

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

PHA Plans

5 Year Plan for Fiscal Years 2000 - 2004

Annual Plan for Fiscal Year 2000

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

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

**PHA Plan
Agency Identification**

PHA Name: City of Des Moines, Des Moines Municipal Housing Agency

PHA Number: IA020

PHA Fiscal Year Beginning: (mm/yyyy) 07/2001

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

The Housing Services Department's mission is to provide Quality Affordable Housing opportunities within Des Moines and Polk County, and to facilitate, where possible, self-sufficiency for its clients.

B. Goals

The goals and objectives listed below are derived from HUD's strategic Goals and Objectives and those emphasized in recent legislation. PHAs may select any of these goals and objectives as their own, or identify other goals and/or objectives. Whether selecting the HUD-suggested objectives or their own, **PHAS ARE STRONGLY ENCOURAGED TO IDENTIFY QUANTIFIABLE MEASURES OF SUCCESS IN REACHING THEIR OBJECTIVES OVER THE COURSE OF THE 5 YEARS.** (Quantifiable measures would include targets such as: numbers of families served or PHAS scores achieved.) PHAs should identify these measures in the spaces to the right of or below the stated objectives.

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

- PHA Goal: Expand the supply of assisted housing
Objectives:
- Apply for additional rental vouchers:
 - Reduce public housing vacancies:
 - Leverage private or other public funds to create additional housing opportunities:
 - Acquire or build units or developments
 - Other (list below)
- PHA Goal: Improve the quality of assisted housing
Objectives:
- Improve public housing management: (PHAS score)
 - Improve voucher management: (SEMAP score)

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

- PHA Goal: Increase assisted housing choices

Objectives:

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

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

- PHA Goal: Provide an improved living environment

Objectives:

- Implement measures to deconcentrate poverty by bringing higher income public housing households into lower income developments:
- Implement measures to promote income mixing in public housing by assuring access for lower income families into higher income developments:
- Implement public housing security improvements:
- Designate developments or buildings for particular resident groups (elderly, persons with disabilities)
- Other: (list below)

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

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

Objectives:

- Increase the number and percentage of employed persons in assisted families:
- Provide or attract supportive services to improve assistance recipients' employability:
- Provide or attract supportive services to increase independence for the elderly or families with disabilities.
- Other: (list below)

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

- PHA Goal: Ensure equal opportunity and affirmatively further fair housing
Objectives:
 - Undertake affirmative measures to ensure access to assisted housing regardless of race, color, religion national origin, sex, familial status, and disability:
 - Undertake affirmative measures to provide a suitable living environment for families living in assisted housing, regardless of race, color, religion national origin, sex, familial status, and disability:
 - Undertake affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required:
 - Other: (list below)

Other PHA Goals and Objectives: (list below)

**ATTACHMENTS: ia020a01.doc
ia020b01.doc**

Annual PHA Plan
PHA Fiscal Year 2001

[24 CFR Part 903.7]

i. Annual Plan Type:

Select which type of Annual Plan the PHA will submit.

Standard Plan

Streamlined Plan:

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

Troubled Agency Plan

ii. Executive Summary of the Annual PHA Plan

[24 CFR Part 903.7 9 (r)]

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

Not Required

iii. Annual Plan Table of Contents

[24 CFR Part 903.7 9 (r)]

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

Table of Contents

	<u>Page #</u>
Annual Plan	
i. Executive Summary	Not Required
ii. Table of Contents	
1. Housing Needs	4
2. Financial Resources	10
3. Policies on Eligibility, Selection and Admissions	11
4. Rent Determination Policies	20
5. Operations and Management Policies	25
6. Grievance Procedures	26
7. Capital Improvement Needs	27
8. Demolition and Disposition	29
9. Designation of Housing	30
10. Conversions of Public Housing	31

11. Homeownership		32
12. Community Service Programs	34	
13. Crime and Safety		37
14. Pets (Inactive for January 1 PHAs)		39
15. Civil Rights Certifications (included with PHA Plan Certifications)		
16. Audit		39
17. Asset Management		39
18. Other Information		40

Attachments

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

Required Attachments:

- Admissions Policy for Deconcentration
- FY 2001 Capital Fund Program Annual Statement
- Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)

ATTACHMENT – Resident Advisory Board

ATTACHMENT – Pet Policy

ATTACHMENT – Community Service Summary

ATTACHMENT – Resident Assessment Survey

Optional Attachments:

- PHA Management Organizational Chart
- FY 2001 Capital Fund Program 5 Year Action Plan
- Public Housing Drug Elimination Program (PHDEP) Plan
- Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text)
- Other (List below, providing each attachment name)

Supporting Documents Available for Review

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

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
xxxxxx	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
xxxxxx	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
xxxxxxx	Fair Housing Documentation: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions' initiatives to affirmatively further fair housing that require the PHA's involvement.	5 Year and Annual Plans
xxxxxxx	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
xxxxxxx	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources;
xxxxxxx	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
xxxxxx	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
xxxxxx	Public Housing Deconcentration and Income Mixing Documentation: 1. PHA board certifications of compliance with deconcentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/99 <i>Quality Housing and Work Responsibility Act Initial Guidance; Notice</i> and any further HUD guidance) and 2. Documentation of the required deconcentration and income mixing analysis	Annual Plan: Eligibility, Selection, and Admissions Policies
xxxxxx	Public housing rent determination policies, including the methodology for setting public housing flat rents <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
xxxxxx	Schedule of flat rents offered at each public housing development <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
xxxxx	Section 8 rent determination (payment standard) policies <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
xxxxx	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

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
xxxxx	Public housing grievance procedures <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
xxxxx	Section 8 informal review and hearing procedures <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
xxxxx	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
xxxxx	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
xxxxxx	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
xxxxxx	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
	Policies governing any Section 8 Homeownership program <input type="checkbox"/> check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
xxxxx	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
xxxxx	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
xxxxx	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
xxxxxx	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)

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component

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.

Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Overall	Afford-ability	Supply	Quality	Access-ibility	Size	Loca-tion
Income <= 30% of AMI	7466	5	5	5	N/A	5	1
Income >30% but <=50% of AMI	4997	4	1	5	N/A	1	1
Income >50% but <80% of AMI	6671	1	1	1	N/A	1	1
Elderly	4386	5	5	5	N/A	1	1
Families with Disabilities	58,000 **	5	5	2	4	1	4
Race/Ethnicity All minority headed	1,889						
Race/Ethnicity Black (non-Hispanic)	1,351						
Race/Ethnicity Hispanic	219						
Race/Ethnicity							

*****Attachment: Statement of Housing Needs ia020c01.doc

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: 2000

- 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)
Polk county Management Plan 1998

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

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

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input checked="" type="checkbox"/>	Section 8 tenant-based assistance ATTACHMENTS ia020d01.doc, ia020e01.doc, ia020f01.doc, ia020g01.doc, ia020h01.doc, ia020i01.doc		
<input checked="" 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)			

Housing Needs of Families on the Waiting List			
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)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			
If yes:			
How long has it been closed (# of months)?			
Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input type="checkbox"/> 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.

(1) Strategies

Need: Shortage of affordable housing for all eligible populations

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

Select all that apply

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

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

Select all that apply

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

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

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

Select all that apply

- Exceed HUD federal targeting requirements for families at or below 30% of AMI in public housing
- Exceed HUD federal targeting requirements for families at or below 30% of AMI in tenant-based section 8 assistance
- Employ admissions preferences aimed at families with economic hardships

- Adopt rent policies to support and encourage work
- Other: (list below)

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

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

Select all that apply

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

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)
Develop program materials in several languages

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)

The current marketing plan will be reviewed and updated

(2) Reasons for Selecting Strategies

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

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

2. Statement of Financial Resources

[24 CFR Part 903.7 9 (b)]

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

operations, public housing capital improvements, public housing safety/security, public housing supportive services, Section 8 tenant-based assistance, Section 8 supportive services or other.

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
1. Federal Grants (FY 2001 grants)		
a) Public Housing Operating Fund	846,862 *	
b) Public Housing Capital Fund	1,573,727 **	
c) HOPE VI Revitalization		
d) HOPE VI Demolition		
e) Annual Contributions for Section 8 Tenant-Based Assistance	9,913,864	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)	208,364	
g) Resident Opportunity and Self-Sufficiency Grants	246,000	
h) Community Development Block Grant		
i) HOME		
Other Federal Grants (list below)		
2. Prior Year Federal Grants (unobligated funds only) (list below)		
2000 CGP	800,000	
Shelter Plus Care	400,000 ***	
3. Public Housing Dwelling Rental Income		
	1,650,000	Public Housing Operations
4. Other income (list below)		
Donations from Section 8	150,000	Public Housing Operations
Administrative Fees	18,000	Logan Park Contract Administration

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
Miscellaneous	533,000	Public Housing & Section 8 Operations
4. Non-federal sources (list below)		
Sales from Homeownership Program	775,000	Public Housing Operations
Total resources	17,114,817	

*Based on FY 2000 PFS

**Based on FY 1999 CGP Grant

***Estimated Balance of Grant @07/01/00 \$1,292,200

3. PHA Policies Governing Eligibility, Selection, and Admissions

[24 CFR Part 903.7 9 (c)]

A. Public Housing

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

(1) Eligibility

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

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

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

Other: (describe)

When staff estimates that a unit will be available within the next several months, applicants will be required to attend an interview and complete a full application. Upon receipt of all verifications, eligibility will be finalized.

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) Past participation in federally subsidized programs
- 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)

Application packets will be available at local service providers offices and will be mailed to interested parties.

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?

DMMHA will offer four site-based waiting lists. Each zone will have a separate list for each bedroom size.

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? two

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)

Application packets that include information on site-based waiting lists, will be available at local service providers offices and will be mailed to interested parties.

(3) Assignment

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

- One
- Two
- Three or More

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

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

(4) Admissions Preferences

a. Income targeting:

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

b. Transfer policies:

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

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

c. 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**)
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 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)

Elderly, displaced, or disabled singles will be admitted before other singles

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.

2 Date and Time

Former Federal preferences:

- 1 Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)

- 1 Victims of domestic violence
- 1 Substandard housing
- 1 Homelessness
- 1 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)

DMMHA gives a higher priority to applicants who are currently eligible for one or more preferences. Families qualifying for three preferences will be considered first, families qualifying for two preferences next, then families qualifying for one of the preferences.

