

**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

Completed July 15, 2000

**CITY OF RONAN HOUSING AUTHORITY  
RONAN, MONTANA**

**PHA Plan  
Agency Identification**

**PHA Name:**       **City of Ronan Housing Authority**

**PHA Number:**    **#MT-036**

**PHA Fiscal Year Beginning:**   **10/01/1999**

**Public Access to Information:** Information regarding any activities outlined in this plan can be obtained by contacting the main administrative office of the PHA

**Display Locations For PHA Plans and Supporting Documents**

**The PHA Plans (including attachments) are available for public inspection at the main administrative office of the PHA at 319 Main Street SW, P.O. Box 128, Ronan, MT 59864**

**PHA Plan Supporting Documents are available for inspection at the main administrative office of the PHA at 319 Main Street SW, P.O. Box 128, Ronan, MT 59864**

**5-YEAR PLAN**  
**PHA FISCAL YEARS 2000 - 2004**  
**[24 CFR Part 903.5]**

**A. MISSION**

***The mission of the PHA is to promote safe, decent, adequate, affordable and fair housing to benefit low and moderate- income families within the City of Ronan and throughout Lake County.***

**B. GOALS**

**HUD STRATEGIC GOAL:            INCREASE THE AVAILABILITY OF DECENT, SAFE, AND AFFORDABLE HOUSING.**

**PHA GOAL 1:            Maintain and develop public and private partnerships to further the mission and goals of the PHA**

**Objectives:**

- 1.     Leverage private or other public funds to create additional housing opportunities by assisting area housing developers to reduce costs of planned single family and multi-family housing, thereby assuring long-term affordability for area LMI families by:**
  - a.     Participating as partners in low-income housing tax credits;**
  - b.     Developing funding for infrastructure (water and sewer) in order to reduce costs of development for targeted LMI housing; and**
  - c.     Working with private landlords to keep rents at or below fair market rent levels and helping them keep existing units available to LMI families by increasing and providing rental assistance through Section 8 and HOME Tenant Based Rental Assistance.**

**PHA GOAL 2:            Expand the Supply of Affordable Housing**

**Objectives:**

- 1.     In conjunction with the Lake County Community Housing Organization, find funding to conduct a complete market study and needs analysis for affordable housing within Lake County, including, specifically, the areas covered by the PHA's jurisdiction.**
- 2.     Acquire or build units or developments as needed to assure a continuing availability of affordable rental housing within its immediate jurisdiction, where such need is not being met by private developers. Emphasis needs to be place on single family housing with 3 and 4 bedrooms to accommodate the needs of families not currently being served by the present housing stock.**

**PHA GOAL 3:        Improve the Quality of Affordable Housing**

**Objectives:**

- 1.        Salvage existing apartment units in Ronan that are abandoned or otherwise falling into disrepair through either purchase and rehabilitation (including management to assure long-term affordability for LMI families); or through forming of public/private partnerships to assist landlords renting to LMI families in remodeling and repairing existing units.**
- 2.        Maintain Section 8 Quality within all PHA owned units and enforce Section 8 Quality Standards in all units where clients of PHA are housed.**
- 3.        Work with City and City Building Inspector to assure that the highest quality building standards are adopted and enforced within the City of Ronan.**

**PHA GOAL 4: Increase the Availability of Choices in Affordable Housing**

**Objectives:**

- 1.        Apply for enough additional rental vouchers to double our current available number. (Target - 50 Total Vouchers)**
- 2.        Apply for continued program support through the HOME Tenant Based Rental Assistance Program in Lake County. (Target - \$50,000 per year)**
- 3.        Continue to build and support appropriate homeownership programs either within the PHA or in partnership with Lake County Community Housing Organization.**
- 4.        Maintain an open waiting list for those requiring assistance in accessing affordable housing to assure the PHA has a continuing way of monitoring need.**

**HUD STRATEGIC GOAL:        IMPROVE COMMUNITY QUALITY OF LIFE AND ECONOMIC VITALITY**

**PHA GOAL 1:        Provide an Improved Living Environment for Particular Disadvantaged Resident Groups including the Elderly and Persons with Disabilities**

**Objectives:**

- 1.        Continue and expand work with other existing agencies to provide supportive services and build emergency, transitional and safe housing for victims of abuse, homeless families and families in transition.**
- 2.        Assess need for and, if needed, find partnerships which will result in expanding affordable, assisted care units for the elderly.**

- a. Find funding to conduct market study and needs analysis for elderly housing to complete in FY2001.
  - b. Work with community hospital to explore partnership resulting in assisted care facility for Ronan
- 3. Expand program outreach to disabled persons and families to maximize their participation in PHA's rental and first time homebuyer programs.
- 4. In combination with City Council and other appropriate community groups, work to expand programs of blight removal and renovation of deteriorating buildings and housing units in Ronan.
  - a. Seek funding to complete renovation and acquisition of old Hanson and Granley building.
  - b. Determine feasibility for purchasing and rehabilitating other such deteriorating downtown building now providing unsafe and unfit housing for low income families; and, where appropriate funding sources can be found, assist in curing community blight and improving economic vitality by completing such projects.
  - c. Seek funding through CDBG Housing Rehabilitation program to continue and expand home-owner housing rehabilitation in the City of Ronan.

**HUD STRATEGIC GOAL:                    PROMOTE SELF-SUFFICIENCY AND ASSET DEVELOPMENT OF FAMILIES AND INDIVIDUALS**

**PHA Goal 1: Promote self-sufficiency and asset development of assisted households**

**Objectives:**

- 1. Increase the number and percentage of employment among persons in assisted families by:
  - a. Increase visibility as an existing partner in the Lake County Work Force Center to include creating access to job services and support by maintaining a client-accessible computer linked to the Work Force Center's informational data base.
  - b. Find funding to establish a formal family self-sufficiency program linked to the Lake County Welfare-to-Work and Pathways programs.
  - c. Develop financial and community support for an inter-agency self-sufficiency program coordinator to develop working partnerships and program links which promote self-sufficiency within assisted households.
- 2. Expand programs which offer opportunities for counseling and down payment/closing cost assistance to low income first time homebuyers.
- 3. Seek funding through which both a homebuyer and renter training program can be established.

