

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

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# PHA Plans

5 Year Plan for Fiscal Years 2000 - 2004

Annual Plan for Fiscal Year 2000

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

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

**PHA Plan  
Agency Identification**

**PHA Name:** WESTBY HOUSING AUTHORITY

**PHA Number:** 49-117-001

**PHA Fiscal Year Beginning: (mm/yyyy)** 10/2000

**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
- X 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
- X 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)

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

**NOTE: There is only one office for The WESTBY HOUSING AUTHORITY.**



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

**A. Mission**

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

- The mission of the PHA is the same as that of the Department of Housing and Urban Development: To promote adequate and affordable housing, economic opportunity and a suitable living environment free from discrimination.
- 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 emphasized in recent legislation. PHAs may select any of these goals and objectives as their own, or identify other goals and/or objectives. Whether selecting the HUD-suggested objectives or their own, **PHAS ARE STRONGLY ENCOURAGED TO IDENTIFY QUANTIFIABLE MEASURES OF SUCCESS IN REACHING THEIR OBJECTIVES OVER THE COURSE OF THE 5 YEARS.** (Quantifiable measures would include targets such as: numbers of families served or PHAS scores achieved.) PHAs should identify these measures in the spaces to the right of or below the stated objectives.

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

- PHA Goal: Expand the supply of assisted housing  
Objectives:
- 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)
  - X 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**

- NA 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:
- X 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)

\*NOTE: These services are already being provided by other agencies.

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

PHA Goal: Ensure equal opportunity and affirmatively further fair housing

Objectives:

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

Other: (list below)

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

**The WESTBY HOUSING AUTHORITY's goal is to have all families be self-sufficient. All adult members of the household should be employed, with the exceptions listed in our Family Self Sufficiency Policy.**

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

[24 CFR Part 903.7]

**i. Annual Plan Type:**

Select which type of Annual Plan the PHA will submit.

**Standard Plan**

**Streamlined Plan:**

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

**Troubled Agency Plan**

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

[24 CFR Part 903.7 9 (r)]

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

**The WESTBY HOUSING AUTHORITY is a small authority with a total of 35 units. Crestview Apartments consists of 20 apartments designated solely for elderly and disabled. There are 15 family units scattered through out Westby. Westby is a small city with less than a population of 2000. There are no neighborhoods that are predominately of high or low income.**

**The WESTBY HOUSING AUTHORITY's goal is to maintain our properties to provide safe and decent housing to income eligible persons. In order to keep our properties in good order we will follow the guidelines of our need assesment that was performed.**

**iii. Annual Plan Table of Contents**

[24 CFR Part 903.7 9 (r)]

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

**Table of Contents**

Page #

**Annual Plan**

- i. Executive Summary
- ii. Table of Contents

1. Housing Needs
2. Financial Resources
3. Policies on Eligibility, Selection and Admissions
4. Rent Determination Policies
5. Operations and Management Policies
6. Grievance Procedures
7. Capital Improvement Needs
8. Demolition and Disposition
9. Designation of Housing
10. Conversions of Public Housing
11. Homeownership
12. Community Service Programs
13. Crime and Safety
14. Pets (Inactive for January 1 PHAs)
15. Civil Rights Certifications (included with PHA Plan Certifications)
16. Audit
17. Asset Management
18. Other Information

### **Attachments**

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

#### Required Attachments:

- Admissions Policy for Deconcentration(Attachment A)
- 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 conducted by the PHA.

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

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
NA	Schedule of flat rents offered at each public housing development <input type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
	Section 8 rent determination (payment standard) policies <input type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
X	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	Annual Plan: Operations and Maintenance
X	Public housing grievance procedures <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
	Section 8 informal review and hearing procedures <input type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
X	The 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 <input type="checkbox"/> check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
X	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
	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 (PHDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)	Annual Plan: Safety and Crime Prevention
	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)

## **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. For the remaining characteristics, rate the impact of that factor on the housing needs for each family type, from 1 to 5, with 1 being "no impact" and 5 being "severe impact." Use N/A to indicate that no information is available upon which the PHA can make this assessment.

<b>Housing Needs of Families in the Jurisdiction by Family Type</b>							
<b>Family Type</b>	<b>Overall</b>	<b>Afford-ability</b>	<b>Supply</b>	<b>Quality</b>	<b>Access-ibility</b>	<b>Size</b>	<b>Loca-tion</b>
Income <= 30% of AMI	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Income >30% but <=50% of AMI	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Income >50% but <80% of AMI	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Elderly	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Families with Disabilities	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Race/Ethnicity	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Race/Ethnicity	N/A	N/A	N/A	N/A	N/A	N/A	N/A

Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Overall	Afford-ability	Supply	Quality	Access-ibility	Size	Loca-tion
Race/Ethnicity	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Race/Ethnicity							

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)

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

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

<b>Housing Needs of Families on the Waiting List</b>
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### Housing Needs of Families on the Waiting List

Waiting list type: (select one)

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

If used, identify which development/subjurisdiction:

	# of families	% of total families	Annual Turnover
Waiting list total	2		
Extremely low income <=30% AMI	N/A	N/A	
Very low income (>30% but <=50% AMI)	N/A	N/A	
Low income (>50% but <80% AMI)	N/A	N/A	
Families with children	2		
Elderly families	0		
Families with Disabilities	0		
Race/ethnicity	N/A		
Race/ethnicity			
Race/ethnicity			
Race/ethnicity			
Characteristics by Bedroom Size (Public Housing Only)			
1BR			
2 BR	1		
3 BR	1		
4 BR			
5 BR			
5+ BR			

### Housing Needs of Families on the Waiting List

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

If yes:

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

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

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

### C. Strategy for Addressing Needs

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

This Authority has had vacancies in the elderly/disabled building for over a year. There simply is not enough people to go around. There have been many buildings developed aimed at this group. The family units have remained full, although there is not a long waiting time for units. It is the hope of the WESTBY HOUSING AUTHORITY that by promoting family self sufficiency, more families will be able to move out of Public Housing and make room for other needy 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

- X      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
- X Employ admissions preferences aimed at families with economic hardships
- X 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

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

**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 903.7 9 (b)]

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

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
<b>1. Federal Grants (FY 2000 grants)</b>		
a) Public Housing Operating Fund		
b) Public Housing Capital Fund	59,000	Modernization and improvements
c) HOPE VI Revitalization		
d) HOPE VI Demolition		
e) Annual Contributions for Section 8 Tenant-Based Assistance		

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)		
g) Resident Opportunity and Self-Sufficiency Grants		
h) Community Development Block Grant		
i) HOME		
Other Federal Grants (list below)		
<b>2. Prior Year Federal Grants (unobligated funds only) (list below)</b>		
CIAP	59,865	Modernization and improvements
<b>3. Public Housing Dwelling Rental Income</b>	72,000	operations
<b>4. Other income (list below)</b>	700	Operations
Excess utility & washer and dryer money		
<b>4. Non-federal sources (list below)</b>		
<b>Total resources</b>	191,565	

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

[24 CFR Part 903.7 9 (c)]

## A. Public Housing

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

### (1) Eligibility

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

- 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)

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)

This PHA requests information from the local police department if necessary due to lack of other sources of reference.

### (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)

There is only one office for the WESTBY HOUSING AUTHORITY.

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

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

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

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

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

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

### **(3) Assignment**

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

- X One
- Two
- Three or More

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

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

NOTE: Some units may not be suitable for particular Families because of the design of the house. If more than one unit is available and the family qualifies for the unit(s) available they will be given a choice of units.

### **(4) Admissions Preferences**

a. Income targeting:

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

b. Transfer policies:

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

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

Transfers can be granted for a variety of reasons by the Board of Commissioners. Each situation is different and common sense would dictate if a transfer is required. This PHA would use a transfer as a last resort however because of expense and time required for turn around of units.

c. Preferences

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

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

Former Federal preferences:

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

Other preferences: (select below)

- X Working families and those unable to work because of age or disability
- Veterans and veterans' families
- X Residents who live and/or work in the jurisdiction

- Those enrolled currently in educational, training, or upward mobility programs
- Households that contribute to meeting income goals (broad range of incomes)
- Households that contribute to meeting income requirements (targeting)
- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes
- Other preference(s) (list below)

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

1 Date and Time

Former Federal preferences:

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

NOTE: Each situation needs to be assessed individually. It is difficult to number the importance of each situation as different factors arise. Again common sense needs to be applied.

Other preferences (select all that apply)

- X 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)
- X 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)

Same as above.

4. Relationship of preferences to income targeting requirements:

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

**(5) Occupancy**

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

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

Applicants and residents are encouraged to ask the Manager/Director if they have any questions. Other written information is available at the office.

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

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

**(6) Deconcentration and Income Mixing**

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

b.  Yes X 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).**

### **(1) Eligibility**

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

- Criminal or drug-related activity only to the extent required by law or regulation  
 Criminal and drug-related activity, more extensively than required by law or regulation  
 More general screening than criminal and drug-related activity (list factors below)



Other (list below)

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

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

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

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

Criminal or drug-related activity

Other (describe below)

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

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

None

Federal public housing

Federal moderate rehabilitation

Federal project-based certificate program

Other federal or local program (list below)

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

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)

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

- Through published notices
- Other (list below)

**4. PHA Rent Determination Policies**

[24 CFR Part 903.7 9 (d)]

**A. Public Housing**

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

**(1) Income Based Rent Policies**

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

a. Use of discretionary policies: (select one)

X 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:

c. 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?

Tenants are offered a choice of income based rent or Fair Market Rent (as determined by HUD).

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

Fair Market Rent if tenant so chooses.

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

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

If yes, state amount/s and circumstances below:

- Fixed percentage (other than general rent-setting policy)

If yes, state percentage/s and circumstances below:

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

e. Ceiling rents

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

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

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

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

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

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

f. Rent re-determinations:

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

- Never
- At family option
- 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)\_\_\_\_\_

X Other (list below)

As required by lease, tenants are to notify the office of any changes of income. Increases of income are only used to increase rent if they are significant, other wise this PHA waits until the regularly scheduled reexamination.

