

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

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# PHA Plans

5 Year Plan for Fiscal Years 2000 - 2004

Annual Plan for Fiscal Year 2000

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

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HUD 50075  
OMB Approval No: 2577-0226  
Expires: 03/31/2002

## PHA Plan Agency Identification

**PHA Name:** Helena Housing Authority

**PHA Number:** MT004

**PHA Fiscal Year Beginning:** 07/2000

### Public Access to Information

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

- Main administrative office of the PHA
- PHA development management offices
- PHA local offices

### Display Locations For PHA Plans and Supporting Documents

The PHA Plans (including attachments) are available for public inspection at: (select all that apply)

- Main administrative office of the PHA
- PHA development management offices
- PHA local offices
- Main administrative office of the local government
- Main administrative office of the County government
- Main administrative office of the State government
- Public library
- PHA website
- Other (list below)  
Family Investment Center located at 347 Last Chance Gulch  
Resident Management Corporation

PHA Plan Supporting Documents are available for inspection at: (select all that apply)

- Main business office of the PHA
- PHA development management offices
- Other (list below)



**5-YEAR PLAN**  
**PHA FISCAL YEARS 2000 - 2004**

[24 CFR Part 903.5]

**A. Mission**

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

- The mission of the PHA is the same as that of the Department of Housing and Urban Development: To promote adequate and affordable housing, economic opportunity and a suitable living environment free from discrimination.
- X The PHA's mission is: (state mission here)  
To provide all people with decent, safe, adequate, and affordable housing and the opportunity to become self-sufficient.

**B. Goals**

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

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

- PHA Goal: Expand the supply of assisted housing  
Objectives:
- X Apply for additional rental vouchers: apply for ten additional rental vouchers through the shelter plus care or general voucher programs if available and if supported by the waiting list.
- Reduce public housing vacancies:
- Leverage private or other public funds to create additional housing opportunities:
- Acquire or build units or developments
- X Other (list below)  
Promote and continue relationships with local government and local non-profits to foster and promote local affordable housing issues. Continued participation in the Helena Area Housing Task Force to keep abreast of community concerns

about HHA and local housing issues. Support efforts by the Task Force to promote affordable housing in Helena and the Helena Area.

- PHA Goal: Improve the quality of assisted housing  
Objectives:
    - X Improve public housing management: (PHAS score) Strive to raise PHAS score to 100% and maintain it at 100%.
    - X Improve voucher management: (SEMAP score) Strive for and maintain 100% SEMAP score.
    - Increase customer satisfaction:
      - X Concentrate on efforts to improve specific management functions: (list; e.g., public housing finance; voucher unit inspections) Research and supply training and professional development for all staff at all levels to promote efficiency in all PHA functions. Provide at least one major training to each staff member per year.
      - X Renovate or modernize public housing units: Apply for HUD modernization funding such as the Comprehensive Grant Program or utilize Capital Fund allocations to modernize public housing units to a level where they are competitive on the open market. Dependent on funding, adhere to the PHA five year modernization plan.
      - Demolish or dispose of obsolete public housing:
      - Provide replacement public housing:
        - X Provide replacement vouchers: As offered by HUD, accept all preservation replacement vouchers.
        - X Other: (list below)  
Depending on HUD funding, promote and foster the PHA Resident Services Program by providing staff members who will oversee facilities and programs which provide prevention alternatives to drug and alcohol use among the resident population.
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- PHA Goal: Increase assisted housing choices  
Objectives:
  - X Provide voucher mobility counseling: Section 8 staff will conduct orientation meetings to inform applicants and residents of options and availability of voucher programs. At least two per year or as the waiting list requires.
  - X Conduct outreach efforts to potential voucher landlords As market conditions and waiting list needs dictate, Section 8 staff will at least twice per year do outreach mailings to prospective landlords. Informational brochures will be made available at social service agency locations.
  - Increase voucher payment standards

- Implement voucher homeownership program:
- X Implement public housing or other homeownership programs: Foster and participate in the Helena Area Housing Task Force. Provide support for the initiation of a local low income homeownership program by local non-profit agencies.
- Implement public housing site-based waiting lists:
- Convert public housing to vouchers:
- Other: (list below)

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

- PHA Goal: Provide an improved living environment  
Objectives:
  - Implement measures to deconcentrate poverty by bringing higher income public housing households into lower income developments:
  - Implement measures to promote income mixing in public housing by assuring access for lower income families into higher income developments:
  - X Implement public housing security improvements: Depending on availability of funding, contract with the City of Helena for a Community Police Officer to patrol HHA sites and provide reports on criminal activity specific to HHA developments. The goal is to reduce incidents of criminal activity by 5% per year.
  - Designate developments or buildings for particular resident groups (elderly, persons with disabilities)
  - X Other: (list below)  
Generate a community funding mechanism such as a revolving loan fund to assist residents having problems paying security and utility deposits.

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

- PHA Goal: Promote self-sufficiency and asset development of assisted households  
Objectives:
  - X Increase the number and percentage of employed persons in assisted families: Promote resident participation in the housing authority Family Self Sufficiency and Family Investment Center Programs. Noting that the HHA turnover rate is near 50% due to local conditions and success of current self-sufficiency programs offered by the HHA, the HHA will attempt to make the Family Investment Center program a self-perpetuating program by utilizing rental

income from the building to fund a contract with Career Training Institute to provide training and supportive services to PHA residents. Depending on funding which may include using HOPE VI grant funding PHA-wide, if allowed, increase the present successful self sufficiency programs by five families per year. Continue to allow income exclusions as allowed by the Family Investment Center grant requirements to enhance participating family incomes during training periods and the initial 18 month employment period. Where allowed, continue to provide equal access to supportive services and training funded at the Family Investment Center through the application for and use of EDSS, FIC, TOP, HOPE VI, and ROSS funds.

- X Provide or attract supportive services to improve assistance recipients' employability: Promote resident participation in the housing authority Family Self Sufficiency and Family Investment Center Programs. Noting that the HHA turnover rate is near 50% due to local conditions and success of current self-sufficiency programs offered by the HHA, the HHA will attempt to make the Family Investment Center program a self-perpetuating program by utilizing rental income from the building to fund a contract with Career Training Institute to provide training and supportive services to PHA residents. Depending on funding which may include using HOPE VI grant funding PHA-wide, if allowed, increase the present successful self sufficiency programs by five families per year. Where allowed, continue to provide equal access to supportive services and training funded at the Family Investment Center through the application for and use of EDSS, FIC, TOP, HOPE VI, and ROSS funds.
- X Provide or attract supportive services to increase independence for the elderly or families with disabilities. Where allowed, continue to provide equal access to supportive services and training funded at the Family Investment Center through the application for and use of EDSS, FIC, TOP, HOPE VI, and ROSS funds. Continue contract with social worker who concentrates on establishing needs and providing supportive services for the elderly and disabled.
- Other: (list below)

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

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

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

**Other PHA Goals and Objectives: (list below)**

The Helena Housing Authority , a high performing PHA (100% PHMAP, 94% PHAS), has current successful programs in place, including Family Self Sufficiency, Family Investment Center, and a Resident Management Corporation. Current successful grants being administered for the benefit of the residents include: Public Housing Drug Elimination, Comprehensive Grant Program, HOPE VI, Economic Development and Supportive Services, Shelter Plus Care, and Tenant Opportunities Program. In light of any waning future federal commitment to the public housing program, the Helena Housing Authority will, on behalf of its residents, continue to apply for or generate adequate funding to continue or enhance the level of service in place.



**Annual PHA Plan**  
**PHA Fiscal Year 2000**

[24 CFR Part 903.7]

**i. Annual Plan Type:**

Select which type of Annual Plan the PHA will submit.

**Standard Plan**

**Streamlined Plan:**

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

**Troubled Agency Plan**

**ii. Executive Summary of the Annual PHA Plan**

[24 CFR Part 903.7 9 (r)]

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

**iii. Annual Plan Table of Contents**

[24 CFR Part 903.7 9 (r)]

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

**Table of Contents**

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**Attachments**

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

**Required Attachments:**

- X Admissions Policy for Deconcentration (MT004a01)
- X FY 2000 Capital Fund Program Annual Statement (Component 7 Annual Plan)
- X Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY) (MT004a02)

**Optional Attachments:**

- X PHA Management Organizational Chart (In Hard Copy)
- X FY 2000 Capital Fund Program 5 Year Action Plan (Component 7 Annual Plan)
- X Public Housing Drug Elimination Program (PHDEP) Plan (MT004a03)
- X Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text) (MT004a04).
- Other (List below, providing each attachment name)

**Supporting Documents Available for Review**

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

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

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
X	Fair Housing Documentation: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions' initiatives to affirmatively further fair housing that require the PHA's involvement.	5 Year and Annual Plans
X	Consolidated Plan for the jurisdiction/s in which the PHA is located (which includes the Analysis of Impediments to Fair Housing Choice (AI)) and any additional backup data to support statement of housing needs in the jurisdiction	Annual Plan: Housing Needs
X	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources;
X	Public Housing Admissions and (Continued) Occupancy Policy (A&O), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
	Public Housing Deconcentration and Income Mixing Documentation: 1. PHA board certifications of compliance with deconcentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/99 <i>Quality Housing and Work Responsibility Act Initial Guidance; Notice</i> and any further HUD guidance) and 2. Documentation of the required deconcentration and income mixing analysis	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public housing rent determination policies, including the methodology for setting public housing flat rents <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 checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
	Section 8 rent determination (payment standard) policies <input 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

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
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 X check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
X	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
X	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	Annual Plan: Capital Needs
X	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans or any other approved proposal for development of public housing	Annual Plan: Capital Needs
	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act	Annual Plan: Conversion of Public Housing
	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
	Policies governing any Section 8 Homeownership program <input type="checkbox"/> check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
X	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
X	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
X	The most recent Public Housing Drug Elimination Program (PHEDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)	Annual Plan: Safety and Crime Prevention
X	The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	Annual Plan: Annual Audit
	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
X	Other supporting documents (optional) Greater Helena Area Comprehensive Housing Affordability Strategy	(specify as needed)

## **1. Statement of Housing Needs**

[24 CFR Part 903.7.9 (a)]

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

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

<b>Housing Needs of Families in the Jurisdiction by Family Type</b>							
<b>Family Type</b>	<b>Overall</b>	<b>Afford-ability</b>	<b>Supply</b>	<b>Quality</b>	<b>Access-ibility</b>	<b>Size</b>	<b>Loca-tion</b>
Income <= 30% of AMI	1863	4	2	2	1	2	1
Income >30% but <=50% of AMI	1570	3	2	2	1	2	1
Income >50% but <80% of AMI	2122	2	2	2	1	2	1
Elderly	3447	4	2	2	2	2	2
Families with Disabilities	1721	4	3	2	2	2	1
Race/Ethnicity White	23509	N/A					
Race/Ethnicity Native American	543						
Race/Ethnicity Asian	140						
Race/Ethnicity Hispanic	326						
Race/Ethnicity Black	51						

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

- X Consolidated Plan of the Jurisdiction/s  
Indicate year: 1994
- X U.S. Census data: the Comprehensive Housing Affordability Strategy (“CHAS”) dataset
- American Housing Survey data  
Indicate year:
- Other housing market study  
Indicate year:
- X Other sources: (list and indicate year of information)  
Census data for Helena, MT, Greater Helena Area Comprehensive Affordability Strategy

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

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

<b>Housing Needs of Families on the Waiting List</b>			
Waiting list type: (select one)			
<input type="checkbox"/> Section 8 tenant-based assistance			
X Public Housing			
<input type="checkbox"/> Combined Section 8 and Public Housing			
<input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional)			
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	104		
Extremely low income <=30% AMI	87		
Very low income (>30% but <=50% AMI)	15		
Low income (>50% but <80% AMI)	2		

Housing Needs of Families on the Waiting List			
Families with children	42		
Elderly families	5		
Families with Disabilities	44		
Race/ethnicity White	90		
Race/ethnicity Black	0		
Race/ethnicity Native American	11		
Race/ethnicity Asian	2		
Hispanic	1		
Characteristics by Bedroom Size (Public Housing Only)			
1BR	55		
2 BR	22		
3 BR	2		
4 BR	5		
5 BR	2		
5+ BR	0		
Is the waiting list closed (select one)? X No <input type="checkbox"/> Yes			
If yes:			
How long has it been closed (# of months)?			
Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input type="checkbox"/> Yes			

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

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

Housing Needs of Families on the Waiting List
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### Housing Needs of Families on the Waiting List

Waiting list type: (select one)

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

If used, identify which development/subjurisdiction:

	# of families	% of total families	Annual Turnover
Waiting list total	592		
Extremely low income <=30% AMI	521	88%	
Very low income (>30% but <=50% AMI)	65	11%	
Low income (>50% but <80% AMI)	6	1%	
Families with children	207	35%	
Elderly families	77	13%	
Families with Disabilities	278	47%	
Race/ethnicity White	580	98%	
Race/ethnicity Native American	12	2%	
Race/ethnicity			
Race/ethnicity			
Characteristics by Bedroom Size (Public Housing Only)			
1BR			
2 BR			
3 BR			
4 BR			
5 BR			
5+ BR			

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

If yes:



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

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

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

### C. Strategy for Addressing Needs

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

#### (1) Strategies

**Need: Shortage of affordable housing for all eligible populations**

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

Select all that apply

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

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

Select all that apply

- X Apply for additional section 8 units should they become available
- Leverage affordable housing resources in the community through the creation of mixed - finance housing

- X Pursue housing resources other than public housing or Section 8 tenant-based assistance.
- Other: (list below)

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

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

Select all that apply

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

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

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

Select all that apply

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

**Need: Specific Family Types: The Elderly**

**Strategy 1: Target available assistance to the elderly:**

Select all that apply

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

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

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

Select all that apply

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

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

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

Select if applicable

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

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

Select all that apply

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

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

**(2) Reasons for Selecting Strategies**

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

- Funding constraints
- Staffing constraints
- Limited availability of sites for assisted housing
- Extent to which particular housing needs are met by other organizations in the community
- Evidence of housing needs as demonstrated in the Consolidated Plan and other information available to the PHA

- X Influence of the housing market on PHA programs
- X Community priorities regarding housing assistance
- X Results of consultation with local or state government
- X Results of consultation with residents and the Resident Advisory Board
- Results of consultation with advocacy groups
- X Other: (list below) Results of experience of housing authority staff

## **2. Statement of Financial Resources**

[24 CFR Part 903.7 9 (b)]

List the financial resources that are anticipated to be available to the PHA for the support of Federal public housing and tenant-based Section 8 assistance programs administered by the PHA during the Plan year. Note: the table assumes that Federal public housing or tenant based Section 8 assistance grant funds are expended on eligible purposes; therefore, uses of these funds need not be stated. For other funds, indicate the use for those funds as one of the following categories: public housing operations, public housing capital improvements, public housing safety/security, public housing supportive services, Section 8 tenant-based assistance, Section 8 supportive services or other.

