

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

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**

**PHA Plan
Agency Identification**

PHA Name: Housing Authority of the County of Bedford

PHA Number: PA085

PHA Fiscal Year Beginning: (mm/yyyy) 04/2000

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)**

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 (selection of the choices below)

The mission of the PHA is the same as that of the Department of Housing and Urban Development: **To promote adequate and affordable housing, economic opportunity and a suitable living environment free from discrimination.**

The PHA's mission is: (state mission here)

B. Goals

The goals and objectives listed below are derived from HUD's strategic Goals and Objectives and those promulgated in recent legislation. PHAs may select any of these goals and objectives, 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 THESE OBJECTIVES OVER THE COURSE OF THE 5 YEARS. (Quantifiable measures would include 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.

- Apply for additional rental vouchers:
- Reduce public housing vacancies:
- Leverage private or other public funds to create additional housing opportunities:
- Acquire or build units or developments
- Other (list below)

PHA Goal: Improve the quality of assisted housing

Objectives:

- Improve public housing management: (PHAS score)
- Improve voucher management: (SEMAP score)
- Increase customer satisfaction:
 - Concentrate on efforts to improve specific management functions: (list; e.g., public housing finance; voucher unit inspections)
 - Renovate or modernize public housing units:
 - Demolish or dispose of obsolete public housing:
 - Provide replacement public housing:
 - Provide replacement vouchers:

Other: (list below)

PHA Goal: Increase assisted housing choices

Objectives:

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

Other: (list below)

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

PHA Goal: Provide an improved living environment

Objectives:

Implement measures to deconcentrate poverty by bringing higher income public housing households into lower income developments:

Implement measures to promote income mixing in public housing by assuring access for lower income families into higher income developments:

Implement public housing security improvements:

Designate developments or buildings for particular resident groups (elderly, persons with disabilities)

Other: (list below)

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

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

Objectives:

Increase the number and percentage of employed persons in assisted families:

Provide or attract supportive services to improve assistance recipients' employability:

Provide or attract supportive services to increase independence for the elderly or families with disabilities.

Other: (list below)

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

PHA Goal: Ensure equal opportunity and affirmatively further fair housing

Objectives:

X Undertake affirmative measures to ensure access to assisted housing regardless of race, color, religion national origin, sex, familial status, and disability:

Undertake affirmative measures to provide a suitable living environment for families living in assisted housing, regardless of race, color, religion national origin, sex, familial status, and disability:

Undertake affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required:

Other: (list below)

Other PHA Goals and Objectives: (list below)

**Annual PHA Plan
PHA Fiscal Year 2000
[24 CFR Part 903.7]**

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

Executive Summary of the Annual PHA Plan

[24 CFR Part 903.79 (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.

Annual Plan Table of Contents

[24 CFR Part 903.79 (r)]

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

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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 name.

- A. Admissions Policy for Deconcentration
- B. FY 2000 Capital Fund Program Annual Statement

Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)

Optional Attachments:

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

Supporting Documents Available for Review

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

Applicable & On Display	Supporting Document	Applicable Plan Component
	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans
	Fair Housing Documentation: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions' initiatives to affirmatively further fair housing that require the PHA's involvement.	5 Year and Annual Plans
	Consolidated Plan for the jurisdiction/s in which the PHA is located (which includes the Analysis of Impediments to Fair Housing Choice (AI)) and any additional backup data to support statement of housing needs in the jurisdiction	Annual Plan: Housing Needs
	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources;
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: 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 Quality Housing and Work Responsibility Act Initial Guidance, Notice and any further HUD guidance) and 10 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 check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
	Schedule of flat rents offered at each public housing	Annual Plan: Rent

Applicable & On Display	Supporting Document	Applicable Plan Component
	development check here if included in the public housing A & O Policy	Determination
X	Section 8 rent determination (payment standard) policies check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	Annual Plan: Operations and Maintenance
X	Public housing grievance procedures check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
X	Section 8 informal review and hearing procedures check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	Annual Plan: Capital Needs
	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 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
	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
	The most recent Public Housing Drug Elimination Program (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
	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)

Applicable & On Display	Supporting Document	Applicable Plan Component

1. Statement of Housing Needs

[24 CFR Part 903.79 (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. By family type characteristics, rate the impact of that

Family Type Factor in the housing needs for each family type, from 1 to 5 with 1 being "no impact" and 5 being a "severe impact." Use N/A to indicate that no information is available upon which the PHA can make this assessment.	Overall Needs	By Family Type	By Family Type	By Family Type	By Family Type	By Family Type	By Family Type
Income <= 30% of AMI	n/a						
Income >30% but <=50% of AMI	n/a						
Income >50% but <80% of AMI	n/a						
Elderly	n/a						
Families with Disabilities	n/a						
Race/Ethnicity	n/a						
Race/Ethnicity	n/a						
Race/Ethnicity	n/a						
Race/Ethnicity	n/a						

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

Consolidated Plan of the Jurisdiction/s

Indicate year:

U.S. Census data: the Comprehensive Housing Affordability Strategy ("CHAS") dataset

American Housing Survey data

Indicate year:

Other housing market study

Indicate year:

Other sources: (list and indicate year of information)

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

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

Housing Needs of Families on the Waiting List			
Waiting list type: (select one) Section 8 tenant-based assistance Public Housing <input checked="" type="checkbox"/> 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	144		87
Extremely low income <=30% AMI	140	97	
Very low income (>30% but <=50% AMI)	4	3	
Low income (>50% but <80% AMI)	0		
Families with children	71	5	
Elderly families	27	19	
Families with Disabilities	11	8	
Race/ethnicity	white	100	
Race/ethnicity			
Race/ethnicity			
Race/ethnicity			
Characteristics by Bedroom Size (Public Housing Only)			
1BR	58		
2 BR	55		
3 BR	29		
4 BR	2		
5 BR			
5+ BR			
Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes If yes:			

<p>B. 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</p>

C. Strategy for Addressing Needs

The housing authority will keep the waiting list open and advertise monthly in the jurisdiction and on the waiting list IN THE UPCOMING YEAR, and the Agency's reasons for choosing this strategy provides us with some indication of the housing need for renter families.

(1) Strategies

Need: Shortage of affordable housing for all eligible populations

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

Select all that apply

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

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

Select all that apply

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

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

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

Select all that apply

Exceed HUD federal targeting requirements for families at or below 30% of AMI in public housing

Exceed HUD federal targeting requirements for families at or below 30% of AMI in tenant-based section 8 assistance

Employ admissions preferences aimed at families with economic hardships

Adopt rent policies to support and encourage work

Other: (list below)

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

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

Select all that apply

Employ admissions preferences aimed at families who are working

Adopt rent policies to support and encourage work

Other: (list below)

B. Need: Specific Family Types: The Elderly

Strategy 1: Target available assistance to the elderly:

Select all that apply

Seek designation of public housing for the elderly

Apply for special-purpose vouchers targeted to the elderly, should they become available

Other: (list below)

Need: Specific Family Types: Families with Disabilities

Strategy 1: Target available assistance to Families with Disabilities:

Select all that apply

Seek designation of public housing for families with disabilities

Carry out the modifications needed in public housing based on the section 504

Needs Assessment for Public Housing

Apply for special-purpose vouchers targeted to families with disabilities, should they become available

Affirmatively market to local non-profit agencies that assist families with disabilities

Other: (list below)

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

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

Select if applicable

Affirmatively market to races/ethnicities shown to have disproportionate housing needs

Other: (list below)

Strategy 2: Conduct activities to affirmatively further fair housing

Select all that apply

Counsel section 8 tenants as to location of units outside of areas of poverty or minority concentration and assist them to locate those units

Market the section 8 program to owners outside of areas of poverty / minority concentrations

Other: (list below)

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

(2) Reasons for Selecting Strategies

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

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

2. Statement of Financial Resources

[24 CFR Part 903.79 (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.