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)

Occupancy Rules, Pet policies, delinquency policy, schedule of sales and service charges, grievance policy, rent collection policy and reimbursement policy

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

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

(6) Deconcentration and Income Mixing

ATTACHMENT ia020j01.doc

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

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

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

Adoption of site-based waiting lists

If selected, list targeted developments below:

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

If selected, list targeted developments below:

Employing new admission preferences at targeted developments

If selected, list targeted developments below:

Other (list policies and developments targeted below)

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

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

Additional affirmative marketing

Actions to improve the marketability of certain developments

Adoption or adjustment of ceiling rents for certain developments

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

Other (list below)

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

- Not applicable: results of analysis did not indicate a need for such efforts
 List (any applicable) developments below:

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

- Not applicable: results of analysis did not indicate a need for such efforts
 List (any applicable) developments below:

B. Section 8

Exemptions: PHAs that do not administer section 8 are not required to complete sub-component 3B. **Unless otherwise specified, all questions in this section apply only to the tenant-based section 8 assistance program (vouchers, and until completely merged into the voucher program, certificates).**

(1) Eligibility

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

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

Past participation in other federally subsidized programs; monies owed DMMHA or other HAs; pattern of illegal use of controlled substance or pattern of abuse of alcohol.

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 family's current address, the name and address of the landlord at the family's current and prior address, if known.

(2) Waiting List Organization

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

- None
- Federal public housing
- Federal moderate rehabilitation
- Federal project-based certificate program
- Other federal or local program (list below)

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

- PHA main administrative office
- Other (list below)

Application packets are also available through local service providers and property owners and are mailed to interested individuals.

(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:

Extenuating circumstances affecting the family's ability to locate housing, such as hospitalization, family emergencies or the family is requiring a three or four bedroom dwelling unit or barrier free or handicapped housing.

(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.

2 Date and Time

Former Federal preferences

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

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)

Families qualifying for three preferences will be considered first. Families qualifying for two preferences next and then families qualifying for any one of the preferences.

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

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

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

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

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

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

(5) Special Purpose Section 8 Assistance Programs

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

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

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

Through published notices

Other (list below)

Local Service Providers are contacted

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:

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

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

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

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

For the earned income of a previously unemployed household member

For increases in earned income

Fixed amount (other than general rent-setting policy)

If yes, state amount/s and circumstances below:

Fixed percentage (other than general rent-setting policy)

If yes, state percentage/s and circumstances below:

For household heads

For other family members

For transportation expenses

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

Other (describe below)

e. Ceiling rents

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

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)_\$100 or more per month_____
- Other (list below)

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

(2) Flat Rents

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

B. Section 8 Tenant-Based Assistance

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

(1) Payment Standards

Describe the voucher payment standards and policies.

- a. What is the PHA's payment standard? (select the category that best describes your standard)
- At or above 90% but below 100% of FMR
 - 100% of FMR
 - Above 100% but at or below 110% of FMR
 - Above 110% of FMR (if HUD approved; describe circumstances below)
- b. If the payment standard is lower than FMR, why has the PHA selected this standard? (select all that apply)
- FMRs are adequate to ensure success among assisted families in the PHA's segment of the FMR area
 - The PHA has chosen to serve additional families by lowering the payment standard
 - Reflects market or submarket
 - Other (list below)
- c. If the payment standard is higher than FMR, why has the PHA chosen this level? (select all that apply)
- FMRs are not adequate to ensure success among assisted families in the PHA's segment of the FMR area

- Reflects market or submarket
- To increase housing options for families
- Other (list below)

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

- Annually
- Other (list below)

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

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

(2) Minimum Rent

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

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

b. Yes No: Has the PHA adopted any discretionary minimum rent hardship exemption policies? (if yes, list below)

5. Operations and Management

[24 CFR Part 903.79 (e)]

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

A. PHA Management Structure

Describe the PHA's management structure and organization.

(select one)

- An organization chart showing the PHA's management structure and organization is attached. **ATTACHMENT ia020k01.doc**
- 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	800	10 MONTHLY
Section 8 Vouchers	2315	12 MONTHLY
Section 8 Certificates	Included under vouchers	
Section 8 Mod Rehab	125	3 MONTHLY
Special Purpose Section 8 Certificates/Vouchers (list individually)		
Public Housing Drug Elimination Program (PHDEP)	700	50
2001	700	50
Other Federal Programs(list individually) ROSS	350	50
Shelter & Care	60	20
ROSS Family Success	50	15
Homeownership 5H	25	25

***** The Agency has chosen to combine the Certificate & voucher number of families being served due to the complexity of the merger of the Certificate & voucher programs. Individual program number will change as certificate participants and funding increments convert to Housing Choice vouchers**

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 & Continued Occupancy Policy
 - Maintenance Plan

Schedule of Maintenance Charges
Sales & Services Charges

- (2) Section 8 Management: (list below)
Administrative Plan

DMMHA personnel policies, procurement policies, asset disposition policies and any other management policy are included in the City of Des Moines Administrative manual or DMMHA procedures manual.

6. PHA Grievance Procedures

[24 CFR Part 903.7 9 (f)]

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

A. Public Housing

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

If yes, list additions to federal requirements below:

2. Which PHA office should residents or applicants to public housing contact to initiate the PHA grievance process? (select all that apply)
- PHA main administrative office
 - PHA development management offices
 - Other (list below)

B. Section 8 Tenant-Based Assistance

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

If yes, list additions to federal requirements below:

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

- PHA main administrative office
 Other (list below)

7. Capital Improvement Needs

[24 CFR Part 903.79 (g)]

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

A. Capital Fund Activities

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

(1) Capital Fund Program Annual Statement

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

Select one: **ATTACHMENT ia020101.doc**

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

-or-

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

(2) Optional 5-Year Action Plan

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

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

b. If yes to question a, select one: **ATTACHMENT ia020m01.doc**

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

-or-

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

ATTACHMENT ia020n01.doc – Performance & Evaluation Report

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

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

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

1. Development name:

2. Development (project) number:

3. Status of grant: (select the statement that best describes the current status)

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

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

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

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

If yes, list developments or activities below:

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	
1a. Development name:	
1b. Development (project) number: IA020-08,09,10,11,12,13,15,16, & 17	
2. Activity type: Demolition <input type="checkbox"/> Disposition <input checked="" type="checkbox"/>	
3. Application status (select one) Approved <input checked="" type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/>	
4. Date application approved, submitted, or planned for submission: <u>31/05/2000</u>	
5. Number of units affected: 124	
6. Coverage of action (select one) <input checked="" type="checkbox"/> Part of the development <input type="checkbox"/> Total development	
7. Timeline for activity: a. Actual or projected start date of activity: May 1, 2001 b. Projected end date of activity: 2002	

***Homeownership Program 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 component 10.)

2. Activity Description

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

Designation of Public Housing Activity Description	
1a. Development name:	
1b. Development (project) number:	IA020-02,03,04 & 014
2. Designation type:	Occupancy by only the elderly <input checked="" type="checkbox"/> Occupancy by families with disabilities <input type="checkbox"/> Occupancy by only elderly families and families with disabilities <input type="checkbox"/>
3. Application status (select one)	Approved; included in the PHA’s Designation Plan <input checked="" type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/>
4. Date this designation approved, submitted, or planned for submission:	09/03/2001 (DD/MM/YY)

<p>5. If approved, will this designation constitute a (select one)</p> <p><input checked="" type="checkbox"/> New Designation Plan</p> <p><input type="checkbox"/> Revision of a previously-approved Designation Plan?</p>
<p>6. Number of units affected: 190</p> <p>7. Coverage of action (select one)</p> <p><input type="checkbox"/> Part of the development</p> <p><input checked="" type="checkbox"/> Total development</p>

10. Conversion of Public Housing to Tenant-Based Assistance

[24 CFR Part 903.7 9 (j)]

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

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

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

2. Activity Description

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

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

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

Conversion Plan in development

Conversion Plan submitted to HUD on: (DD/MM/YYYY)

Conversion Plan approved by HUD on: (DD/MM/YYYY)

Activities pursuant to HUD-approved Conversion Plan underway

5. Description of how requirements of Section 202 are being satisfied by means other than conversion (select one)

Units addressed in a pending or approved demolition application (date submitted or approved: _____)

Units addressed in a pending or approved HOPE VI demolition application (date submitted or approved: _____)

Units addressed in a pending or approved HOPE VI Revitalization Plan (date submitted or approved: _____)

Requirements no longer applicable: vacancy rates are less than 10 percent

Requirements no longer applicable: site now has less than 300 units

Other: (describe below)

B. Reserved for Conversions pursuant to Section 22 of the U.S. Housing Act of 1937

C. Reserved for Conversions pursuant to Section 33 of the U.S. Housing Act of 1937

11. Homeownership Programs Administered by the PHA

[24 CFR Part 903.7 9 (k)]

A. Public Housing

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

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

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

2. Activity Description

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

Public Housing Homeownership Activity Description (Complete one for each development affected)
1a. Development name: 1b. Development (project) number: IA05020-008,009,010,012,013, & 017
2. Federal Program authority: <input type="checkbox"/> HOPE I <input checked="" type="checkbox"/> 5(h) <input type="checkbox"/> Turnkey III <input type="checkbox"/> Section 32 of the USHA of 1937 (effective 10/1/99)
3. Application status: (select one) <input checked="" type="checkbox"/> Approved; included in the PHA’s Homeownership Plan/Program <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application
4. Date Homeownership Plan/Program approved, submitted, or planned for submission: <u>28/07/1992 Revisions Approved 31/05/2000</u>
5. Number of units affected: 124 6. Coverage of action: (select one) <input checked="" type="checkbox"/> Part of the development <input type="checkbox"/> Total development

B. Section 8 Tenant Based Assistance

1. Yes No: Does the PHA plan to administer a Section 8 Homeownership program pursuant to Section 8(y) of the U.S.H.A. of 1937, as implemented by 24 CFR part 982 ? (If “No”, skip to component 12;

if “yes”, describe each program using the table below (copy and complete questions for each program identified), unless the PHA is eligible to complete a streamlined submission due to high performer status. **High performing PHAs** may skip to component 12.)

2. Program Description:

a. Size of Program

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

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

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

b. PHA-established eligibility criteria

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

12. PHA Community Service and Self-sufficiency Programs

[24 CFR Part 903.7 9 (l)]

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

A. PHA Coordination with the Welfare (TANF) Agency

1. Cooperative agreements:

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

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

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

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

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

DMMHA is in the process of establishing an agreement with the TANF Agency

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.)

ATTACHMENT ia020o01.doc

Services and Programs

- Actively notifying residents of new policy at times in addition to admission and reexamination.
- Establishing or pursuing a cooperative agreement with all appropriate TANF agencies regarding the exchange of information and coordination of services
- Establishing a protocol for exchange of information with all appropriate TANF agencies
- Other: (list below)

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

13. PHA Safety and Crime Prevention Measures

[24 CFR Part 903.79 (m)]

Exemptions from Component 13: High performing and small PHAs not participating in PHDEP and Section 8 Only PHAs may skip to component 15. High Performing and small PHAs that are participating in PHDEP and are submitting a PHDEP Plan with this PHA Plan may skip to sub-component D.

