date, the volunteer Coordinator will advise the YCHD whether each applicable adult family member is in compliance with the community service requirement.

## **12.6 NOTIFICATION OF NON-COMPLIANCE WITH COMMUNITY SERVICE REQUIREMENT**

The YCHD will notify any family found to be in noncompliance of the following:

- A. The family member(s) has been determined to be in noncompliance;
- B. That the determination is subject to the grievance procedure; and
- C. at, unless the family member(s) enter into an agreement to comply, the lease will not be renewed or will be terminated;

## **12.7 OPPORTUNITY FOR CURE**

The YCHD will offer the family member(s) the opportunity to enter into an agreement prior to the anniversary of the lease. The agreement shall state that the family member(s) agrees to enter into an economic self-sufficiency program or agrees to contribute to community service for as many hours as needed to comply with the requirement over the past 12-month period. The cure shall occur over the 12-month period beginning with the date of the agreement and the resident shall at the same time stay current with that year's community service requirement. The first hours a resident earns goes toward the current commitment until the current year's commitment is made.

The volunteer coordinator will assist the family member in identifying volunteer opportunities and will track compliance on a monthly basis.

If any applicable family member does not accept the terms of the agreement, does not fulfill their obligation to participate in economic self-sufficiency program, or falls behind in their obligation under the agreement to perform community service by more than three (3) hours after three (3) months, the YCHD shall take action to terminate the lease.

# **ATTACHMENT "H"**

## **PET POLICY**

## **17.1 EXCLUSIONS**

This policy does not apply to animals that are used to assist persons with disabilities. Assistive animals are allowed in all public housing facilities with no restrictions other than those imposed on all tenants to maintain their units and associated facilities in a decent, safe, and sanitary manner and to refrain from disturbing their neighbors.

## **17.2 APPROVAL**

Residents must have the prior approval of the YCHD before moving a pet into their unit. Residents must request approval on the Authorization for Pet Ownership Form that must be fully completed before the YCHD will approve the request.

## **17.3 TYPES AND NUMBER OF PETS**

The YCHD will allow only domesticated dogs, cats, birds, and fish in aquariums in units. All dogs and cats must be neutered.

Only one (1) pet per unit allowed.

Any animal deemed to be potentially harmful to the health or safety of others, including attack or fight trained dogs, will not be allowed.

No animal may exceed forty (40) pounds in weight.

## **17.4 INOCULATIONS**

In order to be registered, pets must be appropriately inoculated against rabies and other conditions defined by local ordinances.

## **17.5 NEUTERED OR SPAYED**

Pets must be neutered or spayed with proof of licensing, and inoculations and the name of the veterinarian provided. Owners must provide a certification each year at the time of their annual reexamination that the pet continues to be in good health and has all required vaccinations.

## **17.6 PET DEPOSIT**

A pet deposit of \$100.00 is required at the time of registering a pet. Deposit is non-refundable.

### **17.7 FINANCIAL OBLIGATION OF RESIDENTS**

Any resident who owns or keeps a pet in their dwelling unit will be required to pay for any damages caused by the pet. Also, any pet-related insect infestation in the pet owner's unit will be the financial responsibility of the pet owner and the YCHD reserves the right to exterminate and charge the resident.

### **17.8 NUISANCE OR THREAT TO HEALTH OR SAFETY**

The pet and its living quarters must be maintained in a manner to prevent odors and any other unsanitary conditions in the owner's unit and surrounding areas.

Repeated substantiated complaints by neighbors or YCHD personnel regarding pets disturbing the peace of neighbors through noise, odor, animal waste, or other nuisance will result in the owner having to remove the pet or move him/herself.

### **17.9 DESIGNATION OF PET AREAS**

Pets must be kept in the owner's apartment or on a leash at all times when outside (no outdoor cages may be constructed). Pet owners must clean up after their pets and are responsible for disposing of pet waste.

### **18.0 REMOVAL OF PETS**

The YCHD, or an appropriate community authority, shall require the removal of any pet from a project if the pet's conduct or condition is determined to be a nuisance or threat to the health or safety of other occupants of the project or of other persons in the community where the project is located.



# **ATTACHMENT “I”**

## **S8 HOME OWNERSHIP PROGRAM**

## Section 8 Home Ownership Program

### I. GENERAL PROVISIONS.

The Section 8 Home Ownership Program of the Yuma County Housing Department (“YCHD”) permits eligible participants in the Section 8 housing choice vouchers program, the option of purchasing a home with their Section 8 assistance rather than renting. **The home ownership option is limited to five (5) participants within the first year of the program inception, not to exceed three percent (3%) of the total Section 8 voucher program administered by YCHD in years thereafter, provided that disabled families shall not be subject to the 3% limit. Participants actively involved in the Family Self Sufficiency (“FSS”) program will be given a preference.**

Eligible applicants for the Section 8 home ownership program must have completed an initial Section 8 lease term, may not owe YCHD or any other Housing Authority an outstanding debt, and must meet the eligibility criteria set forth herein.

Section 8 home ownership assistance may be used to purchase the following type of homes within the County of Yuma: new or existing single-family, condominium, planned use developments, cooperatives, or manufactured homes.

YCHD may permit portability of Section 8 home ownership assistance to another jurisdiction, provided the receiving jurisdiction operates a Section 8 home ownership program for which the Section 8 home ownership applicant qualifies or authorizes YCHD to administer the home ownership assistance in their jurisdiction.