Sources	Planned	Planned Uses
1. Federal Grants (FY 2000 grants)		
a Public Housing Operating Fund	32,858	
a Public Housing Capital Fund		
a HOPE VI Revitalization		
a HOPE VI Demolition		
a Annual Contributions for Section 8 Tenant-Based Assistance	770,000	
a Public Housing Drug Elimination Program (including any Technical Assistance funds)		
a Resident Opportunity and Self-Sufficiency Grants		
a Community Development Block Grant		
a HOME		
Other Federal Grants (list below)		
2. Prior Year Federal Grants (unobligated funds only) (list below)		

Sources	Planned \$	Planned Uses
3 Public Housing Dwelling Rental Income	36,000	
4 Other income (list below)		
4 Non-federal sources (list below)		
Total resources	838,858	

3 PHA Policies Governing Eligibility, Selection, and Admissions

[24 CFR Part 903.79 (c)]

A. Public Housing

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

(1) Eligibility

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

When families are within a certain number of being offered a unit: (state number)

When families are within a certain time of being offered a unit: (state time)

Other: (describe)

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) When a family is number one on the waiting list.

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

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

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

(2) Waiting List Organization

a. Which methods does the PHA plan to use to organize its public housing waiting list

(select all that apply)

- Community-wide list
 - Sub-jurisdictional lists
 - Site-based waiting lists
 - Other (describe)
- b. Where may interested persons apply for admission to public housing?
- PHA main administrative office
 - PHA development site management office
 - Other (list below)
- c. If the PHA plans to operate one or more site-based waiting lists in the coming year, answer each of the following questions; if not, skip to subsection (3) Assignment
1. How many site-based waiting lists will the PHA operate in the coming year?
 2. Yes No: Are any or all of the PHA's site-based waiting lists new for the upcoming year (that is, they are not part of a previously-HUD-approved site based waiting list plan)?
If yes, how many lists?
 3. Yes No: May families be on more than one list simultaneously
If yes, how many lists?
 4. Where can interested persons obtain more information about and sign up to be on the site-based waiting lists (select all that apply)?
X PHA main administrative office
All PHA development management offices
Management offices at developments with site-based waiting lists
At the development to which they would like to apply
Other (list below)

(3) Assignment

- a. How many vacant unit choices are applicants ordinarily given before they fall to the bottom of or are removed from the waiting list? (select one)
- One
 - Two
 - Three or More
- b. Yes No: Is this policy consistent across all waiting list types?
- c. If answer to b is no, list variations for any other than the primary public housing waiting list/s for the PHA:

(4) Admissions Preferences

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

b. Transfer policies:

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

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

a. Preferences

1. Yes No: Has the PHA established preferences for admission to public housing (other than date and time of application)? (If "no" is selected, skip to subsection (5) Occupancy)

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

Former Federal preferences:

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

Other preferences: (select below)

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

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

Date and Time

Former Federal preferences:

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

Other preferences (select all that apply)

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

2. (5) Occupancy

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

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

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

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

(6) Deconcentration and Income Mixing

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

b. Yes No: Did the PHA adopt any changes to its admissions policies based on the results of the required analysis of the need to promote

deconcentration of poverty or to assure income mixing?

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

Adoption of site-based waiting lists

If selected, list targeted developments below:

Employing waiting list "skipping" to achieve deconcentration of poverty or income mixing goals at targeted developments

If selected, list targeted developments below:

Employing new admission preferences at targeted developments

If selected, list targeted developments below:

Other (list policies and developments targeted below)

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

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

Additional affirmative marketing

Actions to improve the marketability of certain developments

Adoption or adjustment of ceiling rents for certain developments

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

Other (list below)

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

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

List (any applicable) developments below:

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

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

List (any applicable) developments below:

B. Section 8

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

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

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

X 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)

(2) Waiting List Organization

2.

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

(3) Search Time

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

If yes, state circumstances below:

(4) Admissions Preferences

a. Income targeting

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

b. Preferences

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

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

Former Federal preferences

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

Other preferences (select all that apply)

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

Date and Time

Former Federal preferences

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

Other preferences (select all that apply)

**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)
- a. 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 903.79(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. Use of discretionary policies: (select one)

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

---or---

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

b. Minimum Rent

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

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

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

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

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

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

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

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

For the earned income of a previously unemployed household member

For increases in earned income

Fixed amount (other than general rent-setting policy)

If yes, state amount/s and circumstances below:

Fixed percentage (other than general rent-setting policy)

If yes, state percentage/s and circumstances below:

For household heads

For other family members

For transportation expenses

For the non-reimbursed medical expenses of non-disabled or non-elderly families

Other (describe below)

e. Ceiling rents

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

(select one)

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

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

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

f. Rent re-determinations:

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

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

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

(2) Flat Rents

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

- The section 8 rent reasonableness study of comparable housing
- Survey of rents listed in local newspaper
- Survey of similar unassisted units in the neighborhood
- Other (list/describe below)
- Flat rent is 80% of fair market rent,

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, the Payment Standards

Describe the voucher payment standards and policies.

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

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

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

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

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

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

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

- Annually
- Other (list below)

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

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

(2) Minimum Rent

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

- \$0
- \$1-\$25
- X \$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 903.79 (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) Describe the PHA's management structure and organization.

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

Program Name (If the beginning of the upcoming fiscal year, PHA does not operate any of the programs listed below.)	Units or Families Served at Year Beginning	Expected Turnover
Public Housing		
Section 8 Vouchers		
Section 8 Certificates		
Section 8 Mod Rehab		
Special Purpose Section 8 Certificates/Vouchers (list individually)		
Public Housing Drug Elimination Program (PHDEP)		
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.

(2) Section 8 Management: (list below)

2 PHA Grievance Procedures

[24 CFR Part 903.79 (f)]

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

A. Public Housing

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

If yes, list additions to federal requirements below:

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

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

B. Section 8 Tenant-Based Assistance

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

If yes, list additions to federal requirements below:

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

PHA main administrative office
Other (list below)

7. Capital Improvement Needs

[24 CFR Part 903.79 (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.

