

PHA Plans

Streamlined Annual Version

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

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This information collection is authorized by Section 511 of the Quality Housing and Work Responsibility Act, which added a new section 5A to the U.S. Housing Act of 1937 that introduced 5-year and annual PHA Plans. The full PHA plan provides a ready source for interested parties to locate basic PHA policies, rules, and requirements concerning the PHA's operations, programs, and services, and informs HUD, families served by the PHA, and members of the public of the PHA's mission and strategies for serving the needs of low-income and very low-income families. This form allows eligible PHAs to make a streamlined annual Plan submission to HUD consistent with HUD's efforts to provide regulatory relief for certain types of PHAs. Public reporting burden for this information collection is estimated to average 11.7 hours 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. HUD may not collect this information and respondents are not required to complete this form, unless it displays a currently valid OMB Control Number.

Privacy Act Notice. The United States Department of Housing and Urban Development, Federal Housing Administration, is authorized to solicit the information requested in this form by virtue of Title 12, U.S. Code, Section 1701 et seq., and regulations promulgated thereunder at Title 12, Code of Federal Regulations. Information in PHA plans is publicly available.

Streamlined Annual PHA Plan

for Fiscal Year: 2007

PHA Name: Missoula Housing Authority

NOTE: This PHA Plan template (HUD-50075-SA) is to be completed in accordance with instructions contained in previous Notices PIH 99-33 (HA), 99-51 (HA), 2000-22 (HA), 2000-36 (HA), 2000-43 (HA), 2001-4 (HA), 2001-26 (HA), 2003-7 (HA), and any related notices HUD may subsequently issue.

Streamlined Annual PHA Plan Agency Identification

PHA Name: Missoula Housing Authority

PHA Number: MT033

PHA Fiscal Year Beginning: (mm/yyyy) 10/2007

PHA Programs Administered:

Public Housing and Section 8 **Section 8 Only** **Public Housing Only**

Number of public housing units: **171** Number of S8 units: Number of public housing units:

Number of S8 units: **754**

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:				

PHA Plan Contact Information:

Name: Lori Davidson

Phone: (406) 549-4113

TDD: 1 (800) 253-4091

Email (if available): ldavidson@missoulahousing.org

Public Access to Information

Information regarding any activities outlined in this plan can be obtained by contacting:
(select all that apply)

PHA's main administrative office
1235 34th Street
Missoula, MT 59801

Display Locations For PHA Plans and Supporting Documents

The PHA Plan revised policies or program changes (including attachments) are available for public review and inspection. Yes No.

If yes, select all that apply:

Main administrative office of the PHA
 PHA development management offices
 Main administrative office of the local, county or State government
 Public library PHA website Other (list below)

PHA Name: Missoula HA
HA Code: MT033

Streamlined Annual Plan for Fiscal Year 2007

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)

Streamlined Annual PHA Plan
Fiscal Year 2007
[24 CFR Part 903.12(c)]

Table of Contents
[24 CFR 903.7(r)]

The Missoula Housing Authority is submitting a Streamlined Annual Plan (50075-SA) as a small PHA and as a High Performer.

A. PHA PLAN COMPONENTS

<input type="checkbox"/>	1. Site-Based Waiting List Policies	5
	903.7(b)(2) Policies on Eligibility, Selection, and Admissions	
<input checked="" type="checkbox"/>	2. Capital Improvement Needs	7
	903.7(g) Statement of Capital Improvements Needed	
<input checked="" type="checkbox"/>	3. Section 8(y) Homeownership	9
	903.7(k)(1)(i) Statement of Homeownership Programs	
<input checked="" type="checkbox"/>	4. Project-Based Voucher Programs	11
<input checked="" type="checkbox"/>	5. PHA Statement of Consistency with Consolidated Plan. Complete only if PHA has changed any policies, programs, or plan components from its last Annual Plan.	15
<input checked="" type="checkbox"/>	6. Supporting Documents Available for Review	16
<input checked="" type="checkbox"/>	7. Capital Fund Program and Capital Fund Program Replacement Housing Factor, Annual Statement/Performance and Evaluation Report	19
<input checked="" type="checkbox"/>	8. Capital Fund Program 5-Year Action Plan	22
	9. Other	25
	Resident Advisory Board Comments	
	Second Increment Replacement Housing Factor (RHF) Plan	
	RASS Follow-Up Plan	
	MHA's Accomplishments	
	Violence Against Women Act (VAWA) – Administration Plan update	

B. SEPARATE HARD COPY SUBMISSIONS TO LOCAL HUD FIELD OFFICE

Form HUD-50076, PHA Certifications of Compliance with the PHA Plans and Related Regulations: Board Resolution to Accompany the Streamlined Annual Plan identifying policies or programs the PHA has revised since submission of its last Annual Plan, and including Civil Rights certifications and assurances the changed policies were presented to the Resident Advisory Board for review and comment, approved by the PHA governing board, and made available for review and inspection at the PHA's principal office;

For PHAs Applying for Formula Capital Fund Program (CFP) Grants:

Form HUD-50070, Certification for a Drug-Free Workplace;

Form HUD-50071, Certification of Payments to Influence Federal Transactions; and

Form SF-LLL & SF-LLLa, Disclosure of Lobbying Activities.

1. Site-Based Waiting Lists (Eligibility, Selection, Admissions Policies)

[24 CFR Part 903.12(c), 903.7(b)(2)]

Exemptions: Section 8 only PHAs are not required to complete this component.

A. Site-Based Waiting Lists-Previous Year

Missoula Housing Authority does not operate one or more Public Housing site based waiting lists.

1. Has the PHA operated one or more site-based waiting lists in the previous year? If yes, complete the following table; if not skip to B.

Site-Based Waiting Lists				
Development Information: (Name, number, location)	Date Initiated	Initial mix of Racial, Ethnic or Disability Demographics	Current mix of Racial, Ethnic or Disability Demographics since Initiation of SBWL	Percent change between initial and current mix of Racial, Ethnic, or Disability demographics

2. What is the number of site based waiting list developments to which families may apply at one time?
3. How many unit offers may an applicant turn down before being removed from the site-based waiting list?
4. Yes No: Is the PHA the subject of any pending fair housing complaint by HUD or any court order or settlement agreement? If yes, describe the order, agreement or complaint and describe how use of a site-based waiting list will not violate or be inconsistent with the order, agreement or complaint below:

B. Site-Based Waiting Lists – Coming Year

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 next component.

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)

2. Capital Improvement Needs

[24 CFR Part 903.12 (c), 903.7 (g)]

A. Capital Fund Program

1. Yes No Does the PHA plan to participate in the Capital Fund Program in the upcoming year? If yes, complete items 7 and 8 of this template (Capital Fund Program tables). If no, skip to B.

2. Yes No: Does the PHA propose to use any portion of its CFP funds to repay debt incurred to finance capital improvements? If so, the PHA must identify in its annual and 5-year capital plans the development(s) where such improvements will be made and show both how the proceeds of the financing will be used and the amount of the annual payments required to service the debt. (Note that separate HUD approval is required for such financing activities.).

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

Applicability: 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.

1. Yes No: Has the PHA received a HOPE VI revitalization grant? (if no, skip to #3; if yes, provide responses to the items on the chart located on the next page, copying and completing as many times as necessary).

2. Status of HOPE VI revitalization grant(s):

HOPE VI Revitalization Grant Status	
a. Development Name:	
b. Development Number:	
c. Status of Grant:	
	<input type="checkbox"/> Revitalization Plan under development
	<input type="checkbox"/> Revitalization Plan submitted, pending approval
	<input type="checkbox"/> Revitalization Plan approved
	<input type="checkbox"/> Activities pursuant to an approved Revitalization Plan underway

3. Yes No: Does the PHA expect to apply for a HOPE VI Revitalization grant in the Plan year?
If yes, list development name(s) below:

4. Yes No: 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:
5. Yes No: 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:

3. Section 8 Tenant Based Assistance--Section 8(y) Homeownership Program
(if applicable) [24 CFR Part 903.12(c), 903.7(k)(1)(i)]

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 the next component; if “yes”, complete each program description below (copy and complete questions for each program identified.)

2. Program Description:

The MHA in cooperation with the Missoula Housing Corporation, Women’s Opportunity & Resource Development, Inc. (WORD), District XI Human Resource Development Council, and Neighborhood Housing Services of Great Falls, continues to operate a Section 8 Homeownership Voucher Program. Eligible Section 8 participants are offered the opportunity to participate in a First Time Homeowners Program. Preference is given to participants who are under contract in the MHA’s Family Self-Sufficiency Program.

WORD is a fully approved HUD Counseling Agency in good standing.

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, what is the maximum number of participants this fiscal year? **30 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:

Family must be a qualified existing program participant who has been receiving housing assistance from MHA for a minimum of one year, and who has successfully complied with all rental program and lease requirements during that time. No debt may be owing to MHA or any other housing authority.

c. What actions will the PHA undertake to implement the program this year (list)?

Program has been implemented since 2002. Currently twelve (12) families have purchased homes with homeownership vouchers.

3. Capacity of the PHA to Administer a Section 8 Homeownership Program:

The PHA has demonstrated its capacity to administer the program by (select all that apply):

- Establishing a minimum homeowner down payment requirement of at least 3 percent of purchase price and requiring that at least 1 percent of the purchase price comes from the family's resources.
- Requiring that financing for purchase of a home under its Section 8 homeownership will be provided, insured or guaranteed by the state or Federal government; comply with secondary mortgage market underwriting requirements; or comply with generally accepted private sector underwriting standards.
- Partnering with a qualified agency or agencies to administer the program (list name(s) and years of experience below):
- Demonstrating that it has other relevant experience (list experience below):

The Missoula Housing Authority and Western Montana Mental Health Clinic created Garden City CHDO to develop the award winning, 36-unit condominium project. The housing project serves first time low-income homebuyers, and 20% of the homebuyers served have a mental disability.

4. Use of the Project-Based Voucher Program

Intent to Use Project-Based Assistance

Yes No: Does the PHA plan to “project-base” any tenant-based Section 8 vouchers in the coming year? If the answer is “no,” go to the next component. If yes, answer the following questions.