### II. FAMILY ELIGIBILITY REQUIREMENTS.

Participation in the Section 8 home ownership program is voluntary. Each Section 8 home ownership participant must meet the general requirements for admission to the Section 8 housing choice voucher program as set forth in YCHD’s Administration Plan. Such Section 8 family also must be “eligible” to participate in the home ownership program. The additional eligibility requirements for participation in YCHD’s Section 8 home ownership program include that the family must:

1. Participate in the Family Self-Sufficiency Program. Elderly and disable participants are exempt from this requirement.
2. Be a first-time homeowner or have a family member who is a person with disabilities.
3. Meet a minimum income requirement without counting income from “welfare assistance” source. Income requirements do not apply to elderly and disabled household members.
4. Meet the requisite employment criteria, with the exception of elderly and disabled families.

5. Must have completed an initial lease term in the Section 8 voucher program.
6. Must have fully repaid any outstanding debt owed to YCHD or any other Housing Authority.
7. Must have not defaulted on a mortgage securing debt to purchase a home under the home ownership option
8. Present family must not have any member who has a present ownership interest in a residence at the commencement of home ownership assistance.

**A. First-Time Homeowner.**

Each Section 8 family, except families with a disabled member, must be a first-time homeowner. A “first-time homeowner” means that no member of the household has had an ownership interest in any residence during the three years preceding commencement of home ownership assistance. However, a single parent or displaced homemaker who, while married, owned a home with a spouse (or resided in a home owned by a spouse) is considered a “first-time homeowner” for purposes of the Section 8 homeownership option; and the right to purchase title to a residence under a lease-purchase agreement is not considered an “ownership interest.”

**B. Minimum Income Requirements.**

1. Amount of Income

At the time the family begins receiving homeownership assistance, the head of household, spouse, and/or adult household members who will own the home, must have a gross annual income at least equal to the Federal minimum hourly wage multiplied by 2080 hours.

2. Exclusion of Welfare Assistance Income.

With the exception of elderly and disabled families, YCHD will disregard any “welfare assistance” income in determining whether the family meets the minimum income requirement. Welfare assistance includes assistance from Temporary Assistance for Needy Families (“TANF”); Supplemental Security Income (“SSI”) that is subject to an income eligibility test; food stamps; general assistance; or other welfare assistance specified by HUD. The disregard of welfare assistance under this section affects the determination of minimum monthly income in determining initial qualification for the home ownership program. It does not affect the determination of income-eligibility for admission to the Section 8 housing choice voucher program, calculation of the family’s total tenant payment, or calculation of the amount of home ownership assistance payments.

**C. Employment History.**

With the exception of disabled and elderly households, each family must demonstrate that one or more adult members of the family who will own the home at commencement of home ownership assistance is employed full-time (an average of 30 hours per week) and has been so continuously employed for one year prior to execution of the sale agreement. In order to reasonably

accommodate a family's participation in the program, YCHD will exempt families that include a person with disabilities from this requirement. **YCHD's Director may also consider whether and to what extent an employment interruption is considered. The Director may also consider successive employment during the one-year period and self-employment in a business.**

#### **D. Completion of Initial Lease Term.**

Applicants for and new participants in the Section 8 housing choice voucher program shall be ineligible for participation in the section 8 home ownership program until completion of an initial Section 8 lease term and the participant's first annual recertification in the Section 8 housing choice voucher program. Nothing in this provision will preclude Section 8 participants that have completed an initial lease term in another jurisdiction from participating in the Section 8 home ownership program.

#### **E. Repayment of Any Housing Authority Debts.**

Participants in the Section 8 housing choice voucher program shall be ineligible for participation in the Section 8 home ownership program in the event any debt or portion of the debt remains owed to YCHD or any other Housing Authority. Nothing in this provision will preclude Section 8 participants that have fully repaid such debt(s) from participating in the Section 8 home ownership program. All participants must be in good standing, must comply with all lease, rules and regulations, and must not owe any money to YCHD or any other housing authority.

#### **F. Additional Eligibility Factors.**

##### **1. Elderly and Disabled Households.**

Elderly and disabled families are exempt from the employments set forth in Section 2. C. above. In the case of an elderly or disabled family, YCHD will consider income from all sources, including welfare assistance in evaluating whether the household meets the minimum income required to purchase a home through the Section 8 home ownership program.

##### **2. Preference for Participation in FSS Program.**

Applicants for the home ownership program are required to participate in YCHD's Family Self Sufficiency ("FSS") program in order to participate in the home ownership program.

### 3. Prior Mortgage Defaults.

If a head of household, spouse or other adult household member who will execute the contract of sale, mortgage and loan documents has previously defaulted on a mortgage obtained through the Section 8 home ownership program, the family will be ineligible to participate in the home ownership program.

## **III. FAMILY PARTICIPATION REQUIREMENTS.**

Once a family is determined to be eligible to participate in the program, it must comply with the following additional requirements: (A) complete a home ownership counseling program approved by YCHD prior to commencement of home ownership assistance; (B) within a specified time, locate the home it proposes to purchase; (C) submit a sales agreement containing specific components to YCHD for approval; (D) allow YCHD to inspect the proposed home ownership dwelling to assure that the dwelling meets appropriate housing quality standards; (E) obtain an independent inspection covering major building systems; (F) obtain YCHD approval of the proposed mortgage underwriting requirements; and (G) enter into obligations under the Section 8 program.

### **A. Home Ownership Counseling Program.**

A family's participation in the home ownership program is conditioned upon the family attending and successfully completing a home ownership and housing counseling program provided or approved by YCHD prior to commencement of home ownership assistance. The home ownership and counseling program will cover home maintenance; budgeting and money management; credit counseling; negotiating purchase price; security mortgage financing; finding a home; and the advantages of purchasing and locating homes in areas that do not have a high concentration of low-income families.