- a. Target high school students and partnership with high school to offer such training programs to senior students**
- b. Work to establish a “renter’s responsibility” - intake class that will be offered regularly for new renters of PHA and offered for access by the clients of area landlords.**

**HUD STRATEGIC GOAL:           ENSURE EQUAL OPPORTUNITY IN HOUSING  
FOR ALL AMERICANS**

**PHA GOAL 1: Ensure Equal Opportunity and Affirmatively Further Fair Housing**

**Objectives:**

- 1.     Assure PHA employees are informed and trained regarding federal and state fair housing laws and that measure are taken to ensure said laws are affirmatively implemented throughout all PHA programs and properties as follows:**
  - a.     Review all equal opportunity, affirmative marketing and fair housing resolutions to ensure they are current and applicable.**
  - b.     Review procedures and undertake, where necessary, additional affirmative measures to ensure access to assisted housing regardless of race, color, religion national origin, sex, family status, and disability**
- 2.     Review facilities and properties, both existing and as planned, to consider feasible and cost effective means which ensure accessible housing to persons with all varieties of disabilities regardless of unit size required:**

**Annual PHA Plan  
PHA Fiscal Year 2000**

**Annual Plan Type:**

**Streamlined Plan:**

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

**Executive Summary of the Annual PHA Plan**

**RHA currently administers only a small Section 8 Voucher under the Department of Housing and Urban Development. It does, however, manages several non-HUD affordable housing programs either on its own or in conjunction with the City of Ronan or with Lake County. Reference to these programs is included in order to consolidate all programs within one planning document. These programs include:**

- **RHA owns and manages 19 multi-family rental units and has recently purchased an older down-town building which is being renovated as apartment and commercial space which will be occupied by the city library and city hall. There will be 8 apartments, two of which will be for utilized for transitional family housing. The RHA will continue its efforts to find funding to pay the debt on this building and to seek long-term means of acquiring and renovating other such buildings in Ronan in order to increase the supply of affordable housing for very-low income families while improving community quality of life and economic vitality,**
- **RHA has previously managed a Community Development Block Grant housing rehabilitation program in conjunction with the City of Ronan wherein over 30 low-income home owners were provided low interest or deferred loans which improved the quality of housing in Ronan. A major initiative is to continue this program and to seek funding which will help expand the program to others in the area.**
- **RHA has previously managed a major first time homebuyer program in conjunction with Lake County wherein over 40 families were assisted with homeowner counseling and down payment assistance in the form of deferred second mortgages. RHA is committed to seeking funds to expand this program and to further develop its homeowner counseling session to include high school students and to develop a similar counseling seminar regarding “responsible renters”.**
- **RHA will continue to seek funds with which to expand its various tenant based rental assistance through HOME, Section 8 and other means which may become available.**
- **RHA will seek funds to complete a market research study emphasizing the needs of seniors; and, if needed, work with other agencies to fund an assisted care facility.**
- **RHA will seek funding and/or public-private partnerships which will construct and make available to low-income families, 3 and 4 bedroom single family homes.**
- **RHA will continue to build relationships with other agencies throughout the county in order to build an effective family self-sufficiency program in Lake County**



- **RHA will continue to seek ways to build organizational self-sufficiency in order to support its programs and staff with out continual dependency upon program grants to fund basic administrative activities.**

## Table of Contents

**Page #**

### **Annual Plan**

#### **Executive Summary of the Annual PHA Plan**

<b>Table of Contents .....</b>	<b>i</b>
--------------------------------	----------

<b>List of Support Documents Available for Review.....</b>	<b>iii</b>
--	------------

<b>1. Statement of Housing Needs .....</b>	<b>1</b>
<b>A. Housing Needs of Families in the Jurisdiction/s Served by the PHA .....</b>	<b>1</b>
<b>B. Housing Needs of Families on the Public Housing and Section 8 Tenant-         Based Assistance and Related Waiting Lists .....</b>	<b>2</b>
<b>C. Strategy for Addressing Needs (1 Year) .....</b>	<b>3</b>
<b>2. Statement of Financial Resources .....</b>	<b>7</b>
<b>3. Policies Governing Eligibility, Selection &amp; Admissions .....</b>	<b>8</b>
<b>A. Rha-owned Affordable Housing .....</b>	<b>8</b>
<b>B. Section 8.....</b>	<b>11</b>
<b>4. PHA Rent Determination Policies .....</b>	<b>14</b>
<b>A. RHA-Owned Affordable Housing Units.....</b>	<b>14</b>
<b>B. Section 8 Tenant-Based Assistance .....</b>	<b>14</b>
<b>5. Operations and Management .....</b>	<b>15</b>
<b>A. PHA Management Structure.....</b>	<b>15</b>
<b>B. HUD Programs Under PHA Management.....</b>	<b>16</b>
<b>C. Management and Maintenance Policies.....</b>	<b>16</b>
<b>6. PHA Grievance Procedures .....</b>	<b>17</b>
<b>A. RHA-Owned Affordable Housing.....</b>	<b>17</b>
<b>B. Section 8 Tenant-Based Assistance .....</b>	<b>17</b>
<b>7. Capital Improvement Needs .....</b>	<b>17</b>
<b>8. HOPE VI and Public Housing Development and Replacement Activities .....</b>	<b>17</b>
<b>8. Demolition and Disposition .....</b>	<b>17</b>
<b>9. Designation of Public Housing for Occupancy by Elderly Families or Families with     Disabilities .....</b>	<b>18</b>
<b>10. Conversion of Public Housing to Tenant-Based Assistance.....</b>	<b>18</b>
<b>11. Homeownership Programs Administered by the PHA.....</b>	<b>18</b>
<b>A. Public Housing.....</b>	<b>18</b>