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

## **(2) Flat Rents**

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

The section 8 rent reasonableness study of comparable housing

Survey of rents listed in local newspaper

Survey of similar unassisted units in the neighborhood

X Other (list/describe below)

HUD determinations.

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

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

### **(1) Payment Standards**

Describe the voucher payment standards and policies.

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

At or above 90% but below 100% of FMR

100% of FMR

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
  - \$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**

Describe the PHA's management structure and organization.

(select one)

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

### **B. HUD Programs Under PHA Management**

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

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

(1) Public Housing Maintenance and Management: (list below)

(2) Section 8 Management: (list below)

## **6. PHA Grievance Procedures**

[24 CFR Part 903.7 9 (f)]

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

### **A. Public Housing**

1.  Yes  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)

The WESTBY HOUSING AUTHORITY has only one office.

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

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

If yes, list additions to federal requirements below:

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

- PHA main administrative office  
 Other (list below)

## **7. Capital Improvement Needs**

[24 CFR Part 903.79 (g)]

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

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

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

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

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

Select one:

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

-or-

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

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

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

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

b. If yes to question a, select one:

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

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

If yes, list development name/s below:

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

If yes, list developments or activities below:

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

If yes, list developments or activities below:

**8. Demolition and Disposition**

[24 CFR Part 903.7 9 (h)]

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

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

2. Activity Description

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

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

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

[24 CFR Part 903.7 9 (i)]

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

1. X 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.

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

6. Number of units affected:
7. Coverage of action (select one)
- Part of the development
- Total development

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

[24 CFR Part 903.7 9 (j)]

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

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

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

2. Activity Description

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

<b>Conversion of Public Housing Activity Description</b>	
1a. Development name:	
1b. Development (project) number:	
2. What is the status of the required assessment?	
<input type="checkbox"/> Assessment underway <input type="checkbox"/> Assessment results submitted to HUD <input type="checkbox"/> Assessment results approved by HUD (if marked, proceed to next question) <input type="checkbox"/> Other (explain below)	
3. <input type="checkbox"/> Yes <input type="checkbox"/> No: Is a Conversion Plan required? (If yes, go to block 4; if no, go to block 5.)	

4. Status of Conversion Plan (select the statement that best describes the current status)

- 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**

[24 CFR Part 903.7 9 (k)]

**A. Public Housing**

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

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



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

2. Activity Description

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

<b>Public Housing Homeownership Activity Description (Complete one for each development affected)</b>
1a. Development name: 1b. Development (project) number:
2. Federal Program authority: <input type="checkbox"/> HOPE I <input type="checkbox"/> 5(h) <input type="checkbox"/> Turnkey III <input type="checkbox"/> Section 32 of the USHA of 1937 (effective 10/1/99)
3. Application status: (select one) <input type="checkbox"/> Approved; included in the PHA’s Homeownership Plan/Program <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application
4. Date Homeownership Plan/Program approved, submitted, or planned for submission: (DD/MM/YYYY)
5. Number of units affected: 6. Coverage of action: (select one) <input type="checkbox"/> Part of the development <input type="checkbox"/> 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 903.7 9 (l)]

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

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

1. Cooperative agreements:

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

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

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

- Client referrals
- Information sharing regarding mutual clients (for rent determinations and otherwise)

- Coordinate the provision of specific social and self-sufficiency services and programs to eligible families
- Jointly administer programs
- Partner to administer a HUD Welfare-to-Work voucher program
- Joint administration of other demonstration program
- Other (describe)

**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)

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

b. Economic and Social self-sufficiency programs

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

<b>Services and Programs</b>
------------------------------



- 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 Only PHAs may skip to component 15. High Performing and small PHAs that are participating in PHDEP and are submitting a PHDEP Plan with this PHA Plan may skip to sub-component D.

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

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

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

2. What information or data did the PHA 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**

[24 CFR Part 903.7 9 (n)]

**15. Civil Rights Certifications**

[24 CFR Part 903.7 9 (o)]

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

**16. Fiscal Audit**

[24 CFR Part 903.7 9 (p)]

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

**17. PHA Asset Management**

[24 CFR Part 903.7 9 (q)]

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

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

## **18. Other Information**

[24 CFR Part 903.7 9 (r)]

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

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

There is no Resident Advisory Board due to lack on interest.

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

- Attached at Attachment (File name)
- Provided below:

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

- Considered comments, but determined that no changes to the PHA Plan were necessary.
- The PHA changed portions of the PHA Plan in response to comments  
List changes below:
- Other: (list below)

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



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

3. Description of Resident Election Process

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: City of Westby
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 Table Library

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

#### Annual Statement

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

Capital Fund Grant Number      FFY of Grant Approval: (10/2000)

Original Annual Statement

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	72,600
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	<b>Amount of Annual Grant (Sum of lines 2-19)</b>	
21	Amount of line 20 Related to LBP Activities	
22	Amount of line 20 Related to Section 504 Compliance	
23	Amount of line 20 Related to Security	
24	Amount of line 20 Related to Energy Conservation Measures	

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

Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Total Estimated Cost
WI117001	Install siding on Remaining Houses	1450	27,000
	Install windows on Remaining Houses	1450	45,600

**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)
WI117001	10/2000	10/2001

### 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
Wi 117001	WESTBY HOUSING AUTHORITY	01	3%
Description of Needed Physical Improvements or Management Improvements		Estimated Cost	Planned Start Date (HA Fiscal Year)
Install siding on remaining houses Install windows on remaining houses 45,600 Install new flooring in homes 20,000 Replace eaves 7,500 Replace counter tops in apartments 8,000		27,000	10/2000
<b>Total estimated cost over next 5 years</b>		<b>108,100</b>	

## 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>



WESTBY HOUSING AUTHORITY  
503 SOUTH MAIN STREET  
WESTBY, WI 54667

STATEMENT OF POLICIES GOVERNING ADMISSION  
TO AND CONTINUED OCCUPANCY OF LOW  
RENT PUBLIC HOUSING  
ELDERLY  
&  
FAMILY

RESOLUTION NO. 160  
DATE ADOPTED JAN. 1,1999

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## DEFINITIONS

1. ACC or Annual Contributions Contract: A written agreement between HUD and a HA to provide annual contributions to the HA for participation in the HUD-assisted housing program.
2. Adjusted Income: Annual Income Less:
  - A. \$480.00 for each dependent;
  - B. \$400.00 for each Elderly Family;
  - C. For any family that is not an elderly family but has a handicapped or disabled member other than the head-of-household or spouse/co-head, handicapped assistance expenses in excess of three (3) percent of Annual income received by family members who are 18 years of age or older as a result of the assistance to the handicapped or disabled person;
  - D. For any Elderly Family;
    1. That has no handicapped assistance expenses, an allowance for medical expenses exceed three (3) percent annual income;
    2. That has handicapped assistance expenses greater than or equal to three (3) percent of annual income, an allowance for handicapped assistance expenses computed as defined in Paragraph C of this Section plus an allowance for medical expenses that is equal to the family's medical expenses;
    3. That has handicapped assistance expenses that are less than three (3) percent of annual income, an allowance for combines handicapped assistance expenses and medical expenses that is equal to the amount by which the sum of these expenses exceeds three (3) percent of annual income;
  - E. Child Care Expenses:
3. Annual Income:
  - A. Annual income is the anticipated total income from all sources received by the Family head and spouse/co-head (even if temporarily absent) and by each additional member of the Family. This includes all net income derived from assets, for the twelve (12) month

period following the effective date of initial determination or reexamination of income, exclusive of initial determination or reexamination of income, exclusive of certain types of income as defined in Paragraph C of this Section.

B. Annual Income includes, but is not limited to:

1. The full amount, before any payroll deductions, of wages and salaries, overtime pay, commissions fees, tips and bonuses, and other compensation for personal services.
2. The net income from operation of a business or profession. Expenditures for business expansion or amortization of capital indebtedness shall not be used as deductions in determining net income. An allowance for depreciation of assets used in a business or profession may be deducted, based on straight-line depreciation, as provided in Internal Revenue Service regulations. Any withdrawal of cash or assets from the operation of a business or profession will be included in income, except to the extent the withdrawal is reimbursement of cash or assets invested in the operation by Family.
3. Interest, dividends, and other net income of any kind from real or personal property. Expenditures for amortization of capital indebtedness shall be used as deductions in determining net income. All allowances for depreciation is permitted only as defined in Paragraph (B)(2), of this section. Any withdrawal of cash or assets from an investment will be included in income, except to the extent the withdrawal is reimbursement of cash or assets invested by the Family. Where the Family has Net Family Assets in excess of \$5,000.00, Annual Income shall include the greater of the actual income derived from all Net Family Assets or a percentage of the value of such Assets based on the current passbook savings rate, as determined by HUD;
4. The full amount of periodic payments received from, social security, annuities, insurance policies, retirement funds, pensions, disability or death benefits, and other similar types of periodic receipts.
5. Payments in lieu of earnings such as unemployment and disability compensation, worker's compensation and severance pay, except as defined in Paragraph ( C ) (3), of this Section.
6. If the Welfare Assistance payment includes an amount specifically designated for shelter and utilities that is subject to adjustment by the Welfare Assistance agency in accordance with the actual cost of shelter and utilities, the amount of Welfare Assistance Income to be included as income shall consist of:
  - (a.) The amount of the allowance or grant exclusive of the amount specifically designated for shelter or utilities: plus
  - (b.) The maximum amount the Welfare Assistance agency could in fact allow the Family for shelter and utilities. If the Family's Welfare Assistance is ratably reduced from the standard of need by applying a percentage, the amount calculated under this paragraph shall be the amount resulting from one application of the percentage;

7. Periodic and determinable allowances, such as alimony and child support payments, and regular contributions and gifts received from persons not residing in the dwelling; and
8. All regular pay, special pay and allowances of a member of the Armed Forces, except as defined in Paragraph ( C ) (7), of this Policy.