1. Yes No: Are there circumstances indicating that the project basing of the units, rather than tenant-basing of the same amount of assistance is an appropriate option? If yes, check which circumstances apply:

- low utilization rate for vouchers due to lack of suitable rental units
- access to neighborhoods outside of high poverty areas
- other (describe below:)**

Over the years of 1999 – 2003, Missoula's average vacancy rate has stood at less than 1% as contrasted to a desired rate of 5%. This has led to tremendous demand for apartments and the market pricing of units well beyond extremely low income renters' ability to pay (extremely low is defined at 30% Area Median Income and below). During that same time, building permits have not kept pace with estimated demand - - Missoula's Consolidated Plan for that period called for a minimum of 720 units per year or a total of 3,600. However, that period saw permits being issued for only 1,944 multi-family units. Between 2002 and 2003 alone Missoula saw 1,300 building permits issued for multi-family units. However, from 2004 to September of 2006 that number decreased to 398. Compounding that problem is the fact that of those 1,944 units built, only 20 (or about 1%) are estimated to be priced for extremely low income. Between 2004 and 2006 the Missoula Housing Authority assisted the development, either directly or through non-profit groups, of 47 additional units which target homeless populations, many of which are well below 30% AMI. At the same time, MHA's waiting list for that income group has grown substantially from 543 in 1998 (approximately 2 year wait) to 756 in 2006, an increase of almost 40%. As of April 2007, 956 applicants on the waiting list are extremely low income (NOTE: MHA is currently updating the waiting list and will have updated waiting list numbers by end of May).

Simply put, there are insufficient units in the market to provide competitive rental rates for Section 8 tenant based units - - the Section 8 tenant based vouchers are used but at rental rates that are inflated due to the lack of units. By project basing units, MHA can both encourage new construction and preserve existing units which serve 30% AMI. Project basing also allows developers to specialize housing projects for special needs populations. Often these developments can address the specific and often sensitive issues that these populations face in becoming self-sufficient. These developments can be permanent or transitional (transitional in terms of maximum occupancy of two (2) years but minimum lease period of one

year). Examples of transitional housing (with associated social services) for special needs populations include: homeless family housing, domestic violence, homeless veterans, and households graduating from chemical dependency treatment.

MHA's plan has already been approved by HUD to allocate 20% of its 754 tenant based vouchers to project based vouchers (approximately 150). MHA will coordinate an open competition for developers and service providers to submit proposals for award of a PBV contract for up to 10 years or longer depending upon the type of project, the status of regulations, and upon appropriation by Congress. As part of the contract, MHA will administer the vouchers and manage site-based waiting lists specific to the special needs population of the development.

By MHA utilizing site-based waiting lists, MHA and the affordable housing provider can work together to draw applicants who may be specifically interested in the site or benefit from the program being run at the site. Examples of an appropriate sorting system(s) include: sorting by income tiers, Board approved preferences, special needs, and sorting by ranking.

All applicants will be given the opportunity to be included on any of the Missoula Housing Authority program waiting lists if they meet the program's eligibility requirements. It is expected that site-specific waiting lists will have criteria specific to the population, and therefore each site-based waiting list will be independent of one another. Residents will be selected on a "first-come first-serve" basis. To be added to the waiting list(s), an applicant must provide initial application information to prove their eligibility for the program. Their eligibility status and income level will be verified at the time they reach the top of the waiting list.

All units assisted will meet or exceed housing quality standards as set forth by HUD. All project-based vouchers will be under guidance of MHA's Section 8 Administration policy.

If a family moves out of its project-based unit at any time after the first year of assisted occupancy, the Missoula Housing Authority (MHA) will offer the family available tenant-based rental assistance. MHA will provide the family a voucher from the tenant-based section 8 voucher program. If a voucher is not available when the family is ready to move, MHA will give that family priority to receive the next available tenant-based voucher.

2. Indicate the number of units and general location of units (e.g. eligible census tracts or smaller areas within eligible census tracts):

MHA previously advertised for up to 57 vouchers in new and existing categories. Some of those have been approved according to MHA's application criteria and HUD's

review of the new construction applications for Site & Neighborhood Standards 24 CFR 983.6:

- **3 vouchers for new housing for families leaving transitional alcohol/drug treatment facilities (requiring a supportive service plan to continue the treatment of those families) = MHA received no applicants.**
- **6 vouchers for existing housing for victims of domestic violence (requiring a supportive service plan to continue the treatment of those families) = YWCA of Missoula, 6 units.**
- **17 vouchers for existing housing for homeless veterans (requiring a supportive service plan to continue the treatment of those individuals) = Valor House (Missoula Housing Authority owned property).**
- **31 vouchers for existing or new, family housing = homeWORD, 3 vouchers for Gold Dust LIHTC housing (existing); Maclay Commons, new construction of 16 units in 8 duplexes for families facing homelessness; Orchard Gardens, homeWORD's new construction LIHTC project and of 35 units at Orchard Gardens, 7 will be assisted with PBV; finally, 5 vouchers will be provided to Union Place, a new construction LIHTC project.**

It is projected that over the course of the next federal fiscal years (FY 2007 & 2008), the remaining 96 vouchers could be advertised and contracted to new and existing units. The populations that will benefit from the potential up-coming project based-vouchers are low-income, elderly, disabled and special needs populations.

The general location of the vouchers will be dispersed throughout the City of Missoula. The proposed PBV rules were passed in October 2005, and MHA adjusted its PBV program to meet the standards set in those new rules. Those new rules would permit the use of PBV in neighborhoods where there is a greater than 20% poverty rate based upon the same analysis of the immediate neighborhood outlined below.

One of the critical considerations in awarding PBV is the location of the project in relation to the true concentration of poverty. A heavy concentration of college students (many supported by grants, loans, and family income which are not counted as income) occupy units in those census tracts with poverty rates over 20%. Using income data and poverty information for students collected by the University of Montana, MHA backed out the number of college students under poverty level in each of the affected census tracts to end up with overall poverty rates less than 20%.

Of the 17 neighborhoods in Missoula, all but 5 have significant rental populations. Those 5 lie on the extreme outskirts of town, have the highest percentage of home ownership, limited public transportation, and nearly no-nonresidential uses such as stores or offices for supportive services. MHA anticipates that a majority of its tenant and project based voucher holders will live in the other 12 neighborhoods that comprise an area that is roughly 4 miles by 4 miles in size. It is anticipated that over 90% of the project based vouchers will be awarded to projects in that 12 neighborhood area; MHA's current projects are in only 4 of those 12 neighborhoods. In addition to the goal of poverty de-concentration explained above, another goal is to scatter the units through

those 12 of the City's neighborhoods, targeting first (but not necessarily limiting) the 8 neighborhoods where MHA has few or no units, to de-concentrate poverty.

5. PHA Statement of Consistency with the Consolidated Plan

[24 CFR Part 903.15]

For each applicable Consolidated Plan, make the following statement (copy questions as many times as necessary) only if the PHA has provided a certification listing program or policy changes from its last Annual Plan submission.

1. Consolidated Plan jurisdiction: **City of Missoula, MT**

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

Assist homeless by increasing and/or expanding availability of emergency shelter facilities, transitional and permanent housing opportunities, and supportive services and prevention programs, and place greater emphasis on providing permanent housing as soon as possible for homeless individuals and families.

Increase and preserve the supply of affordable rental units for low and moderate-income households, including special needs persons, to include acquisition, rehabilitation and new construction.

Increase and preserve affordable homeownership for low and moderate income households, including special needs persons.

Further investigate and develop an action plan to address community-wide barriers to affordable housing and barriers to fair housing compliance.

Increase accessibility in compliance with ADA requirements.

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

6. Supporting Documents Available for Review for Streamlined Annual PHA Plans

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

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Related Plan Component
X	<i>PHA Certifications of Compliance with the PHA Plans and Related Regulations and Board Resolution to Accompany the Standard Annual, Standard Five-Year, and Streamlined Five-Year/Annual Plans;</i>	5 Year and Annual Plans
X	<i>PHA Certifications of Compliance with the PHA Plans and Related Regulations and Board Resolution to Accompany the Streamlined Annual Plan</i>	Streamlined Annual Plans
X	<i>Certification by State or Local Official of PHA Plan Consistency with Consolidated Plan.</i>	5 Year and standard Annual Plans
X	Fair Housing Documentation Supporting Fair Housing Certifications: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions’ initiatives to affirmatively further fair housing that require the PHA’s involvement.	5 Year and Annual Plans
X	Housing Needs Statement of the Consolidated Plan for the jurisdiction(s) in which the PHA is located and any additional backup data to support statement of housing needs for families on the PHA’s public housing and Section 8 tenant-based waiting lists.	Annual Plan: Housing Needs
X	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources
X	Public Housing Admissions and (Continued) Occupancy Policy (A&O/ACOP), which includes the Tenant Selection and Assignment Plan [TSAP] and the Site-Based Waiting List Procedure.	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Deconcentration Income Analysis	Annual Plan: Eligibility, Selection, and Admissions Policies
N/A	Any policy governing occupancy of Police Officers and Over-Income Tenants in Public Housing. <input type="checkbox"/> Check here if included in the public housing A&O Policy.	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public housing rent determination policies, including the method for setting public housing flat rents. <input checked="" type="checkbox"/> Check here if included in the public housing A & O Policy.	Annual Plan: Rent Determination
X	Schedule of flat rents offered at each public housing development. <input type="checkbox"/> Check here if included in the public housing A & O Policy.	Annual Plan: Rent Determination
X	Section 8 rent determination (payment standard) policies (if included in plan, not necessary as a supporting document) and written analysis of Section 8 payment standard policies. <input checked="" type="checkbox"/> Check here if included in Section 8 Administrative Plan.	Annual Plan: Rent Determination
X	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation).	Annual Plan: Operations and Maintenance
X	Results of latest Public Housing Assessment System (PHAS) Assessment (or other applicable assessment).	Annual Plan: Management and Operations