<b>B.</b>	<b>Section 8 Tenant Based Assistance .....</b>	<b>19</b>
-----------	--	-----------

**Annual Plan Table of Contents**  
**Continued**

<b>12. PHA Community Service and Self-sufficiency Programs.....</b>	<b>20</b>
<b>A.    PHA Coordination with the Welfare (TANF) Agency .....</b>	<b>20</b>
<b>B.    Services and Programs Offered to Residents and Participants.....</b>	<b>21</b>
<b>C.    Welfare Benefit Reductions.....</b>	<b>22</b>
<b>13.    PHA Safety and Crime Prevention Measures .....</b>	<b>23</b>
<b>14.    RESERVED FOR PET POLICY .....</b>	<b>23</b>
<b>15.    Civil Rights Certifications .....</b>	<b>23</b>
<b>16.    Fiscal Audit .....</b>	<b>23</b>
<b>17.    PHA Asset Management .....</b>	<b>23</b>
<b>18.    Other Information .....</b>	<b>23</b>
<b>A.    Resident Advisory Board Recommendations .....</b>	<b>23</b>
<b>B.    Description of Election process for Residents on the PHA Board .....</b>	<b>24</b>
<b>C.    Statement of Consistency with the Consolidated Plan .....</b>	<b>24</b>
<b>D.    Other Information Required by HUD .....</b>	<b>25</b>

## List of Supporting Documents Available for Review

Applicable & On Display	Supporting Document	Applicable Plan Component
X	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
X	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans
X	Fair Housing Documentation: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions initiatives to affirmatively further fair housing that require the PHA's involvement.	5 Year and Annual Plans
X (State Plan)	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;
N/A	Public Housing Admissions and (Continued) Occupancy Policy (A&O), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, Admissions Policies
X	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection & Admissions Policies
N/A	Housing Deconcentration/Income Mixing Documentation: 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); Documentation of required deconcentration & income mixing analysis	Annual Plan: Eligibility, Selection, and Admissions Policies
X	RHA housing rent determination policies, including the methodology for setting public housing flat rents: <u>X</u> check here if included in the housing A & O Policy	Annual Plan: Rent Determination
X	Schedule of flat rents offered at each public housing development: <u>X</u> check here if included in public housing A & O Policy	Annual Plan: Rent Determination
X	Section 8 rent determination (payment standard) policies <u>X</u> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
X	RHA housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation	Annual Plan: Operations and Maintenance
X	RHA housing grievance procedures <u>X</u> check here if included in the housing A & O Policy	Annual Plan: Grievance Procedures
X	Section 8 informal review and hearing procedures <u>X</u> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
N/A	The HUD-approved Capital Fund/ Comprehensive Grant	Annual Plan: Capital

<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
	<b>Program Annual Statement (HUD 52837) for the active grant year</b>	<b>Needs</b>
N/A	<b>Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant</b>	<b>Annual Plan: Capital Needs</b>
N/A	<b>Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)</b>	<b>Annual Plan: Capital Needs</b>
N/A	<b>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</b>	<b>Annual Plan: Capital Needs</b>
N/A	<b>Approved or submitted applications for demolition and/or disposition of public housing</b>	<b>Annual Plan: Demolition &amp; Disposition</b>
N/A	<b>Approved or submitted applications for designation of public housing (Designated Housing Plans)</b>	<b>Annual Plan: Designation of Public Housing</b>
N/A	<b>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</b>	<b>Annual Plan: Conversion of Public Housing</b>
N/A	<b>Approved or submitted public housing home ownership programs/plans</b>	<b>Annual Plan: Homeownership</b>
N/A	<b>Policies governing any Section 8 Homeownership program _____ check here if included in Sect. 8 Administrative Plan</b>	<b>Annual Plan: Homeownership</b>
X	<b>Any cooperative agreement between the PHA and the TANF agency</b>	<b>Annual Plan: Community Service &amp; Self-Sufficiency</b>
N/A	<b>FSS Action Plan/s for public housing and/or Section 8</b>	<b>Annual Plan: Community Service &amp; Self-Sufficiency</b>
N/A	<b>Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports</b>	<b>Annual Plan: Community Service &amp; Self-Sufficiency</b>
N/A	<b>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)</b>	<b>Annual Plan: Safety and Crime Prevention</b>
X	<b>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 PHAs response to any findings</b>	<b>Annual Plan: Annual Audit</b>
N/A	<b>Troubled PHAs: MOA/Recovery Plan</b>	<b>Troubled PHAs</b>
X	<b>Other supporting documents (optional)</b> Section 8 and TBRA Administrative Plan First Time Homebuyer Administrative Plan RHA Housing Administrative Plan	<b>Specify as needed)</b>

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

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

## ing Needs of Families in the Jurisdiction by Family Type

Age Type % of AMI	Number	Ability	Frequency	Stability	Duration
Age ≤ 30% AMI	128	5	5	4	1
Age > 30% but % of AMI	266	3	4	3	1
Age > 30% but of AMI	110	2	3	2	1
ly	209	4	3	3	1
ies with Disabilities	88	4	4	3	1
ican Indian	174	4	2	3	1
asian	590	3	2	3	1
her Ethnic	40	3	2	3	1

**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: 1999-2000**

## X U.S. Census data: the Comprehensive Housing Affordability Strategy (ACHAS@) dataset

## American Housing Survey data

**Indicate year:** \_\_\_\_

\_\_\_\_\_ **Other housing market study**

**Indicate year:** \_\_\_\_\_

**X Other sources: (list and indicate year of information)**

## 1993 and 1995 Local Community Surveys

**“Out of Reach” - 9/1999 Report of National Low Income Housing Coalition**

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

<b>Housing Needs of Families on the Waiting List</b>
Waiting list type (select one) Section 8 tenant Based Assistance Public Housing Combined Section 8 and Locally-owned Subsidized Housing including FmHA (Rural Development and RHA owned (non-HUD) Units) and HOME Tenant Based Rental Assistance program Public Housing Site-Based or sub-jurisdictional waiting list (optional) If used, identify which development/subjurisdiction