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

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

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

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

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

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

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

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) Work with Des Moines Police Department on community policing strategies

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

C. Coordination between PHA and the police

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

- Police involvement in development, implementation, and/or ongoing evaluation of drug-elimination plan
- Police provide crime data to housing authority staff for analysis and action
- Police have established a physical presence on housing authority property (e.g., community policing office, officer in residence)
- Police regularly testify in and otherwise support eviction cases
- Police regularly meet with the PHA management and residents
- Agreement between PHA and local law enforcement agency for provision of above-baseline law enforcement services
- Other activities (list below)

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

All Developments

D. Additional information as required by PHDEP/PHDEP Plan

PHAs eligible for FY 2000 PHDEP funds must provide a PHDEP Plan meeting specified requirements prior to receipt of PHDEP funds.

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

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

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

ATTACHMENT ia020p01.doc

14. RESERVED FOR PET POLICY

[24 CFR Part 903.7 9 (n)]

15. Civil Rights Certifications

[24 CFR Part 903.7 9 (o)]

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

16. Fiscal Audit

[24 CFR Part 903.7 9 (p)]

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

17. PHA Asset Management

[24 CFR Part 903.7 9 (q)]

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

1. Yes No: Is the PHA engaging in any activities that will contribute to the long-term asset management of its public housing stock , including how the Agency will plan for long-term operating, capital investment, rehabilitation, modernization, disposition, and other needs that have **not** been addressed elsewhere in this PHA Plan?
2. What types of asset management activities will the PHA undertake? (select all that apply)
- Not applicable
- Private management
- Development-based accounting
- Comprehensive stock assessment City wide use of new software will implement asset management
- 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) **ATTACHMENT ia020q01.doc**
- 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

By City ordinance all PHA board members are appointed by the Des Moines City Council.

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

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

b. Eligible candidates: (select one)

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

c. Eligible voters: (select all that apply)

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

C. Statement of Consistency with the Consolidated Plan

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

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

- The PHA has based its statement of needs of families in the jurisdiction on the needs expressed in the Consolidated Plan/s.
- The PHA has participated in any consultation process organized and offered by the Consolidated Plan agency in the development of the Consolidated Plan.
- The PHA has consulted with the Consolidated Plan agency during the development of this PHA Plan.
- Activities to be undertaken by the PHA in the coming year are consistent with the initiatives contained in the Consolidated Plan. (list below)

- Other: (list below)

4. The Consolidated Plan of the jurisdiction supports the PHA Plan with the following actions and commitments: (describe below)
- Identifies affordable housing on one of the City's priorities.

D. Other Information Required by HUD

ATTACHMENT Resident Assessment Survey (RASS) response to scores ia020r01.doc

ATTACHMENT – Resident Advisory Board ia020s01.doc

ATTACHMENT – Pet Policy ia020t01.doc

ATTACHMENT – Community Service summary ia020u01.doc

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

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

PHA Plan Table Library

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

Annual Statement

Capital Fund Program (CFP) Part I: Summary

Capital Fund Grant Number FFY of Grant Approval: (MM/YYYY)

Original Annual Statement

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

Annual Statement

Capital Fund Program (CFP) Part II: Supporting Table

Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Total Estimated Cost

Annual Statement
Capital Fund Program (CFP) Part III: Implementation Schedule

Development Number/Name HA-Wide Activities	All Funds Obligated (Quarter Ending Date)	All Funds Expended (Quarter Ending Date)

Optional Table for 5-Year Action Plan for Capital Fund (Component 7)

Complete one table for each development in which work is planned in the next 5 PHA fiscal years. Complete a table for any PHA-wide physical or management improvements planned in the next 5 PHA fiscal year. Copy this table as many times as necessary. Note: PHAs need not include information from Year One of the 5-Year cycle, because this information is included in the Capital Fund Program Annual Statement.

Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
Total estimated cost over next 5 years				

0 GOALS

GOAL ONE: MANAGE DMMHA'S PROGRAMS IN AN EFFICIENT AND EFFECTIVE MANNER.

- OBJECTIVES:**
- 1) DMMHA will strive to achieve a high performer status under HUD's evaluation system.
 - 2) To improve the financial status of the department and to generate income to expand the financial resources available to the department.
 - 3) To strive for cost effectiveness in maximizing the limited resources available for achievement of the goal of providing housing for low and moderate income households.
 - 4) To leverage to the maximum extent feasible the funds available to the department.

GOAL TWO: DEVELOPMENT OF AFFORDABLE HOUSING

- OBJECTIVES:**
- 1) To develop, as owner, sponsor, lender, technical assistant, consultant or advocate, housing affordable to low and moderate income households.
 - 2) To stimulate and encourage, the participation of the private sector in the development and providing of housing for low and moderate income households.
 - 3) To assist in developing the experience, expertise, and capacity of community based organizations whose organizational mission includes developing housing affordable to low and moderate income households.

GOAL THREE: INCREASE ASSISTED HOUSING CHOICES

- OBJECTIVES:**
- 1) DMMHA shall increase the number of residents in the Homeownership Program.
 - 2) Designate buildings for particular resident groups (elderly, persons with disabilities).
 - 3) Expand the marketing of the Section 8 Rental Assistance Program within Polk County.

GOAL FOUR: PROMOTE SELF-SUFFICIENCY

- OBJECTIVES:**
- 1) To contribute to attaining housing related social objectives, such as economic development and support services for program participants.
 - 2) Promote and coordinate supportive services to increase independence for the elderly or families with disabilities.

**STATEMENT OF PROGRESS
FIVE YEAR PLAN MISSION AND GOALS**

Des Moines Municipal Housing Agency has evaluated and continues to evaluate all programs, grants, policies and procedures to identify all available financial resources and modify, if necessary, all aspects of program and grant development and implementation.

Des Moines Municipal Housing Agency is working with other community housing and service providers to develop new housing programs and enhance current services to our clients.

Des Moines Municipal Housing Agency has aggressively increased activity in the Public Housing 5h Homeownership program, received approval to implement a Designated Housing Program and is currently implementing a revision and expansion of our Family Self-sufficiency Program.

Des Moines Municipal Housing Agency has increased our leasing rates in both the Section 8 and public Housing programs. Marketing activities have increased and waiting lists for our programs have been expanded.

Grants have been reviewed and updated, using input from the Resident Assessment survey and comments from residents as guidelines for these revisions.

ANNUAL AGENCY PLAN

1. STATEMENT OF HOUSING NEEDS

A. **Families with Disabilities**

This information was obtained by using the 1990 census information for Polk County and the Polk County Management Plan for Mental Retardation, Mental Health and Developmental Disabilities (attached). Research was done with various agencies throughout Polk County. Those agencies include: Department of Human Services, Easter Seals, Central Iowa Center for Independent Living, the State Library, Drake Library, Goodwill, and Bethel Mission. None of these agencies had a number which included all persons with disabilities. The consolidated plan does not require a number count of the special needs subgroups. Therefore, this number was obtained by combining the Polk County Management Plan figures for Mental Health, Developmental disabilities, and mental retardation with the 1990 census information for persons with a mobility limitation. This number reflects the total population of disabled, not renters only.

2. PART B – HOUSING NEEDS OF FAMILIES

NOTE: The Waiting List Total in Appendix 3 – Waiting List Report Public Housing Program – includes all pre-applications and active applications.

The numbers on the second chart (% AMI and Families with Children) represent Active applicants only. The HA does not enter data on pre-applications with regards to family members and income. This information is added to their computer record at the Active application stage, which is approximately two months' prior to the issuance of the Offer of the Unit for the Public Housing Program.

Annual Turnover: The agency maintains records of average turnover per waiting list (Public Housing or Section 8) but does not keep records of average turnover by %AMI. Average turnover for the public housing waiting list is 394 a year.

PART B – HOUSING NEEDS OF FAMILIES

NOTE: The Waiting List Total in Appendix 4 – Waiting List Report Section 8 Program – includes all pre-applications and Active applications.

The numbers on the second chart (% AMI and Families with Children) represent Active applicants only. The HA does not enter data on pre-applications with regards to family members and income. This information is added to their computer record at the Active application stage, which is approximately two months' prior to the issuance of the Offer of the Housing Choice Voucher.

Annual Turnover: The agency maintains records of average turnover per waiting list (Public Housing or Section 8) but does not keep records of average turnover by %AMI. Average turnover for the Section 8 waiting list is 870 a year.

DECONCENTRATION

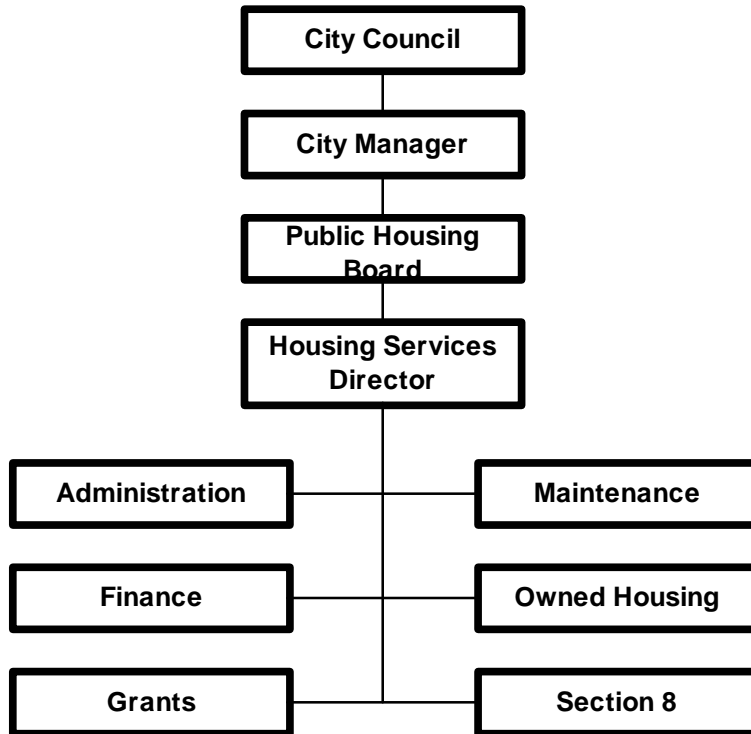
DMMHA's family public housing units were all developed as scattered sites throughout the city of Des Moines and therefore always promoted deconcentration of poverty.

Analysis of the family developments indicate all projects except two are within established income ranges. These two projects are not concentrated in any one area of the city of Des Moines and are either single family units or duplexes.