C. Annual Income does not include the following:

1. Income from employment of children (including foster children) under the age of 18 years;
2. Payments received for the care of foster children;
3. Lump-sum additions to family assets, such as inheritances, insurance payments, (including payments under health and accident insurance and worker's compensation), capital gains, and settlement for personal or property losses, deferred periodic payments received in a lump sum from SSI and Social Security, except as defined in Paragraph (B)(5), of this Section;
4. Amounts received by the Family, that are specifically for, or in reimbursement of, the cost of medical expenses for any family member;
5. Income of a Live-in Aide, as defined in #13 of this Section;
6. Amounts of scholarships funded under Title IV of the Higher Educational Act of 1965, including awards under the Federal Work Study Work Program or under the Bureau of Indian Affairs student assistance programs;
7. The special pay to a Family member in the Armed Forces who is exposed to hostile fire;
8. (a) amounts received under training programs funded by HUD:  
  
(b) Amounts received by a Disabled person that are disregarded for a limited time for purposes of Supplemental Security Income eligibility and benefits because they are set aside for use under a Plan to Attain self-sufficiency (PASS) or:  
  
( c ) Amounts received by a participant in other publicly assisted programs which are specifically for or in reimbursement of out-of-pocket expenses incurred (special equipment, clothing, transportation, child care, etc.) and which are made solely to allow participation in a specific program;
9. Temporary, nonrecurring or sporadic income (including gifts);
10. For all initial and reexaminations of income carried out on or after April 23, 1993, reparation payments paid by a Foreign Government pursuant to claims filed under the Laws of that Government by persons who were persecuted during the Nazi Era;
11. Amounts specifically excluded by any other Federal statute from consideration as income for purposes of determining eligibility or benefits under a category of

assistance programs that includes assistance under the United States Housing Act of 1937;

12. Payments to volunteers under the Domestic Volunteer Services Act of 1973; (42 U.S.C. 5044(g), 5058);
  13. Payments received under the Alaska Native Claims Settlement Act;
  14. Income derived from certain submarginal land of the United States that is held in trust for certain Indian Tribes;
  15. Payments or allowances made under the Department of Health and Human Services, Low-Income Home Energy Assistance Program;
  16. Payments received under programs funded in whole or in part under the Job Training Partnership Act (JTPA);
  17. Income derived from the disposition of funds of the Grand River Band of Ottawa Indians;
  18. The first \$2,000.00 of per capita shares received from judgement funds awarded by the Indian Claims Commission or the Court of Claims or from funds held in trust for an Indian Tribe by the Secretary of the Interior;
  19. Payments received from programs funded under Title V of the Older Americans Act of 1965;
  20. Payments received on or after January 1, 1989, from the Agent Orange Settlement Fund or any other fund established pursuant to the settlement in the In Re Agent Orange product liability litigation;
  21. Payments received under the Maine Indian Claims Settlement Act of 1980;
  22. The value of any child care provided or arranged (or any amounts received as payment for such care or reimbursement for costs incurred for such care) under the Child Care and Development Block Grant Act of 1990;
  23. Any earned income tax credit;
  24. The value of the allotment provided to an eligible household under the Food Stamp act of 1977 (7 U.S.C. 2017 (b));
- D. If it is not feasible to anticipate a level of income over a 12-month period, the income anticipated for a shorter period may be annualized, subject to a redetermination at the end of the shorter period.
- E. Any family receiving the reparation payments as defined in Paragraph ( C )(10), of this Policy, that has been requested to repay assistance as a result of receipt of such payments shall not be required to make a further repayment on or after April 23, 1993.
4. Child: A member of the family, other than the family head or spouse, who is under 18 years of age.
  5. Child-Care Expense: Amounts anticipated to be paid by the Family for the care of children under 13 years of age during the period for which annual Income is computed. This deduction is allowed only where such care is necessary to enable a family member to be gainfully employed or to further his/her education and only to

the extent such amounts are not reimbursed. The amount deducted shall reflect reasonable charges for child-care, and in the case of childcare necessary to permit employment, the amount deducted shall not exceed the amount of income received from such employment.

6. Citizen: A citizen (by birth or naturalization) or national of the united States
7. Dependent: A member of the Family household (excluding foster children) other than the Family head or souse/co-head, who is under 18 years of age or is a Disabled Person or Handicapped Person or is a Full-time Student;
8. Disabled Person: A person under a disability as defined in Section 223 of the Social Security Act (42 U.S. C. 423), or who has a physical, mental or emotional impairment that is expected to be of long-continued and indefinite duration, substantially impedes his/her ability to live independently could be improved by more suitable housing conditions or who has a developmental disability as defined in Section 102(7) of the Developmental Disabilities Assistance and Bill of Rights Act (42 U.S.C. 6001 (7)0).
9. Displaced Person: A person displaced by governmental action, or whose dwelling has been extensively damaged or destroyed as a result of a disaster declared or otherwise formally recognized under Federal disaster relief laws.
10. Drug-Related Criminal Activity: The illegal manufacture, sale, distribution use, or possession with intent to manufacture, sell, distribute or use of a controlled substance (as defined in Section 102 of the Controlled Substance Act (21 U.S.C. 802)).
11. Elderly Family: A Family whose head or spouse/co-head (or sole member) is an Elderly, Disabled, or Handicapped Persons living together, or one or more of these persons living with one or more Live-in Aides.
12. Elderly Persons: a person who is at least 62 years of age.
13. EO Plan: The Equal Opportunity Housing Plan (EO) plan establishes HRA policies for implementing civil rights requirements.
14. Evidence of Citizenship or Eligible Immigration Status: The documents, which must be submitted to evidence citizenship or eligible immigration status.
15. Family: A Family may be: (1) A single person or a group of persons; (2) a family with a child or children; (3) a group of persons consisting of two or more elderly persons or disabled persons or disabled persons living together, or one or

more elderly or disabled persons living with one or more live-in aides. A child who is temporarily away from the home because of placement in foster care is considered a member of the family. Any other group of persons that may be considered by the HA.

16. Family Unit Size: The appropriate number of bedrooms for a family unit size is determined by the HRA under the HRA occupancy standards.
17. Federal Preference: A preference under Federal law for admission of applicant families that are any of the following: (a) Involuntary displaced; (b) Living in substandard housing (including families that are homeless or living in a shelter for the homeless); or ( c ) Paying more than 50 percent of family income for rent.
18. Full-Time Student: A person who is carrying a subject load that is considered full-time for day students under the standards and practices of the educational institution attended. An educational institution includes a vocational school with a diploma or certificate program, as well as an institutional offering a collage degree.
19. Handicapped Assistance Expenses: Reasonable expenses that are anticipated during the period for which Annual Income is computed, for attendant care and auxiliary apparatus for a Handicapped or Disabled Family Member and that are necessary to enable a Family member (including the Handicapped or Disabled member) to be employed, provided that the expenses are neither paid to a member of the Family nor reimbursed by an outside source.
20. Handicapped Person: A person having a physical or mental impairment that: (a) is expected to be of long-continued and indefinite duration; (b) substantially impede his/her ability to live independently; and ( c ) is of such nature that such ability could be improved by more suitable housing conditions.
21. Head of Household: The adult member of the family who is the head of the household for purposes of determining income eligibility and rent.
22. INS: The U.S. Immigration and Naturalization Service.
23. Live-In Aide: A person who resides with an elderly, disabled, or handicapped person (s) and who; (a) is determined by the HRA to be essential for support of the person(s); (b) is not obligated for support of the person(s); and ( c ) would not be living in the unit except to provide necessary supportive services.
24. Local Preferences: A preference used by the HRA to select among applicant families without regard to their Federal preference status.



25. Local Preference Limit: The local preference limit is used to select among applicants without regard to their Federal preference status. No more than (50) fifty percent of annual admissions may be applicants who are admitted based on their local preferences.
26. Lower Income Family: A Family whose Annual Income does not exceed 80 percent of the median income for the area, as determined by HUD with adjustments for smaller and larger families. HUD may establish income limits higher or lower on the basis of its finding that such variations are necessary because of prevailing levels of construction costs or unusually high or low family incomes.
27. The 1937 Housing Act: Any program assisted under Section 8 of the 1937 Act. (42 U.S.C. 1437 et seq.)
28. Medical Expenses: Those medical expenses, including medical insurance premiums, that are anticipated during the period for which annual income is computed, and that are not covered by any insurance.
29. Mixed Family: A family whose members include those with citizenship or eligible immigration status.
30. Monthly Adjusted Income: One twelfth of Adjusted Income.
31. Monthly Income: One twelfth of Annual Income.
32. National: A person who owes permanent allegiance to the United States, for example as a result of birth in a United States territory or possession, including Puerto Rico, the U.S. Virgin Islands, Guam, Canal Zone, etc.
33. Near Elderly Family: A family whose head or spouse/co-head (or sole member) is at least 50 years of age and below the age of 62 years.
34. Net Family Assets: Net cash value after deducting reasonable costs that would be in disposing of real property, savings, stocks, bonds, and other forms of capital investment, excluding interests in Indian trust land and excluding equity accounts in HUD homeownership programs. The value of necessary items of personal property such as furniture and automobiles shall be excluded. In cases where a trust fund has been established, and the trust is not revocable by, or under the control of any member of the Family or household, the value of the trust fund will not be considered an asset so long as the fund continues to be held in trust. Any income distributed from the trust fund shall be counted when determining Annual Income as defined in Paragraph (B) (3) of this section. Net family Assets shall

include the value of any assets disposed of by an applicant or tenant for less than fair market value (including a disposition in trust, but not in a foreclosure or bankruptcy sale) during the two (2) years preceding the date of application for the program or reexamination, as applicable, in excess of the consideration received therefore. In the case of a disposition as part of a separation or divorce settlement, the disposition will not be considered to be for less than fair market value if the applicant or tenant receives important consideration not measurable in dollar terms.