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Related Plan Component
X	Follow-up Plan to Results of the PHAS Resident Satisfaction Survey (if necessary)	Annual Plan: Operations and Maintenance and Community Service & Self-Sufficiency
X	Results of latest Section 8 Management Assessment System (SEMAP)	Annual Plan: Management and Operations
X	Any policies governing any Section 8 special housing types <input checked="" type="checkbox"/> Check here if included in Section 8 Administrative Plan	Annual Plan: Operations and Maintenance
X	Public housing grievance procedures <input type="checkbox"/> Check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
X	Section 8 informal review and hearing procedures. <input type="checkbox"/> Check here if included in Section 8 Administrative Plan.	Annual Plan: Grievance Procedures
X	The Capital Fund/Comprehensive Grant Program Annual Statement /Performance and Evaluation Report for any active grant year.	Annual Plan: Capital Needs
N/A	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grants.	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
X	Self-evaluation, Needs Assessment and Transition Plan required by regulations implementing Section 504 of the Rehabilitation Act and the Americans with Disabilities Act. See PIH Notice 99-52 (HA).	Annual Plan: Capital Needs
X	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, Section 22 of the US Housing Act of 1937, or Section 33 of the US Housing Act of 1937.	Annual Plan: Conversion of Public Housing
N/A	Documentation for required Initial Assessment and any additional information required by HUD for Voluntary Conversion.	Annual Plan: Voluntary Conversion of Public Housing
N/A	Approved or submitted public housing homeownership programs/plans.	Annual Plan: Homeownership
X	Policies governing any Section 8 Homeownership program (Section 20 Special Housing Types, G. Homeownership Option of the Section 8 Administrative Plan)	Annual Plan: Homeownership
X	Public Housing Community Service Policy/Programs <input checked="" type="checkbox"/> Check here if included in Public Housing A & O Policy	Annual Plan: Community Service & Self-Sufficiency
X	Cooperative agreement between the PHA and the TANF agency and between the PHA and local employment and training service agencies.	Annual Plan: Community Service & Self-Sufficiency
X	FSS Action Plan(s) for public housing and/or Section 8.	Annual Plan: Community Service & Self-Sufficiency
X	Section 3 documentation required by 24 CFR Part 135, Subpart E for public housing.	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 for public housing.	Annual Plan: Community Service & Self-Sufficiency
X	Policy on Ownership of Pets in Public Housing Family Developments (as required by regulation at 24 CFR Part 960, Subpart G). <input checked="" type="checkbox"/> Check here if included in the public housing A & O Policy.	Annual Plan: Pet Policy
X	The results of the most recent fiscal year audit of the PHA conducted under the Single Audit Act as implemented by OMB Circular A-133, the results of that audit and the PHA's response to any findings.	Annual Plan: Annual Audit
X	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Related Plan Component
N/A	Consortium agreement(s) and for Consortium Joint PHA Plans <u>Only</u> : Certification that consortium agreement is in compliance with 24 CFR Part 943 pursuant to an opinion of counsel on file and available for inspection.	Joint Annual PHA Plan for Consortia: Agency Identification and Annual Management and Operations

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

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary					
PHA Name:		Grant Type and Number Capital Fund Program Grant No: Replacement Housing Factor Grant No:			Federal FY of Grant:
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:)					
<input type="checkbox"/> Performance and Evaluation Report for Period Ending: <input type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations				
3	1408 Management Improvements				
4	1410 Administration				
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs				
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures				
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1501 Collateralization or Debt Service				
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2 – 20)				
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				

8. Capital Fund Program Five-Year Action Plan

Capital Fund Program Five-Year Action Plan					
Part I: Summary					
PHA Name				<input type="checkbox"/> Original 5-Year Plan <input type="checkbox"/> Revision No:	
Development Number/Name/HA-Wide	Year 1	Work Statement for Year 2 FFY Grant: PHA FY:	Work Statement for Year 3 FFY Grant: PHA FY:	Work Statement for Year 4 FFY Grant: PHA FY:	Work Statement for Year 5 FFY Grant: PHA FY:
	Annual Statement				
CFP Funds Listed for 5-year planning					
Replacement Housing Factor Funds					

8. Capital Fund Program Five-Year Action Plan

Capital Fund Program Five-Year Action Plan						
Part II: Supporting Pages—Work Activities						
Activities for Year 1	Activities for Year : ____ FFY Grant: PHA FY:			Activities for Year: ____ FFY Grant: PHA FY:		
	Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
See						
Annual						
Statement						
Total CFP Estimated Cost			\$			\$

8. Capital Fund Program Five-Year Action Plan

Capital Fund Program Five-Year Action Plan Part II: Supporting Pages—Work Activities					
Activities for Year : ____ FFY Grant: PHA FY:			Activities for Year: ____ FFY Grant: PHA FY:		
Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
Total CFP Estimated Cost		\$			\$

	A	B	C	D	E	F	G	H	I
1	ANNUAL STATEMENT/PERFORMANCE AND EVALUATION REPORT								
2	Capital Fund Program								
3	Part II: Supporting Pages								
4	Missoula Housing Authority MT033			Capital Fund Program Grant Number MT06-RO33-501-06			FFY of Grant Approval 2006		
5	Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
6					Original	Revised	Funds Obligated	Funds Expended	
7	HA-WIDE	Operations	1406		-				
8									
9	HA-WIDE	Administration	1410		-				
10									
11	HA-WIDE	Fees and Costs	1430		-				
12									
13	HA-WIDE	Site Improvements	1450		-				
14									
15	HA-WIDE	Dwelling Structures	1460		-				
16									
17	HA-WIDE	Dwelling Equipment	1465		-				
18									
19	HA-WIDE	Relocation Costs	1495		-				
20									
21	002	Development Activity	1499		\$ 73,148.00	\$ 79,337.00	\$ 79,337.00	\$ 79,337.00	
22									
23		TOTAL CFP COST			\$ 73,148.00	\$ 79,337.00	\$ 79,337.00	\$ 79,337.00	

ANNUAL STATEMENT/PERFORMANCE AND EVALUATION REPORT

Capital Fund Program Part I: Summary

Missoula Housing Authority MT033	Capital Fund Program Grant Number MT06-RO33-501-06	FFY of Grant Approval: 2006
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Original Annual Statement
 Reserve for Disasters/Emergencies
 Revised Annual Statement (revision no. 1)
 Performance and Evaluation Report for Period Ending: 05/31/2007
 Final Performance and Evaluation Report

Line #	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total Non-CAP Funds				
2	1406 Operations				
3	1408 Management Improvements				
4	1410 Administration				
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs				
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures				
11	1465.1 Dwelling Equipment - Nonexpendable				
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities	\$ 73,148.00	\$ 79,337.00	\$ 79,337.00	\$ 79,337.00
19	1501 Collateralization or Debt Service				
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2-20)	\$ 73,148.00	\$ 79,337.00	\$ 79,337.00	\$ 79,337.00
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 Conversation Measures				

	A	B	C	D	E	F	G	H	I
1	ANNUAL STATEMENT/PERFORMANCE AND EVALUATION REPORT								
2	Capital Fund Program								
3	Part II: Supporting Pages								
4	Missoula Housing Authority MT033			Capital Fund Program Grant Number MT06-PO33-501-05			FFY of Grant Approval 2005		
5	Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
6					Original	Revised	Funds Obligated	Funds Expended	
7	HA-WIDE	Operations	1406		\$ 110,000.00	\$ 110,000.00	\$ 110,000.00	\$ 110,000.00	Completed
8									
9	HA-WIDE	Management Improvements	1408		\$ 30,000.00	\$ 23,128.63	\$ 23,128.63	\$ 23,128.63	Completed
10									
11	HA-WIDE	Administration	1410			\$ 10,000.00			
12									
13	HA-WIDE	Fees and Costs	1430		\$ 500.00	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00	Completed
14									
15	HA-WIDE	Site Improvements	1450		\$ 21,350.00	\$ 250.00	\$ 250.00		In Progress
16	002	Covered picnic structure/tree removal	1450		\$ 3,000.00	\$ 5,500.00			
17	003	Fence replacement	1450		\$ 1,500.00	\$ 2,500.00			
18	012	Sprinklers/Landscaping	1450		\$ 4,600.00	\$ 6,600.00	\$ 1,238.32	\$ 1,238.32	
19	011	Landscape/tree removal	1450			\$ 7,000.00			
20									
21	HA-WIDE	Dwelling Structures	1460		\$ 40,808.00	\$ 30,591.09	\$ 18,814.32	\$ 18,814.32	In Progress
22	003	Window replacement	1460		\$ 4,000.00	\$ 8,000.00	\$ 8,000.00	\$ 8,000.00	Completed
23	002	Smoke detectors & fire equip. upgrade	1460		\$ 4,500.00	\$ 4,500.00	\$ 4,222.81	\$ 4,222.81	Completed
24	003	Accessible ramp	1460		\$ 7,500.00				
25	011	Window replacement/exterior paint	1460		\$ 20,815.00	\$ 26,000.00			
26	012	Window replacement	1460		\$ -	\$ 15,000.00			
27	HA-WIDE	Modernization	1460		\$ 14,037.00	\$ 14,037.00			
28	018	Exterior painting	1460		\$ 7,500.00	\$ 12,000.00			
29									
30	HA-WIDE	Dwelling Equipment	1465.1		\$ 6,400.00	\$ 6,403.28	\$ 6,403.28	\$ 5,733.78	In Progress
31									
32	HA-WIDE	Non-Dwelling Equipment	1475		\$ -	\$ -			
33									
34	HA-WIDE	Relocation Costs	1495.1		\$ 20,000.00				
35									
36			1499.1		\$ -	\$ -	\$ -	\$ -	
37									
38									
39		TOTAL CFP COST			\$ 296,510.00	\$ 296,510.00	\$ 187,057.36	\$ 186,137.86	