Additionally, DMMHA has implemented a site-based waiting list beginning in 2001, which will also continue to promote deconcentration of poverty.

Both the site-based waiting list and incomes in the family projects will be monitored on an annual basis.

Housing Services Department



**Annual Statement/Performance and Evaluation Report
Capital Fund Program (CFP) Part I: Summary**

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

OMB Approval No. 2577-0157 (Exp. 7/31/98)

HA Name City of Des Moines, Iowa Municipal Housing Agency

Capital Fund Number
IA05-PO20-501-01

FFY of Grant Approval
2001

Original Annual Statement Reserve for Disaster/Emergencies Revised Annual Statement/Revision Number _____ Performance & Evaluation Report for Program Year Ending _____
 Final Performance & Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost (2)	
		Original	Revised (1)	Obligated	Expended
1	Total Non-CFP Funds (May not exceed 10% of line 19)				
2	1406 Operations	157,372			
3	1408 Management Improvements	122,400			
4	1410 Administration	132,500			
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	46,500			
8	1440 Site Acquisition				
9	1450 Site Improvement	158,700			
10	1460 Dwelling Structures	804,750			
11	1465.1 Dwelling Equipment - Nonexpendable	100,000			
12	1470 Nondwelling Structures	20,000			
13	1475 Nondwelling Equipment	29,305			
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1495.1 Relocation Costs	2,500			
17	1498 Mod Used for Development				
18	1502 Contingency (May not exceed 8% of line 19)				
19	Amount of Annual Grant (Sum of lines 2-18)	1,573,727			
20	Amount of line 19 Related LBP Activities				
21	Amount of line 19 Related to Section 504 Compliance				
22	Amount of line 19 Related to Security				
23	Amount of line 19 Related to Energy Conservation Measures				

Signature of Executive Director and Date

X

Signature of Public Housing Director/Office of Native American Programs Administrator and Date

X

1- To be completed for the Performance and evaluation report or a Revised Annual Statement
2- To be completed for the Performance and Evaluation Report.

Development Number/Name HA - Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work (2)
				Original	Revised (1)	Funds Obligated (2)	Funds Expended (2)	
PHA-Wide Management Improvements	Operations	1406		157,372				
	a. Salaries	1408						
	Director (10%)			10,000				
	Assistant Director (10%)			6,500				
	Accounting Administrator (10%)			5,200				
	Accounting Assistant (10%)			2,600				
	Accounting Assistant (10%)			2,600				
	Bookkeeper (10%)			3,000				
	Bookkeeper (10%)			3,000				
	Database Administrator (100%)			44,000				
	b. Employee Benefits	1408		21,000				
	c. Software and Training	1408		10,000				
	d. Staff Training	1408		14,500				
Administration	a. Salaries							
	Projects Specialist (100%)	1410.2		45,500				
	Projects Specialist (100%)	1410.2		38,000				
	Maintenance Supervisor (20%)	1410.2		10,200				
	b. Employee Benefits	1410.9		31,300				
	c. Advertising	1410.19		5,000				
	d. Capital Funds Grant Preparation Cost	1410.19		1,500				
Fees and Cost	a. Architecture & Engineering	1430		30,000				
	b. A & E - Miscellaneous Expense	1430		1,500				
	c. Engineering Study-Boilers/H2O Heaters & Elevator Controls (RVM)	1430		15,000				
20-2 ROYAL VIEW MANOR	Replace Water Lines @ 10 Drops	1460		100,000				
	Remodel Apts (Kitchens & Closet Doors)	1460	10	100,000				FORCE ACCOUNT LABOR PROJECT
	Replace Laundry Room Doors w/ Windows	1460		10,000				
20-3 EAST VIEW	Replace Hallway Lighting	1460		40,000				
	Repairs to Roof-Ice Damage	1460		10,000				
	Repaint Apts - 5YR Paint Plan	1460	50	100,000				
	Replace Patio Doors	1460	50	125,000				

Development Number/Name HA - Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work (2)
				Original	Revised (1)	Funds Obligated (2)	Funds Expended (2)	
20-4 South View Manor	Repaint Apts - 5 YR Paint Plan	1460	25	40,000				
20-8 Capitol View Homes	Replace Kitchen Cabinets& Countertops	1460	18	35,000				
20-9 All American City Homes	Replace Site Concrete	1450	20	30,000				
20-10 Shelter Vista Homes	Reside Exteriors Replace Site Concrete	1460 1450	6 20	50,000 50,000				
20-11 Twin Rivers Abodes	Replace Site Concrete	1450	8	28,700				
20-13 City Wide Homes	Replace Roofs	1460	8	48,450				
20-15 Suprising City Homes	Replace Roofs	1460	10	50,000				
20-16 All Season Homes	Replace Roofs	1460	24	96,000				
20-17 City Wide Homes II	Replace Site Concrete	1450	10	50,000				

Development Number/Name HA - Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work (2)
				Original	Revised (1)	Funds Obligated (2)	Funds Expended (2)	
Non-Dwelling Equipment	a. Computer Equipment	1475.1		17,200				
	b. Maintenance Equipment	1475.2		12,105				
Relocation Cost	Relocation Cost	1495.1		2,500				
Agency Wide	Appliance Replacements	1465.1	80	100,000				
Non-Dwelling Structures	Lease Hold Improvements @ New Admin Offices	1470		20,000				

(1) To be completed for Performance and Evaluation Report or a Revised Annual Statement.

(2) To be completed for the Performance and Evaluation Report.

Development Number/Name HA - Wide Activities	All Funds Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates (2)
	Original	Revised (1)	Actual (2)	Original	Revised (1)	Actual (2)	
IA20-2 ROYAL VIEW MANOR	03/31/03			09/30/03			
IA203 EAST VIEW MANOR	03/31/03			09/31/03			
IA20-4 SOUTH VIEW MANOR	03/31/03			09/30/03			
IA20-8 CAPITOL VIEW HOMES	03/31/03			09/30/03			
IA20-9 ALL AMERICAN HOMES	03/31/03			09/30/03			
IA20-10 SHELTER VISTA HOMES	03/31/03			09/30/03			
IA20-11 TWIN RIVERS HOMES	03/31/03			09/30/03			
IA20-13 CITY WIDE HOMES	03/31/03			09/30/03			
IA20-15 SUPRISING CITY HOMES	03/31/03			09/30/03			
IA20-16 ALL SEASON HOMES	03/31/03			09/30/03			
IA20-17 CITY WIDE HOMES II	03/31/03			09/30/03			

Signature of Executive Director and Date

X

Signature of Public Housing Director/Office of Native American Programs Administrator and Date

X

(1) To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

Five-Year Action Plan
Part I: Summary
Capitol Fund Program (CFP)

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

OMB Approval No. 2577-0157 (Exp. 07/31/98)

HA Name: Des Moines Municipal Housing Agency	Locality (City/County & State): Des Moines, Iowa (Polk Co.)			<input checked="" type="checkbox"/> Original <input type="checkbox"/> Revision No. _____		
A. Development Number/Name	Work Statement for Year 1 FFY: 01	Work Statement for Year 2 FFY: 2002	Work Statement for Year 3 FFY: 2003	Work Statement for Year 4 FFY: 2004	Work Statement for Year 5 FFY: 2005	
IA20-2 Royal View Manor	See Annual Statement	200,000	260,435	400,000	226,460	
IA20-3 East View Manor		150,000	80,000	60,000	15,000	
IA20-4 South View Manor		100,000	45,000	50,000	100,000	
IA20-8 Capital City Homes		125,000	50,000	60,000	120,000	
IA20-9 All American Homes		125,000	205,000	85,000	85,000	
IA20-10 Shelter Vista Homes		75,000	95,000	95,000	95,000	
IA20-11 Twin Rivers Abodes		85,000	25,000	25,000	50,000	
IA20-12 City of Bridges		20,500	0	25,000	25,000	
IA20-13 City Wide Homes		30,000	40,000	35,000	40,000	
<i>Continued on next page</i>						
B. Physical Improvements Subtotal			1,130,625	1,100,435	1,118,010	1,111,460
C. Management Improvements			87,220	89,420	91,720	94,040
D. HA-Wide Nondwelling Structures and Equipment			27,200	51,200	27,200	27,200
E. Administration		137,310	141,300	145,425	149,655	
F. Other		34,000	34,000	34,000	34,000	
G. Operations		157,372	157,372	157,372	157,372	
H. Demolition		0	0	0	0	
I. Replacement Reserve		0	0	0	0	
J. Mod Used for Development		0	0	0	0	
K. Total CFP Funds		1,573,727	1,573,727	1,573,727	1,573,727	
L. Total Non-CFP Funds		0	0	0	0	
M. Grand Total		1,573,727	1,573,727	1,573,727	1,573,727	
Signature of Executive Director and Date: X			Signature of Public Housing Director/Office of Native American Programs Administrator and Date: X			

Five-Year Action Plan
Part I: Summary (Continuation)
 Capitol Fund Program (CFP)

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

OMB Approval No. 2577-0157 (exp. 7/31/98)

A. Development Number/Name	Work Stmt. for Year 1 FFY: 01	Work Statement for Year 2 FFY: 2002	Work Statement for Year 3 FFY: 2003	Work Statement for Year 4 FFY: 2004	Work Statement for Year 5 FFY: 2005
IA20-14 Haven Homes		45,000	80,000	100,000	100,000
IA20-15 Suprising City Homes		80,125	70,000	40,000	60,000
IA20-16 All Season Homes			50,000	70,000	100,000
IA20-17 City Wide Homes II		60,000	40,000	73,010	40,000
IA20-18 City Beat	See Annual Statement	35,000	60,000		55,000

Five-Year Action Plan
Part II: Supporting Pages
Physical Needs Work Statement(s)
 Capitol Fund Program (CFP)

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

OMB Approval No. 2577-0157 (exp. 7/31/98)