-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)**

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

-or-

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

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

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

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

1. Development name:
2. Development (project) number:
3. Status of grant: (select the statement that best describes the current status)

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

- Yes No: c) **Does the PHA plan to apply for a HOPE VI Revitalization grant in the Plan year?**
If yes, list development name/s below:

- Yes No: d) **Will the PHA be engaging in any mixed-finance development activities for public housing in the Plan year?**
If yes, list developments or activities below:

**Yes No: e) Will the PHA be conducting any other public housing development or replacement activities not discussed in the Capital Fund Program Annual Statement?
If yes, list developments or activities below:**

1. Demolition and Disposition

[24 CFR Part 903.79 (h)]

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

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

2. Activity Description

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

Demolition/Disposition Activity Description
1a. Development name:
1b. Development (project) number:
2. Activity type: Demolition Disposition
3. Application status (select one) Approved Submitted, pending approval Planned application
4. Date application approved, submitted, or planned for submission: (DD/MM/YY)
5. Number of units affected:
6. Coverage of action (select one) Part of the development 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 903.79 (i)]

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

1. Yes No: Has the PHA designated or applied for approval to designate or does the PHA plan to apply to designate any public housing for occupancy only by the elderly families or only by families with disabilities, or by elderly families and families with disabilities or will apply for designation for occupancy by only elderly families or

only families with disabilities, or by elderly families and families with disabilities as provided by section 7 of the U.S. Housing Act of 1937 (42 U.S.C. 1437e) in the upcoming fiscal year? (If “No”, skip to component 10. If “yes”, complete one activity description for each development, unless the PHA is eligible to complete a streamlined submission; PHAs completing streamlined submissions may skip to component 10.)

2. Activity Description

Yes No:

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

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

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.

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

1. Yes No:

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

2. Activity Description

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

Conversion of Public Housing Activity Description	
1a. Development name:	
1b. Development (project) number:	
2. What is the status of the required assessment?	Assessment underway Assessment results submitted to HUD Assessment results approved by HUD (if marked, proceed to next question) Other (explain below)
3. Yes 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)	Conversion Plan in development Conversion Plan submitted to HUD on: (DD/MM/YYYY) Conversion Plan approved by HUD on: (DD/MM/YYYY) 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)	Units addressed in a pending or approved demolition application (date submitted or approved: Units addressed in a pending or approved HOPE VI demolition application (date submitted or approved:) Units addressed in a pending or approved HOPE VI Revitalization Plan (date submitted or approved:) Requirements no longer applicable: vacancy rates are less than 10 percent Requirements no longer applicable: site now has less than 300 units Other: (describe below)

B. Reserved for Conversions pursuant to Section 22 of the U.S. Housing Act of 1937
C. Reserved for Conversions pursuant to Section 33 of the U.S. Housing Act of 1937
11. Homeownership Programs Administered by the PHA <small>[24 CFR Part 903.79 (k)]</small>

A. Public Housing

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

1. Yes No: Does the PHA administer any homeownership programs administered by the PHA under an approved section 5(h) homeownership program (42 U.S.C. 1437c(h)), or an approved HOPE I program (42 U.S.C. 1437aaa) or has the PHA applied or plan to apply to administer any homeownership programs under

section 5(h), the HOPE I program, or section 32 of the U.S. Housing Act of 1937 (42 U.S.C. 1437z-4). (If “No”, skip to component 11B; if “yes”, complete one activity description for each applicable program/plan, unless eligible to complete a streamlined submission due to small PHA or high performing PHA status. PHAs completing streamlined submissions may skip to component 11B.)

2. Activity Description

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

Public Housing Homeownership Activity Description (Complete one for each development affected)	
1a. Development name:	
1b. Development (project) number:	
2. Federal Program authority:	HOPE I 5(h) Turnkey III Section 32 of the USHA of 1937 (effective 10/1/99)
3. Application status: (select one)	Approved; included in the PHA’s Homeownership Plan/Program Submitted, pending approval Planned application
4. Date Homeownership Plan/Program approved, submitted, or planned for submission: (DD/MM/YYYY)	
1. Number of units affected:	
6. Coverage of action: (select one)	Part of the development Total development

B. Section 8 Tenant Based Assistance

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

2. Program Description:

a. Size of Program

Yes No: Will the PHA limit the number of families participating in the

section 8 homeownership option?

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

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

b. PHA-established eligibility criteria

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

12. PHA Community Service and Self-sufficiency Programs

[24 CFR Part 903.79 (f)]

Exemptions from Component 12: High performing and small PHAs are not required to complete this component. PHA Coordination with the Welfare (TANF) Agency sub-component C.

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)

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

C. Welfare Benefit Reductions

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

Adopting appropriate changes to the PHA's public housing rent determination policies and train staff to carry out those policies

Informing residents of new policy on admission and reexamination

Actively notifying residents of new policy at times in addition to admission and reexamination.

Establishing or pursuing a cooperative agreement with all appropriate TANF agencies regarding the exchange of information and coordination of services

Establishing a protocol for exchange of information with all appropriate TANF agencies

Other: (list below)

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

13. PHA Safety and Crime Prevention Measures

[24 CFR Part 903.79 (m)]

Exemptions from Component 13: High performing and small PHAs not participating in PHDEP and Section 8 On-Call for measures to ensure the safety of public housing residents participating in PHDEP and are submitting a PHDEP Plan with this PHA Plan may skip to sub-component D.

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

High incidence of violent and/or drug-related crime in some or all of the PHA's developments

High incidence of violent and/or drug-related crime in the areas surrounding or adjacent to the PHA's developments

Residents fearful for their safety and/or the safety of their children

Observed lower-level crime, vandalism and/or graffiti

People on waiting list unwilling to move into one or more developments due to perceived and/or actual levels of violent and/or drug-related crime

Other (describe below)

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

Safety and security survey of residents

Analysis of crime statistics over time for crimes committed "in and around" public housing authority

Analysis of cost trends over time for repair of vandalism and removal of graffiti

Resident reports

PHA employee reports

Police reports

Demonstrable, quantifiable success with previous or ongoing anticrime/anti drug programs

Other (describe below)

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

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

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

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

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

14. RESERVED FOR PET POLICY

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.

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?

1. **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 903.79 (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:

Other: (list below)

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

1. Yes No: Does the PHA meet the exemption criteria provided section 2(b)(2) of the U.S. Housing Act of 1937? (If no, continue to question 2; if yes, skip to sub-component C.)
2. Yes No: Was the resident who serves on the PHA Board elected by the residents? (If yes, continue to question 3; if no, skip to sub-component C.)

3. Description of Resident Election Process

- a. Nomination of candidates for place on the ballot: (select all that apply)
Candidates were nominated by resident and assisted family organizations
Candidates could be nominated by any adult recipient of PHA assistance
Self-nomination: Candidates registered with the PHA and requested a place on ballot
Other: (describe)

- b. Eligible candidates: (select one)
Any recipient of PHA assistance
Any head of household receiving PHA assistance
Any adult recipient of PHA assistance
Any adult member of a resident or assisted family organization
Other (list)

- c. Eligible voters: (select all that apply)
All adult recipients of PHA assistance (public housing and section 8 tenant-based assistance)
Representatives of all PHA resident and assisted family organizations
Other (list)

C. Statement of Consistency with the Consolidated Plan

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

1. Consolidated Plan jurisdiction: (provide name here)

2. The PHA has taken the following steps to ensure consistency of this PHA Plan with the

Consolidated Plan for the jurisdiction: (select all that apply)

The PHA has based its statement of needs of families in the jurisdiction on the needs expressed in the Consolidated Plan/s.