The counseling agency providing the counseling program shall either be approved by HUD or the program shall be consistent with the home ownership counseling provided under HUD's Housing Counseling program. YCHD may require families to participate in an YCHD- approved home ownership counseling program on a continuing basis.

### **B. Locating and Purchasing a Home.**

#### 1. Locating A Home

Upon approval for the Section 8 home ownership program, a family shall have one hundred eighty (180) days to locate a home to purchase. A home shall be considered located if the family submits a proposed sales agreement with the requisite components to YCHD. For good cause, YCHD may extend a Section 8 family's time to locate the home for additional thirty (30) days increments. During a Section 8 participant's search for a home to purchase, their Section 8 rental assistance shall continue pursuant to the Administrative Plan. If a Section 8 participant family is unable to locate a

home within the time approved by YCHD, their Section 8 rental assistance through the Section 8 housing choice voucher program shall continue.

2. Type of Home.

A family approved for Section 8 home ownership assistance may purchase the following type of homes within Yuma County: a new or existing home, a single-family home, a condominium, a home in a planned use development, a cooperative, a loft or live/work unit, or a manufactured home to be situated on a privately owned lot. The home must be already existing or under construction at the time YCHD determines the family eligible for home ownership assistance [to purchase the unit (§982.628 (a) (2)]. The family also may purchase a home in a jurisdiction other than the Yuma County; provided the Housing Authority in the receiving jurisdiction operates a Section 8 home ownership program for which the Section 8 home ownership applicant qualifies or authorizes YCHD to administer the home ownership assistance in their jurisdiction. In the former case, a family's participation in the Section 8 home ownership program will be subject to the Section 8 home ownership program and policies of the receiving jurisdiction.

3. Purchasing a Home.

Once a home is located and a sales agreement approved by YCHD is signed by the family, the family shall have up to three (3) months, or such other time as is approved by YCHD's Director and set forth in the YCHD-approved sales agreement, to purchase the home.

4. Failure to Complete Purchase

If a Section 8 participant is unable to purchase the home within the maximum time permitted by YCHD, YCHD shall continue the family's participation in the Section 8 housing choice voucher program. The family may not re-apply for the Section 8 home ownership program until they have completed an additional year of participation in the Section 8 housing choice voucher program following the initial determination of their eligibility for the home ownership option.

**C. Sales Agreement.**

Prior to execution of the offer to purchase or sales agreement, the financing terms must be provided by the family to YCHD for approval. The sales agreement must provide for inspection by YCHD and the independent inspection referred to in Section 3 (E) and must state that the purchaser is not obligated to purchase unless such inspections are satisfactory to YCHD. The contract also must provide that the purchaser is not obligated to pay for any necessary repairs without approval by YCHD. The sales agreement must provide that the purchaser is not obligated to purchase if the mortgage financing terms are not approved by YCHD pursuant to Section 3(F). The sales agreement must also contain a seller certification that the seller is not debarred, suspended, or subject to a limited denial of participation under 24 CFR part 24.

**D. Independent Initial Inspection Conducted.**

To assure the home complies with the housing quality standards of the Section 8 program, home ownership assistance payments may not commence until YCHD first inspects the home. An independent inspection of existing homes covering major building systems also must be completed by a professional selected by the family and approved by YCHD. YCHD will not pay for the independent inspection. The independent inspection report must be provided to YCHD. YCHD may disapprove the unit due to information contained in the report or for failure to meet federal housing quality standards.

**E. Financing Requirements.**

The proposed financing terms must be submitted to and approved by YCHD prior to close of escrow. YCHD shall determine the affordability of the family's proposed financing. In making such determination, YCHD may take into account other family expenses, including but not limited to child care, unreimbursed medical expenses, education and training expenses and the like. Certain types of financing, including but not limited to, balloon payment mortgages, unless convertible to a variable rate mortgage, are prohibited and will not be approved by YCHD. If a mortgage is not FHA-insured, YCHD will require the lender to comply with generally accepted mortgage underwriting standards consistent with those of HUD/FHA, Ginnie Mae, Fannie Mae, Freddie Mac, USDA Rural Housing Services, the Federal Home Loan Bank, or other lending institution.

**F. Compliance with Family Obligations.**

A family must agree, in writing, to comply with all family obligations under the Section 8 program and YCHD's home ownership policies. These obligations include (1) attending ongoing home ownership counseling, if required by YCHD; (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 home ownership assistance; (4) not refinancing or adding debt secured by the home without prior approval by YCHD; (5) not obtaining a present ownership interest in another residence while receiving home ownership assistance; and (6) supplying all required information to YCHD, including but not limited to annual verification of household income, notice of change in home ownership expenses, notice of move-out, and notice of mortgage default. YCHD's Home Ownership Family Obligation policies are set forth in Appendix A hereto.

**G. Compliance Lien**

Compliance Lien is no longer required by HUD.

#### **IV. AMOUNT OF ASSISTANCE.**

The amount of the monthly assistance payment will be based on three factors: the voucher payment standard for which the family is eligible; the monthly home ownership expense; and the family's household income. YCHD will pay the lower of either the payment standard minus the total family contribution ("TFC") or the family's monthly home ownership expenses minus the TFC. The Section 8 family will pay the difference.

##### **A. Determining the Payment Standard.**

The voucher payment standard is the fixed amount the YCHD annually establishes as the "fair market" rent for a unit of a particular size located within the YCHD jurisdiction. In the home ownership program, the initial payment standard will be the lower of either (1) the payment standard for within 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 home ownership assistance; or (2) the payment standard in effect at the most recent regular reexamination of the family's income and size. The initial payment standard, for purposes of this comparison, shall not be adjusted even if there is a subsequent decrease in family size. YCHD will request HUD approval of a higher payment standard, up to 120% of the published Fair Market Rent limit, where warranted as a reasonable accommodation for a family that includes a person with disabilities.

