

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

PHA Plans

5 Year Plan for Fiscal Years 2000 - 2004
Annual Plan for Fiscal Year 2000

HOUSING AUTHORITY CITY OF EVANSTON WY013

P:\DOCSWP\Public Housing\wy013.v01.wpd

**PHA Plan
Agency Identification**

PHA Name: Housing Authority City of Evanston

PHA Number: WY013

PHA Fiscal Year Beginning: 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
- PHA local offices

Display Locations For PHA Plans and Supporting Documents

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

- Main administrative office of the PHA
- PHA development management offices
- PHA local offices
- Main administrative office of the local government
- Main administrative office of the County government
- Main administrative office of the State government
- Public library
- PHA website
- Other (list below)

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

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

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

A. Mission

State the PHA's mission for serving the needs of low-income, very low income, and extremely low-income families in the PHA's jurisdiction (select one of the choices below)
The mission of the PHA is the same as that of the Department of Housing and Urban Development: To promote adequate and affordable housing, economic opportunity and a suitable living environment free from discrimination.

X The PHA's mission is:

The Housing Authority City of Evanston is committed to providing quality, affordable housing, that is decent and safe, to eligible families in this community. We strive to make the best use of all available resources so that our residents may live in an environment that is clean, well maintained and attractive. Our goal is to manage our public housing units in a manner that is consistent with good, financially sound property management practices. By taking advantage of available community and government resources, we intend to provide our residents with as many opportunities for economic self-sufficiency as we can identify. We endeavor to instill pride and a desire for an enhanced quality of life for our residents and their families. We are committed to serving our residents and this entire community in a manner that demonstrates professional courtesy, respect and caring.

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.

X PHA Goal: Expand the supply of assisted housing
Quantifiable measures you include pages such as number of families served or PHAS scores

Objectives:

X Apply for additional rental vouchers:

X Reduce public housing vacancies:

___ Leverage private or other public funds to create additional housing opportunities:

___ Acquire or build units or developments

X Other (list below)

* Increase the occupancy rate in Public Housing units to 98% by the end of October 2001.

* Develop partnerships among public and private entities to increase

- housing stock for low-income households
- * By October 1, 2002, the EHA will complete an analysis of the housing needs in Uinta County and identify the population most in need of affordable housing.
- * By January 1, 2003, the EHA will prepare a marketing plan specific to the identified population and begin an active marketing program.
- * By January 1, 2003 the EHA will develop a homeownership program for Section * participants.

PHA Goal: Improve the quality of assisted housing

Objectives:

- X** Improve public housing management: The EHA shall be recognized as a high performer by October 1, 2005.
- X** Improve voucher management: (SEMAP score)
- X** Increase customer satisfaction:
- X** 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:
- X** Other: (list below)
 - * Establish a better monthly reporting system to track HUD performance indicators by October 1, 2001. The system will be developed by the Executive Director with input from the Program Coordinator, Occupancy Specialist, and Maintenance Supervisor.
 - * The EHA shall establish a process for the Occupancy Specialist and maintenance Supervisor to do a comprehensive, weekly site specific analysis of current vacant units and turn-around time by October 1, 2001.
 - * The EHA shall develop and implement an outreach program to prospective landlords by October 1, 2002.
 - * The HA will implement a preventive maintenance program by October 1, 2001 in this fiscal year.
 - * By May 1, 2001 the EHA will assign the duties to the Executive Director to ensure that full compliance is achieved.
 - * By October 1, 2001 the EHA will establish a schedule of speaking engagements at community organizations for the Director and Senior Staff with the purpose of presenting a positive image of the housing authority.
 - * By October 1, 2001 the EHA will prepare a community relations plan which includes tasks, schedules and personnel assignments.
 - * By June 1, 2001 the EHA will meet with the person in charge of the police department and establish a working relationship.

- * By June 1, 2001 the EHA in conjunction with the appropriate police officials shall develop a plan to reduce crime in public housing.
- * The EHA will conduct all inspections of new units within five days of request by participants.
- * The EHA will offer 1 session each year to attract prospective landlords to the Section 8 program and 1 session each year to provide an educational program to current landlords.
- * The EHA will receive designation as a high performer SEMAP agency by October 1, 2002.
- * By October 1, 2001 develop a preventive maintenance plan and schedule for the public housing inventory.
- * Reduce the number of work orders generated by residents by 10% by October 1, 2001.
- * By October 1, 2001 establish inventory control points to ensure that items frequently needed by maintenance staff are always available.

X PHA Goal: Increase assisted housing choices

Objectives:

- ___ Provide voucher mobility counseling:
- X** Conduct outreach efforts to potential voucher landlords
- X** Increase voucher payment standards by October 1, 2001.
- X** Implement voucher homeownership program by January 1, 2003:
- ___ Implement public housing or other homeownership programs:
- ___ Implement public housing site-based waiting lists:
- ___ Convert public housing to vouchers:
- ___ Other: (list below)
- * The EHA will establish a policy in order to avoid vacancies, that allows a family a larger unit than the occupancy standard permits. the family must agree to move to a suitable, smaller unit when another family qualifies for the larger unit and there is a suitable smaller unit available.

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

X PHA Goal: Provide an improved living environment

Objectives:

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

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

X Continue to Implement public housing security improvements:

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

_____ Other: (list below)

* Continue to enforce the "One Strike Policy"

* Aggressively pursue the arrest and prosecution of persons committing criminal acts on or around EHA developments.