	<b>Families</b>	<b>Total Families</b>	<b>Annual Turnover</b>
<b>Waiting List Total</b>	<b>94</b>	<b>100%</b>	<b>15 Mos</b>
<b>Very low income &lt; 30% AMI</b>	<b>66</b>	<b>71%</b>	
<b>Low income &gt; 30% but &lt;=50% AMI)</b>	<b>21</b>	<b>23%</b>	
<b>Income &gt; 50% but &lt;80% AMI)</b>	<b>7</b>	<b>8%</b>	
<b>Families with Children</b>	<b>68</b>	<b>73%</b>	
<b>Single Person Families</b>	<b>5</b>	<b>6%</b>	
<b>Families with Disabilities</b>	<b>20</b>	<b>22%</b>	
<b>American Indian</b>	<b>39</b>	<b>42%</b>	
<b>Characteristics by Room Size (Combined incl. RHA Housing)</b>			
	<b>19</b>	<b>20%</b>	
	<b>41</b>	<b>44%</b>	
	<b>28</b>	<b>30%</b>	
	<b>5</b>	<b>5%</b>	
	<b>1</b>	<b>1%</b>	



waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <u><b>It is never closed!</b></u>
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**C. Strategy for Addressing Needs (1 Year)**

**(1) Strategies**

**Need: Shortage of Affordable Housing for All Eligible Populations**

**Strategy 1. Maximize the number of affordable units owned or managed by the PHA within its current resources by:**

1. Continue to employ and expand effective maintenance and management policies in RHA owned units to minimize the number of housing units off-line
2. Continue and expand policies in RHA owned units which minimize turnover time for vacated units to assure minimum occupancy rate at 92% with an overall goal of 95%
3. Undertake measures to ensure access to affordable housing among families assisted by the PHA, regardless of unit size required
4. Maintain Section 8 lease-up rates by continuing outreach to and building relationships with owners throughout the community.
6. Participate in the Consolidated Plan development process to ensure coordination with broader community strategies

**Strategy 2: Increase the number of affordable housing units by creating resources as follows::**

1. Apply for additional section 8 units should they become available
2. Leverage affordable housing resources in the community through the creation of mixed - finance housing, especially focusing on the needs of the hard-to-house clients requiring 3 and 4 bedroom units.
3. Pursue housing resources other Section 8 tenant-based assistance, including continuation of the HOME tenant based rental assistance program; use of low-income housing tax credits and other such programs.
5. Maintain or increase Section 8 lease-up rates by effectively screening applicants and establishing "renter responsibility" training programs to increase owner acceptance of program

**Need: Specific Family Types: Families at or Below 30% of Median**

**Strategy 1: Assist families at or below 30 % of AMI**

1. Continue to expand programs which will assist families at or below 30% of AMI in both RHA owned housing and through tenant-based Section 8 vouchers and the Montana HOME Partnership Program which has provided assistance for over 100 families over the past 5 years.
2. Fund and expand a transitional housing program and emergency funding which will meet the needs of families with children at or below 30% of AMI.

3. **Develop relationship with area welfare-to-work programs which assist families at or below 30% AMI and create incentives in housing assistance that work in conjunction with work/training programs.**

**Need: Specific Family Types: Families at or Below 50% of Median**

**Strategy 1: Target Available Assistance to Families at or Below 50% of AMI**

1. Target working families at or below 50% AMI to assist them in educating them regarding first-time home buyer and rent-to-own programs; assisting them in enrolling in HomeStart savings programs; and otherwise provide incentives which will encourage long-term self-sufficiency.
2. Extend HOME tenant based rental assistance contracts as needed to enrolled families at or below 50% AMI who are working and/or in school who can reasonably be expected to increase their earnings as a result of their efforts and move off the program entirely.

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

**Strategy 1: Target Available Assistance to the Elderly**

1. Apply for special-purpose vouchers targeted to the elderly, if they become available
2. Work with Lake County Community Housing Organization to combine their 37 units of elderly (including disabled) housing with RHA's 8 units of elderly (including disabled in mixed-use family complexes) housing and provide preference for any such targeted vacant unit to any elderly the list.
3. When such unit has been occupied by a non-elderly family because no qualified elderly family is on the waiting list at the time of vacancy; move that family to another unit as soon as possible to accommodate any qualified elderly family who may apply later.

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

**Strategy 1: Target Available Assistance to Families with Disabilities:**

1. Apply for special-purpose vouchers targeted to families with disabilities, should they become available
2. Affirmatively market to local non-profit agencies that assist families with disabilities

**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**

1. Affirmatively market all housing programs administered by RHA to the American Indian population of the area, in order to better serve those than remain unserved by the Salish & Kootenai Tribal Housing Authority which provides primarily for enrolled members of their tribes.

**Strategy 2: Conduct activities to Affirmatively Further Fair Housing**

1. **Assure all employees related to housing activities are adequately trained in the areas of fair housing and equal opportunity;**

2. Address all grievances immediately according to established grievance policies; act responsibly and affirmatively to refer non-client grievances to Montana Fair Housing for action.
3. Affirmatively market all housing programs to and encourage participation from all segments of the population.
4. Sponsor fair housing seminars within the community for both private landlords, realtors and other associated groups and encourage and assure such programs are marketed to the general public.
5. Establish and/or expand home ownership and renter counseling into high schools and other such venues to inform potential clients of rights and responsibilities.

**Other Housing Needs & Strategies: (List Needs and Strategies Below)**

**Need: Continuing Demand from Low-income First-time Home Buyers Trying to Purchase Homes Within an Area of Escalating Land Values**

**Strategy 1: Increase Awareness of the Rights, Responsibilities and Requirements for Homeownership**

1. Find funding which will support continued public outreach and educational certified home ownership classes which will better prepare people for the responsibilities of home ownership and inform them regarding access to programs such as HomeStart savings/grants; low- or no-interest loans for down payment assistance; and access to low-interest mortgage set-asides for lower income families.
2. Create a mini-class in home ownership which can be extended into the high school or college environment to increase awareness of responsible credit; rental agreements and other independent living issues which affect one's ability to become qualified for home ownership later in life.