Work Statement for Year 1 FFY: <u>01</u>	Work Statement for Year <u>2</u> FFY: <u>2002</u>			Work Statement for Year <u>2</u> FFY: <u>2002</u>			
	General Description of Major Work Categories	Quantity	Estimated Cost	General Description of Major Work Categories	Quantity	Estimated Costs	
See Annual Statement	IA20-2 Royal View Manor Remodel Apts (Kitchens & Closet Doors)	22	200,000	IA20-14 Haven Homes(Oak Park & Hiland Park) Replace Flag Poles Relace Water Heaters	2	10,000 35,000	
	IA20-3 East View Manor Replace Countertps & Cabinets in Apartments	50	150,000	IA20-15 Suprising City Homes Replace Roofs	12	80,125	
	IA20-4 South View Manor Replace Hollow Metal Windows In Common Areas With Aluminum Windows		100,000	IA20-16 All Season Homes			
	IA20-8 Capital City Homes Replace Kit, Cabinets, Counters & Faucets	35	125,000	IA20 - 17 City Wide Homes II Replace Site Concrete Replace Rotted Masonite Siding	10 5	30,000 30,000	
	IA20-9 All American Homes Replace Kit, Cabinets, Counters & Faucets	35	125,000	IA20-18 City Beat Repair & Paint Porch Railings	60	35,000	
	IA20-10 Shelter Vista Homes Replace Roofs	15	75,000				
	IA20-11 Twin Rivers Abodes Replace Vinyl Flooring Replace Kit, Cabinets, Counters & Faucets	12 24	25,000 60,000				
	IA20-12 City of Bridges Replace Furnaces	12	20,500				
	IA20-13 City Wide Homes Replace Furnaces Replace Kit, Cabinets, Counters & Faucets	12 10	20,000 10,000				
	Subtotal of Estimated Cost				Subtotal of Estimated Cost		1,130,625

Five-Year Action Plan
Part II: Supporting Pages
Physical Needs Work Statement(s)
 Capitol Fund Program (CFP)

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

OMB Approval No. 2577-0157 (exp. 7/31/98)

Work Statement for Year 1 FFY: <u>01</u>	Work Statement for Year <u>3</u> FFY: <u>2003</u>			Work Statement for Year <u>3</u> FFY: <u>2003</u>			
	General Description of Major Work Categories	Quantity	Estimated Cost	General Description of Major Work Categories	Quantity	Estimated Costs	
See Annual Statement	IA20-2 Royal View Manor Remodel Apts (Kitchens & Closet Doors) Replace Hallway Lighting Update Elevator Controls	22	200,000 25,435 35,000	IA20-14 Haven Homes (Oak Park & Highland Park) Replace Carpet in Apartments	90	80,000	
	IA20-3 East View Manor Repaint Apts-5YR Paint Plan Replace Wood Siding W/ Metal Siding	25	30,000 50,000	IA20-15 Suprising City Homes Replace Kitchen Countertops & Sinks	35	70,000	
	IA20-4 South View Manor Replace Carpet In Corridors		45,000	IA20-16 All Season Homes Paint Exterior Woodwork	24	50,000	
	IA20-8 Capital City Homes Replace Water Heaters Replace Site Concrete	35 10	15,000 35,000	IA20 - 17 City Wide Homes II Replace Roofs	10	40,000	
	IA20-9 All American Homes Replace Site Concrete Replace kitchen Cabinets	40 45	80,000 125,000	IA20-18 City Beat Replace Site Concrete	20	60,000	
	IA20-10 Shelter Vista Homes Replace Site Concrete Replace Furnaces	20 14	50,000 45,000				
	IA20-11 Twin Rivers Abodes Replace Vinyl Flooring	12	25,000				
	IA20-13 City Wide Homes Replace Orangeberg Sewer Replace Site Concrete	3 7	15,000 25,000				
	Subtotal of Estimated Cost				Subtotal of Estimated Cost		1,100,435

Five-Year Action Plan
Part II: Supporting Pages
Physical Needs Work Statement(s)
 Capitol Fund Program (CFP)

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

OMB Approval No. 2577-0157 (exp. 7/31/98)

Work Statement for Year 1 FFY: <u>01</u>	Work Statement for Year <u>4</u> FFY: <u>2004</u>			Work Statement for Year <u>4</u> FFY: <u>2004</u>			
	General Description of Major Work Categories	Quantity	Estimated Cost	General Description of Major Work Categories	Quantity	Estimated Costs	
See Annual Statement	IA20-2 Royal View Manor Remodel Apts (Kitchens & Closet Doors) Replace Boilers	22	200,000 200,000	IA20-14 Haven Homes(Oak Park & Hiland Park) Replace Appliances	90	100,000	
	IA20-3 East View Manor Remodel Community Room, Public Bathrooms,& Tub Rooms. Paint Hallway Ceilings & Walls		40,000 20,000	IA20-15 Surprising City Homes Replace Damaged/Missing Metal Trim	35	40,000	
	IA20-4 South View Manor Remodel Community Room, Public Bathrooms,& Tub Rooms.		50,000	IA20-16 All Season Homes Replace Site Concrete	16	70,000	
	IA20-8 Capital City Homes Replace Site Concrete & Retaining Walls	15	60,000	IA20 - 17 City Wide Homes II Replace Site Concrete Replace Roofs	10 10	35,000 38,010	
	IA20-9 All American Homes Replace Site Concrete & Retaining Walls Replace Fence @ Indianola Road	15	60,000 25,000				
	IA20-10 Shelter Vista Homes Repaint Exteriors Replace Siding	10 10	35,000 60,000				
	IA20-11 Twin Rivers Abodes Replace Site Concrete	10	25,000				
	IA20-12 City of Bridges Replace Exterior Storeroom Doors	39	25,000				
	IA20-13 City Wide Homes Repaint/Reside Exteriors	8	35,000				
	Subtotal of Estimated Cost				Subtotal of Estimated Cost		1,118,010

Five Year Action Plan
Part II: Supporting Pages
Physical Needs Work Statement(s)
 Capitol Fund Program (CFP)

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

OMB Approval No. 2577-0157 (exp. 7/31/98)

Work Statement for Year 1 FFY: <u>01</u>	Work Statement for Year <u>5</u> FFY: <u>2005</u>			Work Statement for Year <u>5</u> FFY: <u>2005</u>			
	General Description of Major Work Categories	Quantity	Estimated Cost	General Description of Major Work Categories	Quantity	Estimated Costs	
See Annual Statement	IA20-2 Royal View Manor Remodel Apts (Kitchens & Closet Doors)	25	226,460	IA20-14 Haven Homes(Oak Park & Hiland Park) Replace Appliances	90	100,000	
	IA20-3 East View Manor Repair Roof & Gutters		15,000	IA20-15 Surprising City Homes Replace Damaged/Missing Metal Trim	35	60,000	
	IA20-4 South View Manor Tuckpoint and Seal Exterior Masonry		100,000	IA20-16 All Season Homes Replace Site Concrete	32	100,000	
	IA20-8 Capital City Homes Replace Site Concrete & Retaining Walls	25	120,000	IA20 - 17 City Wide Homes II Replace Site Concrete	8	40,000	
	IA20-9 All American Homes Replace Site Concrete & Retaining Walls	20	85,000	IA20 - 18 City Beat Replace Site Concrete	18	55,000	
	IA20-10 Shelter Vista Homes Repaint Exteriors Replace Siding	10 10	35,000 60,000				
	IA20-11 Twin Rivers Abodes Replace Cabinets & Countertops	24	50,000				
	IA20-12 City of Bridges Replace Exterior Storeroom Doors	39	25,000				
	IA20-13 City Wide Homes Repaint/Reside Exteriors	8	40,000				
	Subtotal of Estimated Cost				Subtotal of Estimated Cost		
					1,111,460		

Five-Year Action Plan
Part III: Supporting Pages
Management Needs Work Statement(s)
 Capitol Fund Program (CFP)

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

OMB Approval No. 2577-0157 (exp. 7/31/98)

Work Statement for Year 1 FFY: 01	Work Statement for Year <u>2</u> FFY: <u>2002</u>			Work Statement for Year <u>3</u> FFY: <u>2003</u>		
	General Description of Major Work Categories	Quantity	Estimated Cost	General Description of Major Work Categories	Quantity	Estimated Costs
See Annual Statement	MANAGEMENT IMPROVEMENTS			MANAGEMENT IMPROVEMENTS		
	Operations	1406	157,372	Operations	1406	157,372
	a)Salaries-Director (2%)	1408	1,960	a) Salaries-Director (2%)	1408	2,020
	Salaries-Assistant Director (4%)		2,575	Salaries-Assistant Director (4%)		2,655
	Salaries-Accounting Administrator (5%)		2,780	Salaries-Accounting Administrator (5%)		2,865
	Salaries-Accounting Assistant (5%)		1,650	Salaries-Accounting Assistant (5%)		1,700
	Salaries-Bookkeeper (5%)		1,545	Salaries-Bookkeeper (5%)		1,600
	Salaries- Data Base Analyst (100%)		45,320	Salaries- Data Base Analyst (100%)		46,680
	b) Employee Benefits	1408	16,890	b) Employee Benefits	1408	17,400
	c) Software and Training	1408	10,000	c) Software and Training	1408	10,000
	d) Staff Training	1408	4,500	d) Staff Training	1408	4,500
	ADMINISTRATION			ADMINISTRATION		
	a)Salaries-			a)Salaries-		
	Projects Specialist (100%)	1410.2	48,900	Projects Specialist (100%)	1410.2	50,370
	Projects Specialist (100%)	1410.2	39,150	Projects Specialist (100%)	1410.2	40,325
	Maintenance Supervisor (20%)	1410.2	10,510	Maintenance Supervisor (20%)	1410.2	10,825
	b) Employee Benefits	1410.9	34,250	b) Employee Benefits	1410.9	35,280
	c) Advertising	1410.19	3,000	c) Advertising	1410.19	3,000
	d) CFP Grant Preparation Cost	1410.19	1,500	d) CFP Grant Preparation Cost	1410.19	1,500
	Architect/Engineer Fees & Cost	1430	30,000	Architects/Engineer Fees & Cost	1430	30,000
	A & E Misc. Cost (Blueprints, Photos, etc.)	1430	1,500	A & E Misc. Cost (Blueprints, Photos, etc.)	1430	1,500
	NON-DWELLING EQUIPMENT			NON-DWELLING EQUIPMENT		
	Computer Equipment	1475.1	17,200	Computer Equipment	1475.1	17,200
	Maintenance Equipment	1475.2	10,000	Maintenance Equipment	1475.2	10,000
	Projects Vehicle			Projects Vehicle	1475.3	24,000
RELOCATION COST	1495.1	2,500	RELOCATION COST	1495.1	2,500	
	Subtotal of Estimated Cost		443,102	Subtotal of Estimated Cost		473,292

Five-Year Action Plan
Part III: Supporting Pages
Management Needs Work Statement(s)
 Capitol Fund Program (CFP)