* The EHA will offer two housing units to police officers by October 1, 2001.

* Develop support systems such as drug abuse prevention, education and treatment programs by October 1, 2001.

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

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

Objectives:

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

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

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

X Other: (list below)

* The EHA will partner with Lifelong Learning Center to offer job training programs.

* Formally examine the feasibility of creating an on-site daycare and or night care facility. In this assesment , the availability of alternative funding sources, including vocational training funds, and CDBG dollars will be studied.

* Explore the opportunity of the Youthbuild program to assist high-risk youth between the ages of 16-24 to learn housing construction job skills and to complete their high school education.

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

- X** PHA Goal: Ensure equal opportunity and affirmatively further fair housing
Objectives:
- X** Continue affirmative measures to ensure access to assisted housing regardless of race, color, religion national origin, sex, familial status, and disability:
 - X** Continue 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)
- * By October 1, 2001 develop written procedures to address requests for reasonable accomodations.

Other PHA Goals and Objectives: (list below)

- * Develop advocacy and support of the community, charitable organizations, and governmental agencies for resident benfit by implementing a public speaking program.
- * By October 1, 2001 identify program areas which may be duplicative. By October 1, 2001 conduct process analysis on identifies areas to improve overall cost effectiveness.

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

Annual Plan Type:

Select which type of Annual Plan the PHA will submit.

Standard Plan

Streamlined Plan:

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

Troubled Agency Plan

Executive Summary of the Annual PHA Plan

[24 CFR Part 903.7 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.

EHA HISTORY

The Housing Authority City of Evanston was established by resolution of the governing body of the City of Evanston, on December 6, 1979. This was done pursuant to Wyoming State Statutes, Section 15-11-101 through 15-11-118. A Cooperation Agreement with the City of Evanston was signed on January 8, 1982.

The five member board of Commissioners of the Housing Authority is appointed by the Mayor of the City of Evanston. The original five members were sworn in on March 20, 1980.

The first undertaking in the low income housing field was made possible by a \$400,000.00 grant from the Wyoming Department of Economic Planning and Development to the City of Evanston/Housing Authority City of Evanston. The Housing Authority was required to be incorporated as the "Local Development Corporation" to administer the funds for this 12 apartment elderly/ disabled project known as Ortega Court Apartments. The project entered the occupancy stage in March of 1984.

The second undertaking was a 56 unit multi family Public Housing project which was financed by the Department of Housing and Urban Development. Occupancy began in October 1984. These two and three bedroom duplex apartments are located at Curved Way, Haw Patch Lane, and Crane and Simpson Avenues in Evanston.

At the same time a 24 unit elderly/disabled Public Housing project was again financed by the Department of Housing and Urban Development. Occupancy took place three months later in January 1985.

The Public Housing Program consists of apartments which are owned and operated by the Housing Authority. These complexes are located throughout the city. The qualifying family rents directly from the Housing Authority and pays a rental payment which is approximately 30% of their adjusted gross income

In March of 1986, the Housing Authority City of Evanston began its participation in the Housing Voucher Program with an allocation of 25 Housing Vouchers. During the past fourteen years the Housing Authority has applied for and received an additional 61 Housing Vouchers. This makes a total of 86 vouchers.

The Voucher program is designed to increase the housing choices available to very low income households by making privately owned rental housing affordable to them. The vouchers provide rent subsidies generally equal the difference between 30% of the households adjusted income and the HUD approved fair market rent. These subsidies are then paid directly to the landlord. The annual Housing Assistance Payment to private landlords in Evanston, Wyoming is in excess of \$200,000 per year.

On June 3, 1993, the Housing Authority City of Evanston signed a contract with the Department of Housing and Urban Development Multi Family Sales, to purchase the foreclosed apartment complex known as the Pines of Yellow Creek. This complex consists of 84 one and two bedroom apartments. The Department of Housing and Urban Development required as part of the purchase agreement that 13 apartments be set aside for low income rentals and receive no other consideration on the purchase price.

On October 10, 1995, Wyoming Community Development Authority awarded \$237,000 of HOME funds for a 5-unit apartment complex for rent to very low income elderly household in Lyman, Wyoming. On June 6, 1997, the project entered the occupancy stage.

After seven years and nine applications the Housing Authority was awarded \$ 764,043.00 from Wyoming Community Development Authority, Federal Home Loan Bank of Seattle, and the Wyoming Local Government Energy Lease Purchase Program, to rehabilitate the Medical Arts Building located at 1237 Uinta. The three story medical arts building was originally built in 1949, but later stood vacant for several years. On August 31, 1996, Uinta County donated the property that had been appraised at a price of \$261,089.00 to the Housing Authority and the rehabilitation began. The apartments were rehabilitated to provide a higher level of care for elderly low income tenants than was previously provided in Evanston, The Housing Authority signed a Cooperation Agreement with Uinta Senior Citizens Inc. to provide additional

services such as minor nursing care, meals, transportation, and socialization activities. The project entered the occupancy stage on February 13, 1999.

Our loyalty lies strongly to affordable housing, specifically affordable housing for low income senior citizens and single parent families. As the Evanston Housing Authority views recent changes in which the Department of Housing and Urban Development funds Housing Programs, it has become painfully apparent that new strategies are needed to insure viability.