ANNUAL STATEMENT/PERFORMANCE AND EVALUATION REPORT

Capital Fund Program Part I: Summary

Missoula Housing Authority MT033	Capital Fund Program Grant Number MT06-PO33-501-05	FFY of Grant Approval: 2005
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Original Annual Statement
 Reserve for Disasters/Emergencies
 Revised Annual Statement (revision no. 1)
 Performance and Evaluation Report for Period Ending: 5/31/2007
 Final Performance and Evaluation Report

Line #	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total Non-CAP Funds				
2	1406 Operations	\$ 110,000.00	\$ 110,000.00	\$ 110,000.00	\$ 110,000.00
3	1408 Management Improvements	\$ 30,000.00	\$ 23,128.63	\$ 23,128.63	\$ 23,128.63
4	1410 Administration		\$ 10,000.00	\$ -	\$ -
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	\$ 500.00	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00
8	1440 Site Acquisition				
9	1450 Site Improvement	\$ 30,450.00	\$ 21,850.00	\$ 1,488.32	\$ 1,238.32
10	1460 Dwelling Structures	\$ 99,160.00	\$ 110,128.09	\$ 31,037.13	\$ 31,037.13
11	1465.1 Dwelling Equipment - Nonexpendable	\$ 6,400.00	\$ 6,403.28	\$ 6,403.28	\$ 5,733.78
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	\$ 20,000.00		\$ -	\$ -
18	1499 Development Activities			\$ -	\$ -
19	1501 Collateralization or Debt Service				
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2-20)	\$ 296,510.00	\$ 296,510.00	\$ 187,057.36	\$ 186,137.86
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 Conversation Measures				

ANNUAL STATEMENT/PERFORMANCE AND EVALUATION REPORT

Capital Fund Program

Part III: Implementation Schedule

Original Annual Statement Disasters/Emergencies Statement (revision no. <u>1</u>)		Reserve for Revised Annual		Capital Fund Program Grant Number MT06-PO33-501-06			FFY of Grant Approval 2006
Development Number Name/HA-Wide Activities	All Funds Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
HA-WIDE	Sep-08			Sep-10			
001	Sep-08			Sep-10			
002	Sep-08			Sep-10			
003	Sep-08			Sep-10			
011	Sep-08			Sep-10			
012	Sep-08			Sep-10			
014	Sep-08			Sep-10			
018	Sep-08			Sep-10			

Development Activities

1499

\$

10,000.00

	A	B	C	D	E	F	G	H	I
1	ANNUAL STATEMENT/PERFORMANCE AND EVALUATION REPORT								
2	Capital Fund Program								
3	Part II: Supporting Pages								
4	Original Annual Statement	Reserve for	Capital Fund Program Grant Number			FFY of Grant Approval 2006			
	Disasters/Emergencies	Revised Annual Statement (revision)	MT06-PO33-501-06						
5	Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
6					Original	Revised	Funds Obligated	Funds Expended	
7	HA-WIDE	Operations	1406		\$ 110,000.00	\$ 110,000.00	\$ 74,037.10	\$ 74,037.10	In Progress
8									
9	HA-WIDE	Management Improvements	1408		\$ 50,000.00	\$ 50,000.00	\$ 15,973.77	\$ 15,973.77	In Progress
10									
11	HA-WIDE	Administration	1410		\$ 10,000.00	\$ 10,000.00			
12									
13	HA-WIDE	Audit	1411			\$ 5,000.00			
14									
15	HA-WIDE	Fees and Costs	1430		\$ 1,000.00	\$ 5,000.00			
16									
17	HA-WIDE	Site Improvements	1450		\$ 10,000.00				
18	011	Concrete/asphalt	1450			\$ 4,000.00			
19	003	Concrete/asphalt	1450			\$ 3,000.00			
20	018	Concrete/asphalt	1450			\$ 1,000.00			
21									
22	HA-WIDE	Dwelling Structures	1460		\$ 54,930.00				
23	HA-WIDE	Mod at Turnover	1460			\$ 14,929.00			
24	014	Deck Replacement	1460			\$ 1,000.00			
25	012	Deck Replacement	1460			\$ 1,000.00			
26	011	Roof replacement	1460			\$ 14,000.00			
27	011	Backflow repair/gutter replace	1460			\$ 2,000.00			
28	002	Splash blocks	1460			\$ 1,500.00			
29	018	Garage doors	1460			\$ 1,000.00			
30									
31									
32	HA-WIDE	Dwelling Equipment	1465		\$ 10,000.00	\$ 10,000.00	\$ 4,732.00	\$ 4,732.00	In Progress
33									
34	HA-WIDE	Non-Dwelling Equipment	1475			\$ 25,000.00			
35									
36	HA-WIDE	Relocation Costs	1495		\$ 20,000.00	\$ 20,000.00			
37									
38	HA-WIDE	Development Activities	1499			\$ 10,000.00	\$ 663.00	\$ 663.00	In Progress
39									
40		TOTAL CFP COST			\$ 265,930.00	\$ 288,429.00	\$ 95,405.87	\$ 95,405.87	

ANNUAL STATEMENT/PERFORMANCE AND EVALUATION REPORT

Capital Fund Program Part I: Summary

Missoula Housing Authority MT033	Capital Fund Program Grant Number MT06-PO33-501-06	FFY of Grant Approval: 2006
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Original Annual Statement
 Reserve for Disasters/Emergencies
 Revised Annual Statement (revision no. 1)
 Performance and Evaluation Report for Period Ending: 05/31/2006
 Final Performance and Evaluation Report

Line #	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total Non-CAP Funds				
2	1406 Operations	\$ 110,000.00	\$ 110,000.00	\$ 74,037.10	\$ 74,037.10
3	1408 Management Improvements	\$ 50,000.00	\$ 50,000.00	\$ 15,973.77	\$ 15,973.77
4	1410 Administration	\$ 10,000.00	\$ 10,000.00	\$ -	\$ -
5	1411 Audit		\$ 5,000.00		
6	1415 Liquidated Damages				
7	1430 Fees and Costs	\$ 1,000.00	\$ 5,000.00	\$ -	\$ -
8	1440 Site Acquisition				
9	1450 Site Improvement	\$ 10,000.00	\$ 8,000.00	\$ -	\$ -
10	1460 Dwelling Structures	\$ 54,930.00	\$ 35,429.00	\$ -	\$ -
11	1465.1 Dwelling Equipment - Nonexpendable	\$ 10,000.00	\$ 10,000.00	\$ 4,732.00	\$ 4,732.00
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment		\$ 25,000.00	\$ -	\$ -
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs	\$ 20,000.00	\$ 20,000.00	\$ -	
18	1499 Development Activities		\$ 10,000.00	\$ 663.00	\$ 663.00
19	1501 Collateralization or Debt Service				
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2-20)	\$ 265,930.00	\$ 288,429.00	\$ 95,405.87	\$ 95,405.87
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 Conversation Measures				

Capital Fund Program Five-Year Action Plan

Part II: Supporting Pages - Work Activities

Activities for Year 1	Activities for Year: 2 FFY Grant: 2007 PHA FYE: 9/30/2008			Activities for Year: 3 FFY Grant: 2008 PHA FYE: 9/30/2009		
	Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
See						
Annual	HA-Wide	Operations (1406)	\$100,000	HA-Wide	Operations (1406)	\$100,000
Statement	HA-Wide	Mngmt Improv 1408)	\$10,000	HA-Wide	Mngmt Improv 1408)	\$10,000
	HA-Wide	Administration (1410)	\$15,000	HA-Wide	Administration (1410)	\$15,000
	HA-Wide	Audit (1411)	\$5,000	HA-Wide	Audit (1411)	\$5,000
	HA-Wide	Fees & Costs (1430)	\$5,000	HA-Wide	Fees & Costs (1430)	\$5,000
	HA-Wide	Misc. paving repairs/fencing (1450)	\$10,000	HA-Wide	Misc. paving repairs/fencing (1450)	\$10,000
	HA-Wide	Comp. Mod (1460)	\$100,000	HA-Wide	Comp. Mod. (1460)	\$100,000
	HA-Wide	Roof Repair (1460)	\$20,000	HA-Wide	Roof Repair (1460)	\$20,000
	HA-Wide	Appliances/Equip (1465)	\$10,000	HA-Wide	Appliances/Equip (1465)	\$10,000
	HA-Wide	Comp/Office Equip (1475)	\$5,000	HA-Wide	Nondwelling structures (1470)	\$10,000
	HA-Wide	Relocation Costs (1495.1)	\$10,000	HA-Wide	Office/Maint. Equipment (1475)	\$10,000
	HA-Wide	Development (1499)	\$2,000	HA-Wide	Development (1499)	\$2,000
	Total CFP Estimated Cost		\$290,000			\$295,000

Capital Fund Program Five-Year Action Plan

Part II: Supporting Pages - Work Activities

Activities for Year: 4 FFY Grant: 2009 PHA FYE: 9/30/2010			Activities for Year: 5 FFY Grant: 2010 PHA FYE: 9/30/2011		
Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
HA-Wide	Operations (1406)	\$100,000	HA-Wide	Operations (1406)	\$100,000
HA-Wide	Management Improvements (1408)	\$10,000	HA-Wide	Management Improvements	\$10,000
HA-Wide	Administration (1410)	\$35,000	HA-Wide	Administration (1410)	\$35,000
HA-Wide	Fees & Costs (1430)	\$5,000	HA-Wide	Fees & Costs (1430)	\$5,000
HA-Wide	Misc. paving repairs/fencing (1450)	\$10,000	HA-Wide	Misc. paving repairs/fencing (1450)	\$10,000
HA-Wide	Comp. Mod. (1460)	\$100,000	HA-Wide	Comp. Mod. (1460)	\$100,000
HA-Wide	Roof Repair (1460)	\$20,000	HA-Wide	Roof Repair (1460)	\$20,000
HA-Wide	Appliances/Safety Devices (1465)	\$10,000	HA-Wide	Appliances/Safety Devices (1465.1)	\$10,000
HA-Wide	Non Dwelling Structures	\$10,000	HA-Wide	Office/Maint Equipment (1475)	\$10,000
HA-Wide	Office/Maint Equipment (1475)	\$10,000	HA-Wide	RHF Dev. Activities (1499)	\$200,000
Total CFP Estimated Cost		\$310,000			\$500,000

**Resident Advisory Board Recommendations and Missoula Housing Authority
Response 2007 Annual Plan:**

The 11 person Resident Advisory Board (RAB) received copies of the draft 2007 Annual Plan for the Missoula Housing Authority before the 45 day public comment period began (draft plans sent week of May 1st, 2007 and public comment period was from May 4th – June 20, 2007). Staff reviewed the Annual Plan with RAB at the May 8, 2007 RAB meeting. Questions generated from RAB at that time included what kind of comments MHA or HUD was looking for. Staff encouraged RAB to comment on items in the plan such as the Section 8 Homeownership Program or the Project Based Section 8 Policy (PBV). These programs raised most interest with RAB members. During the May 8th meeting one RAB member stated she had difficulty finding acceptable units for her family when she was renting up with her Section 8 voucher in the Missoula market. She felt if the use of PBV's could offer residents more choice of better units, then it was a wise use of the Section 8 resource.