The PHA has participated in any consultation process organized and offered by the Consolidated Plan agency in the development of the Consolidated Plan.

The PHA has consulted with the Consolidated Plan agency during the development of this PHA Plan.

Activities to be undertaken by the PHA in the coming year are consistent with the initiatives contained in the Consolidated Plan. (list below)

Other: (list below)

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

D. Other Information Required by HUD

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

Attachments

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



PHA Plan
Component 7
Table Library
Capital Fund Program Annual Statement
Parts I, II, and III

Annual Statement

Capital Fund Program (CFP) Part I: Summary

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

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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
Description of Needed Physical Improvements or Management Improvements		Estimated Cost	Planned Start Date (HA Fiscal Year)
Total estimated cost over next 5 years			

Optional Public Housing Asset Management Table

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

Public Housing Asset Management								
Development Identification		Activity Description						
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>

ADMISSION AND OCCUPANCY POLICY

HOUSING AUTHORITY OF THE COUNTY OF BEDFORD

I. CONDITIONS GOVERNING ELIGIBILITY

A. Eligibility for Admission: This HACB will admit as tenants of its HUD financed apartment projects, applicants, who at the time of admission meet all of the following requirements:

1. Who qualify as a family, and
2. Whose Annual Income is less than the amounts set forth by HUD, unless this HACB determines that a family's assets, together with its income, are not sufficient for it to obtain or retain adequate private housing. This determination is subject to approval by the Board of Directors of the HACB or its designee.

B. Verification of Information

1. All information from each applicant must be verified. Any information relative to the acceptance or rejection of an applicant must be documented and placed in the applicant's file. This may include reports of interviews, letters, or telephone conversations with reliable sources. As a minimum, these reports will include the date, the source of the information, including the name and title of the individual contacted, and a summary of the information received.
2. Sources of information may include, but are not limited to, the applicant (by means of interview or home visits), landlords, employers, family social workers, parole officers, court records, drug treatment centers, clinics, physicians, or police departments where necessary. All verification shall be signed and dated.

C. Notification of Applicant

Each applicant determined to be eligible shall be promptly notified by the HACB of such determination and of the approximate date of occupancy in so far as that date can be reasonably determined. Each applicant determined to be ineligible shall be promptly notified by the HACB in writing of such determination, with the reasons therefore, and of his/her right, upon his request within a reasonable time, to an informal hearing on the determination in order to make such reply or explanation as he/she may wish.

II. SELECTION OF TENANTS

A. Tenant Selection Criteria

The following criteria will be used in selecting families for occupancy in the HACB's public housing units beyond the basic conditions governing eligibility:

1. Applicant's past performance in meeting financial obligations, especially rent;
2. A record of disturbance of neighbors, destruction of property, or living or housekeeping habits at prior residences which may adversely affect the health, safety, or welfare of other tenants;
3. A history of criminal activity involving crimes of physical violence to persons or property and other criminal acts which would adversely affect the health, safety, or welfare of other tenants.

In the event of the receipt of unfavorable information with respect to an applicant, consideration shall be given to the time, nature, and extent of the applicant's conduct and to factors which might indicate a reasonable probability of favorable future conduct or financial prospects. For example:

1. Evidence of rehabilitation;
2. Evidence of the applicant family's participation in or willingness to participate in social service or other appropriate counseling service programs and the availability of such programs;
3. Evidence of the applicant family's willingness to attempt to increase family income and the availability of training or employment programs in the county.

B. Tenant Selection Plan

The HACB has adopted the Plan B offer which allows for the offering of up to three units to each eligible applicant.

The HACB will offer an eligible applicant at least three suitable units before that applicant is placed on the bottom of the waiting list. Therefore, if only one suitable unit is available and the offer is rejected, the applicant maintains the same position on the waiting list until another suitable unit is available. This will be repeated for the second offer, however, after the third offer the applicant's name will go to the bottom of the waiting list.

III. RENTS

A. Family Choice of Rent Payment

1. The HACB will allow families residing in public housing units to elect annually whether to pay income-based rent or flat rent.
2. HACB will provide residents with enough information to make an informed choice.
3. HACB will document offers of choice of rental payment for each family.
4. If the family has elected to pay the HACB's flat rent, the HACB must immediately allow the family to pay the income-based rent if family is unable to pay the flat rent because of hardship.
5. Hardship includes:
 - a. Income of the family has decreased because of changed circumstances, loss of or reduction of employment, death in the family, and reduction in or loss of income or other assistance;
 - b. An increase, because of changed circumstances, in the family's expenses for medical costs, child care, transportation, education, or similar items; and
 - c. Other situations as determined by the HACB.
6. For families that are paying flat rents, the HACB will review the income of such families not less than once every three years.

B. Income Based Rents

1. The monthly Total Tenant Payment amount for a family is the greatest of the following amounts:
 - a. 30 percent of the family's mon

HOUSING AUTHORITY OF THE COUNTY OF BEDFORD, PA
SECTION 8 - EXISTING, VOUCHER, AND RENTAL REHAB PROGRAM
ADMINISTRATIVE PLAN

I. Program Objectives/Approach

The primary objective of the Housing Authority of the County of Bedford's (HACB) Section-8 Existing Housing Program is to substantially increase the rental housing stock that is available and affordable by low and moderate income families within Bedford County. An additional objective is to provide freedom of movement in regard to area of residence.

A. Section 8 Existing – Staff Responsibilities

- 1. Executive Director - Staff supervision, budgeting, application work, determination of housing assistance needs, formulation of policy, interpretation of program regulations, and review of program functions.**
- 2. Section 8 Program Coordinator - Program functions, client interviews, income verification, payment calculations, contract review, explanation of program materials to landlords, inspection of units, and handling complaints of discrimination.**
- 3. Clerk Typist/Bookkeeper - Filing, typing, disbursement of assistance checks, maintenance of financial reports, and monthly financial reports to HACB Board.**

B. Approach - It is the opinion of the HACB that a majority of the applicants for the program will want to locate housing other than that in which they presently reside. Many elderly families are attempting to locate units in and around the developed areas of the County to provide easy access to shopping and other facilities. Due to the limited number of staff members, responsibility for location of rental units will rest with the participant families. Some limited guidance can be expected from the office staff, but the participant families will be expected to seek out their own units. HACB staff members will be available to discuss the program with property owners who have questions concerning the program and their rights and responsibilities.

II. Outreach - To Families and Owners

A. Families

Initial outreach efforts by the HACB, plus the popularity of the program, has resulted in a long waiting list. However, the HACB will advertise in local newspapers as needed.

B. Owners

On a continuing basis, the HACB will welcome the participation of owners of decent safe, and sanitary housing units. Due to the large number of owners now involved they have become the primary out-reach method. However, the HACB will advertise in local newspapers as needed.

III. Occupancy

A. Application Procedures

Applications are taken in the HACB office at 201 South Richard Street, Suite 414, Bedford, PA, by the Section 8 Existing Coordinator between the hours of 8:30 A.M. and 4:30 P.M., Monday through Friday.

Although a substantial number of applications have been received, and a rather large waiting list has been compiled, it is not anticipated that any break will occur in the taking of applications. Additional applications will be taken so as to provide the HACB with a better picture of the actual need for housing assistance.