As we conceive it, renewed affordability means a transaction with these characteristics:

1. An exit from the dependency of funding from the Department of Housing and Urban Development.
2. Entry into non HUD affordability. The properties owned by the Housing Authority such as:
 - A) Ortega Court
 - B) Homestead on Uinta
 - C) Lyman Assisted Living
 - D) Pines of Yellow Creek Apartment Complex

These properties enter into a new era, that allows more diversification to subsidize the undeniable need for low income housing assistance in Evanston Wyoming.

Should this plan be successful in the future the Housing Authority City of Evanston will no longer be dependent on outside sources of income.

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

	<u>Page #</u>
Annual Plan	
Executive Summary	02
i. Table of Contents	04
Housing Needs	07
1. Financial Resources	12
2. Policies on Eligibility, Selection and Admissions	13
3. Rent Determination Policies	22
4. Operations and Management Policies	26
5. Grievance Procedures	28
6. Capital Improvement Needs	29
7. Demolition and Disposition	30
8. Designation of Housing	31
9. Conversions of Public Housing	32
10. Homeownership	33
11. Community Service Programs	34

12. Crime and Safety	37
13. Pets (Inactive for January 1 PHAs)	38
14. Civil Rights Certifications (included with PHA Plan Certifications)	40
15. Audit	40
16. Asset Management	41
17. Other Information(Resident Advisory Board)	41

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.

<input checked="" type="checkbox"/>	Admissions and Occupancy Policy Attachment A	a 1 - a 57
<input checked="" type="checkbox"/>	Statement of Capital Improvements Needs Attachment B	b 1 - b 4
<input checked="" type="checkbox"/>	Designation for Elderly and Disabled Families Attachment C	c 1

Optional Attachments:

<input checked="" type="checkbox"/>	Community Service Plan Attachment D	d 1 - d 7
<input checked="" type="checkbox"/>	Safety and Crime Prevention Plan Attachment E	e 1 - e 5
<input checked="" type="checkbox"/>	Pet Policy Attachment F	f 1 - f 4
<input checked="" type="checkbox"/>	Civil Rights Certification Attachment G	g1
<input checked="" type="checkbox"/>	Asset Management Plan Attachment H	h1 - h6
<input checked="" type="checkbox"/>	Pest Control Policy Attachment I	i1
<input checked="" type="checkbox"/>	Procurement Policy Attachment J	j1 - j 21
<input checked="" type="checkbox"/>	Record Management Policy Attachment K	k1 - k4
<input checked="" type="checkbox"/>	Resident Commissioner Policy Attachment L	l1 - l3
<input checked="" type="checkbox"/>	Executive Limitations Policy Attachment M	m1
<input checked="" type="checkbox"/>	Community Room Policy Attachment N	n1 - n6

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.

List of Supporting Documents Available for Review

Applicable & On Display	Supporting Document	Applicable Plan Component
<input checked="" type="checkbox"/>	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
<input checked="" type="checkbox"/>	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans
	Fair Housing Documentation: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions' initiatives to affirmatively further fair housing	5 Year and Annual Plans

Applicable & On Display	Supporting Document	Applicable Plan Component
	that require the PHA's involvement.	
	Consolidated Plan for the jurisdiction/s in which the PHA is located (which includes the Analysis of Impediments to Fair Housing Choice (AI)) and any additional backup data to support statement of housing needs in the jurisdiction	Annual Plan: Housing Needs
X	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources;
X	Public Housing Admissions and (Continued) Occupancy Policy (A&O), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public Housing Deconcentration and Income Mixing Documentation: PHA board certifications of compliance with deconcentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/99 <i>Quality Housing and Work Responsibility Act Initial Guidance; Notice</i> and any further HUD guidance) and 18. 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
X	Schedule of flat rents offered at each public housing development X check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X	Section 8 rent determination (payment standard) policies X 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 X check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
X	Section 8 informal review and hearing procedures X check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures

Applicable & On Display	Supporting Document	Applicable Plan Component
X	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
X	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
X	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	Annual Plan: Capital Needs
	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
X	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
X	Policies governing any Section 8 Homeownership program check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
X	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
	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
X	The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U. S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	Annual Plan: Annual Audit
	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)

1. Statement of Housing Needs

[24 CFR Part 903.7 9 (a)]

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

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

Family Type	Overall	Age	Size	Quality	Accessibility	Assessability	Other
Income <= 30% of AMI							
Income >30% but <=50% of AMI							
Income >50% but <80% of AMI							
Elderly							
Families with Disabilities							
Race/Ethnicity							
Race/Ethnicity							
Race/Ethnicity							
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)

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

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

Housing Needs of Families on the Waiting List			
Waiting list type: (select one) <input type="checkbox"/> Section 8 tenant-based assistance <input type="checkbox"/> Public Housing <input type="checkbox"/> Combined Section 8 and Public Housing <input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional) If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total			
Extremely low income <=30% AMI			
Very low income (>30% but <=50% AMI)			
Low income (>50% but <80% AMI)			
Families with children			
Elderly families			
Families with Disabilities			
Race/ethnicity			
Race/ethnicity			
Race/ethnicity			
Race/ethnicity			
Characteristics by Bedroom Size (Public Housing			

Only)			
1BR			
2 BR			
3 BR			
4 BR			
5 BR			
5+ BR			

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

If yes:

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

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

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

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.