##### **B. Determining the Monthly Home Ownership Expense.**

Monthly home ownership expense includes all of the following: principal and interest on the initial mortgage and any mortgage insurance premium (MIP) incurred to finance the purchase and any refinancing of such debt; real estate taxes and public assessments; homeowner's insurance; maintenance expenses per YCHD allowance; costs of major repairs and replacements per YCHD allowance (replacement reserves); utility allowance per YCHD's schedule of utility allowance; principal and interest on mortgage debt incurred to finance major repairs, replacements or improvements for the home including changes needed to make the home accessible; and homeowner association dues, fees or regular charges assessed, if any.

##### **C. Determining the Total Family Contribution**

The TFC is the portion of the home ownership expense that the family must pay. It is generally 30% percent of the family's adjusted income, plus any gap between the payment standard and the actual housing cost. All family income (including public assistance), will be counted to determine the family's adjusted monthly income for purposes of determining the amount of assistance.



**D. Payment to Family or Lender.**

YCHD will provide the lender with notice of the amount of the housing assistance payment prior to close of escrow. YCHD will pay the Housing Assistance Payment (HAP) as required by lender. The family will be responsible to submit their portion of the homeowner expense as required by the lender.

**V. TERMINATION OF SECTION 8 HOME OWNERSHIP ASSISTANCE.**

**A. Grounds for Termination of Home Ownership Assistance**

1. Failure to Comply with Family Obligation under Section 8 Program or YCHD Ownership Policies.

A family's home ownership assistance may be terminated if the family fails to comply with its obligations under the Section 8 program, YCHD home ownership policies, or if the family defaults on the mortgage. If required, the family must attend and complete ongoing home ownership and housing counseling classes. The family must comply with the terms of any mortgage incurred to purchase and/or refinance the home. The family must provide YCHD with written notice of any sale or transfer of any interest in the home; any plan to move out of the home prior to the move; the family's household income and home ownership expenses on an annual basis; any notice of mortgage default received by the family; and any other notices which may be required pursuant to YCHD home ownership policies. Except as otherwise provided in this Section, the family may not convey or transfer the home to any entity or person other than a member of the assisted family while receiving home ownership assistance.

Upon death of a family member who holds, in whole or part, title to the home, the home ownership assistance may continue pending settlement of the decedent's estate, notwithstanding transfer of title by operation of law to the decedent's executor or legal representative, so long as the home is solely occupied by the remaining family member in accordance with administrative plan.

2. Occupancy of Home.

Home ownership assistance will only be provided while the family resides in the home. If the family moves out of the home, YCHD will not continue home ownership assistance commencing with the month after the family moves out. Neither the family nor the lender is obligated to reimburse YCHD for home ownership assistance paid for the month the family moves out.

3. Changes in Income Eligibility.

A Family's home ownership assistance may be changed in the month following annual recertification of the household income, but participation in the Section 8 Home Ownership program shall continue until such time as the assistance payment amounts to \$0 for a period of six (6) consecutive months.

4. Maximum Terms of Home Ownership Assistance.

A family may receive Section 8 home ownership assistance for no longer than ten (10) years from the date of close of escrow unless the initial mortgage incurred to finance purchases of the home has a term that is 20 years or longer, in which case the maximum term is 15 years. Families that qualify as elderly or disabled at the commencement of home ownership assistance are not subject to a maximum term limitation. Families that qualify as elderly or disabled at the commencement of home ownership assistance or at any time during the provision of home ownership assistance are not subject to a maximum term limitation. If an elderly or disabled family ceases to qualify as disabled or elderly, the appropriate maximum term became applicable from the date home ownership assistance commenced; provided, however, that such family shall be eligible for at least six additional months of home ownership assistance after the maximum term becomes applicable. The time limit applies to any member of the household who has an ownership interest in the unit during any time that home ownership payments are made, or is a spouse of any member of the household who has an ownership interest or is an adult household member who has ownership interest.

**B. Procedure for Termination of Home Ownership Assistance.**

A participant in the Section 8 Home Ownership program shall be entitled to the same termination notice and informal hearing procedures as set forth in the Administrative Plan of the YCHD for the Section 8 housing choice voucher program.

**C. Recapture of Home Ownership Assistance**

In certain circumstances the home ownership assistance provided to the family is subject to total or partial recapture upon the sale or refinancing of the home. Sales proceeds that are used by the family to purchase a new home with Section 8 home ownership assistance are not subject to recapture. Further, a family may refinance to take advantage of better terms without any recapture penalty, provided that no proceeds are realized ("cash-out"). Only "cash-out" proceeds from refinancing and sales proceeds not used to purchase a new home with Section 8 assistance less those amounts provided for in §982.640 are subject to recapture. Further, the amount of home ownership assistance subject to recapture shall automatically be reduced in annual increments of 10% beginning one year from the purchase date. At the end of 10 years the amount of home ownership assistance subject to recapture will be zero.

**VI. CONTINUED PARTICIPATION IN SECTION 8 HOUSING CHOICE VOUCHER PROGRAM.**

**A. Default on FHA-Insured Mortgage.**

If the family defaults on an FHA-insured mortgage, YCHD may permit the family to move with continued Section 8 housing choice rental assistance if the family demonstrates that it has (a) conveyed title to the home to HUD or its designee, as required by HUD; and (b) moved from the home within the period established or approved by HUD.