**Strategy 2: Expand Resources Available for Down Payment Assistance; Low-interest Mortgage Set-asides and Program Administration**

1. Apply for grants through HOME or CDBG and/or the Federal Home Loan Bank's Affordable Housing Program which can extend our pool of down payment/closing cost assistance money set aside for low income families and assist in funding the administrative effort needed to assure program success.

**Need: the Community Is Old with a High Degree of Substandard Housing and a Majority of Families and Seniors Living on Limited Incomes at or below 80% Ami.**

**Strategy 1: Develop Resources Which Will Continue and Expand a Home-owner Housing Rehabilitation Program**

1. Evaluate existing programs and current waiting list for services; then update the 1994 community housing survey to determine extend of current need.

2. **Prepare to seek program funding in FY2001to implement program as appropriate to results of evaluation.**

## **(2) Reasons for Selecting Strategies**

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

- X Funding constraints**
- X Staffing constraints**
- Limited availability of sites for assisted housing**
- Extent to which particular housing needs are met by other organizations in the community**
- X Evidence of housing needs as demonstrated in the Consolidated Plan and other information available to the PHA**
- X Influence of the housing market on PHA programs**
- X Community priorities regarding housing assistance**
- X Results of consultation with local or state government**
- X Results of consultation with residents**
- X Results of consultation with advocacy groups**
- X Other: (list below)**
  - X Needs expressed by waiting lists**
  - X Needs expressed by letters**
  - X Needs expressed by callers wanting services not currently provided**
  - X Observations by staff and commissioners**

## 2. Statement of Financial Resources

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:</b>		
<b>Resources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
<b>Federal Grants (FY2000 grants)</b>		
Public Housing Operating Fund	0	
Public Housing Capital Fund	0	
HOME VI Revitalization	0	
HOME VI Demolition	0	
Municipal Contributions for Section 8 Tenant-Based	120,000	Assistance plus Program Administration
Public Housing Drug Elimination Program	0	
Resident Opportunity/Self-Sufficiency Grants	0	
Community Development Block Grant	0	
HOME - Tenant Based Rental Assistance	80,000	Tenant Based Rental Assistance
HOME - Housing Renovation	196,000	Renovation/Construction of 9 apartments
Other Year Federal Grants (NONE)		
PHA-owned Dwelling Rental Income		
Maxwell Apts (12 Units - 1994)	50,300	Income used to pay management fees, maintenance, debt service and contribution to reserves. Any Excess goes to operations and helps fund emergency housing programs for families in need through Family Crisis
Adams Street/Main Street Apts	7,500	
Cleveland SE/ 411 2nd Avenue	17,500	
Rent-to-Own/Mock House	6,000	
Other income (list below)		
Program Income - Housing Rehab	12,000	Use/Expand Program
Program Income - First Time Homebuyer	7,500	Use/Expand Program
Proceeds from Sale of Commercial Space	159,000	Use to pay Acquisition/Renovation
Non-federal sources		
FHLB Bank /AHP-(Apartment Renovation)	40,000	Contribute rehab of Main Street Apts
Miscellaneous/Donations/Laundry Receipts	7,500	Operations/special programs
<b>Total Resources</b>	<b>703,300</b>	



**3. Policies Governing Eligibility, Selection & Admissions** [24 CFR Part 903.79 (c)]

***RHA DOES NOT OWN ANY PUBLIC HOUSING - THE FOLLOWING SECTION IS COMPLETED AS A GUIDE TO THE POLICIES AND PROCEDURES IN PLACE FOR ITS 26 UNITS OF AFFORDABLE HOUSING FUNDED THROUGH MONTANA HOME PROGRAM AND MORTGAGE LOANS.***

**A. Rha-owned Affordable Housing**

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

**(1) Eligibility**

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

- ☒ When families are the next candidate on the list for being offered a unit:  
☐ When families are within a certain time of being offered a unit: (state time)  
☐ Other: (describe)

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

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

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

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

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

**(2) Waiting List Organization**

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

- ☒ Community-wide list  
☐ Sub-jurisdictional lists  
☐ Site-based waiting lists

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

- ☒ PHA main administrative office

\_\_\_\_ PHA development site management office

- 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 .  
***NOT APPLICABLE***

**(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)  
  X   One ***We operate at full capacity; therefore, if the applicant does not accept the available unit, they remain on the list for the next available rental assistance voucher or HOME certificate.***  
       Two
- 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:  
       Yes   X   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? ***Note: We do not target because over 60% of the applicants on the list or served are at or below 30% of median without income targeting!***
- b. Transfer policies:  
In what circumstances will transfers take precedence over new admissions? (list below)  
       Emergencies  
  X   Overhoused  
  X   Underhoused  
  X   Medical justification  
  X   Administrative reasons determined by the PHA  
       Resident choice: (state circumstances below)  
  X   Other: (list below)  
  X   Family assigned to senior/handicapped unit that is needed to house an elderly or handicapped family
- a. Preferences
1.        Yes   X   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)

**(5) Occupancy**

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

- X**     **The PHA's Resident Lease**
- X**     **The PHA's Admissions and (Continued) Occupancy policy**
- X**     **The PHA's Application Packet**

**b. How often must residents notify the PHA of changes in family composition?**

☒ At an annual reexamination and lease renewal

☒ Any time family composition changes

☒ At family request for revision

**(6) Deconcentration and Income Mixing**

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

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

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

☐ Adoption of site-based waiting lists

☐ If selected, list targeted developments below:

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

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

☐ Other (list policies and developments targeted below)

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

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

☐ Additional affirmative marketing

☐ Actions to improve the marketability of certain developments

☐ Adoption or adjustment of ceiling rents for certain developments

☐ Adoption of rent incentives to encourage deconcentration of poverty and income-mixing