Need: Shortage of affordable housing for all eligible populations

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

Select all that apply

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

- Participate in the Consolidated Plan development process to ensure coordination with broader community strategies
- Other (list below)

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

Select all that apply

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

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

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

Select all that apply

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

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

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

Select all that apply

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

B. Need: Specific Family Types: The Elderly

Strategy 1: Target available assistance to the elderly:

Select all that apply

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

Need: Specific Family Types: Families with Disabilities

Strategy 1: Target available assistance to Families with Disabilities:

Select all that apply

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

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

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

Select if applicable

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

Strategy 2: Conduct activities to affirmatively further fair housing

Select all that apply

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

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

Need

Shortage of affordable homeownership opportunities, particularly for families in 0-30 percent MFI and 30 - 50 percent MFI income range.

Strategy #1

Maximize the number of affordable homeownership opportunities available to Evanston citizens by:

- Applying for funds from the City of Evanston to administer a Homeownership program, that allow aquisition, renovation and purchase of rehabilitated homes by economically disadvantaged families in Evanston.
- Acquiring, when and where feasible, additional properties for rehabilitation and placement into the Homeownership program

(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)

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: Public housing operations, public housing capital improvements, public housing safety/security, public housing

Sources	Planned \$	Planned Uses
1. Federal Grants (FY 2000 grants)		
a) Public Housing Operating Fund	\$149,782	Public Housing Operation
b) Public Housing Capital Fund	\$204,174	Capital and Management

Sources	Planned \$	Planned Uses
		Improvements
c) HOPE VI Revitalization		
d) HOPE VI Demolition		
e) Annual Contributions for Section 8 Tenant-Based Assistance	\$133,323	
f) Public Drug Elimination Funds		
g) Resident Opportunity and Self-Sufficiency Grants		
h) Community Development Block Grant		
i) HOME		
Other Federal Grants (list below)		
2. Prior Year Federal Grants (unobligated funds only) (list below)		
3. Public Housing Dwelling Rental Income	\$ 85,286	
4. Other income (list below)		
4. Non-federal sources (list below)		
Total resources	\$ 572,565	

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

(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)
- * The qualifying factors of eligibility will be verified upon application and re-verified (if the verifications are in excess 120 days old) when the family is in a position on the waiting list to be offered a housing unit.

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)
- The ability of the applicant to maintain the responsibilities of tenancy, and 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.
 -

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

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

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

(2) Waiting List Organization

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

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

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

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

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

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

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

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

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

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

(3) Assignment

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

- One
 Two
 Three or More

- Under this plan the first qualified applicant in sequence on the waiting list will be made on offer of a unit of the appropriate size.
- If more than one unit of the appropriate type and size is available, the first unit to be offered will be the first unit that is ready for occupancy.

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

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

(4) Admissions Preferences

a. Income targeting:

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

b. Transfer policies:

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

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

a. Preferences

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

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

Former Federal preferences:

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

Other preferences: (select below)

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

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

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

Date and Time

Former Federal preferences:

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

Other preferences (select all that apply)

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

4. Relationship of preferences to income targeting requirements:

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

income targeting requirements

(5) Occupancy

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

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

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

- At an annual reexamination and lease renewal
- Any time family composition changes
- At family request for revision
- Other (list)
 - (a) The tenant agrees to report the following changes in household circumstances to the Landlord within seven (7) working days of the occurrence:
 - (1) Changes in household composition;
 - (2) An adult member of the household who was reported without income on the most recent certification or recertification obtains income from any source;
 - (3) An increase in income occurs after an interim decrease in rent was made;
 - (4) Any change in the source of income or assets.

(6) Deconcentration and Income Mixing

a. Yes No: Did the PHA's analysis of its family (general occupancy)

developments to determine concentrations of poverty indicate the need for measures to promote deconcentration of poverty or income mixing?

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

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

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

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

If selected, list targeted developments below:

_____ Employing new admission preferences at targeted developments

If selected, list targeted developments below:

X Other (list policies and developments targeted below)

- The PHA's admission policy is designed to provide for deconcentration of poverty and income-mixing by bringing higher income tenants into lower income projects and lower income tenants into higher income projects.

Gross annual income is used for income limits at admission and for income-mixing purposes.

Skipping of a family on the waiting list specifically to reach another family with a lower or higher income is not to be considered an adverse action to the family. Such skipping will be uniformly applied until the target threshold is met.

The PHA will gather data and analyze, at least annually, the tenant characteristics of its public housing stock, including information regarding tenant incomes, to assist in the PHA's deconcentration efforts.

The PHA will use the gathered tenant incomes information in its assessment of its public housing developments to determine the appropriate designation to be assigned to the project for the purpose of assisting the PHA in its deconcentration goals.

If the PHA's annual review of tenant incomes indicates that there has been a significant change in the tenant income characteristics of a particular project, the PHA will evaluate the changes to determine whether, based on the PHA methodology of choice, the project needs to be redesignated as a higher or lower income project or whether the PHA has met the deconcentration goals and the project needs no particular designation.

Deconcentration and Income-Mixing Goals

Admission policies related to the deconcentration efforts of the PHA do not impose specific quotas. Therefore, the PHA will not set specific quotas, but will strive to achieve deconcentration and income-mixing in its developments.

The PHA's income-mixing goal is a long-range goal and may not be achieved in the first year of implementation. The PHA will use its annual analysis of its public housing stock and tenant incomes to provide benchmarks for the PHA.

The PHA's income-mixing goal, in conjunction with the requirement to target at least 40 percent of new admissions to public housing in each fiscal year to "extremely low-income families", will be to achieve the following occupancy percentages:

For higher income projects, an occupancy rate of 40% very low- and extremely

low-income families.

