

PHA 5-Year and Annual Plan	U.S. Department of Housing and Urban Development Office of Public and Indian Housing	OMB No. 2577-0226 Expires 4/30/2011
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	<p>PHA Information PHA Name: Pennington County Housing and Redevelopment Commission PHA Type: <input type="checkbox"/> Small <input checked="" type="checkbox"/> High Performing <input type="checkbox"/> Standard PHA Fiscal Year Beginning: (MM/YYYY): 04/01/2012</p> <p style="text-align: right;">PHA Code: SD045 <input type="checkbox"/> HCV (Section 8)</p>
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2.0	<p>Inventory (based on ACC units at time of FY beginning in 1.0 above) Number of PH units: 500 Number of HCV units: 1329</p>
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3.0	<p>Submission Type <input checked="" type="checkbox"/> 5-Year and Annual Plan <input type="checkbox"/> Annual Plan Only <input type="checkbox"/> 5-Year Plan Only</p>
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4.0	<p>PHA Consortia <input type="checkbox"/> PHA Consortia: (Check box if submitting a joint Plan and complete table below.)</p>
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	Participating PHAs	PHA Code	Program(s) Included in the Consortia	Programs Not in the Consortia	No. of Units in Each Program	
					PH	HCV
PHA 1:						
PHA 2:						
PHA 3:						

5.0	<p>5-Year Plan. Complete items 5.1 and 5.2 only at 5-Year Plan update.</p>
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5.1	<p>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 for the next five years: To assure the availability of adequate, affordable housing to the low-income citizens of our community through the responsible administration of assistance programs, and the promotion of personal responsibility of our clients.</p>
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5.2	<p>Goals and Objectives. Identify the PHA's quantifiable goals and objectives that will enable the PHA to serve the needs of low-income and very low-income, and extremely low-income families for the next five years. Include a report on the progress the PHA has made in meeting the goals and objectives described in the previous 5-Year Plan.</p> <p>Goal: Expand the supply of assisted housing. Objectives: 1. Apply for additional units of Tenant Based Assistance, including those targeting specific clientele. 2. Acquire land for future development. 3. Acquire or build additional units.</p> <p>Goal: Improve the quality of assisted housing: Objectives: 1. Achieve High Performer Status under the Public Housing Assessment System (PHAS). 2. Achieve High Performer Status under the Section 8 Management Assessment Program (SEMAP).</p> <p>Goal: Increase assisted housing choices. Objectives: 1. Conduct outreach effort to potential voucher landlords. 2. Maintain site-based waiting lists for Public Housing. 3. Allow incentive transfers for Public Housing residents.</p> <p>Goal: Provide an improved living environment. Objectives: 1. Provide crime prevention activities, including additional police patrols and community policing efforts in Public Housing developments. 2. Work with local law enforcement agencies to provide for the exchange of information to aid in applicant screening, lease enforcement, and local law enforcement efforts. 3. Develop a comprehensive Disaster Plan for all PCHRC properties.</p> <p>Goal: Ensure equal opportunity and affirmatively further fair housing.</p>
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Objectives:

1. Provide staff with adequate training in the areas of Equal Opportunity, Fair Housing and Reasonable Accommodations.
2. Modernize Public Housing properties to fully comply with Section 504 Accessibility Standards.

Goal: Maintain an efficient and capable team of employees who are willing and able to perform their duties to the highest professional standards.

Objectives:

1. Maintain an attractive work environment and competitive wage and benefit package in order to attract and retain high quality employees.
2. Provide adequate training, both in-house and through outside sources, to give employees the necessary skills to excel in their duties.
3. Establish appropriate certification and/or licensing requirements for staff.

Goal: Ensure full compliance with all applicable regulations and standards, including generally accepted accounting practices.

Objectives:

1. Receive satisfactory scores on all HUD Compliance Reviews.
2. Have no significant audit findings.
3. Establish policies and procedures to meet HUD Section 3 requirements.

Goal: Enhance the image of Public Housing in our community.