For the Section 8 Program, all applications are taken and placed on the waiting list on a first-come, first-serve basis. When an applicant's name reaches the top of the waiting list they are contacted by letter and given seven days to contact the HACB. Each applicant is then processed to determine if eligible for assistance. If the applicant is not eligible a letter is sent indicating the reason for ineligibility. Any applicant who does not contact the HACB within seven days of receiving the HACB's letter is taken off the waiting list and must reapply to get placed back on the waiting list. Applicants who qualify for the HACB's preferences will have their applications

moved to the top of the list. (See Section III, Part C. Preferences)

B. Tenant Eligibility

Three standards must be met for an applicant to be eligible for Section 8 assistance. First, the applicant must qualify as a "family" per the HACB's definition. Second, gross annual income of the applicant family must fall within HUD-defined (local annual) income-limit. Third, the applicant cannot have an amount receivable with the HACB or a previous Section 8 Landlord.

As a minimum, HUD defines "family" as including the following:

1. Elderly Family

- a. A family whose head, spouse or sole member is at least 62 years of age.**
- b. Two or more persons at least 62 years or age living together.**
- c. One or more persons at least 62 years of age living with one or more live-in aides.**

2. Disabled Family

- a. A family whose head, spouse or sole member is a person with disabilities.**
- b. Two or more persons with disabilities living together.**
- c. One or more persons with disabilities living with one or more live-in aides**

3. Displaced Family

- a. A family in which each member or sole member is a person displaced by governmental action.**
- b. A family displaced by a disaster recognized by the Federal government, which extensively damaged or destroyed their dwelling**

Beyond these minimum parameters, the HACB is able to extend service to other limited groups. The HACB includes in the above listing a category of "non-traditional family".

Such a family is defined as two or more persons sharing residency whose income and resources are available to meet the families' needs and who are either related by blood, marriage, or operation of law.

4. Single Persons

All single persons are eligible if they meet other eligibility criteria. A single person may be an elderly person 62 or over, a displaced person or a disabled person. Also, any other single person who is not elderly, displaced, disabled or the remaining member of a tenant family.

However, due to the great demand for assistance by families, as defined in Part B above, families will have preference over single persons.

5. Expectant Mothers

An expectant mother will initially be determined eligible as a single person. However, if an abortion or miscarriage occurs prior to final eligibility determination, she will be ineligible. If still pregnant at final eligibility determination, they will be given a Voucher and will be housed. If an abortion or miscarriage occurs after Voucher issuance, they will be the remaining member of the tenant family.

C. Preferences

The HACB has established the following preferences for families found in any one of the situations listed below. Applications of such families will be placed at the top of the HACB's waiting list.

- 1. Substandard Housing - defined as dilapidated, no operable indoor**

plumbing, no usable flush toilet, bathtub/shower, no or unsafe electricity, no safe or adequate heat source.

2. Displaced – by disaster or government action

3. Domestic Violence (conditional) – The applicant must certify that the person who engaged in the violence will not reside with the applicant family. If the family is admitted, the HACB will terminate assistance for breach of agreement if the person who engaged in the violence moves in with the family. Also, the family will follow all suggestions from Your Safe Haven, i.e. counseling for adults and children, utilizing debt service, making goals, plans etc.

D. Conflicts of Interest

The HACB adheres to applicable HUD regulations in such matters. Specifically, no officer or Section 8 employee can be eligible to participate as an owner for any of the programs administered by the HACB. Additionally, no officer or employee, nor any public official who exercises authority with respect to the Section 8 Program can have any interest, direct or indirect, in a HACB Contract or in any proceeds or benefits arising from it unless a waiver is received from HUD.

E. Issuance of Conditional Vouchers

The HACB does not pre-screen new applications on the basis of "expected" tenant behavior. Tenant selection is an owner responsibility, and owners differ in the criteria used for such selection. However, when re-certifying tenants currently on the program, the HACB does consider past tenant behavior and may need to issue conditional vouchers. This is done when, from the current tenancy, the HACB expects the owner to report damages or unpaid tenant rent.

If after issuance of the conditional voucher, such a claim is reported, the tenant must sign a one-year repayment agreement with the HACB/landlord, and

adhere to it, or the Voucher of participation will be withdrawn. If this action is necessary, a thirty (30) day notice will be provided.

IV. Verification Process

Before a Voucher is issued, the HACB must obtain adequate, independent verification of all factors that determine eligibility, i.e., income, family composition and eligible HUD prescribed allowances/deductions. The family must also provide evidence of citizenship or eligible immigrant status for each family member.

Due to the possibly long-term nature of Section 8 assistance to an individual or family, as well as the increasing demand for the limited number of allocations available, the HACB considers the verification process a critical component of its programs. It is recognized that an incorrect determination of eligibility, based on information that was improperly verified, can lead to both participation by ineligible families and denial of assistance to those eligible by definition.

V. Determining Unit Size

The primary standard is that the unit size assigned to a family will not require more than two (2) persons to occupy the same bedroom.

A. Payment Standard

- 1. Must provide for smallest number of bedrooms needed to house the family without overcrowding.**
- 2. Must comply with HQS space requirements**
- 3. Allows two persons per bedroom or living/sleeping room.**
- 4. Children of the opposite sex, other than very young children are not required to occupy the same bedroom or living/sleeping room.**
- 5. Must be applied consistently for all families with the same size and**

composition.

Fair Housing Amendments Acts of 1988 and 504 regulations impact this area. The HACB may not dictate who actually shares a bedroom or sleeping room and may not want to distribute bedroom sizes by age or sex.

VI. Unit Size for Payment Standard

- A. The family unit size as determined under the HACB payment standard is used to determine the maximum rent subsidy for a family assisted in the Voucher program.**
- B. The payment standard amount for a family shall be the lower of Payment standard amount for the family unit size; or payment standard amount for the unit size of the unit rented by the family.**
- C. For the Voucher Program the HACB establishes payment standard by the number of bedrooms as follows:**

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

Also, the HACB Board sets forth these additional occupancy standards:

- a. The head of household (and spouse) will always be entitled to his/her (their) own bedroom.**
- b. Except for the head of household, family members of the same sex will be**

assigned shared bedrooms

- c. Persons of opposite sex can share a bedroom if they are married, or a single parent and child two (2) years of age or younger.**

All of the above is subject to tenant preference.

- d. The HACB reserves the right, in special cases, to vary from the above standards. In some cases, the relationship, age, sex, health, or handicap of family members may warrant the assignment of a larger unit size than that which would result from strict application of the above criteria. However, in no case will more than two (2) persons be assigned a single bedroom.**

e. Sleeping Room Regulations

When Section 8 Voucher holders choose to use "another" room (other than a bedroom) as a "sleeping room", the following rules apply:

- 1. The room must meet Housing Quality Standards (HQS) for a bedroom. That is, there must be a window, a direct heat source and either two electrical outlets or one outlet and an overhead light fixture.**

f. Larger/Smaller Units

During tenant briefings, HACB Voucher holders are informed that the unit size indicated on the voucher is based on the above occupancy standards.