35. Noncitizen: A person who is neither a citizen nor a notional on the United States.
36. Occupancy Standards: Standards established by an HRA to determine the appropriate number of bedrooms for families of different sizes and compositions.
37. Public Housing Agency (PHA): A State, county, municipality or other governmental entity or public body (or agency or instrumentality thereof) that is authorized to engage in or assist in the development or operation of housing for lower income families.
38. Ranking Preference: A HRA preference used by the HRA to select among applicant families that qualify for Federal preference.
39. Residency Preference: A HRA preference for admission of families that reside anywhere in a specified area, including families with a member who works or has been hired to work in the area (residency preference area).
40. Residency Preference Area: The specified area where families must reside to qualify for a residency preference.
41. Responsible Entity: As utilized throughout the Noncitizen Rule, the person or entity responsible for administrating the restrictions on providing assistance to noncitizen with ineligible immigration status.
42. Section 214: Section 214 of the Housing and Community Development Act of 1980, as amended (42 U.S.C. 1436a). Section 214 restricts HUD from making financial assistance available to noncitizens unless they meet one of the categories of eligible immigration status specified in Section 214.
43. Single Person: A person who lives alone or intends to live alone and who does not qualify as an elderly family or a displaced person or as the remaining member if a tenant Family.
44. Single Room Occupancy (SRO): A unit which contains no sanitary facilities or food preparation facilities, or which contains one but not both types of facilities and which is suitable for occupancy by a single eligible individual capable of independent living.
45. Special Admission: Admission of an applicant that is not on the HRA waiting list, or without considering the applicant's waiting list position.
46. Spouse: Spouse refers to the marriage partner, either a husband or wife, who is someone you need to divorce in order to dissolve the relationship. It includes the partner in a common law marriage. It does not cover boyfriends, girlfriends, significant others, or co-heads. "Co-heads" is a term recognized by some HUD programs, but not by public housing programs.

47. Tenant Rent: The amount payable monthly by the Family as rent to the HRA. Where all utilities (except telephone) and other essential housing services are supplied by the HRA, Tenant Rent equals Total Tenant Payment. Where some or all utilities (except telephone) and other essential housing services are not supplied by the HRA and the cost therefore is not included in the amount paid as rent, Tenant Rent equals Total Tenant Payment less the Utility Allowance.
48. Total Tenant Payment: The monthly amount calculated as defined in Part 8, of this policy.
49. Unit: Dwelling Unit.
50. Utility Allowance: If the cost of utilities (except telephone) and other housing services for an assisted unit is not included in the Tenant Rent but is the responsibility of the Family occupying the unit, an amount equal to the estimate made or approved by the HRA or HUD, as defined in Appendix C, of this Policy, of the monthly cost of a reasonable consumption of such utilities and other services for the unit by an energy conservation household of modest circumstances consisting with the requirements of a safe, sanitary and healthful living environment.
51. Utility Reimbursement: The amount, if any, by which the Utility Allowance for the unit, if applicable, exceeds the Total Tenant Payment for the Family occupying the unit.
52. Very Low-Income Family: A Lower Income family whose Annual Income does not exceed 50 percent of the median income for the area, as determined by HUD, with adjustments for smaller and larger families. HUD may establish income limits higher or lower than 50 percent of the median income for the area on the basis of it's finding that such variations are necessary because of unusually high or low-income families.
53. Waiting List Admission: An admission from the HRA waiting list.
54. Welfare Assistance: Welfare or other payments to families or individuals, based on need, that are made under programs funded, separately or jointly, by Federal, State or local governments.

## PART 2 ELIGIBILITY REQUIREMENTS

1. Profile Requirements: To be eligible for admission, an applicant must meet the following qualifications:
  - A. Income Limits: To be financially eligible, the applicant family must meet the income limits as defined in Appendix A; and
  - B. Family: A Family may be (1) a single person or a group of persons; (2) a family with a child or children; (3) a group of persons consisting of two or more elderly persons or

disabled persons living together, or one or more elderly or disabled persons living together, or one or more elderly or disabled persons living with one or more live-in aides. A child who is temporarily away from the home because of placement in foster care is considered a member of the family. Any other groups of persons that the HRA determines to qualify as a 'family'.

- C. Single Person Family: A single person family may be: (1) an elderly person, (2) a displaced person: (3) a disabled/handicapped person: and (4) any other single person.

2. Non-Economic Eligibility Criteria: In determining eligibility, the following factors shall apply:

- A. Persons evicted from public housing, Indian Housing, Section 23, or any Section 8 program because of drug-related criminal activity are ineligible for admission to public housing for a three-year period beginning on the date of such eviction.
- B. Whether the conduct of the applicant in present or prior housing has been such that admission to the program would adversely affect the health, safety or welfare of other residents, or the physical environment, or the financial stability of the project. A record of any of the following may be sufficient cause for the Authority to deny eligibility:
  - 1. an applicants past performance in meting financial obligations especially rent;
  - 2. a record of disturbance of neighbors, destruction of property, or unacceptable living or housekeeping habits;
  - 3. a determination by the HA that an applicant is illegally using a controlled substance;
  - 4. a determination by the HA that there is reasonable cause to believe that an applicant abuses alcohol in a way that may interfere with the health, safety, or right of peaceful enjoyment of the premises by other residents;
  - 5. A determination by the HA that there is reasonable cause to believe that the applicants pattern of illegal use of a controlled substance or pattern of abuse of alcohol may interfere with the health, safety, or right to peaceful enjoyment of the premises by other residents.
  - 6. A history of criminal activity involving crimes of physical violence to persons or property or a record of other criminal acts which would adversely affect the health, safety, or welfare of other residents.
- C. In determining eligibility for admission, the Authority shall rely upon sources of information which may include, but not limited to, the applicant (by means of interviews and/or home visits), Authority records, previous landlords, employers, family social workers, parole officers, court records, drug treatment centers, clinics, physicians or police departments where warranted by particular circumstances.
- D. Prior to the execution of any lease between the Authority and applicant, the Authority will certify in writing that the family meets all conditions governing eligibility.

E. 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; evidence of rehabilitation; evidence of the applicant family's participation in or willingness to participate in social service or other appropriate counseling service programs and availability of such programs; evidence of the applicant family's willingness to attempt to increase family income and the availability of training or employment programs in the locality.

3. Notification of Ineligibility: The HRA must promptly notify any applicant determined ineligible for admission to a project of the basis for such determination, and must provide the applicant upon request within a reasonable time after the determination is made, an opportunity for an informal hearing on such determination.

NOTE: Community Service Hours have been added by adoption of the Policy Governing Family Self-Sufficiency. See appendix E.

### PART 3 VERIFICATIONS

As a condition of admission to, or continued occupancy of any assisted unit under the public housing program, the HRA shall require the family head and other such members as it designates to execute a HUD approved release and consent authorizing any depository or private source if income, or any Federal, state or local agency, to furnish or release to the HRA and to HUD such information as the HRA or HUD determines to be necessary. The HRA shall also require the family to submit directly documentation determined to be necessary.

Information or documentation shall be determined to be necessary if it is required for purposes of determining or auditing a family's eligibility to receive housing assistance, for determining the family's adjusted income or tenant rent, for verifying related income, or for monitoring compliance with equal opportunity requirements. The use of disclosure of information obtained from a family or from another source pursuant to this release and consent shall be limited to purposes directly connected with administration of this part or applying for assistance.

Tenant files will contain documentation of all verifications.

Refer to Appendix D for approved medical deductions.

Refer to Appendix E for reference to community service requirement verifications.

### PART 4 TENANT SELECTION AND ASSIGNMENT POLICIES

The Tenant Selection and Assignment Policies have been designed by the Authority to take into consideration the needs of individual families for low-income housing. The statutory purpose in developing and operating a socially and financially sound low-income housing program which

provides a decent home and a suitable living environment and fosters economic and social diversity in the tenant body as a whole.

The Authority, in order to attain a tenant population with a broad range of incomes representative of low-income families in the Authority's jurisdiction, will select tenants from the waiting list with rent paying ability sufficient for the Authority's housing program to maintain financial stability.

In order to attain these goals:

1. The Authority will, on an annual basis, compare the actual distribution of incomes of all tenant families in residence in the HRA's projects with the distribution of incomes of all low-income families in the HRA's area of jurisdiction, and determine the average operating costs of the project.
2. The Authority will not discriminate against any applicant because of race, color, religion, and sex of household head, national origin, marital status, handicap or receipt of public assistance. The Authority will not automatically deny admission to a particular group or category of otherwise eligible applicants (e.g. unwed mothers or families with children born out of wedlock).
3. Each applicant will be assigned his/her appropriate place on a community-wide basis in sequence based upon date and time his/her application is received, suitable type or size of unit, and factors affecting preference or priority established by the Local Authority's regulations. At a given time, the applicant first on the waiting list shall be offered a suitable unit at the location that contains the largest number of vacancies. If the applicant rejects the unit offered, the applicant will be placed at the bottom of the waiting list, unless a decision made by the Board of Directors, is made to grant that applicant's request of another location within the Authority's jurisdiction. In carrying out the above plan, should the applicant present to the satisfaction of the Local Authority clear evidence of a given offer of a suitable vacancy will result in undue hardship to consideration of race, sex, religion, color, national origin or language, such as inaccessibility to source of employment, children's daycare and the like, refusal of such an offer shall not be counted as one of the number of allowable refusals permitted an applicant before placing his/her name at the bottom of the eligible list.
4. The Authority in selecting eligible applicants to fill available units of suitable size will give preference to applicants who are otherwise eligible for assistance and who, at the time they are seeking housing assistance, are involuntarily displaced, living in substandard housing, or paying more than 50 percent of family income for rent as defined in Part 5 of this policy.
5. Reassignment or transfers to other dwelling units shall be made without regard to race, color, national origin, religion, creed, sex, age or handicap as follows;
  - A. Tenants shall not be transferred to a dwelling unit of equal size within a project except for alleviating hardships as determined by the Executive Director or his/her designee;
  - B. Transfers within the project shall be made to correct occupancy standards;
  - C. Transfers required to comply with occupancy standards shall take precedence over new admissions.