Objectives:

1. Maintain all Public Housing units to standards that meet the surrounding neighborhood.
2. Respond to all complaints or concerns from local government or the citizens of our community within 48 hours.

Goal: Increase energy efficiency in our Public Housing units.

Objectives:

1. Implement energy saving projects in Public Housing properties.

PHA Plan Update

(a) Identify all PHA Plan elements that have been revised by the PHA since its last Annual Plan submission:

Eligibility, Selection and Admissions Policies, including Deconcentration and Wait List Procedures.

1. Verification procedures were revised to comply with HUD changes.
2. Revisions were made to policies concerning screening criteria, preferences, unit inspections, grounds for terminations, and excess utility charges.
2. Minor revisions were made to correct or clarify polices and procedures. These changes did not make any significant policy changes.
3. Our analysis of the effects of Site-Based waiting lists and Deconcentration has been updated and is on file in our office.

6.0

Financial Resources. The Statement of Financial Resources has been updated and is on file in our office.

Rent Determination. Minimum rents of \$50.00 per month have been established for Public Housing and Section 8.

Operation and Management. Section 8 Voucher Payment Standards were revised based on HUDs new Fair Market Rents. They are currently set between 90% and 110% of the FMRs. They will be evaluated throughout the year and adjusted if necessary. Policies have been established to deny moves to higher cost areas or units and set criteria for termination of assistance in the event of insufficient Section 8 Voucher funding.

Grievance Procedures. No revision since last Annual Plan submission.

Designated Housing for Elderly and Disabled Families. No revision since last Annual Plan submission.

Community Service and Self-Sufficiency. No revision since last Annual Plan submission.

Safety and Crime Prevention. No revision since last Annual Plan submission.

	<p>Pets. No revision since last Annual Plan submission.</p> <p>Civil Rights Certification. Civil Rights Certification is on file in PCHRC office.</p> <p>Fiscal Year Audit. Audit Report is on file in PCHRC office.</p> <p>Asset Management. No revision since last Annual Plan submission.</p> <p>Violence Against Women Act (VAWA). No revision since last Annual Plan submission.</p> <p>(b) Identify the specific location(s) where the public may obtain copies of the 5-Year and Annual PHA Plan. For a complete list of PHA Plan elements, see Section 6.0 of the instructions.</p> <p>Copies of the 5-Year and Annual PHA Plan may be obtained at 1805 West Fulton Street, Suite 101, Rapid City, South Dakota, 57702.</p>
7.0	<p>Hope VI, Mixed Finance Modernization or Development, Demolition and/or Disposition, Conversion of Public Housing, Homeownership Programs, and Project-based Vouchers. <i>Include statements related to these programs as applicable.</i></p> <p>Hope VI – The PCHRC has no current or planned Hope VI program.</p> <p>Mixed Finance Modernization or Development – The PCHRC has a goal of developing new affordable housing units. Mixed Finance Development may be utilized.</p> <p>Demolition and/or Disposition – The PCHRC currently has no plans to demolish or dispose of any Public Housing properties.</p> <p>Conversion of Public Housing – The PCHRC is currently investigating voluntarily converting some, or all, of its scattered site, single family homes to Housing Choice Vouchers. Based on the results of this investigation, an application may be submitted to HUD for approval to do so.</p> <p>Homeownership Programs – The PCHRC currently has no plans for a Public Housing Homeownership program. We currently operate a Section 8 homeownership program. We have not been successful in expanding the program to our goal of 25 units. Given the complexity of the program, and the small number of interested and qualified applicants, we have determined that the program can no longer be justified. We will discontinue it effective April 1, 2012. Existing homeownership vouchers will continue to be administered.</p> <p>Project-based Vouchers – The PCHRC will consider a Project-based voucher program for VASH vouchers.</p>
8.0	<p>Capital Improvements. Please complete Parts 8.1 through 8.3, as applicable.</p>
8.1	<p>Capital Fund Program Annual Statement/Performance and Evaluation Report. As part of the PHA 5-Year and Annual Plan, annually complete and submit the <i>Capital Fund Program Annual Statement/Performance and Evaluation Report</i>, form HUD-50075.1, for each current and open CFP grant and CFFP financing. See Attachment 6</p>
8.2	<p>Capital Fund Program Five-Year Action Plan. As part of the submission of the Annual Plan, PHAs must complete and submit the <i>Capital Fund Program Five-Year Action Plan</i>, form HUD-50075.2, and subsequent annual updates (on a rolling basis, e.g., drop current year, and add latest year for a five year period). Large capital items must be included in the Five-Year Action Plan. See Attachment 7</p>
8.3	<p>Capital Fund Financing Program (CFFP). <input type="checkbox"/> Check if the PHA proposes to use any portion of its Capital Fund Program (CFP)/Replacement Housing Factor (RHF) to repay debt incurred to finance capital improvements. The PCHRC is utilizing Replacement Housing Factor funds to finance Public Housing Development.</p>