For lower income projects, an occupancy rate of 20% families at or above the low-income limit (80% of area median).

In the upcoming fiscal year, the PHA will strive to achieve the following goals for deconcentration of poverty and income-mixing:

Increase of 2-5 lower income families into higher income developments.

Increase of 2-5 higher income families into lower income developments.

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

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

____ Additional affirmative marketing

____ Actions to improve the marketability of certain developments

____ Adoption or adjustment of ceiling rents for certain developments

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

____ Other (list below)

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

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

____ List (any applicable) developments below:

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

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

____ List (any applicable) developments below:

B. Section 8

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

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

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

apply)

- 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)

Criminal background checks
Drug related activity
Suitability screening for tenancy

- 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)

The Housing Authority will furnish with a proper authorization release, upon request by prospective Section 8 landlords with information about the family's rental history, housekeeping habits, compliance with essential conditions of tenancy, current address of prospective tenant and a name and address of his/her current and or previous landlord, or any history of drug trafficking.

(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)
HOME program for elderly
- 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:

Extensions are permissible at the discretion of the Authority up to a maximum of an additional sixty (60) days primarily for these reasons:

- * Extenuating circumstances such as hospitalization or a family emergency for an extended period of time that has affected the family's ability to find a suitable unit within the initial sixty day period.
- The Family was prevented from finding a unit due to disability accessibility requirements or larger size bedroom requirements.
- If the vacancy rate for rental housing in the jurisdiction is less than 4%, extensions will be granted automatically on request for a total of 90 days.

(4) Admissions Preferences

a. Income targeting

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

b. Preferences

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

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

Former Federal preferences

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

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

Other preferences (select all that apply)

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

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

Date and Time

Former Federal preferences

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

Other preferences (select all that apply)

- Working families and those unable to work because of age or disability
- Veterans and veterans? families
- Residents who live and/or work in your jurisdiction
- Those enrolled currently in educational, training, or upward mobility programs
- Households that contribute to meeting income goals (broad range of

incomes)

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

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

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

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

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

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

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

(5) Special Purpose Section 8 Assistance Programs

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

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

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

- Through published notices
- Other (list below)

4. PHA Rent Determination Policies

[24 CFR Part 903.7 9 (d)]

A. Public Housing

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

4A. (1) Income Based Rent Policies

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

a. Use of discretionary policies: (select one)

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

---or---

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:

**In order for a family to qualify for a hardship exception, the family's circumstances must fall into one of the following criteria:
The family has lost eligibility or is awaiting an eligibility determination for Federal, State or local assistance; including a family that includes a member who is an alien lawfully admitted for permanent residences under the Immigration and Nationality Act who would be entitled to public benefits but for title IV of the Personal Responsibility and Work Opportunity Reconciliation Act of 1996;
The family would be evicted as a result of the imposition of the minimum**

rent;

The income of the family has decreased because of changed circumstance, including loss of employment;

A death in the family has occurred; and

Other situations as may be determined by HUD or the PHA.

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

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

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

As prescribes by law the Housing Authority established ceiling rents that reflect the reasonable market value of housing, but not less than 75 percent of the monthly operating costs for families that are not senior or disabled families, nor less than 100 percent of monthly operating costs for the Housing Authority.

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
- No

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

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

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

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

f. Rent re-determinations:

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

- Never
- At family option
- 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) **that results in a monthly increase of \$40.00 or more.**
- Other (list below)

P:\DOCSWP\Public Housing\wy013.v01.wpd

g. Yes No: Does the PHA plan to implement individual savings

accounts for residents (ISAs) as an alternative to the required 12 month disallowance of earned income and phasing in of rent increases in the next year?

(2) Flat Rents

1. In setting the market-based flat rents, what sources of information did the PHA use to establish comparability? (select all that apply.)
- The section 8 rent reasonableness study of comparable housing
 - Survey of rents listed in local newspaper
 - Survey of similar unassisted units in the neighborhood
 - Other (list/describe below)

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)
- * The EHA intends to raise the payment standard to 100% of the FMR effective 4/1/2001.
- 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 PHAs 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)
- * See the comment enclosed in section 1 a above.
- 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 PHAs 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)

* In order for a family to qualify for a hardship exception, the family's circumstances must fall into one of the following criteria:
 The family has lost eligibility or is awaiting an eligibility determination for Federal, State or local assistance; including a family that includes a member who is an alien lawfully admitted for permanent residences under the Immigration and Nationality Act who would be entitled to public benefits but for title IV of the Personal Responsibility and Work Opportunity Reconciliation Act of 1996;
 The family would be evicted as a result of the imposition of the minimum rent;
 The income of the family has decreased because of changed circumstance, including loss of employment;
 A death in the family has occurred; and
 Other situations as may be determined by HUD or the PHA.

5. Operations and Management

[24 CFR Part 903.7 9 (e)]

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

A. PHA Management Structure

Describe the PHA employees both professional and technical, are currently employed by the EHA. In 1995, the Authority developed job descriptions that outlined a process that establishes specific goal and objectives for various departments and or key personnel. Standards are incorporated for each goal and measurable benchmarks are established to review and monitor the success of each objective. Each EHA Department Head is currently in the process or had finished developing goals and objectives for their specific department functions. This process is to be finished by October 1, 2001.

(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.)