The RAB met again for their regularly scheduled meeting on June 12, 2007 to discuss the Annual Plan and gather comments. Additional comments were submitted (orally) from a RAB member that supports MHA's use of Project Based Vouchers for two primary reasons: 1) the use of PBV's for urban revitalization (new projects where PBV's have been located over the past two years have resulted in projects that helped revitalize the neighborhood and support the affordable housing development) and 2) PBV's allow the landlord to rent to residents from 0 – 80% AMI and this gives a healthy economic spread thus avoids concentration of poverty. A RAB member had asked staff if a for-profit contractor or developer could apply for PBV's and staff explained that the program was available to both non-profit and for-profit property owners. Both are subject to a competitive proposal process to be qualified for PBV's at their sites.

RAB as an advisory board felt that the use of PBV's were consistent with the 5-year goals of MHA as well as benefited hard to reach populations (i.e. MHA has one facility that serves homeless veterans, has on-site supportive services around the clock and all units are funded with PBV). Other comments included the understanding to dispose of hard to maintain public housing units and using money generated from the disposition to build newer, more efficient and economic units. RAB members stated it was good policy to update the MHA housing stock to continually meet the needs of those on the waiting lists. These comments were recorded for inclusion into the Annual Plan.

Staff reiterated the Annual Plan process and encouraged RAB members to attend the June 20, 2007 Public Hearing.

Replacement Housing Factor (RHF) Plan: Second Increment Funding

Summary

MHA began receiving annual RHF funds of approximately \$85,000 in 2003. The first five years of funding have been secured with HUD and have funded the construction of the 9th Street Public Housing Project (RHF funds will pay off Fannie Mae Loan that financed part of the construction). The second five year funding increment must be described in a RHF Plan, be available for public comment and approved by HUD. At this time, the plan for the second five-year increment is to 1) pay off the remaining Fannie Mae Loan for construction of the 9th Street project. The project was completed in Spring of 2006 and is not dependant on the second increment of funding. If the second increment is not funded MHA will repay the Fannie Mae loan with public housing reserves or development funds, 2) purchase an existing structure (likely a duplex) close to an existing public housing project (likely in 2012). If funds only allow the purchase of a single family home, then MHA will assess the physical integrity of the building and its location to determine if the single family public housing unit makes management and maintenance sense. MHA will purchase land and an existing structure with as many units as the remaining RHF funding and MHA leverage will allow.

Brief Description

The Missoula Housing Authority is currently receiving the final year of its first increment of Replacement Housing Factor (RHF) funds, which it began receiving in 2003 and will continue to receive this year (2007). MHA is now required to submit a “Plan” for the second increment of RHF Funds as part of the 2007 Annual Plan process. In 2006, MHA submitted the second increment RHF Plan with the 2006 Annual Plan understanding that the first increment was complete in 2007. At that time the RHF Plan was not formally reviewed by HUD because its submission was one year ahead of schedule.

MHA had a public housing development application approved by HUD in 2005 and since has completed the construction of six (6) new public housing units in Missoula – the first to be built in the State of Montana in 12 years. MHA has used the RHF funds received to date to partially pay for the construction of the new housing and in addition secured a Fannie Mae Community Express Loan to finish the construction project. The Fannie Mae loan will be repaid by the forthcoming Replacement Housing Factor Funds (second increment). The Capital Fund is not encumbered by the loan, nor is the project’s completion dependant on the second increment funding. If the second increment is not funded MHA will repay the Fannie Mae loan with public housing reserves or development funds.

MHA has projected requiring the majority of the second increment of Replacement Housing Factor funds to pay off the Fannie Mae Community Express Loan. In addition to the loan repayment, MHA projects a remaining \$160,000 in the second increment “pool” (this includes the match or leveraging required to attain the second increment of funding). This will be used to purchase an existing housing structure and either turn-key it or conduct rehabilitation to get the structure into public housing condition. Because it is unknown how much funding will be available for this purchase (RHF funds are

estimated, but the yearly amount received from HUD varies), MHA is proposing buying a single family home or duplex. If funding allows, MHA will attempt to purchase as large of a structure as possible and rehab it into public housing.

To simplify, MHA will break the second increment of funding down to:

- Repayment of Fannie Mae Loan for 6 units developed utilizing the entire first increment of RHF funds. The completion of the project required a construction loan that Fannie Mae was able to provide at very competitive rates via their Community Express loan program. Fannie Mae did not use MHA's Capital Fund as collateral, but structured payments on an annual basis to accommodate the annual funding of RHF funds. The project's completion is not dependant on the second increment funding and if the second increment is not funded MHA will repay the Fannie Mae loan with public housing reserves or non-HUD development funds.
- In addition to the loan repayment, MHA projects a remaining \$160,000 in the second increment "pool" (this includes the non-public-housing match or leveraging required to attain the second increment of funding). This will be used to purchase an existing housing structure and either turn-key it or conduct rehabilitation to get the structure into public housing condition. Because it is unknown how much funding will be available for this purchase, MHA is proposing buying a single family home or duplex – preferably a duplex to accommodate more efficient management and maintenance . If funding allows, MHA will attempt to purchase as large of a structure as possible and rehab it into public housing.

Schedule

The first year of the second increment of RHF funding will be 2008 (first year of first increment received from HUD was 2003).

- 2007 – MHA submission of RHF plan (development proposal) for second increment funding submitted in 2007 Plan year for public review (not required per NOTICE: PIH-2006-18 (HA), PIH-2003-10 (HA), PIH-2004-15, PIH-2005-22 but MHA considers this important element in Annual Planning process).
- 2008 – MHA formally submits second increment RHF plan to HUD, estimated due date January 30, 2008.
- 2008 – 1st year of second increment used for Fannie Mae loan repayment.
- 2009 – 2nd year of second increment used for Fannie Mae loan repayment.
- 2010 – 3rd year of second increment used for Fannie Mae loan repayment.
- 2011 – 4th year of second increment used for Fannie Mae loan repayment.
- 2012 – 5th year of second increment used for Fannie Mae loan repayment and remaining funds will be accrued and added to match provided by Missoula Housing Authority to purchase single or duplex structure for public housing.

- 2012: MHA will seek out “for sale” existing properties to purchase outright with RHF funding “pool” (projected at \$160,000. MHA will attempt to purchase a duplex structure or larger (depending upon projected funding levels of RHF). MHA hopes to purchase property with little to no rehab, however if there is rehab required, MHA will seek out the professional advice of an architect and/or licensed contractor. Direct purchase (turn-key) or purchase with rehab will follow generally the same schedule:
 - a. January - March 2012: seek out “for sale” property; submit buy-sell subject to due diligence contingencies such as home inspection and if rehab is required subject to cost estimate from architect and/or licensed contractor;
 - b. April 2012: submission of site acquisition proposal to HUD field office;
 - c. May 2012: purchase of property;
 - d. May 2012: rehab start (if applicable);
 - e. Date of Full Availability (DOFA): May 2012 if no rehab necessary and August 2012 if rehab necessary (MHA will be seeking buildings with minimal rehab so an estimated three month rehab period is provided);
 - f. End of Initial Operating Period (EIOP): June 30, 2012 if NO REHAB required and September 30, 2012 if minor rehab period required.

Amount and Sources of Funding

On average MHA has received \$85,000 for five years (2003 – 2007) of first increment RHF funding. Using this calculation, it’s expected that MHA could potentially receive \$85,000 per year for the second increment totaling \$425,000. MHA is expecting to have \$30,000 available to it for public housing acquisition after paying off the Fanny Mae Community Express Loan. Coupled with the leverage of Substantial Additional Funds (committed at \$130,000 which is 1/3 or 30% of first increment total) equals \$160,000. MHA intends to contribute funds it receives as the General Partner for Russell Square Limited Partnership from Deferred Developers Fees.

Lambros Realty, one of the largest real estate firms in Western Montana, listed a duplex in April 2006 consisting of two bedroom apartments, for \$157,000. There are also single family homes currently available in the market for over \$160,000. MHA would prefer to purchase a larger tri or four-plex with some larger units (such as 2 & 3 bedrooms units) potentially in combination with the one-bedroom units which would place the market value higher. If the market prices continue as they have for the past several years by the time MHA purchases these units in 2012 it’s likely the market price for this same duplex will meet or exceed \$210,000. If there are other development funds available to add to the remaining RHF funds and match funds then it’s possible MHA could purchase a structure larger than a duplex. Thus including single, duplex, tri-plex and four-plex in this plan gives flexibility for market variability’s.

The 2006 Total Development Costs (TDC’s) for the above mentioned duplex is \$164,193. The TDC for a single family home is \$125,564. At a conservative rate of 5% appreciation per year (low for real estate appreciate in Missoula, MT over the last ten

years) this same duplex will cost \$210,000 and \$214,000 for the single family home. MHA is not expecting to use the second increment of RHF funding to acquire additional public housing until 2012. If the property purchase is above the approved TDC at time of closing, the public housing RHF will contribute to the maximum allowed with the leverage dollars making up the difference.