Housing Needs. Based on information provided by the applicable Consolidated Plan, information provided by HUD, and other generally available data, make a reasonable effort to identify the housing needs of the low-income, very low-income, and extremely low-income families who reside in the jurisdiction served by the PHA, including elderly families, families with disabilities, and households of various races and ethnic groups, and other families who are on the public housing and Section 8 tenant-based assistance waiting lists. The identification of housing needs must address issues of affordability, supply, quality, accessibility, size of units, and location.

**Pennington County Housing and Redevelopment Commission
Waiting List Analysis
As of November 1, 2011**

	Section 8			Public Housing		
	Number	Percent	Annual Turnover	Number	Percent	Annual Turnover
Waiting list total	1482	100%	193	1878	100%	115
Extremely low income	1191	80%		1503	80%	
Very low income	252	17%		305	16%	
Low income	39	3%		70	4%	
Single Families	451	30%		286	15%	
Families with children	994	67%		1465	78%	
Elderly Families	70	5%		98	5%	
Families with disabilities	300	20%		361	19%	
White	592	40%		662	35%	
Black	33	2%		35	2%	
Indian/Alaskan	815	55%		1134	60%	
Asian	16	1%		14	1%	
Pacific Islander	4	<1%		4	<1%	
Hispanic	72	5%		95	5%	
Non Hispanic	784	53%		1069	57%	
One Bedroom				247	13%	
Two Bedroom				1009	54%	
Three Bedroom				487	26%	
Four Bedroom				135	7%	
Five Bedroom						