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
<b>1. Federal Grants (FY 2000 grants)</b>		
a) Public Housing Operating Fund	573,632	
b) Public Housing Capital Fund	600,742	
c) HOPE VI Revitalization		
d) HOPE VI Demolition		
e) Annual Contributions for Section 8 Tenant-Based Assistance	1,350,628	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)	77,419	
g) Resident Opportunity and Self-Sufficiency Grants	75,000	
h) Community Development Block Grant		
i) HOME		
Other Federal Grants (list below)		
<b>2. Prior Year Federal Grants (unobligated funds only) (list below)</b>		
HOPE VI CSS Funds	70,000	

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
<b>3. Public Housing Dwelling Rental Income</b>		
	638,553	
<b>4. Other income (list below)</b>		
<b>4. Non-federal sources (list below)</b>		
<b>Total resources</b>	3,385,974	

### **3. PHA Policies Governing Eligibility, Selection, and Admissions**

[24 CFR Part 903.7 9 (c)]

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

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

##### **(1) Eligibility**

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

- X When families are within a certain number of being offered a unit: (state number) 25
- X When families are within a certain time of being offered a unit: (state time) 30 days
- X Other: (describe) Immediately following orientation

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

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

- c. X Yes  No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?
- d. X Yes  No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?
- e. X Yes  No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)

**(2)Waiting List Organization**

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

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

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

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

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

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

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

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

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

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

**(3) Assignment**

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

- One
- Two
- X Three or More

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

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

**(4) Admissions Preferences**

a. Income targeting:

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

b. Transfer policies:

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

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

c. Preferences

1. X Yes  No: Has the PHA established preferences for admission to public housing (other than date and time of application)? (If “no” is selected, skip to subsection **(5) Occupancy**)
2. Which of the following admission preferences does the PHA plan to employ in the coming year? (select all that apply from either former Federal preferences or other preferences)

Former Federal preferences:

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

Other preferences: (select below)

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

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

1 Date and Time

Former Federal preferences:

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



- Homelessness
- 2 High rent burden

Other preferences (select all that apply)

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

4. Relationship of preferences to income targeting requirements:

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

### **(5) Occupancy**

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

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

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

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

### **(6) Deconcentration and Income Mixing**

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

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

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

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

X Employing waiting list "skipping" to achieve deconcentration of poverty or income mixing goals at targeted developments  
If selected, list targeted developments below:

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

Other (list policies and developments targeted below)

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

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

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

X Other (list below) Adopted flat rents.

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

X Not applicable: results of analysis did not indicate a need for such efforts

List (any applicable) developments below:

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

Not applicable: results of analysis did not indicate a need for such efforts

List (any applicable) developments below:

## **B. Section 8**

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

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

### **(1) Eligibility**

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

Criminal or drug-related activity only to the extent required by law or regulation

Criminal and drug-related activity, more extensively than required by law or regulation

More general screening than criminal and drug-related activity (list factors below)

Other (list below)

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

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

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

e. Indicate what kinds of information you share with prospective landlords? (select all that apply)

Criminal or drug-related activity

Other (describe below) Prior rental history

### **(2) Waiting List Organization**

a. With which of the following program waiting lists is the section 8 tenant-based assistance waiting list merged? (select all that apply)

None

Federal public housing

- Federal moderate rehabilitation
- Federal project-based certificate program
- Other federal or local program (list below)

b. Where may interested persons apply for admission to section 8 tenant-based assistance?  
(select all that apply)

- X PHA main administrative office
- Other (list below)

**(3) Search Time**

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

If yes, state circumstances below: When an applicant/participant can demonstrate suitable efforts to locate suitable housing an extension will be granted with a written request two weeks prior to the expiration.

**(4) Admissions Preferences**

a. Income targeting

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

b. Preferences

1. X Yes  No: Has the PHA established preferences for admission to section 8 tenant-based assistance? (other than date and time of application) (if no, skip to subcomponent **(5) Special purpose section 8 assistance programs**)

2. Which of the following admission preferences does the PHA plan to employ in the coming year? (select all that apply from either former Federal preferences or other preferences)

Former Federal preferences

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

- Homelessness
- X High rent burden (rent is > 50 percent of income)

Other preferences (select all that apply)

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

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

- 1 Date and Time

Former Federal preferences

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

Other preferences (select all that apply)

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

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

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

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

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

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

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

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

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

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

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

- Through published notices  
 Other (list below)

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

[24 CFR Part 903.7 9 (d)]

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

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

**(1) Income Based Rent Policies**

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

a. Use of discretionary policies: (select one)

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

---or---

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

b. Minimum Rent

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

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

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

A/O policy – page 22

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

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

1.  Yes X No: Does the PHA plan to charge rents at a fixed amount or percentage less than 30% of adjusted income?

2. If yes to above, list the amounts or percentages charged and the circumstances under which these will be used below:

d. Which of the discretionary (optional) deductions and/or exclusions policies does the PHA plan to employ (select all that apply)

- For the earned income of a previously unemployed household member
- For increases in earned income
- Fixed amount (other than general rent-setting policy)

If yes, state amount/s and circumstances below:

- Fixed percentage (other than general rent-setting policy)  
If yes, state percentage/s and circumstances below:

- For household heads
- For other family members
- For transportation expenses
- For the non-reimbursed medical expenses of non-disabled or non-elderly families
- Other (describe below)

e. Ceiling rents

1. Do you have ceiling rents? (rents set at a level lower than 30% of adjusted income) (select one)

- Yes for all developments
- Yes but only for some developments
- X No

2. For which kinds of developments are ceiling rents in place? (select all that apply)

- For all developments
- For all general occupancy developments (not elderly or disabled or elderly only)
- For specified general occupancy developments
- For certain parts of developments; e.g., the high-rise portion
- For certain size units; e.g., larger bedroom sizes
- Other (list below)



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

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

f. Rent re-determinations:

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

- Never
- At family option
- Any time the family experiences an income increase
- X Any time a family experiences an income increase above a threshold amount or percentage: (if selected, specify threshold)\_\$50\_\_\_\_\_
- Other (list below)

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

## **(2) Flat Rents**

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

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

## B. Section 8 Tenant-Based Assistance

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

### (1) Payment Standards

Describe the voucher payment standards and policies.

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

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

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

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

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

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

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

- Annually
- Other (list below)

- e. What factors will the PHA consider in its assessment of the adequacy of its payment standard? (select all that apply)
- Success rates of assisted families
  - Rent burdens of assisted families
  - Other (list below) Rent survey

**(2) Minimum Rent**

- a. What amount best reflects the PHA’s minimum rent? (select one)
- \$0
  - \$1-\$25
  - \$26-\$50

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

**5. Operations and Management**

[24 CFR Part 903.7 9 (e)]

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

**A. PHA Management Structure**

Describe the PHA’s management structure and organization.

(select one)

- An organization chart showing the PHA’s management structure and organization is attached.
- A brief description of the management structure and organization of the PHA follows:

**B. HUD Programs Under PHA Management**

List Federal programs administered by the PHA, number of families served at the beginning of the upcoming fiscal year, and expected turnover in each. (Use “NA” to indicate that the PHA does not operate any of the programs listed below.)

<b>Program Name</b>	<b>Units or Families Served at Year Beginning</b>	<b>Expected Turnover</b>
Public Housing	352	45%

Section 8 Vouchers	102	10%
Section 8 Certificates	157	10%
Section 8 Mod Rehab	0	
Special Purpose Section 8 Certificates/Vouchers (list individually)	Shetler Plus Care 10	Past 12 months, 0 turnover, expect 40%
Public Housing Drug Elimination Program (PHDEP)	352	45%
Other Federal Programs(list individually)		

### C. Management and Maintenance Policies

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

- (1) Public Housing Maintenance and Management: (list below)  
Attached Maintenance Policy
- (2) Section 8 Management: (list below)  
Attached Section 8 Administrative Plan

## **6. PHA Grievance Procedures**

[24 CFR Part 903.7 9 (f)]

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

### A. Public Housing

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

If yes, list additions to federal requirements below:

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

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

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

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

If yes, list additions to federal requirements below:

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

- PHA main administrative office  
 Other (list below)

## **7. Capital Improvement Needs**

[24 CFR Part 903.79 (g)]

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

### **A. Capital Fund Activities**

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

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

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

Select one:

The Capital Fund Program Annual Statement is provided as an attachment to the PHA Plan at Attachment (state name) MT004a02

-or-

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

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

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

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

b. If yes to question a, select one:

The Capital Fund Program 5-Year Action Plan is provided as an attachment to the PHA Plan at Attachment (state name) MT004a05

-or-

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

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

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

Yes  No: a) Has the PHA received a HOPE VI revitalization grant? (if no, skip to question c; if yes, provide responses to question b for each grant, copying and completing as many times as necessary)  
b) Status of HOPE VI revitalization grant (complete one set of questions for each grant)

1. Development name: Enterprise Drive

2. Development (project) number: MT06URDI197

3. Status of grant: (select the statement that best describes the current status)

- Revitalization Plan under development
- Revitalization Plan submitted, pending approval
- Revitalization Plan approved
- X Activities pursuant to an approved Revitalization Plan underway

Yes X No: c) Does the PHA plan to apply for a HOPE VI Revitalization grant in the Plan year?

If yes, list development name/s below:

Yes X No: d) Will the PHA be engaging in any mixed-finance development activities for public housing in the Plan year?

If yes, list developments or activities below:

Yes X No: e) Will the PHA be conducting any other public housing development or replacement activities not discussed in the Capital Fund Program Annual Statement?

If yes, list developments or activities below:

## **8. Demolition and Disposition**

[24 CFR Part 903.7 9 (h)]

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

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

2. Activity Description

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

<b>Demolition/Disposition Activity Description</b>
--

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

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

[24 CFR Part 903.7 9 (i)]

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

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

2. Activity Description

Yes  No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset



Management Table? If “yes”, skip to component 10. If “No”, complete the Activity Description table below.

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

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

[24 CFR Part 903.7 9 (j)]

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

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

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

#### 2. Activity Description

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

<b>Conversion of Public Housing Activity Description</b>	
1a. Development name:	
1b. Development (project) number:	
2. What is the status of the required assessment?	<input type="checkbox"/> Assessment underway <input type="checkbox"/> Assessment results submitted to HUD <input type="checkbox"/> Assessment results approved by HUD (if marked, proceed to next question) <input type="checkbox"/> Other (explain below)
3. <input type="checkbox"/> Yes <input type="checkbox"/> No: Is a Conversion Plan required? (If yes, go to block 4; if no, go to block 5.)	
4. Status of Conversion Plan (select the statement that best describes the current status)	<input type="checkbox"/> Conversion Plan in development <input type="checkbox"/> Conversion Plan submitted to HUD on: (DD/MM/YYYY) <input type="checkbox"/> Conversion Plan approved by HUD on: (DD/MM/YYYY) <input type="checkbox"/> Activities pursuant to HUD-approved Conversion Plan underway
5. Description of how requirements of Section 202 are being satisfied by means other than conversion (select one)	<input type="checkbox"/> Units addressed in a pending or approved demolition application (date submitted or approved: _____) <input type="checkbox"/> Units addressed in a pending or approved HOPE VI demolition application (date submitted or approved: _____) <input type="checkbox"/> Units addressed in a pending or approved HOPE VI Revitalization Plan (date submitted or approved: _____) <input type="checkbox"/> Requirements no longer applicable: vacancy rates are less than 10 percent <input type="checkbox"/> Requirements no longer applicable: site now has less than 300 units <input type="checkbox"/> Other: (describe below)

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

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

## **11. Homeownership Programs Administered by the PHA**

[24 CFR Part 903.7 9 (k)]

### **A. Public Housing**

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

1.  Yes  No: Does the PHA administer any homeownership programs administered by the PHA under an approved section 5(h) homeownership program (42 U.S.C. 1437c(h)), or an approved HOPE I program (42 U.S.C. 1437aaa) or has the PHA applied or plan to apply to administer any homeownership programs under section 5(h), the HOPE I program, or section 32 of the U.S. Housing Act of 1937 (42 U.S.C. 1437z-4). (If “No”, skip to component 11B; if “yes”, complete one activity description for each applicable program/plan, unless eligible to complete a streamlined submission due to **small PHA** or **high performing PHA** status. PHAs completing streamlined submissions may skip to component 11B.)

#### 2. Activity Description

- Yes  No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? (If “yes”, skip to component 12. If “No”, complete the Activity Description table below.)

<b>Public Housing Homeownership Activity Description (Complete one for each development affected)</b>	
1a. Development name:	
1b. Development (project) number:	
2. Federal Program authority:	
<input type="checkbox"/> HOPE I	
<input type="checkbox"/> 5(h)	
<input type="checkbox"/> Turnkey III	
<input type="checkbox"/> Section 32 of the USHA of 1937 (effective 10/1/99)	

<p>3. Application status: (select one)</p> <p><input type="checkbox"/> Approved; included in the PHA's Homeownership Plan/Program</p> <p><input type="checkbox"/> Submitted, pending approval</p> <p><input type="checkbox"/> Planned application</p>
<p>4. Date Homeownership Plan/Program approved, submitted, or planned for submission: (DD/MM/YYYY)</p>
<p>5. Number of units affected:</p> <p>6. Coverage of action: (select one)</p> <p><input type="checkbox"/> Part of the development</p> <p><input type="checkbox"/> Total development</p>

**B. Section 8 Tenant Based Assistance**

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

2. Program Description:

a. Size of Program

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

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

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

b. PHA-established eligibility criteria

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

## **12. PHA Community Service and Self-sufficiency Programs**

[24 CFR Part 903.7 9 (l)]

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

### **A. PHA Coordination with the Welfare (TANF) Agency**

#### 1. Cooperative agreements:

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

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

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

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

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

#### **(1) General**

##### a. Self-Sufficiency Policies

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

(select all that apply)

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

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

b. Economic and Social self-sufficiency programs

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

<b>Services and Programs</b>				
Program Name & Description (including location, if appropriate)	Estimated Size	Allocation Method (waiting list/random selection/specific criteria/other)	Access (development office / PHA main office / other provider name)	Eligibility (public housing or section 8 participants or both)
<i>FIC</i>	<i>24 per yr</i>	<i>Wait list</i>	<i>CTI?FIC</i>	<i>PH</i>
EDSS	40	Wait list	CTI?FIC	Both
TOP	20+	Wait list	CTI/FIC	PH

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

a. Participation Description

<b>Family Self Sufficiency (FSS) Participation</b>		
Program	Required Number of Participants (start of FY 2000 Estimate)	Actual Number of Participants (As of: DD/MM/YY)
Public Housing	Voluntary/ 20 max	1/11/00 12
Section 8	42	1/11/00 32

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

Due to changing HUD regulations, the PHA is somewhat behind on maintaining the minimum in the FSS program.