6. To preclude admission of applicants whose habits and practices reasonably may be expected to have a detrimental effect on the tenants or projects environment the Housing Authority will follow the requirements as defined in Part 2, (2)(B) of this policy.

PART 5  
FEDERAL PREFERENCES

1. General:

- A. In selecting applicants for admission the HRA must give Preference to Applicants who are otherwise eligible for assistance and who, at the time they are seeking housing assistance, are involuntarily displaced, living in substandard housing, or paying more than 50 percent of Family Income.
- B. The HRA must inform all Applicants for assistance of the availability of the Federal preferences, and must give all Applicants an opportunity to show that they qualify for a Preference. For purposes of this paragraph, Applicants include Families on any waiting list for assistance maintained by the HRA when this Section is implemented or thereafter.

2. Applying the Federal Preferences:

The Federal Preference will take top priority. Applicants will then be selected by use of application date, and need of housing. No more than 50 percent of the local applicants will be given preference, because of area.

3. Qualifying for a Federal Preference:

- A. An applicant qualifies for a Federal Preference if;
  1. The Applicant has been involuntarily displaced and is not living in standard, permanent replacement housing, or within no more than six months from the date of certification and/or verification (as appropriate), the Applicant will be in voluntarily displaced; or
  2. The Applicant is living in substandard housing, or Homeless or living in a shelter for the homeless;
  3. The Applicant is paying more than 50 percent of Family income for rent at least 90 days.

For the purpose of Paragraph (A)(1) of this section, “standard, permanent replacement housing” is housing that; (a) is decent, safe, and sanitary; (b) is adequate for the Family size; and ( c ) the Family is occupying pursuant to a lease or occupancy agreement.

Such housing does not include transient facilities, such as motels, hotels, or temporary shelters for victims of domestic violence or homeless families, and in the case of domestic violence as defined in Paragraph (4)(A)(4) of this Section, does not include the housing unit in which the Applicant's spouse/co-head or other member of the household who engages in such violence live.

- B. An Applicant may not qualify for a Federal Preference as defined in Paragraph (3)(A)(3) of this Section if the Applicant is paying more than 50 percent of Family income to rent a unit because the Applicant's housing assistance under the United States Housing Act of 1937 or Section 101 of the Housing and Urban Development act of 1965 with respect to that unit has been terminated as a result of the Applicant's refusal to comply with applicable program policies and procedures with respect to the occupancy of under occupied and over crowded units.

4. Definition of Involuntary Displacement: An Applicant is or will be involuntarily displaced if the Applicant has vacated or will have to vacate his/her housing unit as a result of one or more of the following actions:

- A. Displacement by Disaster: An applicant's unit is uninhabitable because of a disaster, such as a fire or flood.
- B. Government Action: Activities carried on by an agency of the United States or by any State or local governmental body or agency in connection with code enforcement or a public improvement or development program.
- C. Housing Owner's Action: Action by a housing owner forces the applicant to vacate its unit. An applicant does not qualify as involuntarily displaced because action by a housing owner forces the applicant to vacate its unit unless; 1) the applicant can not control or prevent the owner's action; 2) occurs although the applicant met all imposed conditions of occupancy; and 3) the action taken by the owner is other than a rent increase.

The reason for the tenant's involuntary displacement by owner action includes, but is not limited to the following; 1) conversion of the unit to nonresidential/rental use; 2) closing of the unit for rehab or any other reason; 3) notice by owner to vacate a unit because the owner wants the unit for personal or family use or occupancy; 4) sale of the unit, in which an applicant resides under an agreement which requires the unit to be vacant when possession is transferred; 5) any other legally authorized act that results or will result in withdrawal of the unit from the rental market.

Such reasons do not include the vacating of a unit by a tenant as a result of actions taken by the owner because the tenant refuses: 1) to comply with HUD program policies and procedures for the occupancy and under occupied or over crowded units; or 2) to except a transfer to another housing unit in accordance with a court decree or in accordance with policies and procedures under a HUD approved desegregation plan.



- D. Domestic Violence of a recent or continuing nature, which results in the applicant: 1) vacating a unit because of domestic violence; or 2) living in a unit with an individual who engages in such domestic violence.

“Domestic Violence” means actual or threatened physical violence directed against one or more members of the applicant family by a spouse or other member of the applicant’s household.

For an applicant to qualify as involuntarily displaced because of domestic violence; 1) the HRA must determine that the domestic violence occurred recently or is of a continuing nature; and 2) the applicant must certify that the person who engaged in such violence will not reside with the applicant family unless the HRA has given advance written approval. If the family is admitted the HRA may deny or terminate assistance to the family for breach of this certification.

- E. Displacement to avoid reprisals: An applicant family is involuntarily displaced if; 1) family members provided information on criminal activities to a law enforcement agency, and 2) based on a threat assessment, the law enforcement agency recommends rehousing the family to avoid or minimize a risk of violence against family members as a reprisal for providing such information. The HRA may establish appropriate safeguards to conceal the identity of families requiring protection against such reprisals.
- F. Displacement by Hate Crimes: An applicant family is involuntarily displaced if; 1) one or more members of the applicant’s family have been the victim of one or more hate crimes; and 2) the applicant has vacated a housing unit because of such crime, or the fear associated with such crime has destroyed the applicant’s peaceful enjoyment of the unit.

“Hate Crime” means actual or threatened physical violence or intimidation that is directed against a person or his/her property and that is based on the person’s race, color, religion, sex, national origin, handicap, or family status. The HRA must determine that the hate crime involved occurred recently or is of a continuing nature.

- G. Displacement by Inaccessibility of Unit: An applicant family is involuntarily displaced if: 1) a member of the family has a mobility or other impairment that makes the person unable to use critical elements of the unit; and 2) the owner is not legally obligated to make changes to the unit that would make critical elements accessible to the disabled person as a reasonable accommodation.
- H. Displacement because of HUD Disposition of Multifamily Project Includes: A displacement because of disposition of a multifamily rental housing project by HUD under Section 203 of the Housing and Community Development Amendments of 1978.

- 5. Definition of Substandard Housing: Given to residents of inadequate housing and for the homeless.

- A. A housing unit is substandard if it:

1. Is delapidated;
2. Does not have operable indoor plumbing;
3. Does not have a useable, flush toilet inside the unit for the exclusive use of the family;
4. Does not have a useable bathtub or shower inside the unit for the exclusive use of the family;
5. Does not have electricity or has unsafe or inadequate electrical service;
6. Does not have a safe or adequate source of heat;
7. Should, but does not have a kitchen, or;
8. Has been declared unfit for human habitation by an agency or unit of government.

B. A housing unit is dilapidated if: 1) the unit does not provide safe and adequate shelter, and in its present condition endangers the health, safety, or well-being of a family; or 2) the unit has one or more critical defects, or a combination of intermediate defects in sufficient number or extent to require considerable repair, or rebuilding. The defects may involve original construction, or may result from continued neglect or lack of repair or from serious damage to the structure.

C. Status of SRO housing: In determining whether an individual living in single room occupancy (SRO) housing qualifies for Federal preference, SRO housing is not considered substandard solely because the unit does not contain sanitary or food preparation facilities.

D. The homeless family includes any person or family that: 1) lacks a fixed, regular and adequate nighttime residence; and also 2) has primary nighttime residence that is: a) supervised publicly or privately operated shelter designed to provide temporary living accommodations (including welfare, hotels, congregate shelters, and transitional housing); b) an institution providing temporary residence for persons intended to be institutionalized, or; c) a public or private place not designated for or intended for use as sleeping accommodations for human beings. A "homeless family" does not include individuals imprisoned or detained by an Act of the Congress or a State Law.

6. Definition of Family Income: For purposes of this Section, Family Income is Monthly Income, as defined in Part 1, of this Policy.

7. Definition of Rent Burden: Given to families or individuals paying more than 50% of their income for at least 90 days. The definition of rent includes:

- A. The monthly amount due under a lease or occupancy agreement between a family and the family's current landlord.
- B. The cost of family-purchased utilities determined, at the option of the applicant, either by 1) The PHA utility allowance, or; 2) the average monthly utility payments actually made for the most recent 12 month period or if information is not obtainable for the entire period, for an appropriate recent period, reduced by any amounts paid by an energy assistance program.

An applicant does not qualify for a “Rent Burden” preference if: 1) the applicant has been paying more than 50 percent of income for rent for less than 90 days; and 2) the applicant is paying more than 50 percent of family income to rent a unit because the applicant’s housing assistance for occupancy of the unit, under any of the following programs, has been terminated because of the applicant’s refusal to comply with applicable program policies and procedures on the occupancy of underoccupied and over crowded units. (The Section 8 programs or public and Indian housing programs under the United States Housing Act of 1937; the Rent Supplement Program under Section 101 of the Housing and Urban Development Act of 1965; or Rental Assistance Payments under Section 236(f)(2) of the National Housing Act).

9. Certification of Federal Preference: An applicant may claim qualification for a Federal preference by certifying to the HRA that the family qualifies for Federal preference. The HRA must accept this certification, unless the HRA verifies that the applicant is not qualified for Federal preference.

10. Prohibition of Preference: If an applicant was evicted for drug-related criminal activity the HRA may not give a preference to an applicant (Federal preference, ranking preference or local preference) if any member of the family is a person who was evicted during the past three (3) years because of drug-related criminal activity from housing assisted under a 1937 Housing Act Program. However, The HRA may give an admission preference in any of the following cases:

- A. The HRA determines that the evicted person has successfully completed a rehabilitation program approved by the HRA;
- B. The HRA determines that the evicted person clearly did not participate in or know about the drug-related criminal activity;
- C. The HRA determines that the evicted person no longer participates in any drug-related criminal activity.

11. Verification of Federal Preference: Before an applicant is admitted on the basis of a Federal preference, the applicant must provide information needed by the HRA to verify that the applicant’s current status. The applicant’s current status must be determined without regard to whether there has been a change in the applicant’s qualification for a Federal preference between the time of application and selection for admission, including a change from one Federal preference category to another.