Work Statement for Year 1 FFY: 01	Work Statement for Year <u>4</u> FFY: <u>2004</u>			Work Statement for Year <u>5</u> FFY: <u>2005</u>		
	General Description of Major Work Categories	Quantity	Estimated Cost	General Description of Major Work Categories	Quantity	Estimated Costs
See Annual Statement	MANAGEMENT IMPROVEMENTS			MANAGEMENT IMPROVEMENTS		
	Operations	1406	157,372	Operations	1406	157,372
	a)Salaries-Director (2%)	1408	2,080	a) Salaries-Director (2%)	1408	2,140
	Salaries-Assistant Director (4%)		2,735	Salaries-Assistant Director (4%)		2,820
	Salaries-Accounting Administrator (5%)		2,950	Salaries-Accounting Administrator (5%)		3,040
	Salaries-Accounting Assistant (5%)		1,800	Salaries-Accounting Assistant (5%)		1,855
	Salaries-Bookkeeper (5%)		1,650	Salaries-Bookkeeper (5%)		1,700
	Salaries- Data Base Analyst (100%)		48,080	Salaries- Data Base Analyst (100%)		49,525
	b) Employee Benefits	1408	17,925	b) Employee Benefits	1408	18,460
	c) Software and Training	1408	10,000	c) Software and Training	1408	10,000
	d) Staff Training	1408	4,500	d) Staff Training	1408	4,500
	ADMINISTRATION			ADMINISTRATION		
	a)Salaries-			a)Salaries-		
	Projects Specialist (100%)	1410.2	51,900	Projects Specialist (100%)	1410.2	53,460
	Projects Specialist (100%)	1410.2	41,535	Projects Specialist (100%)	1410.2	42,780
	Maintenance Supervisor (20%)	1410.2	11,150	Maintenance Supervisor (20%)	1410.2	11,485
	b) Employee Benefits	1410.9	36,340	b) Employee Benefits	1410.9	37,430
	c) Advertising	1410.19	3,000	c) Advertising	1410.19	3,000
	d) CFP Grant Preparation Cost	1410.19	1,500	d) CFP Grant Preparation Cost	1410.19	1,500
	Architect/Engineer Fees & Cost	1430	30,000	Architects/Engineer Fees & Cost	1430	30,000
	A & E Misc. Cost (Blueprints, Photos, etc.)	1430	1,500	A & E Misc. Cost (Blueprints, Photos, etc.)	1430	1,500
	NON-DWELLING EQUIPMENT			NON-DWELLING EQUIPMENT		
	Computer Equipment	1475.1	17,200	Computer Equipment	1475.1	17,200
Maintenance Equipment	1475.2	10,000	Maintenance Equipment	1475.2	10,000	
RELOCATION COST	1495.1	2,500	RELOCATION COST	1495.1	2,500	
	Subtotal of Estimated Cost	455,717		Subtotal of Estimated Cost	462,267	

Annual Statement/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary

PHA Name: City of Des Moines, Iowa Municipal Housing Agency	Grant Type and Number Capital Fund Program Grant No: IA05-PO20-70900 Replacement Housing Factor Grant No:	Federal FY of Grant: 2000
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Original Annual Statement Reserve for Disasters/ Emergencies Revised Annual Statement (revision no:)
 Performance and Evaluation Report for Period Ending: Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations				
3	1408 Management Improvements Soft Costs	68,000		0	0
	Management Improvements Hard Costs				
4	1410 Administration	118,000		0	0
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	50,500		0	0
8	1440 Site Acquisition	400,000		0	0
9	1450 Site Improvement	295,514		0	0
10	1460 Dwelling Structures	524,333		0	0
11	1465.1 Dwelling Equipment—Nonexpendable	60,700		0	0
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment	54,180		0	0
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs	2,500		0	0

Annual Statement/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary

PHA Name: City of Des Moines, Iowa Municipal Housing Agency	Grant Type and Number Capital Fund Program Grant No: IA05-PO20-70900 Replacement Housing Factor Grant No:	Federal FY of Grant: 2000
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Original Annual Statement Reserve for Disasters/ Emergencies Revised Annual Statement (revision no:)
 Performance and Evaluation Report for Period Ending: Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
18	1499 Development Activities				
19	1502 Contingency				
	Amount of Annual Grant: (sum of lines.....)	1,573,727			
	Amount of line XX Related to LBP Activities				
	Amount of line XX Related to Section 504 compliance				
	Amount of line XX Related to Security --Soft Costs				
	Amount of Line XX related to Security-- Hard Costs				
	Amount of line XX Related to Energy Conservation Measures				
	Collateralization Expenses or Debt Service				

Annual Statement/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)
Part II: Supporting Pages

PHA Name: City of Des Moines, Iowa Municipal Housing Agency		Grant Type and Number Capital Fund Program Grant No: IA05-PO20-70900 Replacement Housing Factor Grant No:				Federal FY of Grant: 2000		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories		Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost	Status of Work
PHA-Wide Management Improvements	a. Salaries		1408					
	Director (2%)				1,800			
	Programs Administrator (4%)				2,600			
	Accounting Administrator (5%)				2,600			
	Accounting Assistant (5%)				1,300			
	Bookkeeper (5%)				1,500			
	b. Employee Benefits		1408		13,000			
	c. Software & Training		1408		6,000			
	d. Staff Training		1408		4,500			
	e. Database Administrator		1408		34,700			
Administration	a. Salaries							
	Projects Specialist (90%)		1410.2		45,400			
	Projects Specialist (90%)		1410.2		37,800			
	Maintenance Supervisor (10%)		1410.2		3,800			
	b. Employee Benefits		1410.9		28,000			
	c. Advertising		1410.9		3,000			
Fees & Cost	a. Architecture & Engineering		1430		30,000			
	b. A & E Misc.		1430		1,500			
	c. Capital Funds Grant Preparation Cost		1430		1,500			

Annual Statement/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)
Part II: Supporting Pages

PHA Name: City of Des Moines, Iowa Municipal Housing Agency		Grant Type and Number Capital Fund Program Grant No: IA05-PO20-70900 Replacement Housing Factor Grant No:				Federal FY of Grant: 2000			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories		Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
	d. Engineering Study-Boilers-H2O/Htrs & Elevator Controls (RVM) e. Administration Building		1430 1440		17,500 400,000				
20-2 Royal View Manor	Replace Water Lines @ 7 Drops Update Lighting In Parking Lot		1460 1450	7	70,000 60,000				
20-4 South View Manor	Kitchen Remodel – Replace Cabinets & C-Tops		1460	48	120,000				
20-8 Capital View Homes	Site Concrete Replacement & Retaining Wall Replacements		1450	12	75,000				
20-9 All American Homes	Install Central Air Conditioning @ Indianola Road Row Houses		1460	12	24,000				
20-10 Shelter Vista Homes	Repaint Exteriors Reside Exteriors		1460 1460	10 8	35,000 35,333				
20-11 Twin Rivers Abodes	Replace Furnaces		1460	24	50,000				
20-13 City Wide Homes	Reside Exteriors		1460	10	50,000				
20-17 City Wide Homes II	Replace Site Concrete		1450	8	30,000				
20-16 All Season	Convert Casement Windows to Double-		1460	48	40,000				

Annual Statement/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)
Part II: Supporting Pages

PHA Name: City of Des Moines, Iowa Municipal Housing Agency		Grant Type and Number Capital Fund Program Grant No: IA05-PO20-70900 Replacement Housing Factor Grant No:				Federal FY of Grant: 2000		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories		Dev. Acct No.	Quantity	Total Estimated Cost	Total Actual Cost		Status of Work
Homes	Hungs (NOTE: 2 Windows per Unit)							

Annual Statement/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)
Part II: Supporting Pages

PHA Name: City of Des Moines, Iowa Municipal Housing Agency		Grant Type and Number Capital Fund Program Grant No: IA05-PO20-70900 Replacement Housing Factor Grant No:				Federal FY of Grant: 2000		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories		Dev. Acct No.	Quantity	Total Estimated Cost	Total Actual Cost		Status of Work
Agency Wide Vacant Unit Re- Hab	Repairs to Major Systems and General Rehabilitation of Backlogged Vacant Units		1460	32	100,000			
Agency Wide Vacant Unit Re- Hab	Exterior Repairs to site concrete and landscaping		1450	8	130,514			
Non-Dwelling	a. Computer Equipment		1475.1		9,000			

Annual Statement/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)
Part III: Implementation Schedule

PHA Name:		Grant Type and Number Capital Fund Program No: Replacement Housing Factor No:					Federal FY of Grant:	
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates	
	Original	Revised	Actual	Original	Revised	Actual		
20-2 Royal View Manor	03/31/02			03/31/02				
20-3 East View Manor	03/31/02			03/31/02				
20-4 South View Mano	03/31/02			03/31/02				
20-8 Capital ViewHomes	03/31/02			03/31/02				
20-9 All American Homes	03/31/02			03/31/02				
20-10 Shelter Vista Homes	03/31/02			03/31/02				
20-11 Twin Rivers Homes	03/31/02			03/31/02				
20-13 City Wide Homes	03/31/02			03/31/02				
20-16 All Season Homes	03/31/02			03/31/02				
20-17 City Wide	03/31/02			03/31/02				

**Annual Statement/Performance and Evaluation Report
 Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)
 Part III: Implementation Schedule**

PHA Name:		Grant Type and Number Capital Fund Program No: Replacement Housing Factor No:					Federal FY of Grant:	
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates	
	Original	Revised	Actual	Original	Revised	Actual		
Agency Wide Re-Hab of Vacant Units	03/31/02			03/31/02				

Capital Fund Program Five-Year Action Plan

Part I: Summary

PHA Name		<input type="checkbox"/> Original 5-Year Plan <input type="checkbox"/> Revision No:			
Development Number/Name/HA-Wide	Year 1	Work Statement for Year 2 FFY Grant: PHA FY:	Work Statement for Year 3 FFY Grant: PHA FY:	Work Statement for Year 4 FFY Grant: PHA FY:	Work Statement for Year 5 FFY Grant: PHA FY:
	Annual Statement				
Total CFP Funds (Est.)					
Total Replacement Housing Factor Funds					