### C. Welfare Benefit Reductions

1. The PHA is complying with the statutory requirements of section 12(d) of the U.S. Housing Act of 1937 (relating to the treatment of income changes resulting from welfare program requirements) by: (select all that apply)
- X Adopting appropriate changes to the PHA's public housing rent determination policies and train staff to carry out those policies
  - X Informing residents of new policy on admission and reexamination
  
  - X Actively notifying residents of new policy at times in addition to admission and reexamination.
  - Establishing or pursuing a cooperative agreement with all appropriate TANF agencies regarding the exchange of information and coordination of services
  - X Establishing a protocol for exchange of information with all appropriate TANF agencies
  - Other: (list below)

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

### 13. PHA Safety and Crime Prevention Measures

[24 CFR Part 903.79 (m)]

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

High performing PHA with a PHDEP Plan

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

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

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

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

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

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

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

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

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

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



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

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

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

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

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

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

X Yes  No: Is the PHA eligible to participate in the PHDEP in the fiscal year covered by this PHA Plan?

X Yes  No: Has the PHA included the PHDEP Plan for FY 2000 in this PHA Plan?

X Yes  No: This PHDEP Plan is an Attachment. (Attachment Filename: (MT004a06))

**14. RESERVED FOR PET POLICY**

[24 CFR Part 903.7 9 (n)]

**15. Civil Rights Certifications**

[24 CFR Part 903.7 9 (o)]

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

## **16. Fiscal Audit**

[24 CFR Part 903.7 9 (p)]

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

## **17. PHA Asset Management**

[24 CFR Part 903.7 9 (q)]

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

1.  Yes  No: Is the PHA engaging in any activities that will contribute to the long-term asset management of its public housing stock, including how the Agency will plan for long-term operating, capital investment, rehabilitation, modernization, disposition, and other needs that have **not** been addressed elsewhere in this PHA Plan?
2. What types of asset management activities will the PHA undertake? (select all that apply)  
 Not applicable  
 Private management  
 Development-based accounting  
 Comprehensive stock assessment  
 Other: (list below)
3.  Yes  No: Has the PHA included descriptions of asset management activities in the **optional** Public Housing Asset Management Table?

## **18. Other Information**

[24 CFR Part 903.7 9 (r)]

### **A. Resident Advisory Board Recommendations**

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

\*\* 2. If yes, the comments are: (if comments were received, the PHA **MUST** select one)

Attached at Attachment (File name)

Provided below:

\*\* 3. In what manner did the PHA address those comments? (select all that apply)

Considered comments, but determined that no changes to the PHA Plan were necessary.

The PHA changed portions of the PHA Plan in response to comments  
List changes below:

Other: (list below)

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

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

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

3. Description of Resident Election Process According to Montana State law, two residents are appointed to the PHA Board by the mayor.

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

Candidates were nominated by resident and assisted family organizations

X Candidates could be nominated by any adult recipient of PHA assistance

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

Other: (describe)

b. Eligible candidates: (select one)

Any recipient of PHA assistance

Any head of household receiving PHA assistance

X Any adult recipient of PHA assistance

Any adult member of a resident or assisted family organization

Other (list)

c. Eligible voters: (select all that apply)

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

### **C. Statement of Consistency with the Consolidated Plan**

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

1. Consolidated Plan jurisdiction: City of Helena, Montana
2. The PHA has taken the following steps to ensure consistency of this PHA Plan with the Consolidated Plan for the jurisdiction: (select all that apply)
  - X The PHA has based its statement of needs of families in the jurisdiction on the needs expressed in the Consolidated Plan/s.
  - X The PHA has participated in any consultation process organized and offered by the Consolidated Plan agency in the development of the Consolidated Plan.
  - X The PHA has consulted with the Consolidated Plan agency during the development of this PHA Plan.
  - X Activities to be undertaken by the PHA in the coming year are consistent with the initiatives contained in the Consolidated Plan. (See attachment MT004a08)
- Other: (list below)

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

### **D. Other Information Required by HUD**

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

## Attachments

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

## PHA Plan Table Library

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

#### Annual Statement

#### Capital Fund Program (CFP) Part I: Summary

Capital Fund Grant Number      FFY of Grant Approval: 07/2000

X Original Annual Statement

Line No.	Summary by Development Account	Total Estimated Cost
1	Total Non-CGP Funds	
2	1406 Operations	66,000
3	1408 Management Improvements	45,000
4	1410 Administration	25,000
5	1411 Audit	
6	1415 Liquidated Damages	
7	1430 Fees and Costs	40,742
8	1440 Site Acquisition	
9	1450 Site Improvement	34,000
10	1460 Dwelling Structures	367,000
11	1465.1 Dwelling Equipment-Nonexpendable	78,000
12	1470 Nondwelling Structures	
13	1475 Nondwelling Equipment	
14	1485 Demolition	
15	1490 Replacement Reserve	
16	1492 Moving to Work Demonstration	
17	1495.1 Relocation Costs	5,000
18	1498 Mod Used for Development	
19	1502 Contingency	
20	<b>Amount of Annual Grant (Sum of lines 2-19)</b>	<b>660,742</b>
21	Amount of line 20 Related to LBP Activities	
22	Amount of line 20 Related to Section 504 Compliance	
23	Amount of line 20 Related to Security	
24	Amount of line 20 Related to Energy Conservation Measures	

**Annual Statement**

**Capital Fund Program (CFP) Part II: Supporting Table**

Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Total Estimated Cost
HA Wide	Operations	1406	66,000
	Management	1408	45,000
	Admin	1410	25,000
	A/E	1430	40,752
MT 4-1	Replace Stoves	1465.1	28,000
	Replace Fire Extinguishers	1460	3,600
	Repair Office Entry	1450	5,000
MT 4-2	Replace Stoves	1465.1	24,000
	Replace Fire Extinguishers	1460	3,000
	Trim trees	1450	8,000
MT 4-3	Replace Sewer Pipes in Crawlspace	1460	60,000
	Remodel Kitchens/Install Range Hoods	1460	239,000
	Replace Fire Extinguishers	1460	3,000
	Install Smoke Detectors	1460	8,500
	Stabilize House	1460	30,000
	Relocate Family	1495.1	5,000
	Replace Playground Equipment	1450	5,000
MT 4-4	Replace Security Mailboxes	1450	5,000
	Replace Sprinkler System	1450	11,000
MT 4-5	Replace Storm Doors (44)	1460	13,400
MT 4-8	Replace Stoves & Refrigerators	1465.1	26,000
	Elevator Upgrade	1460	6,500

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

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



## Optional Table for 5-Year Action Plan for Capital Fund (Component 7)

Complete one table for each development in which work is planned in the next 5 PHA fiscal years. Complete a table for any PHA-wide physical or management improvements planned in the next 5 PHA fiscal year. Copy this table as many times as necessary. Note: PHAs need not include information from Year One of the 5-Year cycle, because this information is included in the Capital Fund Program Annual Statement.

Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
MT06P004001	Stewart Homes	0	0%	
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
Remodel Kitchens			258,000	2002
Replace Sewer Main			105,000	2003
Install Carbon Monoxide Detectors			7,200	2005
<b>Total estimated cost over next 5 years</b>			<b>370,200</b>	

<b>Optional 5-Year Action Plan Tables</b>			
<b>Development Number</b>	<b>Development Name (or indicate PHA wide)</b>	<b>Number Vacant Units</b>	<b>% Vacancies in Development</b>
MT06P004002	Stewart Homes	2	3%
<b>Description of Needed Physical Improvements or Management Improvements</b>		<b>Estimated Cost</b>	<b>Planned Start Date (HA Fiscal Year)</b>
Remodel Kitchens		210,000	2002
Replace Playground Equipment		8,000	2002
Replace Furnaces		180,000	2003
Replace Water Mains		50,000	2005
Install Carbon Monoxide Detectors		6,000	2006
<b>Total estimated cost over next 5 years</b>		<b>454,000</b>	

<b>Optional 5-Year Action Plan Tables</b>			
<b>Development Number</b>	<b>Development Name (or indicate PHA wide)</b>	<b>Number Vacant Units</b>	<b>% Vacancies in Development</b>
MT06P004003	Scattered sites 4-3	2	3%
<b>Description of Needed Physical Improvements or Management Improvements</b>		<b>Estimated Cost</b>	<b>Planned Start Date (HA Fiscal Year)</b>
Replace furnaces		180,000	2003
Replace Windows		85,000	2005
Install Carbon Monoxide Detectors		6,000	2005
Replace Doors		38,000	2005
<b>Total estimated cost over next 5 years</b>		<b>309,000</b>	

<b>Optional 5-Year Action Plan Tables</b>				
<b>Development Number</b>	<b>Development Name (or indicate PHA wide)</b>	<b>Number Vacant Units</b>	<b>% Vacancies in Development</b>	
MT06P004004	M.E. Anderson 4-4	1	2%	
<b>Description of Needed Physical Improvements or Management Improvements</b>			<b>Estimated Cost</b>	<b>Planned Start Date (HA Fiscal Year)</b>
Replace 2 Hot Water Tanks			10,742	2004
Remodel Kitchens			120,000	2004
<b>Total estimated cost over next 5 years</b>			<b>130,742</b>	

<b>Optional 5-Year Action Plan Tables</b>			
<b>Development Number</b>	<b>Development Name (or indicate PHA wide)</b>	<b>Number Vacant Units</b>	<b>% Vacancies in Development</b>
MT06P004005	Scattered Sites 4-5	0	0%
<b>Description of Needed Physical Improvements or Management Improvements</b>		<b>Estimated Cost</b>	<b>Planned Start Date (HA Fiscal Year)</b>
Replace Floor Tile		80,000	2004
Replace Furnaces		132,000	2004
Install Carbon Monoxide Detectors		4,400	2005
<b>Total estimated cost over next 5 years</b>		<b>216,400</b>	

<b>Optional 5-Year Action Plan Tables</b>			
<b>Development Number</b>	<b>Development Name (or indicate PHA wide)</b>	<b>Number Vacant Units</b>	<b>% Vacancies in Development</b>
MT06P004006	Scattered Sites 4-6	0	0%
<b>Description of Needed Physical Improvements or Management Improvements</b>		<b>Estimated Cost</b>	<b>Planned Start Date (HA Fiscal Year)</b>
Remodel Kitchens		165,000	2005
Replace Bathroom Vanities		20,000	2005
Replace Furnaces		120,000	2004
Install Carbon Monoxide Detectors		4,000	2005
Replace Flooring		80,000	2004
<b>Total estimated cost over next 5 years</b>		<b>389,000</b>	

<b>Optional 5-Year Action Plan Tables</b>				
<b>Development Number</b>	<b>Development Name (or indicate PHA wide)</b>	<b>Number Vacant Units</b>	<b>% Vacancies in Development</b>	
MT06P004008	M.E. Anderson 4-8	0	0%	
<b>Description of Needed Physical Improvements or Management Improvements</b>			<b>Estimated Cost</b>	<b>Planned Start Date (HA Fiscal Year)</b>
No Work Planned				
<b>Total estimated cost over next 5 years</b>				

<b>Optional 5-Year Action Plan Tables</b>				
<b>Development Number</b>	<b>Development Name (or indicate PHA wide)</b>	<b>Number Vacant Units</b>	<b>% Vacancies in Development</b>	
<b>MT06P004010</b>	<b>Enterprise Drive</b>	<b>0</b>	<b>0%</b>	
<b>Description of Needed Physical Improvements or Management Improvements</b>			<b>Estimated Cost</b>	<b>Planned Start Date (HA Fiscal Year)</b>
<b>Install Carbon Monoxide Detectors</b>			<b>1,400</b>	<b>2005</b>
<b>Total estimated cost over next 5 years</b>			<b>1,400</b>	



**Optional Public Housing Asset Management Table**

See Technical Guidance for instructions on the use of this table, including information to be provided.

<b>Public Housing Asset Management</b>								
<b>Development Identification</b>		<b>Activity Description</b>						
Name, Number, and Location	Number and Type of units	Capital Fund Program Parts II and III <i>Component 7a</i>	Development Activities <i>Component 7b</i>	Demolition / disposition <i>Component 8</i>	Designated housing <i>Component 9</i>	Conversion <i>Component 10</i>	Home-ownership <i>Component 11a</i>	Other (describe) <i>Component 17</i>

HELENA HOUSING AUTHORITY

ADMISSIONS AND CONTINUED OCCUPANCY POLICY

Effective date: March 28, 2000

Adopted By Resolution Number: 898      Date: March 28, 2000

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**I. ELIGIBILITY FOR ADMISSION**

To be eligible for admission, an applicant must meet the following conditions:

A. The applicant must provide birth certificates and verification of citizen status for all family members and Social Security numbers for all family members six (6) years or older or certify they do not have one.

B. The applicant must qualify as a family. The definition of a family shall consist of:

1. Two or more persons who have a family-type relationship, with or without children, whose income

and resources are available to meet the family's needs, who are related by blood, marriage, or operation of law, or who evidenced a stable relationship which has existed over a period of time; or,

2. A single person who is:

(a) eligible, by age, to receive old age benefits under Title II of the Social Security Act; or,

(b) handicapped within the meaning of Section 202 of the Housing Act of 1959;

A handicapped person is one who has a physical or mental impairment which:

(1) is expected to be of long-continued indefinite duration;

(2) substantially impedes his/her ability uphold the provisions of the lease;

(3) is of such a nature that such disability could be improved by suitable housing conditions .