The HRA will verify the information given by the applicant by contacting persons that will be able to confirm the applicant’s status.

Once the HRA has verified an applicant’s qualification for a Federal preference, the HRA need not require the applicant to provide information needed by the HRA to verify such qualification again unless:

- A. The HRA determines reverification is desirable because a long time has passed since verification ;or
- B. The HRA has reasonable grounds to believe that the applicant no longer qualifies for a Federal preference.

12. Effect of Current Residence in Assisted Housing: No applicant is to be denied a Federal preference for which the family otherwise qualifies on the basis that the applicant already resides in assisted housing; for example, the actual condition of the housing unit must be considered, or the possibility of involuntary displacement resulting from domestic violence must be evaluated.

13. Notice and Opportunity for a Meeting Where Federal Preference is Denied:

- A. If the HRA determines that an Applicant does not qualify for a Federal preference, ranking preference or local preference claimed by the applicant, the HRA must promptly give the applicant written notice of the determination. The notice must contain a brief statement of the reasons for the determination, and state that the applicant has the right to meet with an HRA representative to review the determination. The meeting may be conducted by any person or persons designated by the HRA, who may be an officer or employee of the HRA, including the person who made or reviewed the determination or a subordinate employee.
- B. The applicant may exercise other rights if the Applicant believes that he/she has been discriminated against on the basis of race, color, religion, sex, national origin, age, disability or familial status.

## PART 6 OCCUPANCY STANDARDS

Dwelling units will be assigned as follows:

- A. No more than two (2) persons would be required to occupy a bedroom;
- B. Persons of different generations, persons of opposite sex, (other than spouse/co-heads) and unrelated adults would be required to share a bedroom;
- C. Children (including foster children) of the same sex share a bedroom;
- D. Children, with the possible exception of infants, would not be required to share a bedroom with persons of different generation, including their parents;
- E. A live-in care attendant who is not a member of the family should not be required to share a bedroom.

Following is the range of persons per bedroom;

Number of Bedrooms -      Number of Persons   - Minimum   - Maximum

0	1	1
1	1	2
2	2	4
3	3	6
4	5	8
5	7	10

If, because of a physical or mental handicap of a household member or a person associated with that household, a family may need a unit that is larger than the unit size suggested above. Such standards may be waived when a vacancy problem exists and it is necessary to achieve or maintain full occupancy by temporarily assigning a family to a larger size unit than is required. Such family will be transferred to the proper size unit as soon as one becomes available.

#### PART 7 WAITING LIST

1. One waiting list will be maintained for all low rent projects. The waiting list will consist of apparently eligible applicants, based on type and size of unit required, factors affecting preference and date and time the application was received. Application forms will be completed to the extent that all factors of eligibility are included and the Authority can make a determination on the apparent eligibility status of that applicant.
2. Contact will be made annually with apparently eligible persons on the waiting list to keep a current list of persons actually remaining interested in, and apparently eligible for housing.
3. The Waiting List will be maintained as defined in Part 4 and Part 5 of this Policy.

#### PART 8 SCHEDULE OF RENTS

For tenants in occupancy on after January 26, 1996, the Total Tenant Payment shall be the highest of the following, rounded to the nearest dollar:

- A. 30% of monthly adjusted income;
- B. 10% of monthly income;
- C. Welfare rent in as-paid states; or
- D. \$50.00 minimum rent.

It is possible for families to still qualify for a utility reimbursement despite the change in the minimum rent law. For instance, if a family's TTP is the minimum \$50.00 and the HA's utility reimbursement is \$60.00, the Family would receive a utility reimbursement of \$10.00 for tenant-purchased utilities.

NOTE: The minimum rent policy that became law on January 26, 1996 (Public Law No. 104-99) automatically expires on September 30, 1996, unless it is extended through subsequent legislative action.

NOTE: Fair Market Rent option has been added by adoption of the Policy Governing Family Self-Sufficiency. See appendix E.

## PART 9 ADDITIONAL CHARGES

1. Security Deposit: Each tenant is required to pay a security deposit in an amount determined by the Authority. Such payments must be made prior to occupancy, unless other arrangements are made with the management. The security deposit will be held until the tenant moves out and will be returned within twenty-one (21) days if the following conditions are met:
  - A. There is not unpaid rent or other charges which the tenant is liable;
  - B. The apartment and all equipment are left reasonably clean and all trash and debris has been removed by the tenant;
  - C. There is no breakage or damage which is not due to normal wear;
  - D. There are no outstanding bills owed by the tenant for heating gas and/or utilities; and
  - E. All keys issued to the tenant are turned into the Management Office when the tenant vacates the apartment.

The security deposit may not be used during occupancy to pay charges. The amount of Security Deposit required is defined in Appendix B.

2. Excess Utility Consumption: Where the utilities are included in the contract rent as defined in Appendix C, the Authority will charge each tenant for utility usage in excess of necessary amounts. These charges will be determined either by a Schedule of Charges for use of Tenant Supplied Major Appliances as defined in Appendix C, or by individual check metering where the Authority will charge for actual usage in excess of the established necessary amounts.
3. Battery Replacement and Service Fee: There will be a \$5.00 service fee to cover replacement of batteries that are found to be dead during house inspections. This fee will be billed to the tenant's account for each battery needing to be replaced. (Resolution #166-adopted August 10, 1999, by The Westby Housing Authority.)

## PART 10 LEASING

1. Prior to admission a lease shall be signed and dated by the family head and spouse/co-head and by the Authority.

2. The lease is to be current at all times and must be compatible with Authority Policies as well as state and Federal law.
3. Notices of Rent Adjustments will be issued to amend the dwelling lease and signed and dated by the Authority. The Authority shall notify the tenant of rent adjustments through first class mail or in person. A work sheet showing how rent was calculated will be provided to the tenant at the time that the Rent Adjustment Notice is given/ A copy of notices and rent adjustment calculations will be included in the tenant's file.
4. Schedules of special charges for services, repairs and utilities and rules and regulations which are required to be incorporated in the lease by reference shall be publicly posted in a conspicuous manner in the project office and shall be furnished to applicants and tenants on request. Such schedules, rules and regulations may be modified from time to time, provided that at least thirty day written notice is given, to each affected tenant setting forth the proposed modification, the reasons therefore, and providing the tenant an opportunity to present written comments which shall be taken into consideration prior to the proposed modifications becoming effective.

A copy of such notice shall be:

- A. Delivered directly or mailed to each tenant; or
  - B. Posted in at least three conspicuous places within each structure or building on which the affected dwelling units are located, as well as in a conspicuous place at the project office, if any, or if none, a similar central business location within the project.
5. A written rider to the lease signed by both parties must accomplish any modifications of the lease.

## PART 11

### REXAMINATION OF TENANT ELIGIBILITY AND RENTAL ADJUSTMENTS

1. The HRA must reexamine income and compositions of all tenant families at least once every twelve (12) month and determine whether the family's unit size is still appropriate.
2. The Authority will require a written Application for Continued Occupancy from each family, signed by the head of the family or the spouse/co-head which will set forth in adequate detail all data and information necessary to enable the Authority to determine: (1) the rent to be charged; and (2) the size of the apartment required. This Authority will forego the Application for Continued Occupancy, but will assume that the family will notify the changes as stated in the lease. Verification will be followed as defined in Part 3 of this Policy.
3. The HRA shall not commence proceedings, or refuse to renew a lease, based on the income of the tenant family unless; a) it has been identified for possible rental by the family, a unit of decent, safe and sanitary housing of suitable size at a rent not exceeding the tenant rent as defined by the Authority for the purpose of determining rents; or b) it is required to do so by local laws.
4. Once rent is established, such rental rate shall remain in effect until the next annual reexamination, special reexamination or an interim rent adjustment for an unanticipated

change in income or family composition. Anytime any of the following circumstances occur rent and income will be reviewed and rent adjusted as defined in Part 8, of this policy:

- A. A decrease in Family Income, which would lower the rent as, defined in Part 8, of this Policy.
- B. A change in Family composition which would increase/decrease the rent as defined in Part 8, of this policy

5. Increases in rent resulting from rent reviews are to be effective the first of the second month following the change.

6. If upon reexamination, it is found that the size or composition of a family or household has changed so that the apartment occupied by the family contains a number of rooms less or greater than necessary to provide decent, safe and sanitary accommodations as described in the Occupancy Standards in Part 6, Management shall give notice of at least (30) thirty days to the tenant that the tenant will be required to move to another unit, as soon as one is available.

6. In the event it is found that a tenant has misrepresented to Management the facts upon which his/her rent is based, so that the rent paid is less than should have been charged, the increase in rent shall be made retroactive to the date the change should have been made. If management determines that tenant has gained admission or remained in occupancy in the Housing Authority's project through tenant's willful misrepresentation of income or assets, Management shall notify the tenant that the tenant has thirty (30) days to find other housing and vacate the leased premises.

## PART 12 LEASE TERMINATION

- 1. The tenant may terminate the lease by providing the Authority with one month plus one day written notice as defined in the lease agreement.
- 2. The lease may be terminated by the Authority at any time by the giving of written notice for good cause such as but not limited to nonpayment of rent or other charges due under the Lease, or repeated chronic late payment of rent; failure to provide timely and accurate statements of income, assets, expenses and family composition at Admission, Interim, Special or Annual Rent Recertification; assignment or subleasing of the premises or providing accommodations for boarders or lodgers; use of the premises for purposes other than solely as a dwelling unit for the Tenant and the Tenant's household as identified in the lease, or permitting its use for any other purpose; failure to abide by necessary and reasonable rules made by the Landlord for the benefit and well being of the housing project and the Tenants; failure to abide by applicable building and housing codes materially affecting health or safety; failure to dispose of garbage, waste and rubbish in a safe and sanitary manner; failure to use electrical, plumbing, sanitary, heating, ventilating, air conditioning and other equipment, including elevators, in a safe manner; acts of destruction, defacement or removal of any part of the premises, or failure to cause guests to refrain from such acts; failure to pay reasonable charges (other than normal wear and tear) for the repair



of damages to the premises, project buildings, facilities or common areas; any activity not just criminal activity that threatens the health, safety or right of peaceful enjoyment of the premises by other residents or employees of the HA; any drug-related criminal activity on or off the premises, not just on or near the premises, pattern of illegal use of a controlled substance and/or alcohol abuse that the HA determines interferes with the health, safety, or right or peaceful enjoyment of the premises by other residents; or other good cause.