Sources of funding:

Replacement Housing Factor	\$30,000
MHA Contribution from Russell Square	<u>\$130,000</u>
Total	\$160,000

Leveraging for Second Increment Plans

MHA intends to contribute funds it receives as the General Partner for Russell Square Limited Partnership from Deferred Developers Fees.

Please see Exhibit 1 for the commitment letter evidencing the resource to be committed (submitted in hard copy).

PHA Plan and Obligation/Expenditure Status for Second Increment Plans

Missoula Housing Authority's Five Year PHA Plan and all Annual Plans (FYs 1998 – 2006) have been approved by HUD. MHA is in compliance with obligation and expenditure deadlines in FYs 1998-2006 for all Capital Fund grants. According to the schedule set above, MHA intends to fully expend the second increment RHF funds no later than the end of the tenth year of RHF funding.

RASS FOLLOW-UP PLAN

MHA's Resident Assessment Survey identified one area with a score low enough to require a Follow-up Plan, *Communication*. This appears to be tied to a time when there was a shortage of staff to respond to residents because two managers involved with public housing programs were out on extended federally mandated leave.

During the past year, MHA has reorganized according to HUD's asset management guidelines. The agency now has two asset managers who oversee admissions, leasing, maintenance, and capital budget operations of public housing properties, which has resulted in a much more "hands-on" presence for the residents. The asset managers both bring several years of property management experience in the private sector to the agency and are dedicated to addressing issues and complaints in a timely and effective manner.

MHA is using public housing operating funds to pay for this improvement.

MHA's Accomplishments

Public Housing

The Missoula Housing Authority has revised its Admissions & Continued Occupancy Policy (ACOP). Changes in the document removed sections which addressed procedures rather than policies, and changed language and flow of information to be more reader-friendly. In addition, policy changes were incorporated which include limiting the number of times a family member may re-enter the household after move out, requiring residents on fixed incomes such as SSI and SS to recertify only once per year at the time of annual recertification; and reducing from 30 to 20 the number of hours per week of work or school required to exempt the person from community service. The preference section was also revised to better reflect HUD's guidance on income tiers as preferences, although there is no change in the way the waiting list policy is administered.

MHA has continued to advertise and contract for open purchase contracts for painting, plumbing, unit preparations, lawn care, heating, electrical, legal, security, carpet installation, and other services.

MHA continues to use Physical Needs Assessment and Accessibility studies conducted in 2003-2004 to assess priorities, timeliness, cost projections and set capital budget priorities.

Housing authorities designated as "small" (less than 250 public housing units) are assessed every two years for three of four indicators under a rating system known as the Public Housing Assessment System (PHAS). These indicators are the Physical Assessment Subsystem (PASS), the Resident Assessment Subsystem (RASS), and the Management Assessment Subsystem (MASS). The fourth indicator, the Financial Assessment Subsystem (FASS), is scored every year.

For PASS ratings, independent inspectors who contract with HUD visit a random selection of public housing properties and rate the units, systems, and sites according to a set of physical standards formulated by HUD. For FY2006, MHA scored 27 out of 30 points, a high-performing rating.

The RASS is a random blind customer satisfaction survey distributed and collected by HUD from public housing residents. For FY2006, MHA scored 9 out of 10 points, a high-performing rating.

The MASS scores housing authorities on a variety of indicators including such factors as number of days for unit turnaround, expenditure of modernization Capital Fund grants, inspection of units and systems on an annual basis, and a range of other factors. For FY2006, MHA scored 30 out of 30 points, a high-performing rating.

The FASS uses a series of financial ratios and indicators to assess the financial status of the agency as a whole, not just public housing. FASS scores are preliminary until after the housing authority submits an audited financial data schedule due to HUD by June 30 for housing authorities with a 9/30 year end. MHA's preliminary score is 25 out of 30.

Overall the total of the four indicators for MHA's FY2006 PHAS score is 91 out of 100 points – a high-performing rating.

For more information about PHAS, please look under “Helpful Tools” at the following website: <http://www.hud.gov/offices/pih/programs/ph/index.cfm>

Section 8

This plan incorporates changes to the administration of the Section 8 waiting list as follows: 1) the waiting list will be open to applicants up to 80% median income, as allowed by regulation. 2) The singles preference is removed so that all applicants will be housed in order by date and time of application and by income tiers to meet income targeting requirements.

Of the 150 Tenant Based Vouchers MHA has been approved to designate as Project Based Vouchers (PBV), MHA has approved 54 PBV in 6 different housing projects.

- 16 Vouchers helping formerly homeless families at Maclay Commons
- 17 Vouchers helping formerly homeless veterans at the Valor House
- 7 Vouchers are assisting families at homeWORD's Orchard Gardens
- 3 Vouchers are assisting families at homeWORD's Gold Dust Project
- 6 Vouchers are assisting survivors of Domestic Violence at the YWCA
- 5 Vouchers are assisting families at Union Place Apartments

MHA intends to advertise to the public the use of the remaining allowed PBVs to both deconcentrate poverty and ensure affordable housing units throughout the community.

In FY2006 MHA again received a high-performing rating from the Section 8 Management Assessment Program (SEMAP), scoring 130 out of 135 points, or an overall score of 96%. MHA continues to maintain a utilization rate for their 754 vouchers of 97% or more. Current utilization rate is 100%.

For more information about SEMAP, please look under “Public Housing Programs” at <http://www.hud.gov/offices/pih/programs/ph/index.cfm>

Development

The **Uptown** Apartments (Single Room Occupancy) renovation was completed in January 2005 and fully leased up by the end of February. MHA staff continues to

assess this housing for single homeless individuals to ensure project compliance and responsible tenancy. This 14 unit permanent housing project is the first of its kind in Montana, has received great public support, and has become an example of how to incorporate public art with subsidized housing in urban areas.

The 17-unit **Valor House** was complete in August of 2005 and provides quality housing for homeless veterans as well as associated supportive services. The project received National Recognition from HUD in 2006 for its innovation.

In 2006, Missoula Housing Authority successfully completed Montana's first new public housing in 12 years when it completed the 6-unit **9th Street Public Housing Project**. MHA teamed up with the Neighborhood Council and the City of Missoula to complete a **pedestrian bridge** over an irrigation canal adjacent to 9th Street.

In 2004 Missoula Housing Authority completed the remodel of and leased up three units renovated from MHA's prior office space located at our elderly/disabled **public housing** project, Vantage Villa.

In 2006 MHA successfully developed **Maclay Commons**, which will house the Joseph Residence Program, run by the Poverello Center. The Joseph Residence is long-term transitional housing for homeless families. Construction of the 16 units was completed in January 2006 with lease-up starting in February 2006. The project has maintained an average of 94% occupancy since initial lease-up.

MHA's non-profit component unit, **Intermountain Development Company**, has cleared the 12-acre site of the old warehouse buildings in order to move closer to development. The buildings were all deconstructed and/ or relocated to save materials from the landfill. A full public procurement process was conducted to locate a developer partner for the commercial, retail and market rate housing on the site. A development agreement is pending.

The Missoula Housing Authority is serving as the development consultant for a Section 202 project awarded to the Missoula Housing Corporation. This 202 project will result in 40, one-bedroom units for seniors 62 years of age and over, who are 50% Area Median Income or less. There will also be a two bedroom manager's unit. The project, **Glengarra Place**, will be completed in 2007.

In late 2006 the Missoula Housing Authority purchased an historical downtown building known as the **Palace Apartments**. The palace will continue to provide 60 units of low income housing in downtown Missoula.

The Missoula Housing Authority is fundraising for the **Garden District** low income housing tax credit project. The 72-unit project will be located at Market Square on Russell and will be completed in two phases of 36-units each.

Shelter Plus Care

As part of the State of Montana Continuum of Care coalition, the Missoula Housing Authority applied for and was awarded 26 new Shelter Plus Care vouchers, or \$840,000 in funds, for homeless, disabled clientele in 2005. MHA also applied for the renewal of existing 70 Shelter Plus Care vouchers which was awarded. MHA will be applying for approximately 6 additional Shelter Plus Care Vouchers in 2007. This will total 102 S+C Vouchers– the largest in the State.

Client Services

MHA's client service department has worked with partnering agencies to develop memoranda of understanding to help stabilize residents in the housing. In addition, the client services department has established an ad hoc group of non-profit housing advocates, service agencies and for profit property management companies to work through issues that can jeopardize tenants' housing.

The Family Self Sufficiency Department has filled all of the Housing Choice Voucher FSS slots and is managing a waiting list for participants. This is an increase in utilization from years past. In addition, over 78% of FSS participants have escrow accounts established and on average there are two graduates a month, many moving into homeownership and off of subsidized housing.

The Family Self Sufficiency Department has been playing a more active role in the Missoula community through active participation in the Program Coordination Committee, Winter Shelter, At Risk Housing Coalition (ARHC), Community Management Team and the HeadStart Policy Council.

In 2006 Client Services partnered with the local Credit Union to assist clients with money management programs including a financial education series.

Partnership

In agreement with the North Missoula Community Development Corporation (NMCDC), MHA facilitated the purchase of riverfront in-fill lots to hold the land while the NMCDC raised funds for the eventual purchase of the land. That property now provides 25 homeownership units for families below 80% AMI and 100% of the units were sold by the end of 2006.

MHA's related non-profit, Garden City Neighbors, Inc., subdivided 2.13 acres in the Emma Davidson/River Road Neighborhood to create four (4) lots. The subdivision was created to sell three of the four parcels to the City Parks and Recreation Department for a neighborhood park and the other lot (which has a 3 bedroom single family home) was sold as market rate. The City of Missoula has closed on their three parcels and has designed a neighborhood park, which is scheduled for construction in 2007.

Strategic Planning

The Board of Commissioners held a strategic planning session on May 18, 2005 to assess goals to date and strategize on directions of the agency for the future. These goals set the work plan and priority for staff over the next three to five years.

Staff Capacity

MHA continues to train existing and new staff on applicable subjects. Examples include rent calculation, inspection services, LIHTC compliance, boiler maintenance, cultural competency, RIM, fair housing design, property management, financial feasibility, property development, green and sustainable building design and other technical trainings where needed.