They are also informed of the following:

- 1. Families may select larger units than listed on the Voucher.**
- 2. Families may select smaller units than listed on the Voucher if the unit selected has at least one bedroom or living/sleeping room for each two persons in the household. When a smaller unit is chosen, the tenant must state in writing that this is their choice, and must reaffirm this as the point of re-certification.**

G. Extended Families

If persons related to the assisted family move into the unit, the HACB will continue assistance only if:

- 1. Additional income is accounted for in the family rent calculation;**
- 2. The Occupancy Standards are maintained, including the sleeping room provision.**

V. Issuance of Vouchers

Vouchers are awarded on a first come - first serve basis with consideration given to Section III, C Preferences, of this plan.

The eligible family has 60 days from the date of issue to find and lease an acceptable unit. Extensions on vouchers are given on an individual basis and are based on the staff's evaluation of the effort being put forth by the family to locate a suitable unit. If the Voucher expires after the sixty (60) day period or extended period, the family may re-apply and be placed back on the waiting list. Not having utilized a prior Voucher does not make the household ineligible for future assistance.

VI. Briefings

All HACB briefings are held at the time Vouchers are issued or renewed. Individual group briefings are held, at the HACB office, for new tenants. In those cases where coming to the office is a hardship, home briefings by HACB staff members will be scheduled.

The briefing is the point when HACB staff explain the Section 8 Program in detail, giving each prospective tenant the Voucher Holder's Packet and a "A Good Place to Live" and an explanation of Housing Quality Standards (HQS). Tenants are provided the opportunity to ask questions.

A. Briefing of Voucher Holders

When a family initially receives its Voucher of Family Participation, a full explanation of the following shall be provided to assist the Family in finding a suitable unit and to appraise the Family of its responsibilities and the responsibilities of the Owner (this may be done either in group or individual sessions; adequate opportunity shall be provided for Families to raise questions and to discuss the information provided).

- 1. Family and Owner responsibilities**
- 2. How to find a suitable unit**
- 3. Applicable housing quality standards and procedures for Family and Owner inspections and for their individual certifications of compliance**
- 4. Portability**
- 5. Significant aspects of Federal, State and Local Fair Housing Laws.**

Emphasis is placed on the client's responsibility to search for and locate a safe and sanitary unit that meets the household needs.

B. Owners

Owners participating for the first time are also briefed individually, prior to signing the Lease and HAP Contract. Included in the matters explained are the Annual Adjustment process and HQS standards and their enforcement. The HAP Contract is also reviewed and the main provisions emphasized.

VII. Lease Approval Process

Prior to approving a Lease, the HACB shall inspect the unit for compliance with the HACB's housing quality standards as established in accordance with HUD regulations, or cause it to be so inspected on the date on which the Owner indicates that the unit will be ready for inspection, or as promptly as possible thereafter. A report for every inspection and re-inspection under this policy shall be prepared and maintained in the files of the HACB.

VIII. New Tenancies

After a Voucher Holder has found a unit he/she must agree on a rent with the Owner. Owner questions concerning the rent, lease, lease approval, and the HAP contract will be handled by the Section 8 Coordinator.

Rental assistance payments will be made between the 1st and 15th of each month. Payment requests are received and reviewed by the Section 8 Coordinator, are then forwarded to the bookkeeper for payment, and are co-signed by the Executive Director and Chairman of the HACB.

For those who are moving, the new Lease and HAP Contract will be effective on the first of the month following final inspection approval. For new clients who are using their assistance in their current residence, i.e., "in-place", the new Lease/Contract will be effective on the first of the month following the inspection.

With regard to security deposits, there is neither a minimum or maximum set.

A. Renewed Tenancies

Tenants on the program who choose to move at the time of their annual re certification must also submit their new unit for inspection and HACB approval.

However, a new Lease will not be approved if the old one is still in effect.

B. Separate Owner/Tenant Agreements

In addition to the Lease itself, any further agreements between an owner and a Section 8 tenant must be approved by the HACB. Failure to secure such approval could result in cancellation of the HAP Contract, and termination of the tenant f from the program.

IX. Unit Eligibility

A. Housing Quality Standards - No unit can be determined "eligible" unless it meets these standards. All housing inspectors have been trained in the HQS inspection

process.

X. Housing Quality Standard

The HACB applies HUD's Housing Quality Standards (HQS) for all its units. As required by HUD, HQS inspections to determine unit conditions are made at initial occupancy, and at least annually thereafter.

A. Inspection Requests - New Tenants

All Voucher holders are informed at the briefing that they should search for the unit that meets their needs, and be aware of HQS requirements as they do so. Therefore, the HACB normally assumes that only one unit will be inspected per applicant. If the unit fails initially, the owner will be informed of the needed repairs. Time will be given for these (normally no more than thirty (30) days and then one (1) re-inspection will be made. If the unit still fails, the client will have to search elsewhere.

B. Annual Re-Inspection

As per HUD requirements, the HACB thoroughly inspects each property on the program at least annually, at the point of family re-certification. A letter is sent to the head of the household approximately ninety (90) days prior to expiration of the HACB Contract and Lease, informing the tenant of the information needed to determine continued eligibility. The HACB then assures that inspections are scheduled.

C. Periodic Inspections

The HACB will inspect or cause to be inspected each dwelling unit leased to an eligible family at least annually and at such other times as may be necessary to assure that the Owner is meeting his obligations to maintain the unit in decent, safe, and sanitary condition and to provide the agreed upon utilities and other services. The HACB will take into account complaints and any other information coming to its

attention in scheduling inspections. All complaints by families concerning compliance by the owner with the HACB housing quality standards shall be retained in the HACB files for three (3) years, inspections are scheduled approximately thirty (30) days prior to the lease expiration date. In the event repairs are needed or additional eligibility information is needed.

D. Tenant-Caused Deficiencies

HQS violations which have resulted from the tenant's lack of maintenance remain the owner's responsibility. He/she must take the necessary action to correct the problem including possible eviction if the unit is to remain on the Section 8 Program. If sufficient action is not taken both the tenant's participation and the owner's contract may be terminated.

X. Rent Limitations

A. The Housing Voucher Program will use a Payment Standard which reflects the cost of housing and utilities and is equal to the annual published Section 8 Fair Market Rents.

- 1. The Payment Standard does not limit the rent the owner can charge.**
- 2. The Payment Standard is used to determine the subsidy amount the tenant receives.**
- 3. A family may lease a unit with a rent higher or lower than the Payment Standard.**
- 4. The family picks a unit with higher rent, the family will pay more than 30% of income for rent.**
- 5. The family leases a unit with lower rent, the family pockets the savings. But a family can never be such a good shopper that it pays less than 10% of its monthly un-adjusted income for gross rent.**
- 6. The HACB will not be required to determine rent reasonableness; however,**

the HACB may give advice to the families about what rents they can afford based upon family income.

C. Annual Adjustments

Annual adjustments when requested in writing by the owner, may be granted, in the amount allowed by HUD's Annual Adjustment Factor and effective on the HAP Contract anniversary date. In order to do so, the HACB must determine that:

- 1. The unit is decent, safe, and sanitary according to the HQS,**
- 2. The owner is in compliance with both HAP Contract and Lease.**

D. Special Adjustments

In cases where the necessary expenses of owning and maintaining a property have substantially increased due to real estate taxes, utility rates, or similar costs (i.e., assessments and utilities not covered by regular rates the owner may request a special rent adjustment in writing to the HACB.