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 or section 8 participants or both)
Budget and Credit Workshop	45	All P.H. Residents Welcome	Resident Services Division, DMMHA	Public Housing
Budget Counseling Referrals	10	PH Residents with Late Rent	Resident Services Division, DMMHA	Public Housing
Conflict Resolution Workshop	75	Elderly & disabled public housing residents	Resident Services Division, DMMHA	Public Housing
Coordinate Services	100	Elderly & disabled public housing residents	Resident Services Division, DMMHA	Public Housing
Cultural Diversity Workshop	75	Elderly & disabled public housing residents	Resident Services Division, DMMHA	Public Housing
Dealing with gossip workshop	20	Elderly & disabled public housing residents	Resident Services Division, DMMHA	Public Housing
Educating Community Providers	50	Other	Resident Services Division, DMMHA	Public Housing
Elderly Independence Demonstration		Specific Criteria	Section 8 Division, DMMHA	Section 8
Elderly service coordination	125	Elderly & disabled public housing residents	Resident Services Division, DMMHA	Public Housing
Family Self-Sufficiency	6	Specific Criteria	Resident Services Division, DMMHA	Public Housing
Home Buyers Workshop	50	All P.H. Residents Welcome	Resident Services Division, DMMHA	Public Housing
Job Workshop	0	All P.H. Residents Welcome	Resident Services Division, DMMHA	Public Housing
Living Independently Workshop	75	Elderly & disabled public housing residents	Resident Services Division, DMMHA	Public Housing
Memory Loss Workshop	75	Elderly & disabled public housing residents	Resident Services Division, DMMHA	Public Housing
Nutrition Workshop	75	Elderly & disabled public housing residents	Resident Services Division, DMMHA	Public Housing
Resident Service Referrals	30	All PH Residents	Resident Services Division, DMMHA	Public Housing
Safety and Prevention Workshop	100	Elderly & disabled public housing residents	Resident Services Division, DMMHA	Public Housing
Self-Defense Workshop	50	All P.H. Residents Welcome	Resident Services Division, DMMHA	Public Housing
Senior Companion program	20	Elderly & disabled public housing residents	Resident Services Division, DMMHA	Public Housing
Spring Bowling Festival	45	First 100 to register	Resident Services Division, DMMHA	Public Housing
Welcome Packet	50	New P.H. Residents	Resident Services Division, DMMHA	Public Housing
Winter Festival	60	First 100 to register	Resident Services Division, DMMHA	Public Housing
Youth Employment Program	10	PH Youth between ages of 14 and 21	Resident Services Division, DMMHA	Public Housing

Public Housing Drug Elimination Program Plan

Annual PHDEP Plan Table of Contents:

1. General Information/History
2. PHDEP Plan Goals/Budget
3. Milestones
4. Certifications

Section 1: General Information/History

- A. Amount of PHDEP Grant \$208,364
- B. Eligibility type (Indicate with an "x") N1_____ N2_____ R X
- C. FFY in which funding is requested 2001
- D. Executive Summary of Annual PHDEP Plan

DMMHA will increase security in and around public housing and will build individual, family, and community assets. This will include: 1) working with police to provide above-baseline surveillance; 2) hiring security guards at buildings where residents have special concerns; and 3) improving family communication. By the end of the year, DMMHA ratings on perceived security problems in and around public housing will have increased 10%.

E. Target Areas

PHDEP Target Areas (Name of development(s) or site)	Total # of Units within the PHDEP Target Area(s)	Total Population to be Served within the PHDEP Target Area(s)
Royal View Manor (IA-20-2)	200	141
East View Plaza (IA-20-3)	50	45
South View Manor (IA-20-4)	50	48
Highland Park Plaza (IA-20-14)	50	48
Oak Park Plaza (IA-20-14)	40	38
Capital View Homes (IA-20-8)	35	62
All American City Homes (IA-20-9)	111	217
Shelter Vista Homes (IA-20-10)	59	96
Twin Rivers Abodes (IA-20-11)	24	49
City of Bridges Homes (IA-20-12)	39	110
City-Wide Homes (IA-20-13)	26	34
Surprising City Homes (IA-20-15)	26	34
All-Seasons Homes (IA-20-16)	48	68
City-Wide Homes II (IA-20-17)	46	116
City Beat (IA-20-18)	60	181

F. Duration of Program

6 Months _____ 12 Months _____ 18 Months _____ 24 Months X Other _____

G. PHDEP Program History

Indicate each FY that funding has been received under the PHDEP Program (place an “x” by each applicable Year) and provide amount of funding received. If previously funded programs have not been closed out at the time of this submission, indicate the fund balance and anticipated completion date. For grant extensions received, place “GE” in column or “W” for waivers.

Fiscal Year of Funding	PHDEP Funding Received	Grant #	Fund Balance as of Date of this Submission	Grant Extensions or Waivers	Anticipated Completion Date
FY 1995	256,500	IA05DEP0200195	0		N/A
FY 1996	256,500	IA05DEP0200196	0	X	N/A
FY 1998	214,428	IA05DEP0200198	67,942	pending	6/30/01
FY 1999	199,926	IA05DEP0200199	101,327		6/30/01
FY 2000	208,364	IA05DEP0200100	179,810		6/30/02

Section 2: PHDEP Plan Goals and Budget

A. PHDEP Plan Summary

In the space below, summarize the PHDEP strategy to address the needs of the target population/target area(s). Your summary should briefly identify: the broad goals and objectives, the role of plan partners, and your system or process for monitoring and evaluating PHDEP-funded activities. This summary should not exceed 5-10 sentences.

DMMHA will increase security in and around public housing and will build individual, family, and community assets. This will include: 1) working with police to provide above-baseline surveillance; 2) hiring security guards at buildings where residents have special concerns; and 3) improving family communication. By the end of the year, DMMHA ratings on perceived security problems in and around public housing will have improved by 10%.

B. PHDEP Budget Summary

Enter the total amount of PHDEP funding allocated to each line item.

FY 2001 PHDEP Budget Summary	
Budget Line Item	Total Funding
9110 - Reimbursement of Law Enforcement	15,000
9120 - Security Personnel	107,353
9130 - Employment of Investigators	0
9140 - Voluntary Tenant Patrol	0
9150 - Physical Improvements	0
9160 - Drug Prevention	44,338
9170 - Drug Intervention	0
9180 - Drug Treatment	0
9190 - Other Program Costs	41,673
TOTAL PHDEP FUNDING	\$ 208,364

C. PHDEP Plan Goals and Activities

In the tables below, provide information on the PHDEP strategy summarized above by budget line item. Each goal and objective should be numbered sequentially for each budget line item (where applicable). Use as many rows as necessary to list proposed activities (additional rows may be inserted in the tables). PHAs are not required to provide information in shaded boxes. Information provided must be concise—not to exceed two sentences in any column. Tables for line items in which the PHA has no planned goals or activities may be deleted.

9110 – Reimbursement of Law Enforcement					Total PHDEP Funding: \$15,000		
Goal(s)	To eliminate the using and selling of illegal drugs in Des Moines public housing.						
Objectives	To provide above baseline police investigation of drug- and crime-related complaints.						
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount/Source)	Performance Indicators
I.Above Baseline Activities			01/01/02	12/31/02	\$15,000	In-Kind: Admin staff participation	75% of complaints resolved.

9120 - Security Personnel					Total PHDEP Funding: \$107,353		
Goal(s)	To provide security for residents of Royal View Manor						
Objectives	Continue to employ three part-time security guards						
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount/Source)	Performance Indicators
I. Employ Security Guards			01/01/02	12/31/02	\$107,353	N/A	35% reduction in Royal View Manor complaints

9130 - Employment of Investigators					Total PHDEP Funding: \$0		
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount/Source)	Performance Indicators

9140 - Voluntary Tenant Patrol					Total PHDEP Funding: \$ 0		
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding	Performance Indicators

9150 - Physical Improvements					Total PHDEP Funding: \$ 0		
Goal(s)							
Objectives							

Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	Other Funding (Amount /Source)	Performance Indicators
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9160 - Drug Prevention					Total PHDEP Funding: \$44,338		
Goal(s)	Prevent drug use and/or drug traffic by increasing security patrols in apartment buildings.						
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	Other Funding	Performance Indicators
1. Employ a coordinator	1,700	All PHA residents	08/01/02	12/31/02	\$39,500	In-Kind	1 full-time coordinator working with all security issues
2. Quarterly newsletter	1,700	All PHA residents	08/01/02	6/30/03	\$2,088	In-Kind	Quarterly newsletters are distributed
3. Welcome Wagon Activity	120	New PHA residents	08/01/02	9/30/03	\$2150	In-Kind	Admission contacts will be held and tracked through admissions forms.
4. Referrals	30	PHA residents	01/01/02	12/31/02	\$100	In-Kind	The completion of referral forms and reports.
5. Survey and Evaluation	1,700	All PHA residents	07/01/02	12/31/02	\$500	In-Kind	Survey responses

9170 - Drug Intervention					Total PHDEP Funding: \$0		
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	Other Funding (Amount /Source)	Performance Indicators

9180 - Drug Treatment					Total PHDEP Funding: \$0		
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1.							

9190 - Other Program Costs					Total PHDEP Funds: \$41,673		
Goal(s)	To administer the program						
Objectives	All other objectives met						
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	Other Funding (Amount /Source)	Performance Indicators

			7/01/01	12/31/03	\$41,673		Successfully complete program
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Section 3: Expenditure/Obligation Milestones

Indicate by Budget Line Item and the Proposed Activity (based on the information contained in Section 2 PHDEP Plan Budget and Goals), the % of funds that will be expended (at least 25% of the total grant award) and obligated (at least 50% of the total grant award) within 12 months of grant execution.

Budget Line Item #	25% Expenditure of Total Grant Funds By Activity #	Total PHDEP Funding Expended (sum of the activities)	50% Obligation of Total Grant Funds by Activity #	Total PHDEP Funding Obligated (sum of the activities)
<i>e.g Budget Line Item # 9120</i>	<i>Activities 1, 3</i>		<i>Activity 2</i>	
9110	<i>Activity 1</i>	8,000	<i>Activity 1</i>	15,000
9120	<i>Activity 1</i>	100,000	<i>Activity 1</i>	135,000
9130				
9140				
9150				
9160	<i>Activities 1,2,3,4,5</i>	30,000	<i>All Activities</i>	42,000
9170				
9180				
9190				
TOTAL		\$95,054		\$192,000

Section 4: Certifications

A comprehensive certification of compliance with respect to the PHDEP Plan submission is included in the “PHA Certifications of Compliance with the PHA Plan and Related Regulations.”

Agency Plan
Resident Comments

Comment: 5 Year Plan Page 2 – 4th point under PHA Goal : Increase Assisted Housing Choices Objectives: Implement voucher home ownership program – YES!!!

Comment: It has been our pleasure to work with all of you involved in the City of Des Moines – Section 8 program. We look forward to working with you in the future. Thank you.

Comment: About rent, to provide envelope with new address.

Comment: Need to print documents in bilingual – (Bosnian, Spanish, Croatian, German)

Comment: Need to have printed documents printed in Bosnian.

Comment: Better snow removal, if possible, between cars – one lady fell in between cars – other walks and driveway okay.

Comment: We need younger security staff.