Program Name	Units or Families Served at Year Beginning	Expected Turnover
Public Housing for Elderly and Disabled	24	10%
Public Housing for Families	56	50%
Section 8 Vouchers	47	50%
Section 8 Certificates	39	50%
Other Federal Programs(list individually)		
HOME Elderly Apartments located the Homestead	14	15%
HOME Elderly Apartments Located Lyman	5	10%

HOME Elderly Apartments located at Ortega Court	12	10%
Open Market Rental Pines of Yellow Creek	84	50%
Total	281	119

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)**

* **Admissions and Continued Occupancy Policy**

- * Automobile Policy
- * Capitalization Policy
- * Purchase Order Policy
- * Community Room Policy
- * Criminal Record Management Policy
- * Disposition Policy
- * Drug Free Policy
- * Equal Housing Policy
- * Investment Policy
- * Maintenance Plan (including pest prevention/eradication policy)
- * Personnel Policy
- * Pet Policy
- * Procurement Policy
- * Public Record Policy
- * Record Management Policy
- * Selection of a Resident Commissioner
- *

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

- * Administrative Plan (Section 8)

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. **X** 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:

* See the Appendix

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

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

B. Section 8 Tenant-Based Assistance

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

If yes, list additions to federal requirements below:

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

- PHA main administrative office
 Other (list below)

7. Capital Improvement Needs

[24 CFR Part 903.7 9 (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. **Attachment**

(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. **X** Yes **OR** 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:

X The Capital Fund Program 5-Year Action Plan is provided as an attachment to the PHA Plan at **Attachment**

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

2. Activity Description

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

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

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

[24 CFR Part 903.7 9 (i)]

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

1. Yes 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 componen 10.)

2. Activity Description

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

Designation of Public Housing Activity Description
Development name:
Development (project) number:
Designation type:
<input type="checkbox"/> 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
Designation status (select one)
<input type="checkbox"/> Approved; included in the PHA's Designation Plan <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application
Date this designation approved, submitted, or planned for submission: (DD/MM/YY)
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?
Number of units affected:
Category of action (select one)
<input type="checkbox"/> Part of the development <input type="checkbox"/> Total development

10. Conversion of Public Housing to Tenant-Based Assistance

[24 CFR Part 903.7 9 (j)]

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

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

X1. ____ Yes ____ No: Have any of the PHA's developments or portions of developments been identified by HUD or the PHA as covered under section 202 of the HUD FY 1996 HUD Appropriations Act? (If "No", skip to component 11; if "yes", complete one activity description for each identified development, unless eligible to complete a streamlined submission. PHAs completing streamlined submissions may skip to component 11.)

2. Activity Description

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

Conversion of Public Housing Activity Description
Development name:
Development (project) number:
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)
Yes ____ No: Is a Conversion Plan required? (If yes, go to block 4; if no, go to block 5.)
Status of Conversion Plan (select the statement that best describes the current status) <input type="checkbox"/> Conversion Plan in development <input type="checkbox"/> Conversion Plan submitted to HUD on: (DD/MM/YYYY) <input type="checkbox"/> Conversion Plan approved by HUD on: (DD/MM/YYYY) <input type="checkbox"/> Activities pursuant to HUD-approved Conversion Plan underway
Description of how requirements of Section 202 are being satisfied by means other than conversion (select one) <input type="checkbox"/> Units addressed in a pending or approved demolition application (date submitted or approved:) <input type="checkbox"/> Units addressed in a pending or approved HOPE VI demolition application (date submitted or approved:) <input type="checkbox"/> Units addressed in a pending or approved HOPE VI Revitalization Plan (date submitted or approved:)

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

2. Activity Description

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

**Public Housing Homeownership Activity Description
(Complete one for each development affected)**

Development name:

Development (project) number:

Local Program authority:

HOPE I

5(h)

Turnkey III

Section 32 of the USHA of 1937 (effective 10/1/99)

Approval status: (select one)

Approved; included in the PHA's Homeownership Plan/Program

Submitted, pending approval
Planned application
Homeownership Plan/Program approved, submitted, or planned for submission: (M/YYYY)
Number of units affected:
Percentage of action: (select one)
Start of the development
End of 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 (1)]

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? **11/07/00**

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

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

B. Services and programs offered to residents and participants

(1) General

a. Self-Sufficiency Policies

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

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

Services and Programs

Program Name & Description (including location, if appropriate)	Estimated Size	Allocation Method (waiting list/random selection/specific criteria/other)	Access (development office / PHA main office / other provider name)	Eligibility (public housing section 8 participants or both)

(2) Family Self Sufficiency program/s

a. Participation Description

Family Self Sufficiency (FSS) Participation		
Program	Required Number of Participants (start of FY 2000 Estimate)	Actual Number of Participants (As of: DD/MM/YY)
Public Housing		
Section 8	25	8 October 1, 2000

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

C. Welfare Benefit Reductions

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

- Adopting appropriate changes to the PHA's public housing rent determination policies and train staff to carry out those policies
- Informing residents of new policy on admission and reexamination
- Actively notifying residents of new policy at times in addition to admission and reexamination.
- Establishing or pursuing a cooperative agreement with all appropriate TANF agencies regarding the exchange of information and coordination of services
- Establishing a protocol for exchange of information with all appropriate TANF agencies
- Other: (list below)

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

13. PHA Safety and Crime Prevention Measures

[24 CFR Part 903.7 9 (m)]