XIII. Mobility or Portability

The HACB will adhere to the guidelines established for portability as recommended by HUD.

XIV. Program Abuse

A. Administrative Errors

The HACB maintains a contract review process, designed to minimize mistakes such as:

- 1. errors in calculating assistance levels,**
- 2. incorrect eligibility determinations,**
- 3. miscalculation of gross rents, and**
- 4. approval of excessive rents.**

All contracts and eligibility determinations are reviewed in detail by the program

coordinator. If HACB errors are made they are corrected as per HUD regulations.

B. Tenant Abuse (including errors and omissions)

The following are the most common forms of tenant abuse and the corresponding HACB resolution:

1. **Unreported Income/Assets** - If this proves to be inadvertent, and has resulted in an insufficient family contribution, the HACB will work out a repayment schedule with the family.
 - a. if the omission proves deliberate, the HACB may require a lump sum repayment, suspend the HAP Contract, or terminate the families participation.

2. **Deliberate Misinformation** - (leading to an incorrect eligibility finding).

The HACB can terminate a household that gives deliberate misinformation. The HACB also has the following options:

- a. prosecution at local level,
- b. referral to Federal Office of Inspector General,
- c. referral to State's Attorney General.

3. **Tenant- Caused Damage** - (including serious maintenance negligence).

The HACB can do one or more of the following when a tenant leaves damage:

- a. set time limit for tenant to make the needed repairs,
- b. abate the HAP payments, and require tenant to pay full rent until HQS are again met,
- c. require tenant to repay owner, if owner makes the repairs,
- d. terminate the family from the program.

4. **Moving Unauthorized Persons into the Unit** - The HACB will do one or more of the following:

- a. require those persons to leave,

- b. suspend payments, with proper notice until they leave and unit is back in compliance,
 - c. calculate a new family contribution, based on added persons' income (as long as Occupancy Standards are still met),
 - d. terminate the family.
5. **Sub-Leasing of Assisted Unit** - HACB will immediately terminate the person or family, as soon as a sub-lease of an assisted unit is discovered.
6. **Abandonment of Unit** - Will also result in immediate termination. An "Abandonment" is defined here as physical absence of the head of household from the unit for more than thirty (30) days without prior HACB knowledge and approval. If absence is due to medical reasons HACB must be told and written evidence given.
7. **Misrepresentation of Interest in Property** - (i.e., "tenant" is in fact owner or part-owner). The HACB in this case, will always terminate, demand repayment of HAP rental payments, and refer for prosecution.
8. **Other Abuse** - Such as providing rooms for "lodgers" or using property for businesses or illegal activities. These instances of abuse will result in whatever action is warranted by each individual case.

C. Owner Abuse

The following are forms of owner's abuse the HACB has encountered. In every instance, if deliberate, the HAP Contract will be terminated. (A billing for repayment, and possible prosecution, will follow as each case dictates):

- 1. False statement of prior rent for the unit,
- 2. Failure to provide utilities, as per the Lease,
- 3. Collecting HAP payments for units not occupied by Section 8 tenants,

4. **Failure to correct a serious health or safety hazard in a timely manner,**
5. **Threatening the safety of either tenant or HACB staff,**
6. **Offering a bribe to HACB staff,**
7. **Failure to comply with Fair Housing act requirements,**

XV. Re-Examinations

A. Regularly Scheduled

1. **Re-examinations will be made at least annually for the purpose of lease and/or contract renewal. Verification for this re-examination will be started no more than one hundred twenty (120) days prior to the anniversary date of the HAP Contract.**
2. **Re-examination interviews will be scheduled as soon as possible after assignment; moreover, HQS inspections will be made no later than thirty-five (35) days prior to lease renewal.**
3. **Eligibility for continued Housing Assistance Payments:**
 - a. **Only those families meeting all of the following requirements will be considered eligible for Continued Family Participation:**
 1. **Who qualify as a family or the remaining members of a tenant family defined here in.**
 2. **Whose family contributions do equal or exceed the Gross Rent for the unit it occupies will remain eligible for their voucher for ninety days thereafter.**
4. **Notification of re-examination results:**
 - a. **Notice of the families ineligibility or eligibility will be given in writing following each re-examination.**
 1. **Ineligible families will be offered an opportunity to appeal the decisions through the HACB's hearing procedure (See Section**

XVII).

- 2. Assistance will continue until the date specified in the notice.**
 - b. Families determined to be eligible will be given a copy of their new Lease and HUD 50058 (Certification of Tenant Eligibility Form), indicating the effective date of the new assistance payment and family contribution.**
- 5. Families wishing to relocate on the re-examination date.**
- a. families wishing to relocate must notify the HACB well in advance of the lease renewal date in order to get permission to move, (preferably sixty (60) days notice).**
 - b. If permission to move is obtained, families must then give the owner and the HACB a thirty (30) day notice to vacate.**
 - c. No payments for assistance will be made by the HACB, after the date the HAP Contract ends, (on behalf of families with a voucher to move).**
 - d. Rent paid for any period of occupancy after the final date of the HAP Contract must be made by the tenant.**
 - e. A move out inspection on the old unit must be made, before a new HAP Contract is written for a new unit. All vouchers issued to tenants prior to this inspection will be conditional.**
 - f. This conditional voucher may be withdrawn, however, based on the move-out inspection that determines serious negligence on the tenant's part. (i.e., abuse of the property, beyond normal wear and tear).**
 - g. Any family who become liable for damages and other charges to a previous owner must repay such liability as per his/her agreement with that owner. Otherwise, the HACB's assistance for the new tenancy may be terminated. (Refer to XV).**

6. Continued Participation When Assisted Family Moves:

If an assisted Family notifies the HACB in writing that it wishes to obtain another Voucher of Family Participation for the purpose of finding another dwelling unit, or that it has found another unit to which it wishes to move, the HACB shall issue another Voucher or Process a Request for Lease Approval, as the case may be, unless the HACB determines that the Owner is entitled to payment because of non-payment of rent or other amount owed under the Lease, or that the Family has satisfied any such liability. The family must obtain a written release from its current owner to vacate the unit prior to the expiration of the existing contract and lease. This will release the HACB from making additional housing assistance payments on behalf of the tenant to the current landlord.

the

- a. **The HACB prohibits any move by the family during the initial year of assisted occupancy; and**
- b. **The HACB policy prohibits more than one move by the family during any one year period.**
- c. **If the family fails to find an acceptable unit, they may continue to receive assistance in the current unit (assuming the unit continues to meet program requirements and the owner agrees, if notice has been given.**

A. Interim Re-Determinations

1. **Families reporting changes in income, family composition, or expenses which result in a reduction of the family's contribution will benefit from that reduction on the first of the month following verification of such change(s). Approval to make the change, on a provisional basis, prior to verification in order to prevent hardship, must be given by the Program Coordinator.**
2. **When these changes result in an increase in the family contribution, the**

HACB gives thirty (30) day notice, and the change then becomes effective.