If the HRA proposes to terminate the Lease, written notice of the proposed termination will be given as follows:

- A. At least fourteen (14) days prior to termination in the case of failure to pay rent;
  - B. A reasonable time based on the urgency of the situation in the case of; a creation or maintenance of a threat to health or safety of other Tenants or Landlord's employees,
  - C. At least thirty (30) days prior to termination in all other cases.
3. Notice of termination to tenant shall state reasons for the termination, shall inform the tenant of his/her right to make such hearing as defined in Part 13 of this policy.
  4. Grievances or appeals concerning the obligations of the tenant or the Authority under the provisions of the Lease shall be processed and resolved as defined in Part 13, of this Policy, which is in effect at the time such grievance or appeal arises.

The Authority is not required to provide for a grievance hearing when the tenant owes any outstanding rent or other charges to the Authority unless the grievance concerns the amount of such rent or charges and such amount is placed in escrow as required by the Grievance Procedure of the Authority.

## PART 13 GRIEVANCE PROCEDURES

### 1. Definitions.

- A. A "Grievance" is any dispute, which a tenant may have with respect to Housing Authority action, or failure to act in accordance with the individual tenant's lease or Housing Authority regulations which adversely affect the individual tenant's rights, duties, welfare or status.
- B. A "Complainant" is any tenant whose grievance is presented to the Housing Authority or at the project management office informally or as part of the informal hearing process.
- C. A "Tenant" is the adult person(s) (other than live-in aide) who resides in the unit, and who executed the Lease with the Housing Authority as lessee of the dwelling unit, or, if no such person now resides in the unit, one who resides in the unit, and who is the remaining head-of-household of the tenant family residing in the dwelling unit.
- D. A "Hearing Officer or Panel" shall mean an impartial, disinterested person or persons selected to hear grievances and render a decision.

E. The “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. Right of the tenant to be represented by counsel;
3. Opportunity for the tenant to refute the evidence presented by the Housing Authority including the right to confront and cross-examine witnesses and to present any affirmative legal or equitable defense which the tenant may have;
4. A decision on the merits.

F. A “Resident Organization” includes a Resident Management Corporation.

2. Grievance Procedure:

A. Informal Grievance Procedures:

1. Any grievance shall be personally presented orally or in writing to the Housing Authority office or to the Complainant’s project office. (If the grievance is written, it must be signed and dated by the Complainant.) The grievance must be presented within a reasonable time, not in excess of the first working day after the fifth (5<sup>th</sup>) day of the action or failure to act, which is the basis of the grievance. It may be simply stated, but shall specify; (a) the particular grounds upon which it is based; (b) the action requested; and (c) the name, address and telephone number of Complainant and similar information about his/her representative, if any.
2. The purpose of this initial contact is to discuss and hopefully resolve grievances without the necessity of a formal hearing.
3. Within five (5) working days, a summary of this discussion will be given to the Complainant by a Housing Authority representative, one copy to be filed in the Housing Authority’s tenant file.
4. The summary will include; names of participant’s date of the meeting, nature of the proposed deposition, and specific reasons therefore; and shall specify steps by which a formal hearing can be obtained if the complainant is not satisfied.
5. After exhausting procedures outlined above, if the Complainant is dissatisfied with the proposed disposition of the grievance, he/she is entitled to a hearing before a Hearing Officer or Panel. He/She shall submit a written request for a hearing within ten (10) working days of delivery of the above-mentioned summary of the informal proceedings.

6. If the Complainant does not request a hearing within ten (10) working days, he/she waives his/her right to a hearing, and the Housing Authority's proposed disposition of the grievance will become final. Failure to request a hearing shall in no way constitute a waiver of the Complainant's right to contest the Housing Authority's disposition of his/her grievance in an appropriate judicial hearing.

### 3. Procedures to Obtain a Hearing;

#### A. Informal Prerequisite:

1. All grievances shall be personally presented either orally or in writing pursuant to the informal procedure as defined in Section 2(A)(1) above, as a prerequisite to a formal hearing. If the Complainant shall show good cause why he/she failed to proceed as defined in Section 2(A)(1) above, to the Hearing Officer or Panel, the Hearing Officer or Panel may waive the provisions of this subsection.
2. If the Complainant does not request a hearing within the time period allowed in Section 2(A)(5) above, he/she waives his/her right to the hearing, and proposed disposition of the grievance will become final. This shall not; however, constitute a waiver of the Component's right thereafter to contest disposition of his/her grievance in an appropriate judicial proceeding.

#### B. Escrow Deposit:

1. Before a hearing is scheduled in any grievance involving an amount of rent the Housing Authority claims is due, the Complainant shall pay to the Housing Authority all rent due and payable as of the month preceding the month in which the act or failure to act took place.
2. The Complainant shall thereafter deposit the same amount of the monthly rent in an escrow account monthly until decision of the Hearing Official or Panel resolves the complaint.
3. The Housing Authority in extraordinary circumstances as defined in Section 3(B)(1) and (2) above, may waive the requirements.
4. Unless so waived, failure to make the aforementioned payments shall result in termination of the grievance procedure.
5. Failure to make such payments shall not constitute a waiver of any right the Complainant may have to contest the Housing Authority's disposition of his/her grievance in any appropriate judicial proceeding.

#### 3. Selection of a Hearing Officer or Panel:

- A. The Hearing Officer shall be an impartial, disinterested person(s) appointed by the Housing Authority, other than a person who made or approved the Housing Authority action under review or a subordinate of such person.
- B. The Housing Authority may provide for the appointment of a Hearing Officer or Panel by any method, which is approved by a majority of tenants voting in an election or meeting of tenants, held for that purpose. The Housing Authority before the appointment shall consider any comments or recommendations submitted by Tenant Organization.

4. Scheduling:

- A. Upon Complainant's compliance with Section 3(A) and (B) above, the Hearing Officer or Panel shall schedule a hearing promptly for a time and place reasonably convenient to both the Complainant and the Housing Authority.
- B. A written notification specifying the time, place, and the procedures governing the hearing shall be delivered to the Complainant and the appropriate Housing Authority official.

5. Expedited Grievance Procedure:

In the case of a grievance conducted under the expedited grievance procedure, the informal hearing is bypassed.

6. Procedures Governing the Hearing:

- A. The hearing shall be held before a Hearing Officer or Panel as appropriate.
- B. The Complainant shall be afforded a fair hearing providing the basic safeguard of due process which shall include:
  - 1. The opportunity to examine before the grievance hearing and at the expense of the Complainant, to copy all documents, records and regulations of the Housing Authority that are directly relevant to the hearing. If the Housing Authority does not make the document available for examination upon request by the Complainant, the Housing Authority will not rely on such documents at the grievance hearing;
  - 2. The right to a private hearing unless the Complainant requests a public hearing;
  - 3. The right to be represented by counsel or other person chosen as his/her representative, and to have such person make statements on the tenant's behalf;
  - 4. The right to present evidence and arguments in support of his/her complaint, to controvert evidence relied on by the Housing Authority or project management, and to confront and cross-examine all witnesses on whose testimony or information the Housing Authority of project management relies; and
  - 5. A decision based solely and exclusively upon the facts presented at the hearing.

- C. If the Hearing Officer or Panel determines that the issue has been previously decided in another proceeding, they may render a decision without proceeding with the hearing.
  - D. If the Complainant or Housing Authority fail to appear at the scheduled hearing, the Hearing Officer or Panel may make a determination to postpone the hearing for a time not to exceed five (5) working days, or make a determination that the party has waived his/her right to a hearing. Both parties will be notified of the determination, provided that such a determination in no way waives the Complainant's right to appropriate judicial proceedings.
  - E. At the hearing, the Component must first make a showing of an entitlement of the relief sought and thereafter the Housing Authority must sustain the burden of justifying the Authority actions or failure to act against which the complaint is directed.
  - F. The hearing shall be conducted by the Hearing Officer or Panel in such a way to be:
    - 1. Informal – Oral or documentary evidence pertinent to the facts and issues raised by the complaint may be received without regard to admissibility under the rules of evidence applicable to judicial proceedings;
    - 2. Orderly- The Hearing Officer or Panel shall require that the Housing Authority, Complainant, counsel and other participants and spectators conduct themselves in an orderly fashion. Failure to comply with the directions of the Hearing Officer or Panel to obtain order may result in exclusion from the proceeding or in a decision adverse to the interests of the disorderly party and granting or denial of the relief sought as appropriate.
  - G. The Complainant or Housing Authority may arrange, in advance and at the expense of the party making the arrangement, for a transcript of the hearing, and interested party may purchase a copy of such transcript.
  - H. The Housing Authority will provide reasonable accommodations for persons with disabilities to participate in the hearing.
    - 1. Reasonable accommodations may include qualified sign language interpreters, readers, accessible locations, or attendants.
    - 2. If the tenant is visually impaired any notice which is required under this procedure will be in an accessible format.
7. Decisions of the Hearing Officer or Panel:
- A. Within ten (10) working days following the hearing, the Hearing Officer or Panel shall give the Complainant and Housing Authority a written decision including reasons therefore. The Housing Authority will file one copy in the tenant file and maintain another copy with names and identifying references deleted for a prospective Complainant, identifying references deleted for a prospective Complainant, his/her representative or Hearing Officer or Panel.
  - B. The decision of the Hearing Officer or Panel shall be binding on the Housing Authority which shall take all actions necessary to comply with the decision unless the Housing Authority Board of Commissioners determines, within a reasonable time and or notifies the Complainant that:

1. The grievance does not concern Housing Authority action or failure to act in accordance with or involving the Complainant's Lease on Housing Authority regulations which adversely affect the Complainant's right, duties, welfare or status.
  2. The decision of the Hearing Officer or Panel is contrary to applicable Federal, State or local law, HUD regulations or requirements of the Annual Contributions Contract between HUD and the Housing Authority.
- C. A decision by the Hearing Officer or Panel or Housing Commissioners in favor of the Housing Authority or which denies the relief requested by the Complainant in whole or part shall not constitute a waiver of, nor affect in any manner whatever the rights the Complainant may have to a new trial or judicial review in any proceedings, which may thereafter be brought in the matter.
8. Housing Authority Eviction Actions;

A notice to vacate which is required by State or local law may be combined with or run concurrently with a notice of lease termination. The tenancy shall not terminate (even if any notice to vacate under State or local law has expired) until the grievance process has been completed (so long as the hearing was requested in a timely manner)

#### APPENDIX A INCOME LIMITS FOR OCCUPANCY

Income limits shall be set according to the Low-Income limits and levels set by HUD and issued on an annual basis, for Vernon County. Following are the 1998 income limits, however the Housing Authority reserves the right to adjust the limits annually in accordance with the HUD guidelines.