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

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

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

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

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

- Safety and security survey of residents
- Analysis of crime statistics over time for crimes committed ?in and around? public housing authority
- Analysis of cost trends over time for repair of vandalism and removal of graffiti
- Resident reports
- PHA employee reports
- Police reports

- Demonstrable, quantifiable success with previous or ongoing anticrime/anti drug programs
- Other (describe below)

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

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

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

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

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

C. Coordination between PHA and the police

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

- Police involvement in development, implementation, and/or ongoing evaluation of drug-elimination plan
- Police provide crime data to housing authority staff for analysis and action
- Police have established a physical presence on housing authority property (e.g., community policing office, officer in residence)
- Police regularly testify in and otherwise support eviction cases
- Police regularly meet with the PHA management.
- 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 X No: Is the PHA eligible to participate in the PHDEP in the fiscal year covered by this PHA Plan?
Yes X 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

PET POLICY

INTRODUCTION The Housing Authority of the City of Evanston created this Pet Policy with feedback from residents. It is our hope that our residents follow the included regulations to insure a safe environment for all. Any violation of this policy will result in the eviction of the family.

Families residing in a Public Housing unit are allowed to keep common household pets in their apartments as stated in their lease and in accordance with the Code of Federal Regulations. Families may request permission to keep a common household pet. Households may keep only one common household pet if it is registered with the Housing Authority before it is brought onto the premises, and if registration is updated each year at annual reexamination. No vicious or intimidating animal or pet is to be kept on the premises.

The resident will be responsible for all reasonable expenses directly related to the presence of the animal or pet on the premises, including the cost of repairs and replacement in the apartment, and the cost of animal care facilities if needed. These charges are due and payable within 30 days of written notification

Payment

The PHA will charge a non-refundable nominal fee of \$150.00. This fee is intended to cover the reasonable operating costs to the project.

The PHA will, in addition, charge a refundable pet deposit of \$150.00 for . This fee is intended to cover additional costs otherwise covered.

The refundable pet deposit will be placed in an escrow account. The PHA will refund the unused portion of the deposit, to the resident within a reasonable time after the resident moves from the project or no longer owns or has a pet present in the resident's dwelling unit.

Limitations

PHA authorization for pet will be given on a year-by-year basis.

No pet will be allowed if weight exceeds 30 pounds or is taller than 13 inches at the shoulder.

No traditionally aggressive breeds will be allowed. The Authority reserves the right to

determine a pet to be aggressive.

Cats are acceptable.

No exotic pets are allowed, which may include but not limited to snakes, spiders, chickens, pigs, and reptiles.

No pets will be allowed in buildings at which there is no green space.

Registration

Registration must include the following:

A certificate signed by a licensed veterinarian stating that the common household pet has received timely all inoculations currently required by state and local laws.

A picture of the common household pet must be provided at time of registration.

Name, address and phone number of person to be responsible for pet in resident's absence.

All animals are to be spayed or neutered. If animals are not spayed or neutered and have offspring, the resident household is in violation of this rule.

Resident will be required to show proof of pet insurance.

No animal or pet may be kept in violation of humane or health laws.

Information to identify the animal or pet and to demonstrate that it is an common household pet of reasonable size and demeanor.

The Housing Authority will notify the owner of the common household pet if registration of the pet is refused and will state the basis for the rejection, as size, disposition, etc.

Animal Restraint

A household pet must be effectively restrained and under the control of a responsible person when passing through a common area, from the street to the apartment, etc.

No pets will be allowed to be restrained, tied , tethered or in any fashion attached to the apartment or grounds.

No pets will be left unattended outside for any reason.

Sanitation Standards

Any animal or pet waste deposited in any animal or pet animal exercise area must be removed

right away by the pet owner.

Residents will take adequate precautions to eliminate any animal or pet odors within or around the apartment and maintain the apartment in a sanitary condition at all times.

If a litter box is used in the apartment, it must be emptied daily and contents placed in a heavy plastic bag into the garbage container immediately.

All common household pets are to be fed inside the apartment. Feeding is not allowed on porches, sidewalks, patios or other outside area.

Tenants are prohibited from feeding stray animals. The feeding of stray animals will constitute having a pet without permission of the Housing Authority.

Residents will not alter their unit, patio or unit area to create an enclosure for a common household pet.

Fines

A \$75.00 fine will be imposed, payable with the next month's rent, for any resident identified not curbing their pet and unleashed on the Authority's property.

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.

See Attachment

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.

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?

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

Attached at Attachment (File name)

Provided below:

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

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

The PHA changed portions of the PHA Plan in response to comments

List changes below:

Other: (list below)

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

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

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

3. Description of Resident Election Process

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

Candidates were nominated by resident and assisted family organizations

Candidates could be nominated by any adult recipient of PHA assistance

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

Other: (describe)

* The board consists of appointed board members by the mayor of the City of Evanston and membership of the board does not currently contain at least one resident board member.

* The first seat open the board that becomes open on or after October 1, 2000 shall be filled by an eligible resident.

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)

* The Mayor of the City of Evanston shall appoint an eligible resident to fill the open seat. If there are no eligible residents who wish to serve on the board at the time the seat becomes open, the board shall continue to make reasonable efforts to identify an eligible resident until an eligible resident is appointed.