Comment: I inform you, nobody force me, to work 8 hours for one month. I paid my taxes and my rent on time. If you paid my rent with new raise, I will work volunteer for that, (my rent paid for you)

Comment: At the meeting Tuesday, February 20th I mentioned the amount of people going in and out all hours of the night, also want to bring up the traffic through the parking lot, semi even at 3:30 in the morning, they are breaking up the parking lot, there is a sign up at Euclid that reads dead end, not saying how many, all of 50 or more cars who go through here every day. Maybe we need signs for no parking or towed away, our neighbors seem to think it's for them, also the truck (van) out in the parking lot came in here last April the 6th, has never been moved. Thanks for the meeting.

Comment: I see that Public Housing has preference(s) for elderly or disabled. Does Section 8 housing allot or allow vouchers to the mobility impaired or disabled or elderly? If not, is there any consideration for this? This type of voucher allowance would allow individuals with disabilities to live in the most integrated community based setting.

Comment: Security: "Live in Manager"

1. Will there be 3 shifts of service guards?
2. Who will be in charge of emergencies that will not be handled by security? Will there be a "head official" living here to handle problems? How about a satellite crew?
3. How will case work be done – we come to you or you come to us? Your work in the building for special needs.
4. Reporting unauthorized persons coming in who do we report to? If someone lets them in, who do we report the accused to?
5. Rent payment – mail in or use drop box.
6. Can an "electric photo viewer **" (one that catches you on camera upon entering) be installed? Would be a good backup for any problems occurring to entry. *Surveillance camera.

Survey response

This document is to discuss how the City of Des Moines Municipal Housing Agency (DMMHA) will address low scores on communication and safety in the 2000 RASS.

Communication

1. Management meetings with Public Housing residents will be held on a quarterly basis.
2. Newsletters will continue.
3. Information about the importance of resident involvement in activities and resident councils will be included in new admission packets.
4. Family Self Sufficiency information will be provided to all residents, and clients will be encouraged to participate.
5. Public Housing residents will be encouraged to participate in neighborhood associations, and PHA staff will also become more involved in these activities.

Safety

1. Quarterly meetings between Public Housing staff & residents will include presentations on lease enforcement, evictions, grievance procedures and presentations from DM police department on crime safety.
2. Information will also be included in new admissions packets.
3. DEP grants will focus on security measures.
4. New admissions packets will contain information on crime prevention activities and staff contact for security issues.

DIRECTOR'S ADVISORY BOARD

EAST VIEW MANOR - 3700 E. 31st Street 50317

Beverly Westlund #14 (265-6997)

Ella Ross #13 (264-9231)

HIGHLAND PARK - 3717 6th Ave - 50313

Ms Margaret Bass #124 (280-5207)

Annie Fontanini #347 (244-3306)

OAK PARK PLAZA - 3400 8TH Street - 50313

Madeline Clark #145 (244-4927)

ROYAL VIEW MANOR - 1101 CROCKER Street 50309

Ms. Alma Morris #805 (280-7098)

SOUTHVIEW MANOR - 2717 S W 9th Street 50315

Dorothy Miller #317 (244-5691)

Pat Davis #301 (280-8443)

Blanche Price #303 (282-6839)

Mary Webber #209 (282-1393)

Martha Swails #207 (248-9443)

Coleen Mick #104

SECTION 8

Linda Vinall
3830 6th Ave #5A
Des Moines, IA 50313

03/24/00
Revised 03/21/01

ATTACHMENT 2 TO DWELLING LEASE

PET POLICY - TENANT AGREEMENT

Tenants who qualify under Section 227 of the Housing and Urban Renewal Recovery Act of 1983 may own and keep common household pets only in DMMHA owned and/or operated units that were built exclusively for occupancy by the elderly and handicapped. A common household pet is defined as a domesticated animal, such as a dog, cat, bird, rodent (including a rabbit), fish or turtle, that is traditionally kept in the home for pleasure rather than for commercial purposes (with the exception of turtles this does not include reptiles). All residents who **request** are eligible under Section 227 to keep a pet in DMMHA housing shall demonstrate to the satisfaction of DMMHA that they have the physical and financial capability to properly care for the pet. For the purposes of this section, service animals will not be considered pets. Tenants requiring service animals will be required to provide prior written notification to the Agency of the service animal and must provide documentation acceptable to the DMMHA that the animal is a **certified** service animal whose primary purpose is to provide assistance to the resident due to a disability. Current City license and rabies and distemper inoculations are required for all service animals.

A. PERMIT

Application for Pet Permit. Prior to housing any pet on the premises governed by Section 227, the resident shall apply to the DMMHA for a pet permit which shall be accompanied by the following:

1. A current license issued by the appropriate authority (all dogs and cats must have a license from the City of Des Moines).
2. Evidence that the pet has been spayed or neutered, and, with respect to cats, that the pet has been declawed on **the front two** all four paws; and
3. Evidence that the pet has received current rabies and distemper inoculations or boosters. (This information must be updated annually).
4. Adequacy of the evidence shall be determined by DMMHA in its sole discretion.
5. A pet deposit of \$200 which applies to new residents, current residents with new pets, or transfers. (**This excludes service animals.**)

B. RULES

All tenants with a pet permitted to be kept under Section 227 shall comply with the following rules:

1. Permitted pets are domesticated dogs, cats, birds and fish aquariums. The weight of the dog or cat may not exceed 20 pounds (adult size).

2. Only one pet per household is permitted. (In the case of fish and/or birds, a pair would be acceptable).
3. Dogs and cats must be licensed yearly with the City of Des Moines (Office of the City Clerk) and tenants must show proof of annual rabies and distemper booster inoculations.
4. Vicious and/or intimidating dogs will not be allowed.
5. All dogs and cats must be spayed or neutered. All cats must be declawed on **the front two** all four paws.
6. Dogs and cats shall remain inside the tenant's unit. No animal shall be permitted to be loose in hallways, lobby areas, laundromats, community rooms, yards or other common areas of the facility.
 - a. Pets of any permitted type are not permitted in Community rooms, common areas or office areas.
 - b. Pets are not permitted to be transported in any DMMHA vehicle.
7. When taken outside the unit, dogs and cats must be kept on a leash and controlled by an adult at all times.
8. Birds must be confined to a cage at all times.
8. Tenants shall not permit their pet to disturb, interfere or diminish the peaceful enjoyment of other tenants. The terms "disturb, interfere and diminish" shall include, but not be limited to, barking, howling, chirping, biting, scratching, and other similar activities.

Complaints of disturbances of this nature shall constitute a violation of lease and may result in the revocation of the pet permit, termination of the Dwelling Lease agreement, or both.
10. Tenants must provide litter boxes for cat waste, which must be kept in the dwelling unit. Tenants shall not permit refuse from litter boxes to accumulate nor to become unsightly or unsanitary.
11. Tenants are solely responsible for cleaning up pet droppings, if any, outside the unit and on facility grounds. Droppings must be disposed of by being placed in a sack and then placed in **an appropriate garbage container**. a container outside the building provided by the DMMHA.

Pet exercise and relief areas shall be those areas designated by the DMMHA.

12. Tenants shall take adequate precautions and measures necessary to eliminate pet odors within or around the unit and shall maintain the unit in a sanitary condition at all times.
13. If pets are left unattended for a period of twenty-four (24) hours or more, the DMMHA may enter the dwelling unit, remove the pet and transfer it to the proper authorities, subject to the provisions of Iowa state law and pertinent local ordinances. The DMMHA accepts no responsibility for the animal under such circumstances.
14. Tenants shall not alter their unit, patio or unit area, **including yard**, in order to create an enclosure for any pet.
15. Tenants are responsible for all damages caused by their pets, including the cost of cleaning of carpets and draperies and/or fumigation of units.
16. Tenants are prohibited from feeding or harboring stray animals. The feeding of stray animals shall constitute having a pet without the written permission of the DMMHA and is a violation of the Dwelling Lease.
17. If any pet housed in a DMMHA facility under Section 227 gives birth to a litter, the tenant must remove from the premises all of said pets except the licensed pet.
18. Tenant pet owners are solely responsible for the safety and health of their pet during those scheduled occasions when the dwelling units in the facility are being treated for deinfestation. The DMMHA shall not be liable for the ill health or death of a pet as a result of the periodic deinfestation treatment.
19. In the event of the death of a pet, the tenant shall immediately remove and properly dispose of the remains. The remains shall not be placed in any container inside a DMMHA facility or in a container on DMMHA grounds. If a new pet is requested, a new pet policy will be required.
20. Tenants must identify in writing the name, address, and phone number of an alternate custodian for pets in the event of tenant illness or other absence from the dwelling unit. The identification of an alternate custodian must occur prior to the DMMHA issuing a pet registration permit.

C. The privilege of maintaining a pet in a facility owned and/or operated by the DMMHA shall be subject to the rules set forth in paragraph B, above. This privilege may be revoked at any time subject to the DMMHA Administrative **Grievance Procedure** Hearing if the animal should become destructive, create a nuisance, represent a threat to the safety and security of other residents, or create a problem in the area of cleanliness and sanitation.

Summary of Community Service Policy

From the new lease on, all adult public housing residents who are not exempted to perform at least 8 hours of community service and/or self sufficiency activity every month. The goal of community service is to provide individuals who are not otherwise employed or moving toward self sufficiency with experience and resources, while fulfilling a community obligation.

All public housing residents over 18 years old must perform at least eight hours of community service a month unless specifically exempted. People exempted from this requirement include:

- ◆ All residents 62 years and older;
- ◆ Any blind or disabled person who certifies inability to comply because of the nature of their disability;
- ◆ Any primary caretaker of a blind or disabled person, such as a parent of a disabled child;
- ◆ Any exemption granted by a state of Iowa welfare program, including a state-administered welfare-to-work program;
- ◆ Members of a family receiving assistance, benefits, or services under the State program funded under part A of title IV of the Social Security Act (42 USC 601 *et seq*); and
- ◆ Any person participating in a work activity identified by section 407(d) of the Social Security Act.

Any resident who is required to do community service will talk first to the Family Success coordinator. If the coordinator thinks the resident is a good candidate for the Family Success Program, s/he will be admitted to the program. Those who are not good candidates for the Family Success Program at that time shall volunteer at least 8 hours a month for agencies specified in the plan. Examples: Big Brother/Big Sister and United Way.

Community service obligations may **not** be fulfilled by any of the following activities:

- ☆ Employment (paid wages)
- ☆ Political activities
- ☆ Work ordinarily performed by PHA employees
- ☆ Replacing a regular job
- ☆ Community service gets reviewed once a year. If the resident can't show they actually performed the work, they will have to make up the time within two months.
- ☆ If the resident disagrees with a computer report that s/he is not exempt from community services for reasons other than a self sufficiency program, or that the resident did not fulfill last year's community service obligation, s/he may produce documentation to that effect.
- ☆ Grievances of decisions made concerning exemption from and failure to comply with community service may be made through the agency's internal grievance procedure, described in the ACO.