**B. Default on non-FHA-Insured Mortgage**

If the family defaults on a mortgage that is not FHA-insured, YCHD may permit the family to move with continued Section 8 housing voucher rental assistance if the family demonstrates that it has (a) conveyed title to the home to the lender, to YCHD or to its designee, as may be permitted or required by the lender; and (b) moved from the home within the period established or approved by the lender and/or YCHD.

**VII. YCHD ADMINISTRATIVE FEE.**

For each month that home ownership assistance is paid by YCHD on behalf of the family, YCHD shall be paid by HUD the ongoing administrative fee described in 24.C.F.R. §982.152(b).

**VIII. WAIVER OR MODIFICATION OF HOME OWNERSHIP POLICIES.**

The Executive Director of YCHD shall have the discretion to waive or modify any provision of the Section 8 home ownership program or policies not governed by statute or regulation for good cause or to comply with changes in HUD regulations or directives.

# **ATTACHMENT “J”**

## **AGENCY PLAN - RESOLUTIONS AND CERTIFICATIONS**

**Standard PHA Plan  
PHA Certifications of Compliance**

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

**PHA Certifications of Compliance with the PHA Plans and Related Regulations:  
Board Resolution to Accompany the Standard Annual, Standard 5-Year/Annual, and  
Streamlined 5-Year/Annual PHA Plans**

*Acting in behalf of the Board of Commissioners of the Public Housing Agency (PHA) listed below, or its Chairman or other authorized PHA official if there is no Board of Commissioners, I approve the submission of the Standard Annual, Standard 5-Year/Annual, or Streamlined 5-Year/Annual PHA Plan for the PHA fiscal year beginning 2007, hereinafter referred to as "the Plan", of which this document is a part and make the following certifications and agreements with the Department of Housing and Urban Development (HUD) in connection with the submission of the Plan and implementation thereof:*


1. The Plan is consistent with the applicable comprehensive housing affordability strategy (or any plan incorporating such strategy) for the jurisdiction in which the PHA is located.
2. The Plan contains a certification by the appropriate State or local officials that the Plan is consistent with the applicable Consolidated Plan, which includes a certification that requires the preparation of an Analysis of Impediments to Fair Housing Choice, for the PHA's jurisdiction and a description of the manner in which the PHA Plan is consistent with the applicable Consolidated Plan.
3. The PHA has established a Resident Advisory Board or Boards, the membership of which represents the residents assisted by the PHA, consulted with this Board or Boards in developing the Plan, and considered the recommendations of the Board or Boards (24 CFR 903.13). The PHA has included in the Plan submission a copy of the recommendations made by the Resident Advisory Board or Boards and a description of the manner in which the Plan addresses these recommendations.
4. The PHA made the proposed Plan and all information relevant to the public hearing available for public inspection at least 45 days before the hearing, published a notice that a hearing would be held and conducted a hearing to discuss the Plan and invited public comment.
5. The PHA will carry out the Plan in conformity with Title VI of the Civil Rights Act of 1964, the Fair Housing Act, section 504 of the Rehabilitation Act of 1973, and title II of the Americans with Disabilities Act of 1990.
6. The PHA will affirmatively further fair housing by examining their programs or proposed programs, identify any impediments to fair housing choice within those programs, address these impediments in a reasonable fashion in view of the resources available and work with local jurisdictions to implement any of the jurisdiction's initiatives to affirmatively further fair housing that require the PHA's involvement and maintain records reflecting these analyses and actions.
7. For PHA Plan Part 1 includes a policy for site-based waiting lists:
  - The PHA regularly submits required data to HUD's MTCs in an accurate, complete and timely manner (as specified in PHH Notice 89-02);
  - The system of site-based waiting lists provides for full disclosure to each applicant in the selection of the development in which to reside, including basic information about available sites; and an estimate of the period of time the applicant would likely have to wait to be admitted to units of different sizes and types at each site;
  - Adoption of site-based waiting list would not violate any court order or settlement agreement or be inconsistent with a pending complaint brought by HUD;
  - The PHA shall take reasonable measures to ensure that such waiting list is consistent with affirmatively furthering fair housing;
  - The PHA provides for review of its site-based waiting list policy to determine if it is consistent with civil rights laws and certifications, as specified in 24 CFR part 903.7(e)(1).
8. The PHA will comply with the prohibitions against discrimination on the basis of age pursuant to the Age Discrimination Act of 1975.
9. The PHA will comply with the Architectural Barriers Act of 1968 and 24 CFR Part 41, Policies and Procedures for the Enforcement of Standards and Requirements for Accessibility by the Physically Handicapped.
10. The PHA will comply with the requirements of section 5 of the Housing and Urban Development Act of 1968, Employment Opportunities for Lower-Very-Low Income Persons, and with its implementing regulation at 24 CFR Part 155.
11. The PHA has submitted with the Plan a certification with regard to a drug free workplace required by 24 CFR Part 24, Subpart F.
12. The PHA has submitted with the Plan a certification with regard to compliance with restrictions on lobbying required by 24 CFR Part 87, together with disclosure forms if required by this Part, and with restrictions on payments to influence Federal transactions, in accordance with the Byrd Amendment and implementing regulations at 49 CFR Part 124.