C. Statement of Consistency with the Consolidated Plan

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

1. Consolidated Plan jurisdiction: (provide name here)

State of Wyoming

2. The PHA has taken the following steps to ensure consistency of this PHA Plan with the Consolidated Plan for the jurisdiction: (select all that apply)

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

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

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

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

Other: (list below)

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

D. Other Information Required by HUD

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

Attachments

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

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

Annual Statement
Capital Fund Program (CFP) Part I: Summary

Line No.	Summary by Development Account	Total Estimated
1	Total Non-CGP Funds	
2	1406 Operations	40.835
3	1408 Management Improvements	10.000
4	1410 Administration	
5	1411 Audit	
6	1415 Liquidated Damages	
7	1430 Fees and Costs	
8	1440 Site Acquisition	
9	1450 Site Improvement	27.500
10	1460 Dwelling Structures	20.000
11	1465.1 Dwelling Equipment-Nonexpendable	77.680
12	1470 Nondwelling Structures	
13	1475 Nondwelling Equipment	28.159
14	1485 Demolition	
15	1490 Replacement Reserve	
16	1492 Moving to Work Demonstration	
17	1495.1 Relocation Costs	
18	1498 Mod Used for Development	
19	1502 Contingency	
20	Amount of Annual Grant (Sum of lines 2-19)	204.174
21	Amount of line 20 Related to LBP Activities	0
22	Amount of line 20 Related to Section 504 Compliance	0
23	Amount of line 20 Related to Security	0
24	Amount of line 20 Related to Energy Conservation	7.500

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

Development Number/Name HA-Wide	General Description of Major Work Categories	Development Account Number	Total Estimated Cost
WY99P013 001/002	SET ASIDE 20% OF CAPITAL FUNDS	1406	40.835
WY99P013001	REPLACE THE REMAINING	1460	20.000
WY99P013 001/002	REPLACE COPIER FOR OFFICE	1408	10,000

WY99P013001/002	REPLACE HOT WATER HEATERS	1465.1	20,000
WY99P013001	REPLACE STOVES AND HOODS	1465.1	21,000
WY99P013001	REPLACE REFRIGERATORS	14.65.1	28,000
WY99P013001	REPLACE GARBAGE DISPOSALS	1465.1	8,680
WY99P013001	HOOK UP METERED SPRINKLER	1450	7,500
WY99P013002	RESURFACE ELDERLY PARKING	1450	20,000
WY99P013001/002	PURCHASE UTILITY BED FOR	1475.2	5,000
WY99P013001/002	REPLACE MAINTENANCE VEHICLE	1475.2	23,159

Annual Statement

Capital Fund Program (CFP) Part III: Implementation Schedule

Development Number/Name HA-Wide	All Funds Obligated (Quarter Ending Date)	All Funds Expended (Quarter Ending Date)
WY00P013001/002	1/1/2000	9/30/2000

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
WY99P013001 001/002	HOUSING AUTHORITY CITY OF EVANSTON	8	9%
Description of Needed Physical Improvements or Management Improvements		Estimated Cost	Planned Start Date (HA Fiscal Year)
1. SET ASIDE 10% OF CAPITAL FUNDS FOR RESERVE AND REPLACE		20,400	10/1/2001
2. INSTALL TUB AND SHOWER SURROUNDS IN 28 FAMILY UNITS		50,000	10/1/2001
3. REPLACE EXTERIOR DOORS AT THE ELDERLY APARTMENTS		15,000	10/1/2001
4. REPLACE CABINETS IN FAMILY UNITS		40,000	10/1/2001
5. REPLACE COUNTERTOPS IN FAMILY UNITS		20,000	10/1/2001
6. REPLACE FAUCETS IN PUBLIC HOUSING UNITS		10,000	10/1/2001
7. REPLACE GROUNDSKEEPING EQUIPMENT		45,000	10/1/2001
		20,400	10/1/2002
1. SET ASIDE 10% OF CAPITAL FUNDS FOR RESERVE AND REPLACE.		50,000	10/1/2002
2. INSTALL TUB AND SHOWER SURROUNDS IN 28 FAMILY UNITS		40,000	10/1/2002
3. REPLACE CABINETS IN FAMILY UNITS		20,000	10/1/2002
4. REPLACE COUNTERTOPS IN FAMILY APARTMENTS		50,000	10/1/2002
5. UPGRADE WINDOWS IN 28 FAMILY APARTMENTS		10,000	10/1/2002
6. REPLACE LOCKS AND DEADBOLTS ON ELDERLY APARTMENTS		50,000	10/1/2003
		50,000	10/1/2003
1. UPGRADE WINDOWS IN 28 FAMILY APARTMENTS		9,100	10/1/2003
2. INSTALL VINYL OR STEEL SIDING ON FAMILY APARTMENTS		35,000	10/1/2003
3. REPLACE STOVES IN ELDERLY APARTMENTS		10,000	10/1/2003

4. CRACK AND SEAL PUBLIC HOUSING PARKING LOTS	10,000	10/1/2003
5. REPLACE FAILED SIDEWALKS AND CEMENT WORK		
6. REPLACE LOCKS AND DEADBOLTS ON FAMILY APARTMENTS	84,000	10/1/2004
	25,000	10/1/2004
1. RE-SHINGLE ROOFS ON PUBLIC HOUSING APARTMENTS	15,000	10/1/2004
2. INSTALL VINYL OR STEEL SIDING ON FAMILY APARTMENTS	10,000	10/1/2004
3. BUILD OVERHEAD PARKING COVER ON ELDERLY APARTMENTS		
4. REPLACE FAILED SIDEWALKS AND CEMENT WORK		
Total estimated cost over next 5 years	893,074	

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>