(c) displaced by government action or when his or her dwelling has been extensively damaged and formally recognized as a Federal Disaster; or,

(d) disabled within the meaning of section 223 of the Social Security Act or Section 102 (b) (5) of the Developmental Disability Services & Facilities Construction Amendments of 1970.

Disabled is defined as inability to engage in any substantial gainful activity by reason of any medically determinable physical or mental impairment which can be expected to result in death or which has lasted or which can be expected to last for a continuous period of not less than 12 months; or, for a blind person at least 55 years old (according to the definition in Section 416 (i)(1), inability because of blindness to engage in any substantial gainful activities comparable to those in which the person was previously engaged with some regularity and

and  
to  
and

over a substantial period.

A developmental disability as defined in Section 102(7) of the Developmental Disabilities Assistance and Bill of Rights Act (42 U.S.C. 6001 (7)): Severe chronic disability that: (a) is attributable to a mental or physical impairment or combination of mental or physical impairments; (b) is manifested before the person attains age 22; (c) is likely to

continue indefinitely; (d) results in substantial functional limitations in 3 or more of the following areas of major life activity: (1) Self-care, (2) receptive and responsive language, (3) learning, (4) mobility, (5) self-direction, (6) capacity for independent living, and (7) economic self-sufficiency; and (8) reflects the

person's need for a combination and sequence of special, interdisciplinary, or generic care, treatment, or other services which are of lifelong or extended duration and are individually planned or coordinated."

- (e) receiving Social Security disability benefits or supplemental security income (SSI) disability benefits may be considered disabled.
- (f) scheduled to reside in a project that HUD qualified to house only single persons.
- (g) remaining member, listed on the lease, of a tenant family. Example:
  - (1) In the case of death of the head of household, spouse, or family member.
  - (2) When the minor dependents have reached maturity and left home.
- (h) upon the specific prior written approval from HUD, determined eligible to participate in the low rent program.
- (i) expecting a child.
- (j) is in the process of adopting a child or is obtaining custody of a child.
- (k) any other single person who

is not elderly, displaced, or disabled, or the remaining member of a tenant family.

C. Additional eligibility requirements.

In determining eligibility, the following factors will be considered:

1. Non-payment of rightful obligations;
2. Imperil to the health, safety, and welfare of others;
3. Destruction of property;
4. Disregard of rules of occupancy and rights of others;
5. Prior unsatisfactory rental record with the Helena Housing Authority, or outstanding obligation to other rent subsidy programs in the area.
6. Outstanding damage/vacancy claim with the Section 8 program.
7. Ineligibility if evicted for drug-related activity:
  - a. Persons evicted from public housing, Indian housing, Section 23 or any Section 8 program because of drug-related criminal activity are ineligible for admission to public housing for a three-year period beginning on the date of such eviction.
  - b. Drug-related criminal activity is the illegal manufacture, sale, distribution, use, or possession with intent to manufacture, sell, distribute, or use a controlled substance.
  - c. The HHA may waive this requirement if:
    1. the person demonstrates successful completion of a rehabilitation program approved by the HHA, or
    2. the circumstances leading to the eviction no longer exist. For example, the individual involved in drugs is no longer in the household because the person is incarcerated.
3. Illegal drug users and alcohol abusers:
  - a. The HHA may prohibit the admission to public housing of any person who the HHA determines is illegally using a controlled substance.
  - b. The HHA may prohibit the admission to public housing of any person who the HHA determines the person's abuse of alcohol would

interfere with the health, safety, or right to peaceful enjoyment of the premises by other residents.

c. The HHA may allow admission under the above circumstances if the person demonstrates to the HHA's satisfaction the person is no longer engaging in illegal use of a controlled substance or abuse of alcohol and:

1. has successfully completed a supervised drug or alcohol rehabilitation program;

2. has otherwise been rehabilitated successfully; or

3. is participating in a supervised drug or alcohol rehabilitation program.

4. At any time, the HHA may deny admission to an applicant if the HHA determines any family member has engaged in drug-related criminal activity or violent criminal activity. Violent criminal activity means any illegal criminal activity that has as one of its elements the use, attempted use, or threatened use of physical force against the person or property of another.

5. In determining whether to deny admission to a family based on drug-related criminal activity or violent criminal activity, the HHA may act where the preponderance of evidence indicates that a family member has engaged in such activity, regardless of whether the family member has been arrested or convicted.

6. The HHA may deny admission to any person who refuses to permit the HHA to conduct a criminal background investigation through local, state, and National Crime Information Center arrest records.

7. The HHA may deny admission to any person who refuses to provide the HHA with names and addresses of three previous landlords as references or landlords for the past five years.

## **II. INCOME FOR ADMISSION**

Annual gross income cannot exceed the following amounts at the time of admission:

This section may be updated annually, as established and



required by the Department of Housing and Urban Development.

Projects may be added or deleted as required.

A. Family Size and Income Limit

PROJECT NUMBERS 4-1, 4-2, 4-3, 4-4, 4-5, & 4-6

<u>Persons</u>	<u>80% Median</u>
1	25,700
2	29,400
3	33,050
4	36,700
5	39,650
6	42,600
7	45,550
8+	48,450

PROJECT NUMBER 4-8

<u>Persons</u>	<u>50% Median</u>
1	16,050
2	18,350
3	20,650
4	22,950
5	24,800
6	26,600
7	28,450
8+	30,300

**III. DEFINITION OF ANNUAL INCOME**

A. Anticipated total income from all sources received by the Family head and spouse, (even if temporarily absent), and by each additional member of the Family, including all net income derived from assets for the twelve (12) month period following the effective date of the initial determination or reexamination of income.

1. Annual income includes, but is not limited to the following:

(a) Full amount of wages and salaries, overtime pay, commission, fee tips, and bonuses, and other compensation for personal services;

- (b) Net income from operation of a business or profession;
- (c) Interest, dividends, and other net income of any kind from real or personal property. (Where Net Family Assets exceed \$5,000 annually, see Section IV (C) below);
- (d) Full amount of periodic payments received from Social Security, annuities, insurance policies, retirement funds, pensions, disability or death benefits and other similar types of periodic receipts including a lump sum payment for the delayed start of a periodic payment for head of house, spouse, or dependents.
- (e) Unemployment, disability compensation, worker's compensation, and severance pay;
- (f) Welfare assistance.
- (g) Alimony, child support payments, and contributions or gifts received from persons not residing in the dwelling unit.
- (h) All regular pay, special pay allowances of members of the Armed Forces, (whether or not living in the unit, who is head or spouse or other person whose dependents are residing in the unit).
- (i) Income received from anyone over the age of 18 who is residing in the home.

2. Annual income does not include the following:

- (a) Sporadic gifts.
- (b) Amounts reimbursed for the cost of medical expenses.
- (c) Lump sum additions to Family assets, such as inheritances or insurance payments including Worker's Compensation, capital gains, and settlement for personal property losses.
- (d) Educational scholarships and grants.
- (e) Loans of any type, including educational loans.
- (f) Income from employed children (including foster children), under the age of 18

years.

- (g) Payment received for care of foster children when the care of foster children in the dwelling unit is approved by the Housing Authority.
- (h) Relocation payments paid under the Uniform Relocation Act (49 CFR Part 24) Effective 4/2/89.
- (i) Allotments received for coupons under the Food Stamp Act.
- (j) Payments to volunteers under the Domestic Volunteer Service Act 1973.
- (k) Payments received under the Alaskan Native Claim Act.
- (l) Income from land in trust for certain Indian Tribes.
- (m) Payments or allowances for Energy Assistance Program.
- (n) Payments for Job Training Partnership Act.
- (o) Settlement claim funds of the Grand River Band of Ottawa Indians.
- (p) The first \$2,000 of per capita share awarded from Court of Claim for Indian Tribes.
- (q) Amounts received by the Family that are specifically for, and in reimbursement of the cost of medical expenses for any family member.
- (r) Income of a Live-in Aide, as defined in CFR 913.102.
- (s) The special (imminent danger) pay or, if defined by Presidential Executive Order, any military pay to a Family member serving in the Armed Forces who is exposed to hostile fire in a combat zone.
- (t) Amounts received by participants in publicly assisted programs which are specifically for or in reimbursement of out-of-pocket expenses incurred (special equipment, clothing, transportation, childcare, etc.) and which are made solely to allow participation in a specific program.
- (u) Earnings in excess of \$480 for each full time student 18 years or

older, excluding head and spouse.  
(v) Amounts specifically excluded by any other Federal statute from consideration as income for purposes of determining eligibility or benefits under a category of assistance programs that includes assistance under the United States Housing Act of 1937.

#### **IV. ASSETS**

Net Family Assets include cash, stocks, bonds, savings, value of equity in real property, and other forms of capital investments.

A. Any income distributed from a trust fund shall be included in determining annual income.  
(Excluding personal automobile and household furnishings)

B. No assets or income may be transferred or disposed of at less than market value for the purposes of determining eligibility or rent for a period of two years prior to the signing of the Lease. Should this occur, the Tenant's monthly rental payment shall be based on an imputed income figure. The Tenant's imputed income shall consist of the Tenant's actual income, plus the difference between the actual and fair market value of the assets disposed of at less than fair market value. This figure shall be an average of the two years prior to the disposal of assets and shall be used to determine the Rent for two subsequent years.

C. When the family has Net Family Assets in excess of \$5,000, Annual Income shall include the greater of the actual income derived from all Net Family assets or a percentage of the value of such assets based upon current passbook savings rates as determined by HUD.

D. Applicants or residents who have assigned, conveyed, transferred, or otherwise disposed of any asset and retained any legal interest therein shall have the value of such assets based upon current passbook savings rate as determined by HUD.

- E. In all cases it shall be the responsibility of the applicant or resident to report all assets including those of minors to the Housing Authority and to provide the proper verification to establish the legal ownership of equity in any asset or assets.

**V. NOTIFICATION TO APPLICANTS**

- A. Applicant eligibility status shall not be determined until the full application has been processed.
- B. Eligible Applicants. Each applicant determined to be eligible shall be notified verbally or in writing. A record of the notification shall be maintained by the Housing Authority.
- C. Ineligible Applicants. Each applicant determined to be ineligible shall be promptly notified in writing, except when making the preliminary application, the applicant may be verbally informed when:
  - They do not qualify as a family.
  - The application form shall be noted when the applicant has been advised.
- 1. The written notice shall state the reason for ineligibility and his or her right, upon request within a reasonable time, to an informal hearing. For this purpose, the Housing Authority may use a form letter, filling in the appropriate information.

**VI. SELECTION OF TENANTS**

- A. The waiting lists will be administered as follows:
  - a. Date and time of application
  - b. Type and size of unit
    - (1) Family
    - (2) Elderly
    - (3) Handicapped persons shall be housed in dwelling units designated for their use when such a dwelling unit is available.
  - c. 50% and 80% of Median Income (For persons living in the 4-8 project income is limited to 50% of the median income.)
  - d. Local Preferences, all with equal weight, applied to the following:

- (1) Displacement (Involuntary)
- (2) Living in substandard housing
- (3) Payment of more than 50% of income for rent (rent including utilities)

B. Applicants will be selected on the basis of the following Local Preferences:

1. Definition of involuntary displacement: An applicant is or will be involuntarily displaced if he or she has vacated or will have to vacate his or her dwelling unit for one or more of the following reasons:
  - a. A disaster, such as fire or flood, that results in the inhabitability of an applicant's dwelling unit;
  - b. Activity carried on by an agency of the United States or local government body or agency in connection with a public improvement or development program; or,
  - c. The reason for the owner's action is beyond an applicant's ability to control or prevent;
    - (a) Conversion to cooperative ownership or condominium.
    - (b) Substantial rehabilitation not covered by government action.
    - (c) Property conversion from housing to commercial use.
  - d. The applicant has vacated his or her dwelling unit as a result of actual or threatened physical violence directed against the applicant or one or more members of the applicant's family by a spouse or other member of the applicant's household or the applicant lives in a dwelling unit with such an individual who engages in such violence.
    - (A) The action occurs despite an applicant's having met all previously imposed conditions of occupancy; and,
    - (B) The action taken is other than a rent increase.
2. Families paying more than 50% of their income for rent and utilities.
3. Families living in substandard housing:
  - A unit is considered substandard for the

following:

and

- a. Dilapidated;
- b. Does not afford the Family adequate space security;
- c. Does not maintain a thermal environment healthy for the human body;
- d. Does not have operable indoor plumbing;
- e. Does not have a usable flush toilet inside the unit or for the exclusive use of the family;
- f. Does not have a usable bath or shower the unit for the exclusive use of
- g. Does not have electricity or has inadequate or unsafe electrical service;
- h. Does not have a safe or adequate source of heat;
- i. Should, but does not, have a kitchen; or,
- j. Has been declared unfit for habitation by

inside  
the family;

an

- agency or unit of government;
- k. Does not provide safe and adequate shelter and in its present condition endangers the health safety and well being of the occupants, or has one or more critical defects, or a combination of intermediate defects in sufficient number or extent to require considerable repair or rebuilding. The defects may involve original construction, or they may result from continued neglect or lack of repair or from serious damage to the structure.

C. Additional Selection Criteria:

- 1. An applicant, who meets all of the eligibility requirements, may be given a first priority on the waiting list when the Housing Authority has determined an emergency exists; and the applicant's needs are greater than other applicants on the waiting list.
- 2. Once a preference is established, selection will be determined by the date and time of application on a first come, first served basis, from the applicants eligible for dwellings of appropriate size.
- 3. Discretion in placement of tenants shall be used

to ensure socioeconomic mix by site, and to avoid over concentration of any one building or site. Every attempt shall be made to bring higher income tenants into lower income sites and bring lower income tenants into higher income sites.

4. Applicants having more than one Local Preference shall not receive priority over applicants with only one preference.
5. When there are no eligible applicant families with a priority for appropriate bedroom sizes, then the process of first come, first served, by the date and time of application will be the determining criteria.
6. Applicants will not be placed on the master waiting list until all required information has been received and verified.
7. If a full application is not completed by the applicant within thirty days inclusive of all verified information, the application will be termed inactive. Should unusual circumstances be evident, the applicant may submit a written request for an extension of time. All eligibility requirements shall apply.
8. Prior to the assignment of a dwelling unit, the applicants will be notified that they and all adult members of the household are required to attend an orientation conference given by Housing Authority staff.
9. Applicant selection will be based on any current HUD regulations which require the Housing Authority to adhere to income targeting requirements such as a general rule that not less than 40% of admissions in any fiscal year must be families whose income does not exceed 30% of the median income (extremely low income families). These requirements may change from time to time. The Housing Authority must, from time to time, "skip" over some applicants on the waiting list in order to achieve Department of Housing and Urban Development de-concentration and mixed income goals.