13. The PHA will comply with acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 and implementing regulations at 49 CFR Part 24 as applicable.
14. The PHA will take appropriate and timely action to award contracts to minority and women's business enterprises under 24 CFR 5.105(c).
15. The PHA will provide HUD or the responsible entity any documentation that the Department needs to carry out its review under the National Environmental Policy Act and other related authorities in accordance with 24 CFR Part 58.
16. With respect to public housing the PHA will comply with Davis-Bacon or HUD determined wage rate requirements under section 12 of the United States Housing Act of 1937 and the Contract Work Hours and Safety Standards Act.
17. The PHA will keep records in accordance with 24 CFR 85.20 and facilitate an effective audit to determine compliance with program requirements.
18. The PHA will comply with the Lead-Based Paint Poisoning Prevention Act and 24 CFR Part 35.
19. The PHA will comply with the policies, guidelines, and requirements of OMB Circular No. A-87 (Cost Principles for State, Local and Indian Tribal Governments) and 24 CFR Part 85 (Administrative Requirements for Grants and Cooperative Agreements to State, Local and Federally Recognized Indian Tribal Governments).
20. The PHA will undertake only activities and programs covered by the Plan in a manner consistent with its Plan and will utilize federal grant funds only for activities that are approvable under the regulations and included in its Plan.
21. All attachments to the Plan have been and will continue to be available at all times and all locations that the PHA Plan is available for public inspection. All required supporting documents have been made available for public inspection along with the Plan and additional requirements at the primary business office of the PHA and at all other times and locations identified by the PHA in its PHA Plan and will continue to be made available at least at its primary business office of the PHA.

Yuma County Housing Department      AZ013  
 PHA Name      PHA Number/IA Code

- Standard PHA Plan for Fiscal Year: 2007  
 Standard Five-Year PHA Plan for Fiscal Years 20\_\_ - 20\_\_, including Annual Plan for FY 20\_\_  
 Streamlined Five-Year PHA Plan for Fiscal Years 20\_\_ - 20\_\_, including Annual Plan for FY 20\_\_

This document and its contents shall be held in confidence and shall not be made available to the public, except as may be required by law. This document is for internal use only. Creation may result in external disclosure. Available: 1, 8 U.S.C. 1001, 1010, 1012, 31 U.S.C. 1020, 5808.

Yuma Housing Office	Title
Ganey Froehaska	Chairman of the Board/Yuma County
Signature	Date
	3-19-07

ATTEST:   
 MR. STAWORTH, CLERK OF THE BOARD

**Certification of Payments  
to Influence Federal Transactions**

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

Applicant:

Yuma County Housing Department

Program/Activity/Project/Federal Grant Funding

PHDEP

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-L.L. Disclosure Form to Regard Lobbying, in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award document for all subawards at all times (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

I hereby certify that all the information stated herein, as well as any information provided in the accompanying documents, is true and accurate.

Warning: HUD appropriations laws, claims and statements. Completion may result in criminal and/or civil penalties.  
(18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Name of Applicant

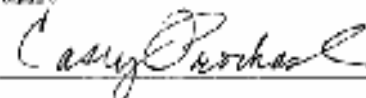
OR:

Casey Prochaska

Chairman of the Board/Yuma County

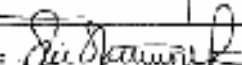
Signature

Date (mm/dd/yyyy)



Previous edition obsolete

WITNESSETH:



SEE STALLMARTH, CLERK OF THE BOARD

Form HUD 50077 (2/82)

Use Remarks page 747-1, 7472-13, 7488-1, & 7489-3

**Certification for  
a Drug-Free Workplace**

U.S. Department of Housing  
and Urban Development

Applicant:

Yuma County Housing Department

Project/Title, Housing Federal Grant Funding

PHCEP

Acting on behalf of the above named Applicant as its Authorized Official, I am in the following certifications and agreements to the Department of Housing and Urban Development (HUD) regarding the sites listed below:

I certify that the above named Applicant will or will continue to provide a drug free workplace by:

a. Publishing a statement notifying employees that the unlawful use, manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the Applicant's workplace and specifying the actions that will be taken against employees for violation of such prohibition.

1. Establishing an on-going drug-free awareness program to inform employees ---

- (1) The dangers of drug abuse in the workplace;
- (2) The Applicant's policy of maintaining a drug-free workplace;
- (3) Any available drug counseling, rehabilitation, and employee assistance programs; and
- (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.

c. Making it a requirement that each employee to be employed in the performance of the grant be given a copy of the statement required by paragraph a.

d. Notifying the employee in the statement required by paragraph a. that, as a condition of employment under the grant, the employee will ---

(1) Abide by the terms of the statement; and

(2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

e. Notifying the agency in writing, within ten calendar days after receiving notice under subparagraph d.(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee at whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of such affected grant;

f. Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph d.(2), with respect to any employee who is so convicted: ---

(1) Taking appropriate personnel action against such an employee up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

(2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency.

g. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs a. thru f.

2. Sites for Work Performance. The Applicant shall list (on separate pages) the site(s) for the performance of work done in connection with the HUD funding of the program/activity shown above. Place of Performance shall include the street address, city, county, State, and zip code. Identify each grant with the Applicant name, site address and the program/activity receiving grant funding.)

Check here  if there are workplaces on file that are not identified in attached spreads.

I hereby certify that all the information stated herein, as well as any information provided in the accompanying herewith, is true and accurate.

Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties.  
16 U.S.C. 1001, 1010 1012; 31 U.S.C. 572B, 5729E

Name of Authorized Official

Cathy Pritchard

Title

Chairman of the Board Yuma County

Signature

*Cathy Pritchard*

Date

3-19-07

ATTEST:

SUE STALLWORTH, CLERK OF THE BOARD

Form HUD-90370 (3/98)  
ref. Attachments 7-1, 7-75, 13, 7-105, 7-8



**DISCLOSURE OF LOBBYING ACTIVITIES**

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1862  
(See reverse for public burden disclosure.)