☐ Other (list below)

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

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

☐ List (any applicable) developments below:

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

  X   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 certificates until completely merged into the voucher program.**

**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)  
☒ Rental History  
☒ Outstanding debt to other housing authorities or landlords
- 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?  
☒ Criminal or drug-related activity (if known)  
☒ Other  
☒ References

**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)  
☒ Local HOME funded tenant based rental assistance  
☒ Waiting list for RHA-owned low-income housing units  
☒ Waiting list for Lake County Community Housing Organization-owned affordable housing units
- b. Where may interested persons apply for admission to section 8 tenant-based assistance? (select all that apply)  
☒ PHA main administrative office

\_\_\_\_\_ **Other (list below)**



### (3) Search Time

- a. X Yes \_\_\_ No: Does the PHA give extensions on standard 60-day period to search for a unit? If yes, state circumstances below:  
***A family is given one extension on a case-by-case basis if extenuating circumstances have prevented the applicant from finding suitable housing such as: being "hard-to-house" because of family size; lack of availability of suitably adapted housing for an elderly or handicapped applicant; or illness or other circumstance has prevented applicant from being able to look for and secure a suitable unit.***

### (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? ***Nearly 90% of PHA Section 8 program participants are at or below 30% of MAI without targeting, and 71% of the applicants on the waiting list are at or below 30%.***
- b. **Preferences**
1. \_\_\_ Yes X No: Has the PHA established preferences for admission to section 8 tenant-based assistance? (other than date and time of application) (if no, skip to subcomponent (5) Special purpose section 8 assistance programs)
2. Which of the following admission preferences does the PHA plan to employ in the coming year? (select all that apply from either former Federal preferences or other preferences)  
**Former Federal preferences:**  
\_\_\_ Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)  
\_\_\_ Victims of domestic violence  
\_\_\_ Substandard housing  
\_\_\_ Homelessness  
\_\_\_ High rent burden (rent is > 50 percent of income)
- Other preferences:** (select all that apply)  
\_\_\_ Working families and those unable to work because of age or disability  
\_\_\_ Veterans and veterans' families  
\_\_\_ Residents who live and/or work in your jurisdiction  
\_\_\_ Those enrolled currently in educational, training, or upward mobility programs  
\_\_\_ Households that contribute to meeting income goals (broad range of incomes)  
\_\_\_ Households that contribute to meeting income requirements (targeting)

\_\_\_ Those previously enrolled in educational, training, or upward mobility programs

\_\_\_ Victims of reprisals or hate crimes

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: *Not Applicable***

\_\_\_ Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)

\_\_\_ Victims of domestic violence

\_\_\_ Substandard housing

\_\_\_ Homelessness

\_\_\_ High rent burden

**Other Preferences: (select all that apply) *Not Applicable***

\_\_\_ Working families and those unable to work because of age or disability

\_\_\_ Veterans and veteran's families

\_\_\_ Residents who live and/or work in your jurisdiction

\_\_\_ Those enrolled currently in educational, training, or upward mobility programs

\_\_\_ Households that contribute to meeting income goals (broad range of incomes)

\_\_\_ Households that contribute to meeting income requirements (targeting)

\_\_\_ Those previously enrolled in educational, training, or upward mobility programs

\_\_\_ Victims of reprisals or hate crimes

\_\_\_ Other preference(s) (list below)

4. Among Applicants on the Waiting List with Equal Preference Status, How Are Applicants Selected? (select one)

X Date and time of application

\_\_\_ Drawing (lottery) or other random choice technique

5. If the PHA Plans to Employ Preferences for Residents Who Live And/or Work in the Jurisdiction (select one) ***Not Applicable***

\_\_\_ This preference has previously been reviewed and approved by HUD

\_\_\_ The PHA requests approval for this preference through this PHA Plan

6. Relationship of Preferences to Income Targeting Requirements: (select one)

\_\_\_ The PHA applies preferences within income tiers

X Not applicable: the pool of applicant families ensures that the PHA will meet income targeting requirements.

***71% of all applicants on the waiting list are at or below 30% of income and of those, a much higher percentage (over 90%) are those seeking or qualifying for Section 8 rental assistance.***

**(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? *RHA has no special purpose Section 8 Assistance Program.***

**4. PHA Rent Determination Policies** [24 CFR Part 903.79(d)]

***RHA DOES NOT OWN ANY PUBLIC HOUSING - THE FOLLOWING SECTION IS COMPLETED AS A GUIDE TO THE RENT DETERMINATION POLICIES IN PLACE FOR ITS 26 UNITS OF AFFORDABLE HOUSING FUNDED BY OTHER MEANS.***

**A. RHA-Owned Affordable Housing Units**

**(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:**

***RHA DOES NOT USE DISCRETIONARY RENT SETTING POLICIES FOR ANY OF ITS CURRENT HOUSING UNITS***

**(2) Flat Rents**

**a. In Setting the Market-based Flat Rents, What Sources of Information Did the Pha Use to Establish Comparability? (select all that apply.)**

- ☒ The section 8 rent reasonableness study of comparable housing
- ☒ Survey of rents listed in local newspaper
- ☐ Survey of similar unassisted units in the neighborhood
- ☒ Other (list/describe below)
  - ☒ Expense, including maintenance, management, debt coverage and reserves

**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**

**a. What Is the Pha's Payment Standard? (select the category that best describes your standard)**

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

**b. If the Payment Standard Is Lower than FMR, Why Has the PHA Selected this Standard? (select all that apply)**

- ☐ FMRs are adequate to ensure success among assisted families in the PHA's segment of the FMR area

- \_\_\_ The PHA has chosen to serve additional families by lowering the payment standard
- \_\_\_ Reflects market or submarket
- 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)**
- X   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)**
- X   Success rates of assisted families
- X   Rent burdens of assisted families
- \_\_\_ Other (list below)