## **VII. ASSIGNMENT OF DWELLINGS**



A. Each applicant shall be assigned his/her appropriate place on the community wide waiting list based upon the factors affecting the selection process as stated in Section VI.

B. Each eligible applicant will be offered a dwelling unit at the location which contains the largest number of suitable vacancies. If there are two or more vacancies at the same time, and the applicant has requested a particular location due to employment, school, or day care, the applicant shall be given a choice.

If the applicant rejects the location requested dwelling unit offered, he/she shall be moved to the last place on the master waiting list. If any applicant rejects three dwelling units offered, he/she shall be moved to the last place on the waiting list. It will not be considered a rejection if the offered location or the inconvenience of moving at the time would create an undue hardship and written verification of such hardship has been satisfactorily presented to the Housing Authority.

1. Ineligible, inactive, or withdrawn applications will be disposed of two years from the date they were classified as ineligible, inactive, or withdrawn.

2. Terminated tenant files of tenants in good standing will be disposed of five years after audit. Terminated tenant files in poor standing may be maintained indefinitely at the housing authority's discretion for the purpose of tracking poor rental records and delinquent accounts.

C. Non-Discrimination. The Authority shall not discriminate against any applicant because of physical or mental handicap, race, color, age, sex, national origin, familial status, or religious or political beliefs. No preference shall be shown an applicant because of political affiliation or acquaintance with any public official at the Federal, state, or local level.

An applicant shall not be denied housing solely on the basis that all income is derived from public assistance.

**VIII. PRELIMINARY WAITING LIST**

The Waiting List is to be updated no less than every four months.

- A. A letter shall be mailed to the address given on the application to give notice of available housing.
- B. The applicant shall respond either by phone or in writing within 5 working days.
- C. If the applicant fails to respond within 5 working days, or if the letter is returned marked undelivered by the Postal Service, it shall be deemed as non-responsive and the application shall be placed on the inactive list and noted on the master waiting list as no longer interested.
- D. If the applicant responds within 15 calendar days of the date of notice and can show good cause why they failed to respond within the five working days, the application shall be reinstated in it's original position and noted on the master waiting list as active.

Good cause shall be:

- (1) Illness
- (2) Out of town
- (3) Change of address and failure to forward

- E. If the applicant responds and states that they are no longer interested the application shall be placed on the inactive list and noted on the master waiting list.
- F. If the applicant responds and is still interested in housing, the application shall remain in its original position.
- G. If the applicant fails to respond within 5 working days or within the 15 calendar days with good cause and at a later date makes inquiry for housing, they shall be required to complete a new pre-application which shall be treated as a new application.

**IX. FULL APPLICATION**

- 1. When the Helena Housing Authority has determined that the applicant could be placed in housing within one month, the Helena Housing Authority shall notify the applicant by letter, at the given address,

advising the applicant of their status on the waiting list.

2. The applicant shall contact the Helena Housing Authority within 5 working days. At the time of contact, the Housing Authority will schedule an interview to complete the full application.
3. If the applicant fails to respond within 5 working days, or if the letter is returned marked undelivered by the Postal Service, it shall be deemed non-responsive and the application shall be placed on the inactive list and so noted on the master waiting list.
4. If the applicant responds within 15 calendar days of the date of notice and can show good cause why they failed to respond within the five working days, the application shall be reinstated on the master waiting list in it's original position.
5. The notification shall advise the applicant of the information and verifications to be brought to the interview. The applicant shall not be considered for occupancy until all requested information with proper verification has been presented to the Housing Authority.

**X. ELIGIBILITY FOR CONTINUED OCCUPANCY**

A. Eligibility for continued occupancy shall be determined once each year in accordance with an established reexamination schedule. Annual eligibility determinations for recently admitted tenants may be extended up to 18 months, to conform with the reexamination schedule.

To be eligible for continued occupancy, the tenant must meet the following requirements:

1. The Tenant must constitute a family as defined in Part I, "Eligibility for Admission".
2. The family must meet income requirements for occupancy.
3. Families residing in dwelling units made available for full occupancy after October 1, 1981, will not be determined ineligible for continued occupancy when their income exceeds 50% of median, but can not exceed 80%

of median income.

4. The Tenant is responsible for providing true and accurate information regarding family income, including lump sum payments for delayed start of periodic payments, assets, employment, deductions, and family composition for the purposes of determining the Tenant Rent for initial rent up, and annual and interim reexaminations. Changes in income exceeding fifty dollars per month are required to be reported even though the HHA has not formally requested that information. Information, certification, release, or documentation when requested by the HHA must be delivered **within ten days**. The Tenant's failure to do so without good cause will be viewed as a serious lease violation and may be grounds for Termination of Tenancy.
5. All adult members of the family must sign the Release of Information Authorization Form which allows the HHA to make inquiry from appropriate sources to evaluate the Tenant's eligibility for participation in housing programs administered by the HHA.
6. If an individual is added to the dwelling lease at the request of the tenant with the approval of the Housing Authority, the individual shall be required to attend an orientation conference given by Housing Authority staff.

## **XI. RECERTIFICATION AND REEXAMINATIONS**

- A. Re-certification  
Rent is established at the time the lease is signed, and will be reviewed at the time the annual reexamination of income is made to determine eligibility for continued occupancy and whether the dwelling unit is still appropriate for the Family's size and composition. If upon such income review, it is found that the rent being charged no longer conforms to the approved rent schedule, the rent will be adjusted effective on the annual reexamination date.

B. Reexaminations (Other than at re-certification)  
Once a rent is established, it shall remain in effect until the next scheduled reexamination or until a change in amount or source of income or a change in family size or composition occurs that warrants an interim re-examination. The following may apply:

1. At the time of admission or re-certification due to unusual circumstances, projected annual income cannot be determined with any degree of accuracy, a temporary rent for a specified period not to exceed 90 days may be established. At the expiration of the specified period, or such earlier time that the income becomes stable, initial rent or a new rent will be established.
2. If it is discovered that misrepresentation has occurred which would have resulted in a rent increase if the tenant had represented income status correctly, rent will be made retroactive to the date the rent should have increased and will be due immediately.
3. Upon fifteen (15) days notice, a rent increase resulting from a change in family composition, retroactive rent, or an annual rent review, takes effect the first day of the following month. All other rent increases will take effect on the first day of the second month following the increase in income.
4. If a rent review results in a rent reduction, the decreased rent will take effect on the first day of the following month providing the HHA has received verified information regarding a change in income, assets, or family composition and providing that such information is received by the HHA prior to the twenty fifth day of the month preceding the month of rent reduction. No reduction in rent will take place without proper verification.
5. If at the time of a reexamination, the Housing Authority determines that the size of the dwelling unit is no longer appropriate for the family's size and composition, the tenant will be requested to transfer to an appropriate size

dwelling unit when one becomes available.

**XII. VERIFICATION OF APPLICANTS AND TENANTS STATEMENTS AND INCOME**

- A. The Tenant shall provide to the HHA, accurate information, and any documentation, certification, or release which the HHA or HUD reasonably determines is necessary regarding family income, assets, employment, and family composition, including submissions required by the HHA for an annual reexamination or an interim reexamination of family income or composition. The HHA shall notify the Tenant of what certification, release, information, or documentation the Tenant must supply and the Tenant shall deliver required information to the HHA within ten days. The Tenant's failure to provide information will be viewed as a serious lease violation and may be grounds for the termination of the Lease.
- B. All earned income shall be verified at the time of admission, interim reexamination, or annual reexamination, through employer's W-2 forms, check stubs, income tax return, savings pass books, or other means to assure accuracy. All substantial changes in the amount or source of income must be reported. Substantial change shall mean an amount of fifty dollars or more per month.
- C. Verification of involuntary displacement or potential involuntary displacement shall be provided as follows:
1. A copy of the written notice of request to vacate from any government agency.
  2. A copy of the written notice from the present landlord of the request to vacate.
  3. A copy of the court order to vacate the premises where applicable.
- D. Verification of residency in sub-standard housing. Applicants requesting a preference for housing under the living in substandard provision, upon request, must provide the following:

- or  
 applicant's  
 deficiencies listed in
1. A written statement or notice from a unit agency of Government stating the unit has one or more deficiencies listed in Section VI (B)(3).
  2. A written statement from the present landlord stating the unit has one or more deficiencies described in Section VI (B)(3).
- landlord  
 deficiencies  
 (B)(3).
- of
- E. Verification of applicant paying more than 50% annual income for rent and utilities. Applicants requesting a preference under this section shall provide the following, when requested:
1. Copy of present lease agreement.
  2. A copy of canceled checks or rent receipts.
  3. Copies of most recent utility bills.
    - (a) Consideration will be given to averaging extended of the utility bills over an period.
- averaging  
 extended
- F. Unearned incomes shall be verified by viewing checks, certificates of award, or other means to assure accuracy.
- G. All determinations shall be fully documented in the applicant files.
- H. Proper verification shall be provided to the HHA regarding income received from jointly held investments. accounts, savings, and other
- I. Upon completion of verification, required forms will be completed and signed by the applicant and a Housing Authority representative.
- J. Verification of Additional Eligibility Requirements:  
 The Authority may request additional information prior to determining eligibility, such as, but not limited to the following:
1. Verification of past rental history (references);
  2. Home visit at current residence;
  3. Interviews with neighbors and local officials;
  4. Criminal background check
- 2

**XIII. LEASING**

- A. Prior to admission, the dwelling lease shall be signed by the head of household and a representative of the Housing Authority.
- B. A physical inspection of the unit will be made by the prospective tenant and a representative of the Housing Authority to note any deficiencies at the time of move-in.
- C. The dwelling lease shall be automatically renewed for successive terms of one year each until terminated by either party and must be compatible with Housing Authority policies as well as State and Federal Law.
- D. Any modification to the dwelling lease shall be accomplished by a written lease rider signed by both parties to the lease.
- E. If the head of household ceases to be a member of the tenant family, the dwelling lease will be terminated at the end of the current month and a new dwelling lease entered into with the new head of household provided the family remains eligible for continued occupancy.
- F. If at any time during the term of the dwelling lease, there is a change in the tenant's status or Housing Authority policy which affects the terms of the dwelling lease and results in a need for changes in the provisions of the dwelling lease, one of the following methods will be used:
1. The existing lease is to be canceled and a new lease executed.
  2. An appropriate rider is to be prepared, signed by both parties, and made part of the dwelling lease in force.
  3. Appropriate insertions may be made within the dwelling lease and signed by both parties to the lease.
- G. A Security Deposit determined by HHA policy and designated on the first page of the Dwelling Lease will be collected from the Tenant upon signing the Lease. The Security Deposit amount will be reviewed periodically and adjusted if such adjustment is deemed necessary by the Helena Housing Authority. A higher Security



Deposit may be warranted when:

- A. It is determined the current amount is not sufficient to cover all maintenance and cleaning charges.
- B. Justification for the increase is reasonable.
- C. Helena Housing Authority past experience with an individual tenant indicates destructive behavior.
- D. An individual tenant has damaged the dwelling unit.
- E. An individual tenant has made alterations to the dwelling unit.
- F. References from a previous landlord indicate a pattern of destructive behavior.
- G. When a new member whose prior rental record cannot be substantiated is added to the household.

The Helena Housing Authority may not raise the Security Deposit to a higher level in order to deny occupancy to a low-income family.

Payment of the Security Deposit may be made in installments with the approval of the HHA. The full amount will be returned to the Tenant within thirty days after the Tenant has vacated the dwelling unit less any rent or other charges owed by the Tenant and less the cost of any lock replacement charges, repairs, cleaning and trash removal, or repair of any damages made necessary by the Tenant, Household Members, Guests, or others under their control. The Security Deposit may not be used to pay the Rent or other charges while the Tenant occupies the dwelling unit.

If a minimum of thirty day notice is not given prior to the Tenant vacating the dwelling unit and the Tenant cannot show sufficient reason for failure to give such notice, the Security Deposit will not be refunded.

#### **XIV. TRANSFERS**

at  
HHA  
dwelling

Transfers between dwelling units will be done solely the discretion of the HHA whether instituted by the or at the request of the Tenant.

A Tenant may be asked to transfer to another unit under the following circumstances:

1. the dwelling unit is no longer suitable for the Tenant's household size or composition under the HHA's unit size standards. In this case the HHA shall offer a replacement unit.
2. the character of the dwelling unit is inappropriate for the Household composition. In this case the HHA shall offer a replacement unit.
3. the unit requires substantial repairs, is scheduled for modernization, or is not in decent, safe, and sanitary condition. In this case the HHA shall offer a replacement unit.
4. if the dwelling unit becomes hazardous to the health and safety of the occupants. If the condition is not corrected within a reasonable time, the HHA shall offer a replacement unit if one is available. However, the HHA shall not offer a replacement unit if the hazardous condition was caused by the acts or negligence of the Tenant, members of the Tenant's Household, their guests, or others under their control.

A time period of seven days shall be considered sufficient to complete the transfer to the new dwelling unit.

Necessary transfers will take priority over new admissions.

When a Tenant transfer is approved, the Tenant will be responsible for reasonable charges incurred for cleaning, maintenance, and charges owed on the dwelling unit being vacated. Any damage, cleaning, or prior maintenance charges will be billed to the resident. The Security Deposit on the dwelling unit being transferred to may be raised in compliance with the Security Deposit Policy.

Procedures for transfers shall be consistent with

Helena Housing Authority Rent Collection, Security Deposit, and Vacate Policies.

(The thirty-day notice to vacate provision of the Vacate Policy will not apply to the Transfer Policy.)

The Tenant will remain bound by the original Dwelling Lease and all rules and regulations thereof.

**XV. OCCUPANCY STANDARDS**

A. The following standards will determine the number of bedrooms required to accommodate a family of a given size. The standards may be waived when over-concentration is evident in a particular area, site, or building or when a vacancy problem exists and it becomes necessary to achieve and maintain full occupancy.