9.0

<p>9.1</p>	<p>Strategy for Addressing Housing Needs. Provide a brief description of the PHA’s strategy for addressing the housing needs of families in the jurisdiction and on the waiting list in the upcoming year. Note: Small, Section 8 only, and High Performing PHAs complete only for Annual Plan submission with the 5-Year Plan.</p> <p>The PCHRC will utilize the following strategies to address the housing needs of our community:</p> <p>Utilization of existing resources. The PCHRC will employ effective maintenance and management policies to minimize vacancy time for units off-line for renovation or modernization and reduce routine turnover time for vacated units. We will diligently monitor and manage our Section 8 program to maximize lease-up rates, within HUD limitations. We will market the program to property owners and monitor and set Voucher Payment Standards to balance the number of units available to participants with the assistance cost per unit.</p> <p>Increase the number of affordable housing units.</p> <ol style="list-style-type: none"> 1. The PCHRC will apply for additional Section 8 units, including those targeting specific populations, should they become available. 2. The PCHRC will seek to renew and expand its Shelter Plus Care program. 3. The PHCRC will seek funding, other than Section 8, for Tenant Based assistance, including assistance targeting specific populations, from whatever sources become available. 4. The PCHRC will seek to build or acquire additional affordable rental units utilizing whatever funding sources are available. <p>Specific Family Types. The PCHRC will monitor and evaluate waiting lists, applicable Consolidated Plans, and other available information to identify the needs of specific family types, including but not limited to, various income levels, the elderly, and families with disabilities. To address the needs of these specific family types we will seek funding targeting that specific group and/or consider utilization of preferences for admission to our existing programs.</p>
<p>10.0</p>	<p>Additional Information. Describe the following, as well as any additional information HUD has requested.</p> <p>(a) Progress in Meeting Mission and Goals. Provide a brief statement of the PHA’s progress in meeting the mission and goals described in the 5- Year Plan</p> <p>Goal: Expand the supply of assisted housing</p> <p>Objectives:</p> <ol style="list-style-type: none"> 1. Apply for additional units of Tenant Based Assistance, including those targeting specific clientele. 2. Acquire land for future development. 3. Acquire or build additional units. <p>Progress: During the past year the PCHRC applied for and received renewal funding for twenty-five Shelter Plus Care Vouchers and twelve new Shelter Plus Care Vouchers. An application was submitted for renewal of twenty-five Shelter Plus Care Vouchers. No additional land was acquired. Replacement of ten units of Public Housing demolished at LaCrosse Street has been completed.</p> <p>Goal: Improve the quality of assisted housing:</p> <p>Objectives:</p> <ol style="list-style-type: none"> 1. Achieve High Performer Status under the Public Housing Assessment System (PHAS). 2. Achieve High Performer Status under the Section 8 Management Assessment Program (SEMAP). <p>Progress: For fiscal year ended March 31, 2011 the PCHRC was designated as a High Performer under SEMAP. PHAS scores have not yet been issued .</p> <p>Goal: Increase assisted housing choices</p> <p>Objectives:</p> <ol style="list-style-type: none"> 1. Conduct outreach effort to potential voucher landlords. 2. Increase participation in the Section 8 Homeownership program to 25 families. 3. Maintain site-based waiting lists for Public Housing. 4. Allow incentive transfers for Public Housing residents.

Progress:

The PCHRC produces and distributes Landlord/Property Manager Handbooks to provide information on the Section 8 program to prospective landlords. We also provide outreach through our membership in the Black Hills Multifamily Housing Association. As of November 1, 2011 we have eleven participants in the Section 8 Homeownership program. We have determined that it is no longer a cost effective use of resources, and are discontinuing the program. We maintain site-based waiting lists for Public Housing and allow incentive transfers for Public Housing residents.

Goal: Provide an improved living environment.

Objectives:

1. Provide crime prevention activities, including additional police patrols and community policing efforts in Public Housing developments.
2. Work with local law enforcement agencies to provide for the exchange of information to aid in applicant screening, lease enforcement, and local law enforcement efforts.
3. Develop a comprehensive Disaster Plan for all PCHRC properties.

Progress:

The PCHRC contracts with the Rapid City Police Department for additional patrols of our Public Housing properties and other crime prevention activities. The contract also provides for the exchange of information to aid in applicant screening, lease enforcement and law enforcement efforts. The PCHRC is provided with arrest reports for all applicants and residents. A weekly report of all calls for service from Public Housing developments is provided by the police department. Follow-up reports are provided as needed. Progress has been made on a comprehensive Disaster Plan but it has not been completed.

Goal: Ensure equal opportunity and affirmatively further fair housing.

Objectives:

1. Provide staff with adequate training in the areas of Equal Opportunity, Fair Housing and Reasonable Accommodations.
2. Modernize Public Housing properties to fully comply with Section 504 Accessibility Standards.

Progress:

Several staff members attended Fair Housing training in the past year. A Fair Housing Committee, comprised of senior staff members has been established. The committee is responsible for development of fair housing policies, addressing reasonable accommodation requests, and reviewing all aspects of PCHRC operations from a fair housing perspective. Significant progress has been made in modernizing properties to fully comply with Section 504 Accessibility Standards. Additional work to improve accessibility is planned.

Goal: Maintain an efficient and capable team of employees who are willing and able to perform their duties to the highest professional standards.

Objectives:

1. Maintain an attractive work environment and competitive wage and benefit package in order to attract and retain high quality employees.
2. Provide adequate training, both in-house and through outside sources, to give employees the necessary skills to excel in their duties.
3. Establish appropriate certification and/or licensing requirements for staff.