**(2) Minimum Rent**

- a. **What Amount Best Reflects the Pha's Minimum Rent? (select one)**
- \_\_\_ \$0
- \_\_\_ \$1-\$25
- X   \$26-\$50
- b.   X   Yes \_\_\_ No: **Has the Pha Adopted Any Discretionary Minimum Rent Hardship Exemption Policies? (if yes, list below)**

· ***If the Household has no income, you cannot charge a minimum rent.***

**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 (select one)**

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

**The City of Ronan Housing Authority was first authorized in September 1992 under a 5-member Board of Commissioners appointed by the Mayor and funded with a \$3,000 organizational grant and \$12,000 loan. The Board was expanded to 7**

**members in 1998. Two of the original commissioners remain on the board. The original intent including building PHA tenant based housing; however, no funds were ever approved for that purpose and the only funding provided by HUD was for a small Section 8 certificate program. The board decided that its only alternative to carry out its mission and become a financially viable organization was to become a housing grant administrator for affordable**

housing projects responding to the expressed needs either in the City of Ronan or throughout Lake County in areas not being served by other organizations. Because there are no regular sources of funding to support a full staff on a regular basis, the board further decided to manage its operations with a bonded contract staffing organization (L&N Enterprises) under a long-term contract which is reviewed and renewed annually. The contractual arrangement includes agreements that L&N Enterprises provide an Executive Director, Finance Manager and other staff as needed to provide property and program management as required by and under the terms of any grants, contracts, program administrative agreements, etc. The President of the Board is Marget V. Newman; Executive Director is Billie J. Lee, both of whom have held those positions since the original organization of the Corporation. Regular meetings of the Board are scheduled on a bi-monthly basis. The PHA's books and records are fully audited annually; and to date, no major management issues have been reported.

## 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 ANA@ to indicate that the PHA does not operate any programs listed below.)

Program Name	Number of Families Served at Beginning	Expected Turnover
Public Housing	Applicable	
Section 8 Vouchers		
Section 8 Certificates	Applicable	
Section 8 Mod Rehab	Applicable	
Special Purpose Section 8 Certificates/ Vouchers (list individually)	Applicable	
Public Housing Drug Elimination Program (PHDEP)	Applicable	
Other Federal Programs (list individually):		
HOME Tenant Based Rental Assistance		
HOME First Time Home Buyer Program		

## 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) RHA Housing Maintenance and Management: (list below)**

### **ADMINISTRATIVE POLICY MANUAL FOR RENTAL HOUSING OWNED AND OPERATED BY RONAN PUBLIC HOUSING AUTHORITY**

**(2) Section 8 Management: (list below)**

**RONAN HOUSING AUTHORITY ADMINISTRATIVE PLAN FOR  
SECTION 8 CERTIFICATE PROGRAM AND TENANT BASED  
RENTAL ASSISTANCE**



## **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. RHA-Owned Affordable 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?

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

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

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

(1)      Yes   X   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)**

- X   PHA main administrative office  
     Other (list below)

## **7. Capital Improvement Needs** [24 CFR Part 903.7 9 (g)]

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

***RHA'S CAPITAL IMPROVEMENT PLAN FOR ITS INTERNALLY OWNED UNITS IS UNDER DEVELOPMENT AND NOT INCLUDED AT THIS TIME***

## **8. 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

***NOT APPLICABLE TO RHA***

## **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.

***NOT APPLICABLE TO RHA***

**9. Designation of Public Housing for Occupancy by Elderly Families or Families with Disabilities or Elderly Families and Families with Disabilities**  
[24 CFR Part 903.79 (i)]

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

***NOT APPLICABLE TO RHA***

**10. Conversion of Public Housing to Tenant-Based Assistance** [24 CFR Part 903.79 (j)]

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

***NOT APPLICABLE TO RHA***

**11. Homeownership Programs Administered by the PHA** [24 CFR Part 903.79 (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 ***NOT APPLICABLE***  
Yes ☐ No: Has the PHA provided all required activity description information for this component in the optional Public Housing Asset Management Table? (If “yes”, skip to component 12. If “No”, complete the Activity Description table below.)

Public Housing Homeownership Activity Description (Complete one for each Development affected)
Development name: <b><i>NOT APPLICABLE TO RHA</i></b>
Development (project) number:
Federal Program authority:
Application status: (select one)
Date Homeownership Plan/Program approved, submitted, or planned for submission: (DD/MM/YYYY)
Number of units affected:
Prevalence of action: (select one)

**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: RHA administers a homeownership program through which it offers regular homebuyer training classes and provides downpayment and closing cost assistance under a variety of grants and cooperative agreements with other agencies and banks, including Montana HOME Program grant funds; Affordable Housing Program ("AHP") grant funds through the Federal Home Loan Bank ("FHLB") of Seattle; grant funds provided through Neighborhood Housing Service (Great Falls, Mt); HomeStart Savings programs which combine a savings plan by the homeowner with grant funds through an FHLB program; USDA Rural Development and/or Montana Board of Housing low interest set asides for mortgages. Classes are regularly advertised and offered. Tenants and rental assistance clients are encouraged to attend the classes. No use of the Section 8 homeownership option is contemplated at this time, although it may be used in the future.***

- a. ***Size of Program: Nearly 50 families have been assisted to date, and the size of program is limited only to the available resources to provide training, counseling and the needed down payment/closing cost assistance***

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

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

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

- b. **PHA-Established Eligibility Criteria**

☐ 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 (I)]

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

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

#### **1. Cooperative Agreements:**

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

***We do have a contract and are members of the Local Management Team of the Workforce Investment Program which includes all local social service and TANF agencies working to establish a "one-stop" cooperative service program for families with interagency cooperation and referrals. We also serve as a member of the Welfare Reform Board and are continuing to work toward ways of integrating housing with work program contracts. The contract does not include information sharing and targeting supportive services as contemplated by section 12(d)(7) of the Housing Act as yet; however, we are working toward that objective!***

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)**

  X   Client referrals

  X   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

  X   Joint administration of other demonstration program

***“One stop shopping” for services with access to computer terminals in all agency offices which access job service listings and various agency services***