Housing Authority Staff from around the region has interviewed and visited the Missoula Housing Authority in order to gain assistance in Asset Management Reorganization. The Missoula Housing Authority has been a model agency for others to learn from. (Please see section of Asset Management below.)

Asset Management

In early 2006, HUD began implementation of the final rule for Revisions to the Public Housing Operating Fund Program, published in the Federal Register on September 19, 2005 (79 FR 54983), which mandates that housing authorities move to asset management in order to more closely align operations with HUD's multi-family programs and the private market. MHA's eight public housing projects were reassigned to three Asset Management Projects (or AMPs) and staff changes were made to better accommodate the asset management structure.

MHA also moved to a web based software program, known as Yardi, in order to more efficiently and effectively manage all aspects of housing authority business. The Yardi conversion is an integral part of the agency-wide reorganization from centralized management to a property-based asset management structure.

The conversion to asset management is an enormous change from the way housing authorities have been managed and funded in the past. It involves a complex network of modifications affecting every aspect of operations from maintenance to finance. For more information on HUD's conversion to asset management, please go to <http://www.hud.gov/offices/pih/programs/ph/am/>.

Other

In early 2007 The Missoula Housing Authority revised its Procurement Policy to better address the needs of the agency and to meet existing standards.

Memo to: Board of Commissioners, Peter Hance, Lori Davidson
From: Jim McGrath
Date: March 8, 2007
Subj: resolution updating HCV and SRO admin plans

Enclosed is a draft resolution adopting a number of minor changes to the Housing Choice Voucher and SRO (Uptown) administrative plans and the draft text of those changes. The overall purpose of the proposed amendments are to update our policies in light of new laws and HUD guidance, to increase efficiency in administrating these programs to the benefit of our tenants, and to memorialize existing best practices.

Background

The Missoula Housing Authority is and has been a High Performing Agency in its administration of the Housing Choice Voucher (Section 8) and Section 8 Mod-Rehab project the Uptown. We remain high-performing because our staff develops and implements best practices that efficiently deliver quality service and assistance to our tenants (even though we don't get points for that from HUD) and meet and exceed the rigors of program accountability. We develop these best practices from things we learn at trainings; we also tend to "lead" the way by developing our own.

As a result, our current admin plan is somewhat "behind." Amending the admin plan is, simply stated, work they we prioritize last. Sorry.

The draft text follows the convention that removed language is stricken out and additional language is underlined. Text from the plans are in quotes. Following proposed changes are discussion introduced by the title "Rationale."

Most of these proposed amendments are either clean-ups or minor changes. However, the first amendment is a bit more significant of a policy change, although it is in the direction the Board has indicated that we should be heading. So it merits some discussion here.

In the first chapter of the admin plan is proposed additional language that references policy documents other than HUD regulations or the admin plan that we have to comply with and allows MHA to change practice in response to those policies. This parallels closely HUD's expressed requirements of MHA. HUD requires us to comply not only with federal regulations, but also with rules, handbooks, notices, guidelines and forms. For example, some of the policy we must adhere to is only articulated on HUD forms. The HAP contract is an example. When HUD re-issued its HAP contract revised for VAWA, we had 14 days to begin using it. This is not the sort of thing we want codified in our admin plan. The proposed language similarly refers to MHA policies, procedures, forms and addenda. For example, the timeline for someone to revise their rent is articulated on our forms. We are held to what is on our forms. Another example is the addendum to the admin establishing policies for the project-based vouchers.

After the proposed changes in the Section admin plan are several for the Uptown admin plan. The Uptown is a Section 8 project, so it follows most of the rules of HCV. When we proposed it, we essentially copied relevant sections of our HCV admin plan to draft the Uptown plan.

The proposed changes attempt to do one of two things. Most are updating the plan in the same way as the HCV. A few (such as the move policy) are revising the plan to reflect DIFFERENCES between the two programs. (Assistance in the Uptown is not “portable”—if they leave they don’t take it with them. So there is no move policy.)

Recommended Changes to the Administrative Plan

Chapter 1

Sec. C

“The MHA is responsible for complying with all changes in HUD regulations pertaining to these programs. If such changes conflict with this Plan, HUD regulations will have precedence. The MHA will take all reasonable steps to comply with new guidelines that are consistent with Federal regulations, HUD Memos, Notices and guidelines, or other applicable law until such time as the MHA revises this Administrative Plan as needed to comply with changes in HUD regulations.

This Administrative Plan may be implemented by means of Procedures, forms and handouts which may be changed from time to time to improve efficiency or respond to changes in the program or its operations. This Administrative Plan may also incorporate Adenda, such as the Project Based Voucher Addendum.”

Rationale: This amendment is designed to accomplish two goals. It memorializes our Standard Operating Procedures, etc. as tools to carry out our policies as well as the PBV addendum. It also clarifies that we need to change our procedures and even our policies more frequently than we can change our admin plan in order to comply with HUD. Examples include the new rules concerning students which contradict our existing plan’s language; rules concerning verification of income and assets that are more recent than the admin plan’s; the HUD office ruling that for newly constructed homes in our homebuyer program we do not need to make the participant pay for an inspector if the City gives it a Certificate of Occupancy; and areas such as the duration of hardship exemption to minimum rent about which our plan is silent but we may articulate procedures following HUD guidance. Of course the VAWA changes are covered too.

Section H

“A participant with a disability must first ~~ask request~~ ~~IN WRITING~~ for a specific change to a policy or practice as an accommodation of their disability before the PHA will treat a person differently than anyone else.”

Rationale: from my training, my understanding is we must allow requests in other forms than written. After all, the RA itself might involve inability to write! This uses the model language. We do have procedures and forms which implement this which we revise as needed.

Chapter 7 Verification Procedures

Section A

In addition to the CFR, cite PIH Notice 2004-1.

Add UIV to hierarchy as first.

“For applicants, verifications may not be more than ~~forty five (45)~~ sixty (60) days old at the time of ~~a unit offer of voucher issuance~~. For participants, they are valid for sixty (60) days from date of receipt.”

Chapter 12 Recertifications

Section B

“Verification of information

The MHA will follow the verification procedures and policies described in this Plan. ~~Verifications for reexaminations must be less than 90 days old.~~”

Currently, the length of time verifications are considered valid by our policies varies widely for no reason. Currently, it is 60 days for S8 and S+C (this admin plan), 90 days for Uptown, 90 to 120 days for LIHTC, and the ACOP doesn't specify. According to HUD, Section 8, PBV and PH actually has no specified time limit though it used to be 120 days. In Chapter 12, the admin plan says 90 days (conflicting with Chapter 7). I recommend NOT specifying a time limit. It seems to me that we will establish procedures which meet HUD and MHA guidelines. HUD will change their guidance whenever they want, and we are able to respond. My instinct is to have the time limit as long as possible, with the understanding that our objective is to be confident of the information we are verifying. Industry standard is to begin recertification 120 days in advance (180 for tax credits), and that expectation must align with a verification timetable.

Income verification at admission must be up-to-date. Statutorily, that is 60 days prior to issuance of a voucher.

Chapter 12

Section B.

Moves between reexaminations

“When families move to another dwelling unit the anniversary date for the recertification will ~~not~~ be changed.”

Rationale: we do a full recertification for a move, why not give ourselves twelve months to do it again? The tax credit properties have to do so. It also aligns the inspection date.

Section C. Reporting interim changes

MHA will not conduct interim reexams between annual recertifications when families have an increase in income, unless ~~the family was previously at zero income~~ it is not feasible to anticipate a level of income over a 12-month period (e.g. seasonal income). MHA may annualize the income for a shorter period, subject to a re-determination at the end of the shorter period. [24 CFR 5.609 (d)]

Rationale: This is verbatim language from the CFR and allows us to develop procedures that comply. The paragraph that follows in our admin plan spells out our policy on zero income families, so it is not needed here.

~~Recertification must be completed prior to the 25th of the month, unless an exception is made by the Section 8 housing specialist due to scheduling conflicts.~~

Rationale: 1) we haven't been doing this, and it is a standard difficult to meet; 2) other forms and handouts conflict with this (and should be revised); 3) we should not be that specific in our admin plan, but allow us to develop procedures and forms that work. The model admin plan does not have language committing the PHA to a completion date.

Chapter 19 Complaints and appeals
Section C. Informal Review for applicants
Section D. Informal Hearing Procedures

Strike the six pages detailing the process and procedure and replace with:

“MHA must give an applicant an opportunity for an informal review of the decision denying assistance to the applicant. MHA must give a participant family an opportunity for an informal hearing to consider whether certain specified decisions relating to the individual circumstances of a participant family are in accordance with the law, HUD regulations and MHA policies. MHA will use its “Informal Hearing Procedure” for applicant and participant informal reviews and hearings.”

We recently had Susan Firth from the City Attorney's office overhaul our informal hearing procedures. We provide them to families along with the decisions denying or affecting their assistance. It seems cumbersome to specify such details as the number of days notice and means of mailing notice and the step by step activities during a hearing in this plan. The language I'm recommending is verbatim from the CFR.

Uptown admin plan changes

Section H. Verifications procedures

1

“ For applicants, verifications may not be more than ~~forty-five (45)~~ sixty (60) days old at the time of a unit offer. ~~For participants, they are valid for sixty (60) from date of receipt.”~~

5

“Financial aid, scholarships and grants received by full time students are not counted towards family income except as required by 24 CFR 5.609 (b) (9).”

Follows new law.

Section J. Interim and annual recertifications

2.

“Moves Between Reexaminations

~~When families move to another dwelling unit the anniversary date for the recertification will not be changed.~~

~~Income limits are not used as a test for continued eligibility at recertification.”~~

Residents moving out of the Uptown do not move with continued assistance.

3.

MHA will not conduct interim reexams between annual recertifications when families have an increase in income, unless ~~the family was previously at zero income~~ it is not feasible to anticipate a level of income over a 12-month period (e.g. seasonal income). MHA may annualize the income for a shorter period, subject to a redetermination at the end of the shorter period. [24 CFR 5.609 (d)]

That language parallels what I’m proposing for Section 8.