Approved by OMB  
3048-0046

<b>1. Type of Federal Action:</b> <input type="checkbox"/> a. contract <input type="checkbox"/> b. grant <input type="checkbox"/> c. cooperative agreement <input type="checkbox"/> d. loan <input type="checkbox"/> e. loan guarantee <input type="checkbox"/> f. loan insurance	<b>2. Status of Federal Action:</b> <input type="checkbox"/> a. bid/offer/application <input type="checkbox"/> b. initial award <input type="checkbox"/> c. post-award	<b>3. Report Type:</b> <input type="checkbox"/> a. initial filing <input type="checkbox"/> b. material change <b>For Material Change Only:</b> year _____ quarter _____ date of last report: _____
<b>4. Name and Address of Reporting Entity:</b> <input type="checkbox"/> Prime <input type="checkbox"/> Subawardee Tier _____, if known:  Congressional District, if known: _____	<b>5. If Reporting Entity in No. 4 is a Subawardee, Enter Name and Address of Prime:</b>   Congressional District, if known: _____	
<b>6. Federal Department/Agency:</b>	<b>7. Federal Program Name/Description:</b>  CFDA Number, if applicable: _____	
<b>8. Federal Action Number, if known:</b>	<b>9. Award Amount, if known:</b> \$ _____	
<b>10. a. Name and Address of Lobbying Registrant (if individual, last name, first name, MI):</b>	<b>b. Individual's Performing Services (including address if different from No. 10a) (last name, first name, MI):</b>	
<b>11.</b> Information reported through this form is submitted by the 31 U.S.C. section 1862 (see disclosure of lobbying activities in a national representation of this case which release was placed by the contractor when the contractor was made a related file. The disclosure is exempt pursuant to 31 U.S.C. 1862. This information will be reported to the Congress and is readily and will be available to public inspectors. Any marks with ink on the required disclosure shall be rejected if a copy is not filed with the OIG and all work files submitted for each submission.	Signature: <u><i>Casey H. Heston</i></u> Print Name: <u>Casey Heston</u> Title: <u>Chairman of the Board/Youma County</u> Telephone No.: <u>928-273-1010</u> Date: <u>3-19-07</u>	
<b>Federal Use Only:</b>	Authorized for Local Reproduction See the J Form LLL (Rev. 7-97)	

## INSTRUCTIONS FOR COMPLETION OF SF-LLL, DISCLOSURE OF LOBBYING ACTIVITIES

This disclosure form shall be completed by the reporting entity, and an agency does not have to file this form unless it has received a covered Federal award, or a material change to a covered award, pursuant to the D.J. GAO, section 1052. This filing is a form required for each payment or agreement to make payment to any lobbying entity for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress, in connection with the covered Federal award. Complete all items that apply to both the lobbying and material change status. Refer to the implementing guidance published by the Office of Management and Budget for additional information.

1. Identify the type of covered Federal action for which lobbying activity is sought. Has been awarded or influence the outcome of a covered Federal action.
2. Identify the quarter of the covered Federal action.
3. Identify the reporting obligation to file this report. If this is a follow-up report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously filed report by this report entity for this covered Federal action.
4. Enter the full name and address, State and zip code of the reporting entity. Include Congressional District, if known. Check the appropriate classification of the reporting entity that best describes the reporting entity, as applicable to an agency or a constituent. Identify the type of the reporting entity, the first two characters of the phone number, the state, the country, the location, the type of the contract, a grant, and contract awards under grants.
5. If the report is lobbying the report, in item 4 above "Business does," then enter the full name, address, a zip, State and zip code of the prime Federal recipient. Include Congressional District, if known.
6. Identify the name of the Federal agency making the award or loan commitment. Include at least one organizational level or agency name, if known. For example, Department of Transportation, United States Coast Guard.
7. Enter the Federal program name and description for the covered Federal action (200-1). If known, enter the full OMB Object Class of periodic requirement (CFDA) number for grants, cooperative agreements, loans, and loan commitments.
8. Enter the most appropriate Federal identifying number used to identify the Federal action identified in item 4 (e.g., Record for Proceed (RFP) number, Invitation for Bid (IFB) number, grant award number, contract, grant, loan award number, the application/CFDA contract number, award date by the Federal agency). Include program, e.g., "RFP DE-02-001."
9. For a covered Federal action where there has been an award or loan commitment by the Federal agency, enter the Federal amount of the award/loan commitment, or the prime only amount if known (e.g., \$).
10. (a) Enter the full name, address, city, State and zip code of the lobbying recipient under the lobbying disclosure form (OMB) number by the reporting entity identified in item 4 to influence the covered Federal action.  
(b) Enter the full name of the individual(s) performing services and include full address (if known from TV ads, letter box, name, first name and middle initial (M.I.)).
11. The party's official email and the date the form, print name, title, and telephone number.

According to the Paperwork Reduction Act, as amended, no person shall be required to respond to a collection of information unless it displays a valid OMB control number. This valid OMB control number for this information collection is OMB No. 3248-0046. Public reporting burden for this collection of information is estimated to average 10 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (3248-0046), Washington, DC 20503.

**Certification by State or Local Official of PHA Plans Consistency with  
the Consolidated Plan**

I, Charlene D. Grant-Cobb, PhD the Assistant Deputy Director, Programs certify  
that the Five Year and Annual PHA Plan of the Yuma County Housing is  
consistent with the Consolidated Plan of State of Arizona prepared  
pursuant to 24 CFR Part 51.