Persons	<u>Number of Bedrooms</u>	Number of	
			<u>Minimum</u>
<u>Maximum</u>	0	1	1
	1	1	2
	2	2	4
	3	3	6
	4	4	8
	5	5	10

B. Dwellings are to be assigned so that it will not be necessary for persons of the opposite sex, other than husband and wife to occupy the same bedroom, with the exceptions of the following:

1. A dwelling unit will be assigned so that:
  - (a) A child under the age of 1 year may occupy the same bedroom with a parent.
  - (b) Other than adults, persons of the opposite sex, over the age of two years will not be required to occupy the same bedroom.
  - (c) Children of the same sex over the age of 8 shall not be required to occupy the same bedroom, when an adequate larger unit is available.
  - (d) When a child is handicapped or has a health

problem, and it poses a hardship, they shall be given a separate bedroom.

(e) Another adult, related or unrelated, or a person of another generation such as a grandparent listed on the lease and living in the household may occupy their own bedroom.

- C. Transfers will be made to meet occupancy standards if it does not create a tenant hardship. When transfers are necessary, they take priority over new admissions.
- D. Every Family member, regardless of age is to be counted as a person.
- E. Tenant requests for transfer will be permitted when there is a health-related reason with proper verification.
- F. Tenant absence from the dwelling unit for medical or personal reasons shall be permitted for a period not to exceed four months. An extension may be granted if medical documentation is provided.

**XVI. PETS**

The Housing Authority allows specific types of pets in designated areas. Dogs and cats are allowed only at the M E Anderson Building located at 100 South Warren. The M E Anderson building is reserved for elderly or disabled tenants. Residents of the M E Anderson who desire a dog

or cat must apply for permission to have a pet at the HHA office and must complete a Lease Addendum which constitutes HHA approval of the pet. The Tenant will be required to pay a deposit in addition the Security Deposit. Disabled tenants requiring the assistance of an animal so approved by the Housing Authority will not be charged the additional pet deposit. Everyone keeping an approved pet will be held responsible for any damages caused by the pet or cleaning or extermination made necessary by the keeping of the pet. All local animal regulations must be strictly adhered to. The animal must be neutered and meet certain size requirements.

**The HHA by allowing a pet in a public housing project does not incur any responsibility or liability for the actions of the pet or pet owner.**

On all other HHA projects, no dogs or cats are allowed on the premises including those which belong to guests of Household members. No rodents or reptiles are allowed. Pet ownership is restricted to birds and fish only. One cage with no more than two birds is acceptable with only song birds such as canaries, parakeets, or finches being approved. No birds of prey such as hawks or eagles are allowed. Birds must be confined to cages at all times. One aquarium of fish no larger than 10 gallons is allowed and will be considered as a pet. The Tenant will be held responsible for any damages caused by water from an aquarium.

**XVII. MISREPRESENTATIONS**

The tenant is to be notified, in writing, of any misrepresentations or lease violations revealed through the reexamination, rent reviews, or other occurrences.

**XVIII. DEFINITION OF ADJUSTED INCOME (Used to determine total tenant payment)**

Adjusted income, (the income on which rent is to be based, for the purposes of administering the 30% statutory maximum limitation for rents) means Total Family Income less the following allowable deductions:

- A. \$480 for each member of the family residing in the household, (other than the head of household or spouse) who is under 18 years of age or who is 18 years of age or older and is disabled, handicapped, or a full time student, and who is not a foster child;
- B. \$400 for an elderly family;
- C. Medical expenses in excess of 3% of annual family income for any elderly family;
- D. Child care expenses to the extent necessary to enable another member of the family to be employed or to further his or her education. The amount deducted shall not exceed the amount of income received from such employment. (This provision applies only to child care for children under 13 years of age.)

- 1. Payments made by the head of household or

spouse for support of a minor or family member who is not residing with the immediate family are not to be considered a deduction (Child Support).

**XIX. DEFINITION OF TOTAL TENANT PAYMENT**

- A. Total Tenant Payment is the monthly amount calculated as determined by the following:
1. For families whose initial lease is effective on or after August 1, 1982 the payment shall be the highest of the following:
    - (a) 30% of monthly adjusted income. (1/12 adjusted income)
    - (b) 10% of monthly income
    - (c) Minimum TTP: The minimum TTP a resident may pay is \$25 per month. This amount may be adjusted from time to time in accordance with HUD regulations. A resident may apply for a minimum rent hardship exception where due to extreme circumstances a resident would not have to pay minimum rent for a period of time. The resident will be responsible for repayment of the minimum rent not collected during the grace period.

of

B. Choice of Rent:

A family will have the choice of their rent calculated by the method stated in Section XIX above (30% method) or a Flat Rent, a rent based on market rents, location, and amenities of dwelling units on the local rental market in the City of Helena. Responsibility for utilities depends on the project in which the resident lives. Utility allowances do not apply to dwelling units with flat rent. Flat rents may be changed from time to time to reflect local market conditions.

One Bedroom	\$375	Two Bedroom	\$500
Three Bedroom	\$625	Four Bedroom	\$700
Five Bedroom	\$800		

C. Special Conditions:

1. Where some or all utilities, (except telephone) are not supplied by the HHA and the cost thereof is not included in the amount paid as rent, Tenant Rent equals Total Tenant Payment, less the Utility Allowance.

2. The Housing Authority will not reduce rent for families whose welfare assistance is reduced because of fraud, failure to participate in self sufficiency programs or non-compliance with work activity requirements.

**XX. RENT COLLECTION AND PAYMENT FOR DAMAGES**

It is the policy of the Helena Housing Authority that all payments due the Housing Authority are considered Rent and shall be kept on a current basis. Repeated late payment or non-payment of Rent is considered grounds for Termination of the Lease.

All payments due the Housing Authority including rent, retroactive rent, charges, and deposit installments are considered Rent. Rent is payable when the Lease is signed and on the first day of each month thereafter. If payment of the Rent, deposits, or other charges has not been paid by the fifth day after the due date, a \$15.00 late fee will be assessed and the tenant will be notified that the rent is delinquent. If the Rent has not been paid by the tenth date after the due date, a fourteen-day Notice Of Lease Termination will be issued. If payment is not made or the dwelling unit is not surrendered, legal action will be taken. If payment is made within the fourteen-day termination period, the tenant may keep possession of the dwelling unit. Should late payment occur again within a six month period, a five day Notice Of Lease Termination will be issued at the end of which legal action will be instituted to gain possession of the dwelling unit.

Arrangements may be made to make installment payments for monthly rent, retroactive rent, deposits,

or charges. These arrangements shall be in writing in the form of a Lease Rider Payment Agreement as approved by the HHA. If the tenant fails to make installment payments as agreed, the entire balance will be due and payable in full immediately.

All payments made by tenants to the Housing Authority will be applied to the oldest balance first then to the current rent due.

**Charges In Addition To Rent:**

1) Maintenance Charges - The tenant shall pay reasonable charges for damages to the dwelling unit, building, or grounds, if the damages were caused by the tenant, household members, or guests, or guests of household members, and if those damages are beyond normal wear and tear. A list of common charges is provided to the tenant when the Lease is signed and a copy is posted at the HHA office. The lists of charges will be updated periodically. Charges not on the list will be charged out on a time and materials basis with the time charged figured by the hourly wage rate of the maintenance position assigned to do the work or by the contractor price of the contractor hired to do the work.

2) Charges in addition to the Rent which are \$25.00 or less are due in full on the first day of the second month following the month in which the charges were incurred. If the charges exceed \$25.00, arrangements for installment payments may be made through a written Lease Rider signed by both parties to the Lease. Minimum payments of \$25.00 per month shall be due on the first day of each month. If the tenant fails to make payments as agreed, the entire balance will become due in full immediately. Minimum payment and installment amounts may be changed from time to time to reflect current housing authority operational costs.

**XXI. TERMINATION OF TENANCY**

The Tenant may terminate tenancy by giving a minimum of thirty days written notice sent by mail or delivered to the HHA office prior to any applicable deadline.

The HHA will terminate tenancy and evict the Tenant



only for serious and/or repeated violations of the Lease, the rules put forth in the Tenant Handbook, or other good cause. A tenant's failure to accept new lease terms will constitute good cause for termination of tenancy.

Tenants will be informed in writing as to the cause for eviction. This notice will be mailed by Certificate of Mail or Registered Mail to the Tenant or delivered personally to any adult member of the Household who answers the door of the dwelling unit. A reply may be made by the Tenant either in writing or in an informal conference with designated HHA personnel, a written record of which will be taken and given to the Tenant at the Tenant's request.

The notice of lease termination shall state when the Lease will terminate; that the HHA may terminate the Lease only for serious and/or repeated violations of the Lease, or other good cause; the specific reasons for termination; that the Tenant may request a hearing by following the HHA Grievance Procedure; and that the HHA may only evict the Tenant from the dwelling unit through a civil court proceeding in which the Tenant has the opportunity to present a defense, and after a decision by the court on the rights of the parties.

If, after an informal conference, no resolution to the existing problem is reached, the Tenant will be served a Notice Of Lease Termination by the appropriate enforcement agency, mailed by Certified Mail, or handed to any adult member of the household answering the door of the dwelling unit.

The HHA shall give the Tenant reasonable notice of the termination of the Lease:

1. When the health or safety of other residents or of HHA employees is threatened or if a Tenant defaces, damages, impairs, or removes any part of the premises, a **three-day notice** shall be given the Tenant.
2. A **fourteen-day notice** shall be given to the Tenant in cases of non-payment of the Rent.
3. A **five-day notice** will be given to the Tenant if substantially the same act or omission which constituted a prior noncompliance of which notice was given recurs within **six months**.
4. In any other case, the Tenant shall receive a

**thirty-day notice.**

Termination of Tenancy can occur regardless of the time of year or season.

Upon receiving a formal Notice Of Termination Of Tenancy, the Tenant may request a formal Grievance Hearing by following the HHA Grievance Procedure.

The HHA may only evict a tenant from the dwelling unit through a civil court proceeding in which the Tenant has an opportunity to present a defense, and after a decision by the court on the rights of the parties.

When a notice of termination of tenancy is given to the Tenant by the HHA, or when a thirty day notice to vacate is given to the HHA by the Tenant, the rent shall be prorated accordingly for the days remaining in the month until such time that the Tenant delivers the keys of the dwelling unit to the HHA office.

The Tenant must leave the dwelling unit in a clean and good condition, reasonable wear and tear excepted, and to return the keys to the **HHA Office** when the unit is vacated.

**A. Terminating Assistance to Illegal Drug Users and Alcohol Abusers:**

The HHA may terminate the tenancy of any person who the HHA determines is illegally using a controlled substance.

The HHA will immediately and permanently terminate the tenancy of any person convicted of manufacturing or producing methamphetamine, commonly referred to as speed.

The HHA may terminate the tenancy of any person if the HHA determines the person's abuse of alcohol interferes with the health, safety, or right to peaceful enjoyment of the premises by other residents.

**B. Terminating Assistance for Possession of Drug Paraphernalia:**

The HHA may terminate the tenancy of any person where the HHA determines the person is in possession of drug paraphernalia.

Drug paraphernalia means all equipment, products, and materials of any kind that are used, intended for use, or designed for use in planting,

propagating, cultivating, growing, harvesting, manufacturing, compounding, converting, producing, processing, preparing, testing, analyzing, packaging, repackaging, storing, containing, concealing, injecting, ingesting, inhaling, or otherwise introducing into the human body a dangerous drug. It includes, but is not limited to all items identified under Montana law 45-10-101, MCA, as drug paraphernalia.

**C. Terminating Tenancy of Family for Act of Family Member:**

The HHA may terminate the tenancy of a family where the HHA determines a family member has engaged in drug-related criminal activity, violent criminal activity or is in possession of paraphernalia.

Violent criminal activity means any illegal criminal activity that has as one of its elements the use, attempted use, or threatened use of physical force against the person or property of another.

**D. Standard of Evidence:**

In determining whether to terminate assistance to a family based on drug-related criminal activity, violent criminal activity or possession of drug paraphernalia, the HHA may act where the preponderance of evidence indicates that a family member has engaged in such activity, regardless of whether the family member has been arrested or convicted.

**E. Terminating Assistance to Family for Activity of Visitors:**

The HHA may terminate assistance to a family where the HHA determines, based on a preponderance of evidence, a person authorized by a family member to be in the family's dwelling unit, and while in the unit, uses illegal drugs, has possession of drug paraphernalia, engages in violent criminal activity, or poses any threat to the health or safety of the HHA tenants or employees.

**F: Exception to Grievance Procedures:**

The HHA may bypass the grievance procedures in

cases involving termination of tenancy for *any activity, not just a criminal activity*, that threatens the health, safety, or right to peaceful enjoyment of the premises by other tenants or employees of the HHA; or any drug-related criminal activity *on or off such premises, not just on or near such premises*.

**XXII CRIMINAL RECORDS:**

A. The HHA may request information regarding the criminal conviction records of adult applicants for, or tenancy of, public housing. The HHA may contact the National Crime Information Center, police departments, and other law enforcement agencies.

B. Any criminal record received must be maintained confidentially, not misused or improperly disseminated, and destroyed once the purpose for which it was requested is accomplished.

C. Before the HHA takes any adverse action based on a criminal conviction record, the HHA must provide the applicant or tenant with a copy of the criminal record and an opportunity to dispute the accuracy or relevancy of the record. The opportunity to dispute the record can be at an informal hearing for rejected applicants or at the court hearing in the case of evictions.