Progress:

The PCHRC offers a competitive wage and benefit package to attract and retain quality employees. Wages and Benefits are reviewed periodically to ensure they remain competitive. Training is provided to staff on a regular basis. Licensing requirements have been established for property managers and housing caseworkers. Certification requirements are being developed for other staff positions. Formal revisions to job descriptions will be completed in the near future.

Goal: Ensure full compliance with all applicable regulations and standards, including generally accepted accounting practices.

Objectives:

1. Receive satisfactory scores on all Compliance Reviews.
2. Have no significant audit findings.
3. Establish policies and procedures to meet HUD Section 3 requirements.

Progress:

Satisfactory scores have been received on all Compliance Reviews in the past year. The PCHRC has had no audit findings for its fiscal year ended March 31, 2011. Steps have been taken to increase Section 3 compliance. What constitutes full compliance with Section 3 remains vague, with considerable disagreement even among HUD staff. Policies and procedures will be updated as further guidance is received.

Goal: Operate all developments in a fiscally responsible manner.

Objectives:

1. Maintain operating reserves of at least 100% of estimated annual operating expenditures.

Progress:

Income exceeded expenses for the year. Operating reserves are well in excess of 100% of estimated operating expenditures. It now appears that HUD will offset 2012 Operating Subsidy with reserves in excess of four months operating expenses. As a result of this policy, this goal cannot be carried forward to future years.

Goal: Enhance the image of Public Housing in our community.

Objectives:

1. Maintain all Public Housing units to standards that meet the surrounding neighborhood.
2. Respond to all complaints or concerns from local government or the citizens of our community within 48 hours.

Progress:

All Public Housing units have been kept up to neighborhood standards. Complaints have been responded to within 48 hours.

Goal: Increase energy efficiency in Public Housing units.

Objectives:

1. Implement energy saving projects Public Housing projects.

Progress:

The PCHRC is in the process of upgrading lawn irrigation systems, lighting, refrigerators and toilets to increase energy efficiency and reduce water consumption.

(b) Significant Amendment and Substantial Deviation/Modification. Provide the PHA's definition of "significant amendment" and "substantial deviation/modification"

Substantial deviations or significant amendments or modifications are defined as discretionary changes in the plan or policies of the housing authority that fundamentally change the mission, goals, objectives or plans of the agency and which require formal approval of the board of Commissioners.

11.0 Required Submission for HUD Field Office Review. In addition to the PHA Plan template (HUD-50075), PHAs must submit the following documents. Items (a) through (g) may be submitted with signature by mail or electronically with scanned signatures, but electronic submission is encouraged. Items (h) through (i) must be attached electronically with the PHA Plan. **Note:** Faxed copies of these documents will not be accepted by the Field Office.

- (a) Form HUD-50077, *PHA Certifications of Compliance with the PHA Plans and Related Regulations* (which includes all certifications relating to Civil Rights) **Attachment 1**
- (b) Form HUD-50070, *Certification for a Drug-Free Workplace* (PHAs receiving CFP grants only) **Attachment 2**
- (c) Form HUD-50071, *Certification of Payments to Influence Federal Transactions* (PHAs receiving CFP grants only) **Attachment 3**
- (d) Form SF-LLL, *Disclosure of Lobbying Activities* (PHAs receiving CFP grants only) **Attachment 4**
- (e) Form SF-LLL-A, *Disclosure of Lobbying Activities Continuation Sheet* (PHAs receiving CFP grants only) **NA**
- (f) Resident Advisory Board (RAB) comments. Comments received from the RAB must be submitted by the PHA as an attachment to the PHA Plan. PHAs must also include a narrative describing their analysis of the recommendations and the decisions made on these recommendations. **Attachment 5**
- (g) Challenged Elements **N/A**
- (h) Form HUD-50075.1, *Capital Fund Program Annual Statement/Performance and Evaluation Report* (PHAs receiving CFP grants only) **Attachment 6**
- (i) Form HUD-50075.2, *Capital Fund Program Five-Year Action Plan* (PHAs receiving CFP grants only) **Attachment 7**