2/21/2007 Charlene D. Grant-Cobb, PhD

Signed / Dated by Appropriate State or Local Official

OFFICE OF THE  
BOARD OF SUPERVISORS  
199 Main Street  
Yuma, Arizona 85304

DAVID R. GARCIA  
County Administrator



LENORE LORONA STUART  
District 1  
RUSSELL MCCLLOUD  
District 2  
CASEY PROCHASKA  
District 3  
MARCUS A. (TONY) REYES  
District 4  
GREGORY S. (GREG) FERGUSON  
District 5

STATE OF ARIZONA)

SS.

COUNTY OF YUMA)

I, Christina P. Isbell, Deputy Clerk of the Board of Supervisors, do hereby certify that I am required by law to maintain custody of the minutes of the Yuma County Board of Supervisors, and that the following is a true and correct copy of the portion of the minutes of the Board of Supervisors' meeting held April 3, 2006:


**No. 1: Housing Department: Public Hearing to allow the public to comment on the Yuma County Housing Department Public Housing Agency Annual Plan for Fiscal Year 2006, followed by discussion and possible action. (A copy of the plan is available for review in the Board of Supervisors Office.)**

Barry Norman, Director of Housing, advised the conduct of the public hearing will conclude the annual process to adopt the Agency Plan for 2006.

There were no public comments.

Supervisor Reyes made a motion, seconded by Supervisor McCloud, to direct staff to incorporate any public comments received to date into the Plan. The motion carried.

In Witness Whereof, I have hereunto set my hand and affixed the Official Seal of the Board of Supervisors. Done at Yuma, the County Seat, this 12<sup>th</sup> day of April, 2006

  
Christina P. Isbell  
Deputy Clerk of the Board

**ATTACHMENT "K"**

**VIOLENCE AGAINST WOMEN  
ACT**

## **VIOLENCE AGAINST WOMEN ACT (VAWA)**

An incident or incidents or actual or threatened domestic violence, dating violence, or stalking will not be construed as a serious or repeated violation of the lease by the victim or threatened victim of that violence, and shall not be good cause for terminating the assistance, tenancy, or occupancy rights of the victim of such violence.

The YCHD may terminate the assistance to remove a lawful occupant or tenant who engages in criminal acts or threatened acts of violence or stalking to family members or others without terminating the assistance or evicting victimized lawful occupants.

The YCHD may honor court orders regarding the rights of access or control of the property, including civil protection orders, and other orders issued to protect the victim an disused to address the distribution or possession or property among household members where the family “breaks up.”

There is no limitation on the ability of the YCHD to evict for other good cause unrelated to the incident or incidents of domestic violence, dating violence or stalking, other than the victim may not be subject to a “more demanding standard” than non-victims.

There is no prohibition on the YCHD evicting if it “can demonstrate an actual and imminent threat to other tenants or those employed at or providing service to the property if that tenant’s (victim’s) tenancy is not terminated.”

Any protections provided by law which give greater protection to the victim are not superceded by these provisions.

The YCHD may require certification by the victim of victim status on such forms as the YCHD and/or HUD shall prescribe or approve.

## VAWA DEFINITIONS

The same definitions of “domestic violence,” “dating violence,” and “stalking,” and of “immediate family member” are provided in Sections 606 and 607. While definitions of domestic and dating violence refer to standard definitions in the Violence Against Women Act,

the definition of stalking provided in Title VI is specific to the housing provisions.

These are:

1. *Domestic Violence* – [as defined in Section 40002 of VAWA 1994] which states as follows:

SEC 40002(a)(6) – “DOMESTIC VIOLENCE - The term ‘domestic violence’ includes felony or misdemeanor crimes of violence committed by a current or former spouse of the victim, by a person with whom the victim shares a child in common, by a person who is cohabiting with or has cohabited with the victim as a spouse, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction.”

2. *Dating Violence* – [as defined in Section 40002 of VAWA 1994] which states as follows:

SEC 40002(a)(8) – “DATING VIOLENCE- The term ‘dating violence’ means violence committed by a person—

(A) who is or has been in a social relationship of a romantic or intimate nature with the victim; and

(B) where the existence of such a relationship shall be determined based on a consideration of the following factors:

(i) The length of the relationship.

(ii) The type of relationship.

(iii) The frequency of interaction between the persons involved in the relationship.”

3. *Stalking* – “means -

(A) (i) to follow, pursue, or repeatedly commit acts with the intent to kill, injure, harass, or intimidate another person; and (ii) to place under surveillance with the intent to kill, injure, harass or intimidate another person; and

(B) in the course of, or as a result of, such following, pursuit, surveillance or repeatedly committed acts, to place a person in reasonable fear of the death of, or serious bodily injury to, or to cause substantial emotional harm to –

(i) that person;

(ii) a member of the immediate family of that person; or

(iii) the spouse or intimate partner of that person; ...”

3. *Immediate Family Member* - “means, with respect to a person –

A) a spouse, parent, brother, sister, or child of that person, or an individual to whom that person stands in loco parentis; or

(B) any other person living in the household of that person and related to that person by blood or marriage.”

**ATTACHMENT “L”**

**SPECIAL USE SECTION 8  
VOUCHER POLICY**



Upon award of any grants for special use Section 8 Vouchers. Yuma County Housing Department will:

First: Review waiting list for applicants meeting special eligibility requirements as defined by the grant and issue vouchers under the preference of date and time of application within the special category.

Second: If available vouchers remain unused after all eligible applicants (as defined by the special use requirements of the grant) from the waiting list have been offered such, the availability will be advertised. New applicants meeting the special use requirements as defined within the grant will be processed for eligibility and issued vouchers in order of date and time of application without reference to the waiting list until the supply of special use vouchers is exhausted.