BUDGET NARRATIVE FY 2001

FINAL

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BUDGET NARRATIVE  
FY 2001

INCOME

#3110 DWELLING RENT

2/1/00	Rent Roll		\$50,497	
	Total Units	366		
	Units Vacant	<u>19</u>	14 HOPE VI Units On Line	
6/1/00	Units Occupied	347		
	PUM Rent		\$145.52	
	Change Factor		X 1.03	
	Occupancy		<u>X 97 %</u>	
			145.52	
	Unit Months		<u>X 4392</u>	
			<b>\$638,553</b>	

#3610 INVESTMENT INCOME \$ N/A  
 (SEE TARGET INVESTMENT INCOME)  
 T Bill Rate N/A

#3690 OTHER INCOME

Income Used To Project Other Operating Receipts:

\$ 0

3630 Forfeited Security Deposits  
 3630.1 Tenant Charges For Damages  
 Lock Changes

3690 Sales To Tenants  
 Maintenance Repairs

3110 Late Fees

#3690 Pay Telephone Reimbursement  
 #4190.60 M.E. Anderson - Manager Reimbursement  
 All Telephone Misc. Telephone Reimbursement

TOTAL EARNED INCOME	638,553
TOTAL SUBSIDY 100%	<u>582,368</u>

GRAND TOTAL INCOME 100%	<b>1,220,921</b>
TOTAL SUBSIDY 98.5%	<u>573,632</u>
GRAND TOTAL INCOME 98.5%	<b>1,212,185</b>

ADMINISTRATIVE BUDGET F.Y. 2001

<u>Acct #</u>	<u>Line Item Description</u>	
4130	Legal	
	6,000	
4150	Total Travel	
18,025		
	Travel (See Travel Schedule)	
	Conventions, meetings & training	16,885
	Within HHA Jurisdiction:	
	Executive Director Per Mo. 50.00	
	<u>x12</u>	600
	Housing Inspection Per Mo. 20.00	
	<u>x12</u>	240
	Emergency Maintenance (estimate)	<u>300</u>
		1,140

(Note- Sect. 8 travel is charged to Sect.8)

4190.66	<u>PUBLICATIONS</u>	
2,100		
	Nan McKay - Public Housing	200
	Polk Directory	250
	P.C. Magazine	50
	HOUSING DEV. & LAW INSTITUTE	275



HOUSING FORMS/FEDERAL REGISTER	130
Federal Assistance Monitor	275
NAHRO	125
Independent Record	175
Credit Bureau	180
Telephone Books	40
Misc. Publications	<u>400</u>
	<b>2,100</b>

4140 MEMBERSHIP

\$6,611

Membership Dues, Fees, Conference Registration  
& Staff Training

1. National N.A.H.R.O. Conference - 1-	450
2. Legislative Conference - 2@ \$450	900
3. State NAHRO Conference - 4@ \$81.50	326
4. Regional Conference - 3 @ \$450	1,350
5. COMMISSIONERS TRAINING - 2	1,000
6. Housing Management trainer -1	750
7. Maint. State Workshop - 2@ \$100	200
8. Maint. Supervisor Workshop - 1	450
9. Personnel Training - 4@ \$80	400
10. Misc. Computer Training	300

4194.01 DUES

Landlord Association	50
NAHRO. National Dues \$520(1/2 chg Sect 8)	260
" State Dues \$350 (1/2 chg Sect 8)	<u>175</u>
	<b>6,611</b>

Funds saved from registration may be used for staff training- - Bureau of Business Practices video films etc. Approx. cost \$55.00 ea.

4190.60 TELEPHONE \$8,916

Office - 8 lines - 3 PHA - 3 SECT 8  
1 drug program - 1 dedicated  
\$68.00 per line - includes 8.00  
per mo for T.D.D. service 8.00  
3 lines PHA 204.00  
1 dedicated modem/internet 100.00  
Long Distance 75.00  
4-4 Pay Phone 46.00  
4-4 Social Service 55.00  
4-4 Office Phone 55.00  
Answering Service 200.00  
x 12 mo. 743.00

4193 COLLECTION AGENT FEES & COURT COSTS  
Inter Mountain Collection 500

4170 ACCOUNTING 10,424

Fee Accountant \$600.00 Mo. x 12 = 7,200  
Sect. 8 \$140 - (chg to Sect 8)

4171 Annual Audit (estimate) public housing \$3,580  
public housing 2,680  
audit " \$900 - (chg to Sect 8)

State mandatory audit 544  
reporting \$725-75% HHA  
25% Sect 8 \$3,224

4191 FORMS, STATIONARY, OFFICE SUPPLIES

17,500

GENERAL PRINTING: \$12,500  
Tenant Handbook \$4.00 ea.  
Leases .60 ea  
Maintenance work tickets  
Notice pads  
Inspection Forms  
Maintenance charge schedule  
Privacy & authorization form  
Income, child care, child support verification  
vacate, utility, prior residency, reference  
application & tenant certification

Misc. forms  
Information Brochures  
Checks  
Annual Report

OFFICE SUPPLIES: 5,000  
Adding machine supplies  
File folders  
Accounting supplies  
Stationary - envelopes  
Copy machine paper & supplies  
Misc. pencils, labels, etc.

4196 OTHER SUNDRY: 13,215

Equipment service contract  
Copy Machine 2,500  
Postage equipment  
Soft guard 280  
Meter rental 1,100  
Maintenance contract 410  
1/2 Sect 8 - 1/2 HHA 1,790 895.00  
Postage 6,000  
Equipment repairs 600  
Phone equip. repair 300  
Fiscal agent fees Bond 650  
Radio repairs/ license 150  
Dept. of Labor 120  
Legal advertisement 500  
General Sundry 1,500

4190.2 Computer program updates & materials: 4,026  
NMMS 2,055  
Champion 675  
Quicken 50  
Support time 250  
Maint Repairs 500

Computer/paper/supplies 1,500  
1/2 Sect 8 1/2 HHA 5,030 = 2,515  
Add Tenmast (HHA Only) 1,511  
4,026

**TOTAL ADMIN EXPENSES**

**\$ 87,317**

<u>DATE</u>	<u>TRAVEL</u>	<u>STAFF</u>	<u>COMM</u>	<u>#DAYS</u>	<u>AIR</u>	<u>ROOM</u>	<u>MEALS</u>	<u>MISC.</u>
10/00	Nat. NAHRO Conf.	1		5	725	700	175	40
1640								
3/01	Legislative "	1		5	725	700	175	40
1640								
			1	5	725	700	175	40
1640								
6/01	State Conf.	4	1	3	250	700	400	
1350								
8/00	Regional Conf.	2		3	0	750	350	250
1350								
			1	3	0	375	175	40
590								
?	Commissioner		2	5	1450	1400	350	80
3280								
	Trainer							
	Housing Management							
	Trainer	1		5	725	700	175	40
1640								
11/00	Maintenance	2		3	1200	600	330	80
2210								
	Workshop							
	Maint Supervisor	1		4	700	375	140	40
1255								
	Workshop							
2	Personnel Man-	4		1	150		140	
290								
	agement Trainers							

**TOTAL TRAVEL**  
**\$16,885**

TRAVEL

<u>Employee</u>	<u>Department</u>		<u>Expense</u>
Executive Director	Admin	50.00 X 12 =	\$600.00
Housing Tech Inspections	Admin	20.00 X 12 =	240.00
Maint. Emergency	Maintenance		300.00
<b>TOTAL</b>			<b>\$1,140.00</b>

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ADMINISTRATIVE TRAINING

<u>Function</u>	<u>#</u>	<u>Registration</u>	<u>Travel</u>
Nat. Nahro Conference	1	450	1,640
NAHRO Legislative Conf.	1	450	1,640
State NAHRO	4	326	1,350
Regional NAHRO Conf.	2	900	1,350
Housing Mngmnt Trainer	1	750	1,640
Personnel Management	4	400	290
VOTECH		300	

<b>TOTAL</b>		<b>\$3,576</b>	<b>\$ 7,910</b>
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COMMISSIONER TRAINING

NAHRO Legislative Conf.	1	450	1,640
Regional NAHRO Conf.	1	450	590
Commissioner Trainer	2	1,000	3,280

<b>TOTAL</b>		<b>\$1,900</b>	<b>\$5,510</b>
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MAINTENANCE TRAINING

Maint. Supervisor	1	450	1,255
Maintenance Trainer	2	200	2,210

<b>TOTAL</b>		<b>\$650</b>	<b>\$ 3,465</b>
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4140	<b>TOTAL TRAINING</b>	<b>\$6,126</b>	<b>\$16,885</b>
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4210	<u>TENANT SERVICES</u>		\$19,150
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Social Service Worker Contract

\$6,000

4220	M.E. Tenant Organization		
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250

4220.1	Day Care Tenant Subsidy Program Vouchers or Cooperative Day Care \$900 x 12 mo.		\$10,800
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	TOTAL		\$10,800
4220.2	Senior companion contract		600
4420.4	HHA resident Council \$125 per mo x 12		<u>1,500</u>
TOTAL			<b>\$19,150</b>

4460 PROTECTIVE SERVICES

Salary		0
Radio Repair		<u>0</u>

Line item reserved. Current protective services are provided by PHDEP/CGP Grant Officer.



4420	<u>MAINTENANCE</u>	BUDGET
4420.11	Shades	2,550
.12	Paint & Decorating	12,000
.13	Electric	3,500
.14	Plumbing	5,000

.15	Range & Refrigerator	4,000	
.16	Doors	3,500	
.17	Auto Fuel	6,000	
.18	Sundry/Misc	11,750	
.19	Cleaning Supplies	6,000	
.20	Locks, repairs, replacement & Keys	2,500	
.21	Yard Equipment & supplies Fertilizer	2,700	
.22	Windows & Screens	3,600	
.23	Hot Water Heater repair & replacement Approx. 12 tanks @ 125.00 ea.	1,500	
.24	Flooring M.E. Carpet replacement 450.00 Per. Unit x 8 = base Misc.	3,600 800 600	7,000
.25	Furnace Parts & Filters	4,000	
.27	Fire extinguisher & smoke detectors	1,000	
.28	Drapes	500	
	<b>TOTAL MAINTENANCE SUPPLIES</b>		<b>77,100</b>

4430      CONTRACT COSTS

4430.17	Insurance Deductible		1,000
4430.20	Reset Fire Alarm System		250
4430.21	Inspections for:		
	4-4, 4-8 fire alarm	850	
	sprinkler system	300	
	FIC, Day Care	400	
	4-1 shop sprinkler system	<u>150</u>	1,700
4430.22	Lawn Care:		
	\$750 per cutting x 10	7,500	
	lawn fertilization	1,500	9,000
4430.01	Elevator Service Contract		
	207.00 x 12	2,484	
	Parts	300	
	Inspection	<u>200</u>	2,984
4430.02	Pest Control		700
	(Sanitation has been moved to utilities)		
	Sanitation Services		
	3,667 Per. Mo. x 12 mo.= \$44,000		
	48 containers + bulk charge		
4430.04	4-4 Soft Water Treatment		700
	50 x 12 =	600	
	repairs	100	
4430.07	M.E. Anderson Resident Manager		
	75.00 X 12		900
<b>TOTAL CONTRACT SERVICES</b>			<b>\$17,234</b>

GENERAL EXPENSES

4510 Insurance \$66,080

Fire 40,000  
Liability  
Auto  
Position Bond  
Safe & Robbery  
Public Official's 2,400  
42,400

Workers Comp. 23,680

4520 Payment In Lieu Of Assessment  
\$20,668

Rent 638,553  
Utilities <297,289>  
Sanitation <46,000>  
295,264 x 7% = \$20,668

4530 TERMINAL LEAVE 1,500





4610	<u>EXTRAORDINARY MAINTENANCE</u>	
4610.1	Apartment Pest Control	1,000
4610.2	Test - Fire Alarm	700
<b>TOTAL EXTRAORDINARY MAINTENANCE</b>		<b>1,700</b>
7520	<u>REPLACE EQUIPMENT</u>	
7520.1	Two Vacuum Cleaners	700
7520.2	Sweepster	2,550
<b>TOTAL EQUIPMENT REPLACEMENT</b>		<b>\$3,250</b>
7540	<u>BETTERMENTS AND ADDITIONS</u>	
	NONE	
<b>TOTAL BETTERMENTS AND ADDITIONS</b>		<b>\$ -0-</b>
<b>TOTAL EXTRAORDINARY MAINTENANCE, EQUIPMENT REPLACEMENT, AND BETTERMENTS AND ADDITIONS</b>		<b>\$4,950</b>

THREE YEAR BUDGET COMPARISON

<u>INCOME</u>	<u>FY1999</u>	<u>FY2000</u>	<u>FY2001</u>
Rent	519,552	527,958	638,553
Interest Income	17,385	23,316	0
 Total Income	 536,987	 551,274	 638,553
Operating Subsidy	575,881	574,042	582,368
100 %			
1.5% Reduction Amount		<43,053>	<8,736>
 <b>TOTAL REVENUE</b>	 <b>1,112,818</b>	 <b>1,082,263</b>	 <b>1,212,185</b>

ADMINISTRATIVE

Salaries	155,128	162,185	169,089
Legal	6,000	6,000	6,000
Travel	21,700	18,320	18,025
Publications	2,100	2,100	2,100
Membership/dues	6,591	7,541	6,611
Telephone	7,992	8,916	8,916
Collection fees	500	500	500
Accounting/audit	10,097	10,424	10,424
Forms/supplies	17,500	17,500	17,500
Computer supplies	3,525	3,525	4,026
Sundry	19,185	12,685	13,215
<b>TOTAL</b>	<b>250,418</b>	<b>249,696</b>	<b>256,406</b>

TENANT SERVICES

Salaries	6,000	6,000	6,000
M.E. Tenant Organization	500	250	250
Senior Companion Contract	600	600	600
HHA Resident Council	1,500	1,500	1,500
Day Care Subsidy	10,800	10,800	10,800
<b>TOTAL</b>	<b>19,400</b>	<b>19,150</b>	<b>19,150</b>

UTILITIES

Water	107,348	98,494	140,603
Electricity	62,907	66,605	71,787
Sanitation	39,000	44,000	46,000



Gas	38,362	38,374	38,899
<b>TOTAL</b>	<u>247,619</u>	<u>246,473</u>	<u>297,289</u>

MAINTENANCE

Salaries	267,137	276,598	285,054
Materials	74,700	77,100	77,100
Contract Services	<u>16,559</u>	<u>17,234</u>	<u>17,234</u>
<b>TOTAL</b>	<u>358,796</u>	<u>370,932</u>	<u>379,388</u>

PROTECTIVE SERVICES

Salaries	0	0	0
Materials	<u>0</u>	<u>0</u>	<u>0</u>
<b>TOTAL</b>	<u>0</u>	<u>0</u>	<u>0</u>

GENERAL EXPENSES

Insurance	64,460	71,960	66,080
PLT/Assessment	13,600	19,703	20,668
Terminal Leave	1,500	1,500	1,500
Employee Benefit	117,929	125,771	132,834
Collection Loss	9,000	9,000	9,000
Weed Control Tax/BID/ Property Owner Assoc.	<u>3,420</u>	<u>120</u>	<u>120</u>
<b>TOTAL</b>	<u>209,909</u>	<u>228,054</u>	<u>230,202</u>