- 3. Families are required to report all changes in family composition, regardless of whether the Gross Family Contribution (GFC) is affected.**
- 4. Families are also required to report all changes in income or expenses.**

Review of the changes will be made by the program coordinator to determine if the significance and stability of the changes are great enough to warrant a change in payment.

XVI. Eviction/Termination of Tenancy

The HACB recognizes that one of the intrinsic values of the Section 8 Program is to foster a "conventional" relationship between the landlord and the assisted-tenant.

In this spirit, HUD/HACB prescribes the following criteria for termination of tenancy:

- A. Owner may terminate the lease for serious or repeated violations of the terms of the lease, including but not limited to failure to pay rent or other amounts due under the lease.**
- B. Violations of Federal, state or local law that impose obligations on the tenant in connection with the occupancy or use of the unit or premises.**
- C. Other good cause.**
 - 1. Family not accepting an offer of a new lease or revision.**
 - 2. A family history of disturbances to neighbors, destruction of property, or living or housekeeping habits which result in damage to the unit or premises.**
 - 3. The owner desires to use the unit for personal or family use, or for a purpose other than a residential rental unit.**
 - 4. A business or economic reason such as sale of the property,**

renovation, or the desire to lease the unit as a higher rental.

D. Any criminal activity that threatens the health, safety, or the right to peaceful enjoyment of premises by other residents or by persons residing in the immediate vicinity of the premises.

E. Any drug-related criminal activity on or near the premises.

F. The HACB does not play any role in the actual eviction process. The HACB Policy, however, allows for:

1. Determination of continued family participation in the Section 8

HOUSING AUTHORITY OF THE COUNTY OF BEDFORD

GRIEVANCE PROCEDURE

Effective Date 9/24/84

I. PURPOSE AND SCOPE

The following grievance procedure has been established to provide guidelines for Management and residents in the just and effective settlement of grievances. As much as possible should be left to the mutual efforts of management and tenants with both parties attempting to settle each grievance as quickly and justly as possible.

II. APPLICABILITY

- A. This grievance procedure shall be applicable to all individual grievances as defined in Section III. A. below, between the tenant and the HACB. In those jurisdictions which require that, prior to eviction, a tenant be given a hearing in court containing the elements of due process, as defined in Section III in paragraph C. 1 through C. 5 below, the HACB may exclude from its procedure any grievance concerning an eviction or termination of tenancy based upon a tenant's creation or maintenance of a threat to the health or safety of other tenants or HACB employees.
- B. This grievance procedure is not applicable to disputes between tenants not involving the HACB or to class grievances. This grievance procedure is not intended as a forum for initiating or negotiating policy changes between a group or groups of tenants and the HACB's Board of Commissioners.

III. DEFINITIONS

For the purpose of this grievance procedure the following definitions are applicable:

- A. Grievance - "Grievance" shall mean any dispute which a tenant may have with respect to the HACB's action or failure to act in accordance with the individual tenant's lease or the HACB's regulations which adversely affect the individual tenant's rights, duties, welfare, or status.
- B. Complainant - "Complainant" shall mean any tenant whose grievance is presented to the HACB's central management office in accordance with Section IV and V below.

- C. Elements of due process - “Elements of due process” shall mean an eviction action or a termination of tenancy in a state or local court in which the following procedural safeguards are required:
1. Adequate notice to the tenant of the grounds for terminating the tenancy and for eviction;
 2. Opportunity for the tenant to examine all relevant documents, records, and regulations of the HACB prior to the trial for the purpose of preparing a defense;
 3. Right of the tenant to be represented by counsel;
 4. Opportunity for the tenant to refute the evidence presented by the HACB including the right to confront and cross-examine witnesses and to present any affirmative legal or equitable defense which the tenant may have;
 5. A decision on the merits.
- D. Tenant - “Tenant” shall mean any lessee or the remaining head of the household of any tenant family.

IV. INFORMAL SETTLEMENT OF GRIEVANCE

Any grievance must be personally presented, either orally or in writing, to the HACB’s central management office within five (5) days after the occurrence giving rise to the grievance, so that the grievance may be discussed informally and an attempt can be made to settle the grievance without a hearing. The HACB, at the time of presentation or within ten (10) business days after such presentation, shall informally discuss the grievance with the complainant or their representative. Within a reasonable time, not in excess of thirty (30) days after presentation of the grievance, a summary of the informal discussion shall be prepared by the HACB, and a copy thereof shall be provided to the complainant. The summary shall be in writing and shall specify the names of the participants in the discussion, the date of the discussion, the nature of the proposed disposition of the grievance and the specific reasons therefor, and shall specify the procedures by which the complainant may obtain a hearing if he/she is not satisfied by the proposed disposition of the grievance.

V. PROCEDURE TO OBTAIN A HEARING

A. Request for Hearing. If the complainant is not satisfied with the results of the informal conference, the complainant shall submit a written request for a hearing to the project office no later than ten (10) days after the date complainant receives the summary of discussion pursuant to Section IV above. The written request shall specify:

1. The reasons for grievance
2. The action or relief sought

B. Selection of Hearing Officer or Hearing Panel. Grievances shall be presented before a hearing officer or hearing panel. A hearing officer or hearing panel shall be selected as follows:*

1. The hearing officer shall be an impartial, disinterested person selected jointly by the HACB and the complainant. If the HACB and the complainant cannot agree on a hearing officer, they shall each appoint a member of a hearing panel and the members so appointed shall select a third member. If the members appointed by the HACB and the complainant cannot agree on a third member, such member shall be appointed by an independent arbitration organization such as the Center for Disputes Settlement of the American Arbitration Association, or by any other third party agreed upon by the HACB and the complainant.

OR

2. The HACB may provide for the appointment of a hearing officer and/or hearing panel by any method which is approved by the majority of tenants (in any building, group of buildings, or project, or group of projects to which the method is applicable) voting in an election or meeting of tenants held for that purpose.

C. Failure to Request a Hearing. If the complainant does not request a hearing in accordance with Section V. A., then the HACB's disposition of the grievance under Section IV shall become final. Provided, that failure to request a hearing shall not constitute a waiver by the complainant of his/her right thereafter to contest the HACB's action in disposing of the complaint in an appropriate judicial proceeding.

* The hearing officer or hearing panel selected under option 1. above should be selected promptly, generally not to exceed ten (10) working days.

D. Hearing Prerequisite. All Grievances shall be personally presented either orally or in writing pursuant to the informal procedure prescribed in Section IV as a condition precedent to a hearing under this section, Provided, that if the complainant shall show good cause why he failed to proceed in accordance with Section IV to the hearing officer or hearing panel, the provisions of this subsection may be waived by the hearing officer or hearing panel.

E. Escrow Deposit. Before a hearing is scheduled in any grievance involving the amount of rent as defined in the dwelling lease which the HACB claims is due, the complainant shall pay to the HACB an amount equal to the amount of the rent due and payable as of the first of the month preceding the month in which the act or failure to act took place. The complainant shall thereafter deposit the same amount of the monthly rent in an escrow account monthly until the complaint is resolved by decision of the hearing officer or hearing panel. These requirements may be waived by the HACB in extenuating circumstances. Unless so waived, the failure to make such payments shall result in a termination of the grievance procedure, Provided