Number in Family Income Limit

1	\$23,400
2	26,750
3	30,100
4	33,450
5	36,100
6	38,800
7	41,450
8	44,150

**APPENDIX B  
SECURITY DEPOSIT**

The Security Deposit for tenants of Family housing is \$150.00  
The Security Deposit for tenants of elderly housing is \$75.00.  
The Security Deposit for pets in the elderly is \$75.00.

(Total Security Deposit for tenants and pets in elderly housing is \$150.00.)

APPENDIX C  
UTILITY ALLOWANCES

Utility Type	2BR	3BR	4BR	5BR
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Electricity	\$19	\$21	\$22	\$23
Natural Gas	32	44	46	51
Water	4	8	12	16
Sewer	8	9	9	9
<hr/>				
Totals	\$63.00	\$82.00	\$89.00	\$99.00

The above utility allowances apply to Family Housing only.

The utility allowance schedule is based on utility consumption of major appliances. The electricity allowances also includes consumption for minor electric appliances.

Tenants may supply and use other major appliances with Authority approval (e.g. air conditioners, freezers), but the tenant pays the utility cost of these appliances.

#### EXCESS UTILITY CHARGES

Tenants utilizing the following appliances and/or services are required to pay the following amounts:

Item	Amount Paid In Addition To Rent By Tenant
Air Conditioner-----	\$10.00 per month (June, July and August)
Extra Refrigerator-----	\$10.00 per month
Freezer-----	\$10.00 per month
Cable Television-----	Amount set by the Cable Company, no extra fee to the Housing Authority
Other-----	The Housing Authority reserves the right to set a reasonable Fee for extra appliances that may come into question.

#### APPENDIX D MEDICAL EXPENSES

Only medical expenses that are not paid or reimbursed by an outside source (e.g. insurance, Medicare, grants by a state agency or charitable organization) will be considered. Medical expenses that are deemed by a licensed practitioner of medicine and administered by a licensed by a licensed practitioner will be considered. Those expenses that are incurred to give “peace of mind” to other family members (e.g. help line, in-home care to provide assistance with cleaning/bathing, persons paid to check the well being of the tenant, etc.) will not be considered.

### EXAMPLES OF MEDICAL EXPENSES

1. Services of recognized health care professionals such as Services of:
  - a. Physicians
  - b. Nurses
  - c. Dentists
  - d. Opticians
  - e. Mental Health Practitioners
  - f. Chiropractors
2. Services of health care facilities; Laboratory fees, X-Rays and Diagnostic Tests, Blood, Oxygen. This may include:
  - a. Hospitals
  - b. Health Maintenance Organizations (HMOs)
  - c. Out Patient Medical Facilities
  - d. Clinics
3. Medical Insurance Premiums
4. Prescription and Non-Prescription medicine
5. Transportation to/from Treatment. Actual cost (e.g. bus fare) or if driving by car, a mileage rate based on IRS rules or other accepted standard.
6. Medical care of permanently institutionalized family member IF his/her income is included in Annual Income.
7. Dental Treatment that includes fees paid to the dentist for:
  - a. x-rays,
  - b. fillings
  - c. braces
  - d. extractions
  - e. dentures
8. Eyeglasses, contact lenses
9. Hearing Aids, Wheelchairs, Walker Artificial Limbs – (Both purchase and upkeep of)

10. Attendant Care, Periodic Attendant Care, or Periodic Medical Care (Nursing services, assistive animal and it's upkeep)
11. Payments on accumulated Medical Bills – Scheduled payments.

Any other medically necessary services, apparatus or medication as documented by third party verification. The Executive Director shall make a final determination of qualifying medical expenses. The Board of Directors shall be used in determination after all other means have been exhausted.

APPENDIX E  
FAMILY SELF-SUFFICIENCY

FAMILY SELF-SUFFICIENCY

The purpose of the Family self-sufficiency program established by The Westby Housing Authority is to promote and help enable eligible families to achieve economic independence and self-sufficiency.

This program is adopted to conform to the Quality Housing and Work Responsibility Act of 1998 (QHWRA).

In general the Westby Housing Authority will require all adult members of families living in public housing to either contribute eight hours per month of community service within the community or participate in an economic self-sufficiency program. Elderly persons disabled persons, and persons already working are exempt from the requirement.

Supportive services for assistance is provided through the Vernon County Human Services, by means of W2. This assistance includes but is not limited to:

1. remedial education;
2. training in job readiness;

Other services are offered by Community Action Program located in Westby.

To be exempt from the community service requirement, it shall be required that each eligible adult family member be required to work the equivalent of a minimum of thirty-two hours per week at minimum wage. In cases where there are two, head of households in the family, one member may work forty hours per week and the second head is excluded. This exemption is to provide a family with two heads of household the option of a stay at home parent.

In cases where hours of employment vary from week to week, an average of hours worked will be used for determination of compliance. In cases where an adult family member works more than one part time job a combination of hours from the jobs will be used in determination of compliance.

Adult family members that do not meet these criteria will provide to the Housing Authority's Executive Director, or other person designated by the Westby Housing Authority Board of Commissioners, evidence that the adult family member has provided community service, that

has been approved by the Westby Housing Authority Executive Director or Board of Commissioners.

The Westby Housing Authority Board of Commissioners will have the only authority to grant exemptions.

Failure to fulfill these requirements will result in eviction of the tenants with non-compiling adult family members.

Allowable community services will include:

1. Local food pantries;
2. Local nursing home facilities;
3. Local hospitals;
4. Programs run through Community Action Program;
5. City of Westby;
6. Other facilities approved in advance by the Executive Director.

A signed and dated letter from the person in charge of the facility where services were performed will provide verification of community services performed. "Local" is considered to be a location within twenty miles of Westby, WI.

It is the sole responsibility of the adult family member to meet these requirements and provide necessary verifications to the office of the Westby Housing Authority by the first of each month, when rents are due.

#### INCOME BASED OR FAIR MARKET RENT DETERMINATION

Once a year, at the time that rents are recertified, each tenant will have a choice of rent based upon income or rent based on HUD determination of fair market rent for our area.

If a tenant opts for fair market rent they will not be required to notify the Housing Authority office of any income increases for the next twelve months. Income decreases will be considered however so that rents can be income based upon the tenant's request at any time.

The Westby Housing Authority will use HUD determinations of Fair Market Rents. The determinations are issued annually by HUD and the most current determination at the time of rent recertifications will be used.



WESTBY HOUSING AUTHORITY  
503 SOUTH MAIN STREET  
WESTBY, WI 54667

The Westby Housing Authority is a small authority consisting of 35 units. There is a 20-apartment elderly/disabled building and 15 houses on scattered sites. Westby is a town of less than 2000 persons.

Our elderly/disabled building has had vacancies for over two years. There are many agencies that offer income based rent in this area. Assisted living facilities are also being built, or created that provide a much needed service but take away potential tenants from our lists.

We have been able to keep our houses rented, but we do not have a long waiting list and applicants are not on the list for an unreasonable amount of time. At this time we have only two applicants on file waiting for available low-income housing. Neither of the applicants are homeless or paying an over burdensome amount of rent.

By looking through the local newspapers it is easy to see that there are many apartments for rent in the area. The economy has been strong and unemployment down, allowing many people to easily afford private market housing.

This Jurisdiction is fortunate that we do not have a shortage of housing. Within the area there are also many agencies that provide income based family housing, temporary housing and emergency housing.

The Westby Housing Authority began operating in the late 1970's. Since that time we have made many improvements through modernization projects. As with all buildings, upkeep is an ongoing process.

In May of 2000, Lakeshore Architects, Inc. of Cudahy, WI performed an inspection of our units. They provided us with a Comprehensive Needs Assessment. We are basing our goals and plans for the Authority on this Assessment, barring any unforeseen emergencies or needs.

Improvements will be made as funds allow. It has been our policy over the last few years to break up work that needs to be done and try to make some improvement to each unit. It is our intention to continue this practice.

Following is a list of descriptions and estimated cost amounts from our Comprehensive Need Assessment, that we will plan on implementing and completing over the next five years.

DESCRIPTION

ESTIMATED COSTS

Install Siding on Remaining Houses	\$3,300 per home
Install Windows on Remaining Houses	5,700 per home
Install New Flooring in Remaining Houses	2,000 per home
Replace Eaves	500 per home
New Counters in Apartments	400 per home

Other work items that we will try to achieve is to replace carpet/tile in the apartment units, and if funding allows, start replacing windows in the apartment building.

Over all our units are in very good shape. We will continue to strive to keep them in good shape.

The Westby Housing Authority is committed to continuing to provide affordable, safe and decent housing to income eligible persons. We will continue to monitor available resources for needy families and assist those families whenever possible, either directly or by directing them to such resource as available.

The Westby Housing Authority is also committed to working with the Department of Housing and Urban Development and following guidelines established by HUD. This we will do to the best of our ability, however lacking that may be during this time of major changes occurring at HUD.