<b>TOTAL ROUTINE EXPENSE</b>	<b>1,086,140</b>	<b>1,114,305</b>	<b>1,182,435</b>
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Extraordinary Maint	3,200	3,900	1,700
Replacement of Equipment	3,875	8,700	3,250
Betterments	<u>0</u>	<u>0</u>	<u>0</u>
	7,075	12,600	4,950

<b>TOTAL OP. EXPENDITURES</b>	<b>1,093,215</b>	<b>1,126,905</b>	<b>1,187,385</b>
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<b>TOTAL REVENUE</b>	<u><b>1,112,818</b></u>	<u><b>1,125,316</b></u>	<u><b>1,212,185</b></u>
	19,603	<1,589>	

Deficit 100%	0	<1,589>	0
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Deficit 98.5%		<44,642>	0
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Provisions For Reserve	0	0	24,800
Maximum Operating Reserve 50% of Routine Expense =	543,070	557,152	591,217
Actual reserve FY 1999	684,472		
Estimate reserve FY 2000	639,830		
Estimate reserve FY 2001	664,630		
% Of maximum	112%		

# Public Housing Drug Elimination Program Plan

**Note: THIS PHDEP Plan template (HUD 50075-PHDEP Plan) is to be completed in accordance with Instructions located in applicable PIH Notices.**

**Annual PHDEP Plan Table of Contents:**

1. General Information/History Page 1
2. PHDEP Plan Goals/Budget Page 3, 4
3. Milestones Page 8
4. Certifications Page 8

**Section 1: General Information/History**

- A. Amount of PHDEP Grant \$ 77,419.
- B. Eligibility type (Indicate with an "x") N1 \_\_\_\_\_ N2 \_\_\_\_\_ R XXX
- C. FY in which funding is requested 2000
- D. Executive Summary of Annual PHDEP Plan

In the space below, provide a brief overview of the PHDEP Plan, including highlights of major initiatives or activities undertaken. It may include a description of the expected outcomes. The summary must not be more than five (5) sentences long

HHA has a comprehensive Drug elimination strategy that includes programs funded by other sources in the community, law enforcement, drug prevention, intervention, and evaluation. Law enforcement is comprised of a City of Helena reimbursed officer that provides regularly scheduled patrols of HHA properties above base line services and tracks criminal activity on HHA projects. Prevention efforts concentrate on youth activities, parent education, distribution of prevention materials, health information, and programs to promote family values. Intervention provides outreach counseling to confront family problems before becoming a lease violation in the "One Strike, You're Out!" policy. Evaluation is on-going to determine services that confront current problems.

**E. Target Areas**

Complete the following table by indicating each PHDEP Target Area (development or site where activities will be conducted), the total number of units in each PHDEP Target Area, and the total number of individuals expected to participate in PHDEP sponsored activities in each Target Area.

PHDEP Target Areas (Name of development(s) or site)	Total # of Units within the PHDEP Target Area(s)	Total Population to be Served within the PHDEP Target Area(s)
MT06P004001, MT06P004002, MT06P004003,		
MT06P004004, MT06P004005, MT06P004006,		
MT06P004008, MT06P004010	366	850

**F. Duration of Program**

Indicate the duration (number of months funds will be required) of the PHDEP Program proposed under this Plan (place an “x” to indicate the length of program by # of months. For “Other”, identify the # of months).

**6 Months**\_\_\_\_\_      **12 Months** \_\_\_\_\_      **18 Months** **XXX**      **24 Months**\_\_\_\_\_      **Other** \_\_\_\_\_

## G. PHDEP Program History

Indicate each FY that funding has been received under the PHDEP Program (place an "x" by each applicable Year) and provide amount of funding received. If previously funded programs have not been closed out at the time of this submission, indicate the fund balance and anticipated completion date. For grant extensions received, place "GE" in column or "W" for waivers.

Fiscal Year of Funding	PHDEP Funding Received	Grant #	Fund Balance as of Date of this Submission	Grant Extensions or Waivers	Anticipated Completion Date
FY 1995	-0-				
FY 1996	\$176,000.	MT01DEP0040196	-0-		5/11/99
FY 1997 (set aside)	\$176,000.	MT01DEP0040197			12/31/00
FY1998	\$105,600.	MT01DEP0040198			12/31/00
FY 1999	\$ 77,419.	MT01DEP0040199	\$ 77,419.		12/31/01

## Section 2: PHDEP Plan Goals and Budget

### A. PHDEP Plan Summary

In the space below, summarize the PHDEP strategy to address the needs of the target population/target area(s). Your summary should briefly identify: the broad goals and objectives, the role of plan partners, and your system or process for monitoring and evaluating PHDEP-funded activities. This summary should not exceed 5-10 sentences.

HHA has a comprehensive Drug elimination strategy that includes programs funded by other sources in the community, law enforcement, drug prevention, intervention, and evaluation.

Law enforcement is comprised of a City of Helena reimbursed officer that provides regularly scheduled patrols of HHA properties above base line services and tracks criminal activity on HHA projects. Our goal is to restrict Part I crimes at current levels or reduce, with particular attention to reduction of domestic and child abuse incidents and drug arrests by 10 0/0.

Prevention efforts concentrate on youth activities, parent education, distribution of prevention materials, health information, and programs to promote family values. Healthy alternative activities that keep individuals busy and teach social skills, career skills, and build on personal self esteem are program focus.

Intervention provides outreach counseling to confront family problems before becoming a lease violation in the "One Strike, You're Out!" policy. Supportive services for referral treatment programs are provided to participants.

Evaluation is on-going to determine direction that confronts current needs and problems.

**B. PHDEP Budget Summary**

Enter the total amount of PHDEP funding allocated to each line item.

<b>FY <u>2000</u> PHDEP Budget Summary</b>	
<b>Budget Line Item</b>	<b>Total Funding</b>
9110 - Reimbursement of Law Enforcement	\$ 1,000.
9120 - Security Personnel	
9130 - Employment of Investigators	
9140 - Voluntary Tenant Patrol	
9150 - Physical Improvements	
9160 - Drug Prevention	\$71,669.
9170 - Drug Intervention	\$ 4,000.
9180 - Drug Treatment	
9190 - Other Program Costs	\$ 750.
<b>TOTAL PHDEP FUNDING</b>	\$77,419. (est)

### C. PHDEP Plan Goals and Activities

In the tables below, provide information on the PHDEP strategy summarized above by budget line item. Each goal and objective should be numbered sequentially for each budget line item (where applicable). Use as many rows as necessary to list proposed activities (additional rows may be inserted in the tables). PHAs are not required to provide information in shaded boxes. Information provided must be concise—not to exceed two sentences in any column. Tables for line items in which the PHA has no planned goals or activities may be deleted.

<b>9110 - Reimbursement of Law Enforcement</b>					<b>Total PHDEP Funding: \$ 1,000.</b>		
Goal(s)	Maintain crime on projects at current or reduce.						
Objectives	Reduce domestic/child abuse by 10%						
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount/Source)	Performance Indicators
1. Drug Information Supplies			10/01/00	09/30/01	\$1,000.		
2.							
3.							

<b>9120 - Security Personnel</b>					<b>Total PHDEP Funding: \$</b>		
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount/Source)	Performance Indicators
1.							
2.							
3.							

<b>9130 - Employment of Investigators</b>					<b>Total PHDEP Funding: \$</b>		
Goal(s)							
Objectives							
	# of	Target	Start	Expected	PHDEP	Other	

Proposed Activities	Persons Served	Population	Date	Complete Date	Funding	Funding (Amount /Source)	Performance Indicators
1.							
2.							
3.							

<b>9140 - Voluntary Tenant Patrol</b>	<b>Total PHDEP Funding: \$</b>
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Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1.							
2.							
3.							

<b>9150 - Physical Improvements</b>	<b>Total PHDEP Funding: \$</b>
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Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1.							
2.							
3.							

<b>9160 - Drug Prevention</b>	<b>Total PHDEP Funding: \$71,669.00</b>
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Goal(s)	Offer healthy alternative youth activities, parent education, distribute prevention/health information, to promote family values.
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Objectives	Increase participation activities will teach social skills, career skills, and build self esteem.						
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1. Personnel	850	all	10/00	09/01	38,952.		Increase attendance &
2. Fringe			10/00	09/01	11,089.		Actual participation
3. Travel			10/00	09/01	2,500.		
4. Equipment			10/00	09/01	2,570.		
5. Supplies			10/00	09/01	579.		
6. Other			10/00	09/01	15,979		

<b>9170 - Drug Intervention</b>					<b>Total PHDEP Funding: \$ 850.</b>		
Goal(s)	Provide out reach counseling & supportive services for referral treatment programs.						
Objectives	Maintain or reduce current levels of participation						
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1.Travel	5	all	10/00	09/01	350.		Number of participants
2.Contractual	5	all	10/00	09/01	500.		“
3.							

<b>9180 - Drug Treatment</b>					<b>Total PHDEP Funding: \$ 3,150.</b>		
Goal(s)	Provide outreach services to residents						
Objectives	Maintain or reduce 1999 levels.						
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1. Contractual	5	all	10/00	09/01	3,150.		Actual participants
2.							
3.							

<b>9190 - Other Program Costs</b>	<b>Total PHDEP Funds: \$ 750.</b>
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Goal(s)	Reduce violent crime & drug use in HHA projects
Objectives	Maintain incident count at or below 1998/99 levels

Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1. Evaluation				6/00	750.		Resident participation
2.							
3.							

## SEE ATTACHED DETAILED BUDGET

### Section 3: Expenditure/Obligation Milestones

Indicate by Budget Line Item and the Proposed Activity (based on the information contained in Section 2 PHDEP Plan Budget and Goals), the % of funds that will be expended (at least 25% of the total grant award) and obligated (at least 50% of the total grant award) within 12 months of grant execution.

Budget Line Item #	25% Expenditure of Total Grant Funds By Activity #	Total PHDEP Funding Expended (sum of the activities)	50% Obligation of Total Grant Funds by Activity #	Total PHDEP Funding Obligated (sum of the activities)
<i>e.g Budget Line Item # 9120</i>	<i>Activities 1, 3</i>		<i>Activity 2</i>	
9110	#1	500.	#1	1,000.
9120				
9130				
9140				
9150				
9160	#1,2,3,4,5,6	17,917.	1,2,3,4,5,6	71,669.

9170	#1,2	500.	#1,2	850.
9180	#1	788.	#1	3,150.
9190	#1		#1	750.
<b>TOTAL</b>		\$ 19,705.		\$ 77,419.

**Section 4: Certifications**

A comprehensive certification of compliance with respect to the PHDEP Plan submission is included in the “PHA Certifications of Compliance with the PHA Plan and Related Regulations.”

Residential Management Corporation

MINUTES

February Meeting: February 22, 2000, 6:00 p.m.

Place: Perkins Restaurant

Members present: Jeffrey Krott, Jennifer Kimpton, Tom Yuhas, Judy Erickson, Felicia V., Mary Cole. Representing M. E. Anderson Complex were Darlene Davis & Lillian Anderson.

Also present was Dick Jennings from Helena Housing Authority.

In the absence of the President, Dick Jennings called the meeting to order. He explained that Arlene Barnes had just recently moved from Helena Housing. He said that she had completed her Self Sufficiency contract and was in the process of buying her own home. He added that she had been working on it for almost 5 years and that she had saved a great deal of money to help with the down payment and closing costs. He said that she moved in a long time ago and did not have a job when she started.. She went to CTI and re-trained to know how to do secretary type work. She had started as a "temporary" at the state and had finally gotten a permanent position with the Department of Revenue in the "New Hire" Division. He said that she had helped a great deal with the Resident Management Group and had been very instrumental in the Children's Center.

He said that anybody that is interested in doing the same thing should inquire with Pam Carlson or Becky Baraby at CTI to find out how they get enrolled.

Mary Cole, Chairman of the TOP Program gave a report on participation in the program. She said that more slots were available because they were not spending as much money as budgeted. She said that more than 20 could be enrolled. She added that you should talk to Pam & Becky at CTI to find out how. Mary said that she thought the CTI program was a good one. She had started her job before this program started. She wished it was there when she started. She now works at the State Lab. It would have helped her. Tom said that there was a SBA loan program that you could learn about to start a business of your own.

Dick announced that a Neighborhood Watch meeting was going to be announced for March or April to set up new groups. He said that HHA had 4 groups at one time, but people had moved out and there seemed to be interest shown when the annual survey was conducted. He said that it was a good way to

keep their neighborhood safe for the kids. He encouraged everyone to join. He said that fancy neighborhoods in town did not have crime because the people that lived there did not allow it. He said that HHA residents could do the same thing.

Dick then explained about the big survey that HUD was going to do by mail. He said that forms would be mailed to residents of public housing at random. He wanted us to be sure and return one if we got it to help the HHA get a good score. He said that we should answer them fairly and not be afraid of saying some thing bad if we thought of some thing. No one would know who said bad things because it would be confidential.

### HHA Planning Meeting:

Dick then brought up the long range planning session that the HHA Board of Commissioners was going to have on February 26, Saturday morning from 9 to 12. He said that it was important for resident to have input because that was the way that HHA knew what they should be working on as far as resident programs goes. He said there were other things that residents should talk about. He said that policies were changed from time to time and that if residents thought they were wrong, they should say so, so that HHA management could take their wishes into consideration.

He emphasized that laws could not be changed but if residents did not like things, the only way any change would ever come about was to talk about it at grass roots level and let HUD know.

Discussion followed about programs to help folks at the ME Anderson building. They wanted more things to do in the lobby and wondered about an Internet hookup to communicate their grand kids. Other discussion followed about fences on the Grant Street complex. Most understood that things like that had to take their turn. Dick explained that many of these things were on the 5 year Comprehensive Grant Program. Judy said that she knew that and had talked about these things before.

Judy then volunteered to represent the residents at the HHA planning sessions to let the Directors know what the residents needed. Felicia said that she planned to go too. Tom said that he would probably be there too.

General discussion went on and every one thought that we should keep doing all of the training programs because they helped a lot of people. They thought that more help was needed for child care for people when they work at night or go to school at odd hours. Some said that transportation was a big problem because they did not have a car and they could not get a bus after hours. They said the taxis were too expensive to just go to work or the baby sitter.

Judy and the others said that they would tell the Directors about this and see if programs could include these things.

Dick then announced that the next meeting would be the annual election to replace the vacancies on the Board of Directors for the RMC. He said notice would be sent out. It would probably be a dinner

meeting.

Meeting adjourned.