4.

~~As a reasonable accommodation~~ The MHA may conduct the interim recertification by mail when requested.

Our policy and practice for all programs is to do these interims by mail.

Memo to: Board of Commissioners, Peter Hance, Lori Davidson
From: Jim McGrath
Date: March 8, 2007
Subj: resolution changing admin plan to comply with VAWA

Enclosed is a resolution and draft changes in our Housing Choice Voucher Administrative Plan to bring our policies into compliance with the Violence Against Women Act (VAWA) 2005.

Background.

On January 5, 2006, President Bush signed into law the Violence Against Women and Department of Justice Reauthorization Act of 2005 (P.L. 109-62) and on August 12, 2006, signed into law technical corrects to the Violence Against Woman and Department of Justice Reauthorization Act of 2005 (P.L 109-271) (collectively referred to as VAWA 2005). Among numerous amendments to a number of Federal statutes, VAWA 2005 amended Section 8 of the United States Housing Act of 1937.

The Violence Against Women and Justice Department Reauthorization Act of 2005 protects tenants and family members of tenants who are victims of domestic violence, dating violence, or stalking from being evicted or terminated from housing assistance based on acts of such violence against them. These provisions apply both to public housing agencies administering public housing and Section 8 programs and to owners renting to families under Section 8 rental assistance programs.

In general, the law provides in part that criminal activity directly relating to domestic violence, dating violence, or stalking, engaged in by a member of a tenant's household or any guest or other person under the tenant's control, shall not be cause for termination of assistance, tenancy, or occupancy rights if the tenant or an immediate member of the tenant's family is the victim or threatened victim of that abuse. The law also provides that an incident or incidents of actual or threatened domestic violence, dating violence, or stalking will not be construed as serious or repeated violations of the lease by the victim or threatened victim of that violence and will not be "good cause" for termination of the assistance, tenancy, or occupancy rights of a victim of such violence.

VAWA was a "self-implementing" law, which means that it went into effect immediately even though no rules or regulations guiding implementation existed. VAWA mandated certain changes in policies and procedures, including the use of HUD-approved forms which did not at that time exist.

On Dec. 27, 2006 PIH Notice 2006-42 and on Feb. 16, 2007, HUD issued PIH Notice 2007-5 (I copied the background explanation from them) which provided updated forms and guidance to implement this law.

The resolution adopts several necessary amendments to the admin plan for our voucher program. By reference it also amends our Shelter Plus care program and project-based vouchers. We are in the process of amending the leases to our various projects.

I should note that we are still waiting for legal advice from the City Attorney's office requested last summer. I have visited with Keithi Worthington on this and understand the rather thorny complexities raised by this legislation. The proposed amendments do not resolve any of those but merely bring us into conformity with HUD's guidance.

Summary of amendments

The main thrust of VAWA as it applies to us is that we cannot deny assistance or terminate someone for violent crime if that crime was domestic abuse and they were the victim. Frequently, in an incident of domestic or family assault, the police will cite both parties and let the court decide if it can who's the victim. So MHA would learn of a violent crime incident involving the tenant and begin enforcing our federally-mandated responsibility to deny or terminate. Our policy on violent crime is spelled out in the admin plan.

The proposed amendments add a reference to VAWA in the admissions chapter. In Chapter 15 "Denial or termination of assistance" it is further elaborated. The language proposed to be added is verbatim lifted from the newly revised HAP contract issued by HUD Feb. 16, 2007.

By the way, since we were amending this section, I proposed two minor updates. HUD no longer uses the term "One-strike" policy for its mandated termination for drug crimes. I replaced the old language with the "model" language. The policy itself is not changed. I also replaced the citation of the 1996 PIH notice with the relevant CFR citation.

VAWA also legislates that PHAs may request some sort of documentation that the incident was in fact domestic violence. HUD finally produced its form for that. There is proposed a new section in the admin plan referring to certification.

Following that is language about keeping this stuff confidential. Both sections are verbatim from HUD notices, which is nearly verbatim from VAWA.

In addition, we need to amend Chapter 13, our chapter on moves and ports. Housing Choice Vouchers can be used anywhere in the country, and hence are "portable." When someone moves from one jurisdiction to another we call it porting. Section 8 rules forbid us from porting out someone if they are breaking a lease. That way we don't send each other "bad apples." VAWA specifically requires that we allow someone to port out if they are fleeing DV. This proposed language is, again, verbatim from the HUD notice and VAWA.

Changes to admin plan to comply with Violence Against Women Act (VAWA) 2005

Chapter 2

F. Other criteria for admission

Authority to deny or terminate admission

[add] That an applicant or participant is or has been a victim of domestic violence, dating violence, or stalking is not an appropriate basis for denial of program assistance or for denial of admission, if the applicant otherwise qualifies for assistance or admission. (See Chapter 15, “Denial or termination of assistance”) [VAWA 2005]

Chapter 15 Denial or termination of assistance

B. “One Strike” Policy

Chapter 15

~~B. “ONE STRIKE” POLICY~~

B. SCREENING AND TERMINATION FOR DRUG ABUSE AND OTHER CRIMINAL ACTIVITY

INSTRUCTION: *HUD no longer uses the term “One-Strike” so this section, formerly known as “One-Strike” Policy, has been re-titled. (model admin plan)*

Screening of Applicants

... and as required by ~~the Notice 96-27~~ 24 CFR 982.553

[add at end of section]

Protections for Victims of Abuse. (Violence Against Women Act (VAWA 2005))

(1) An incident or incidents of actual or threatened domestic violence, dating violence, or stalking will not be construed as serious or repeated violations of the lease or other “good cause” for termination of the assistance, tenancy, or occupancy rights of such a victim.

(2) Criminal activity directly relating to abuse, engaged in by a member of a tenant’s household or any guest or other person under the tenant’s control, shall not be cause for termination of assistance, tenancy, or occupancy rights if the tenant or an immediate member of the tenant’s family is the victim or threatened victim of domestic violence, dating violence, or stalking.

(3) Notwithstanding any restrictions on admission, occupancy, or terminations of occupancy or assistance, or any Federal, State or local law to the contrary, a PHA, owner or manager may “bifurcate” a lease, or otherwise remove a household member from a lease, without regard to whether a household member is a signatory to the lease, in order to evict, remove, terminate occupancy rights, or terminate assistance to any individual who is a tenant or lawful occupant and who engages in criminal acts of physical violence against family members or others. This action may be taken without evicting, removing, terminating

assistance to, or otherwise penalizing the victim of the violence who is also a tenant or lawful occupant. Such eviction, removal, termination of occupancy rights, or termination of assistance shall be effected in accordance with the procedures prescribed by Federal, State, and local law for the termination of leases or assistance under the housing choice voucher program.

(4) Nothing in this section may be construed to limit the authority of a public housing agency, owner, or manager, when notified, to honor court orders addressing rights of access or control of the property, including civil protection orders issued to protect the victim and issued to address the distribution or possession of property among the household members in cases where a family breaks up.

(5) Nothing in this section limits any otherwise available authority of an owner or manager to evict or the public housing agency to terminate assistance to a tenant for any violation of a lease not premised on the act or acts of violence in question against the tenant or a member of the tenant's household, provided that the owner, manager, or public housing agency does not subject an individual who is or has been a victim of domestic violence, dating violence, or stalking to a more demanding standard than other tenants in determining whether to evict or terminate.

(6) Nothing in this section may be construed to limit the authority of an owner or manager to evict, or the public housing agency to terminate assistance, to any tenant if the owner, manager, or public housing agency can demonstrate an actual and imminent threat to other tenants or those employed at or providing service to the property if the tenant is not evicted or terminated from assistance.

(7) Nothing in this section shall be construed to supersede any provision of any Federal, State, or local law that provides greater protection than this section for victims of domestic violence, dating violence, or stalking.

Certification

(1) MHA may require the individual certify via HUD-50066 form that the individual is a victim of domestic violence, dating violence, or stalking, and that the incident or incidents in question are bona fide incidents of such actual or threatened. Such certification shall include the name of the perpetrator. The individual shall provide such certification within 14 business days after the owner, manager, or public housing agency requests such certification.

An individual may also satisfy the certification requirement by—

(i) providing the MHA with documentation signed by an employee, agent, or volunteer of a victim service provider, an attorney, or a medical professional, from whom the victim has sought assistance in addressing domestic violence, dating violence, sexual assault, or stalking, or the effects of the abuse, in which the professional attests under penalty of perjury (28 U.S.C. 1746) to the professional's belief that the incident or incidents in question are bona fide incidents of abuse, and the victim of domestic violence, dating violence, or stalking has signed or attested to the documentation; or (ii) producing a Federal, State, tribal, territorial, or local police or court record.

Confidentiality

All information provided to MHA, including the fact that an individual is a victim of domestic violence, dating violence, or stalking, shall be retained in confidence, and shall neither be entered into any shared database nor provided to any related entity, except to the extent that disclosure is—

- (i) requested or consented to by the individual in writing;
- (ii) required for use in an eviction proceeding; or
- (iii) otherwise required by applicable law.

Chapter 13 Moves with continued assistance/portability

E. Outgoing portability

Restrictions on portability

[add at end of section]

VAWA 2005 provides that the family may receive a voucher and move in violation of the lease under the portability procedures if the family has complied with all other obligations of the voucher program and has moved out of the assisted dwelling unit in order to protect the health or safety of an individual who is or has been the victim of domestic violence, dating violence, or stalking and who reasonably believed he or she was imminently threatened by harm from further violence if he or she remained in the assisted dwelling unit.

If the circumstances described above exist, the MHA may allow a family to move under portability procedures if the only basis for the denial is that the family is violating the lease agreement. The MHA may request that the family provide the HUD-approved certification form (form HUD-50066), or other acceptable documentation in order to verify the family's claim that the request to move is prompted by incidences of abuse in the unit. (VAWA 2005, PIH Notice 2007-5)