**X Other (describe)**

***Working with other agencies to evaluate alternatives and funding for the Workforce Development Center System. Have submitted various grants to create and staff an inter-agency family self-sufficiency coordinator - unsuccessfully to date.***

## 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?

- ☐ 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 - *Under evaluation*
- ☐ Preference/eligibility for public housing homeownership option participation
- ☐ Preference/eligibility for section 8 homeownership option participation
- ☒ Other policies (list below)
  - \* *Tenant Managers (Low-income) in PHA-Owned Housing Units*
  - \* *Tenant notification and encouragement to attend first-time homeowner classes*
  - \* *Agency referral system*
  - \* *Referrals to bank programs which include a HomeStart savings programs for future low-income homeowners.*
  - \* *Evaluating Section 8 as a further tool for first time homebuyers.*

#### b. Economic and Social Self-sufficiency Programs

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

Services and Programs				
Program Name & Description (including location, if appropriate)	Targeted	Location (waiting list/specific/other)	Developer (development/PHA main/other provider)	Eligibility (public housing or Section 8 participants or other)
First Time Home Buyer Program (counseling, referrals, bank referrals, downpayment assistance, classes)	Yes	Waiting List	Main Office	0%AMI
Real Estate Investment Center	Yes	NA	Main Office and	0% AMI



agency program committee; computer center for families research on agencies, service programs, jobs, etc.	nth		contractor's	
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(2) Family Self Sufficiency Program/s

a. **Participation Description**

Family Self Sufficiency (FSS) Participation		
Minimum Number of Participants (start of FY 2000 Estimate)	Actual Number of Participants (As of: 06/30/00)	
Housing		
8	10	0

2.        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:

*RHA has been trying to fund a minimum program since its inception and first receipt of 10 vouchers in 1996. It is currently serving 21 certificates which are primarily in the hands of our most underserved population, including physically/mentally handicapped and elderly or those on some type of disability. That notwithstanding, as shown above, the agency is diligently working with other area agencies during this time of welfare reform to connect with and establish a minimum family self sufficiency program that is more directed toward meeting the needs of our clientele. Meanwhile, we work with all clients in all programs to encourage their enrollment in some type of HomeStart savings program; access agencies that can better assist them in finding a job; extend normally short-term rental assistance (such as TBRA) beyond the normal 2 years when the family is enrolled in school or otherwise working toward self-sufficiency. As we continue to look for funding for an interagency family self-sufficiency coordinator that will serve the Lake County area, we will formalize a plan with more realistic goals.*

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**
  - Actively notifying residents of new policy at times in addition to admission and reexamination.**
  - X   **Establishing or pursuing a cooperative agreement with all appropriate TANF agencies regarding the exchange of information and coordination of services.**

- ☒ **Establishing a protocol for exchange of information with all appropriate TANF agencies.**  
☐ **Other: (list below)**

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

**13. PHA Safety and Crime Prevention Measures** [24 CFR Part 903.79 (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.

**NOT APPLICABLE TO RHA**

**14. RESERVED FOR PET POLICY**

[24 CFR Part 903.79 (n)]

**15. Civil Rights Certifications** [24 CFR Part 903.79 (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 903.79 (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 903.79 (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.

**NOT APPLICABLE TO RHA**

**18. Other Information** [24 CFR Part 903.79 (r)]

**A. Resident Advisory Board Recommendations**

- (1) ☐ Yes ☒ No: Did the PHA receive any comments on the PHA Plan from the Resident Advisory Board/s?
- (2) If yes, the comments are: (if comments were received, the PHA MUST select one)  
☐ Attached at Attachment (File name)  
☐ Provided below:
- (3) In what manner did the PHA address those comments? (select all that apply)  
☐ Considered comments, but determined that no changes to the PHA Plan were necessary.  
☐ The PHA changed portions of the PHA Plan in response to comments  
☐ List changes below:

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

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

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

**(3) Description of Resident Election Process**

**a. Nomination of Candidates for Place on the Ballot: (select all that apply)**

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

**b. Eligible Candidates: (select one)**

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

**c. Eligible Voters: (select all that apply)**

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

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

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

**(1) Consolidated Plan Jurisdiction: State of 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)**

- ☐ The PHA has based its statement of needs of families in the jurisdiction on the needs expressed in the Consolidated Plan/s.
- ☒ The PHA has participated in any consultation process organized and offered by the Consolidated Plan agency in the development of the Consolidated Plan.
- ☐ The PHA has consulted with the Consolidated Plan agency during the development of this PHA Plan.

- X** Activities to be undertaken by the PHA in the coming year are consistent with the initiatives contained in the Consolidated Plan under “Actions for Upcoming Plan Year”.
- Relieve the shortage of available housing stock
  - Increase the stock of affordable rental units, especially assisted units

- Increase ability of low and moderate-income households to buy homes
- Simplify housing assistance programs
- Increase the supply of affordable rental units and for-purchase homes
- Affirmatively further fair housing
- Assist persons requiring supportive and transitional services to achieve permanent housing
- Support statewide continuum of care strategy to ensure emergency, transitional and permanent housing

X Other:

***All grant applications for funding for projects contemplated by RHA are certified for consistency with the Consolidated Plan prior to application***

**(4) The Consolidated Plan of the Jurisdiction Supports the Pha Plan with the Following Actions and Commitments:**

***Per the Plan's Actions for Upcoming Plan Year , the state recognizes and supports the need for local input and planning that identifies needs and strategies at the local level. The following supportive statements demonstrate support and commitments for assistance:***

- ***“No single approach or unique priority fits all regions of Montana equally well. Acceptably addressing the range of severe needs, while allocating resource equitably, makes for a complicated housing and community development policy agenda. Nevertheless, Montana is committed to moving forward with a concrete set of objectives.”***
- ***“Evaluate applications from eligible participants based on identified needs of the community which may include combination of job training or other welfare reform goals, along with housing goals”***

**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.**