

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

PHA Plans

5 Year Plan for Fiscal Years 2001 - 2005
Annual Plan for Fiscal Year 2001

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

PHA Plan Agency Identification

PHA Name: City of Muscatine

PHA Number: IA 049

PHA Fiscal Year Beginning: (mm/yyyy) 7/2001

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 2002 - 2006
[24 CFR Part 903.5]

A. Mission

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

- The mission of the PHA is the same as that of the Department of Housing and Urban Development: To promote adequate and affordable housing, economic opportunity and a suitable living environment free from discrimination.
- The PHA's mission is: (state mission here)

B. Goals

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

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

- PHA Goal: Expand the supply of assisted housing
Objectives:
- Apply for additional rental vouchers:
 - Reduce public housing vacancies:
 - Leverage private or other public funds to create additional housing opportunities:
 - Acquire or build units or developments
 - X Other (list below) Reduce Public Housing unit turn around time to a average of 21 days per unit for FY 2001
- PHA Goal: Improve the quality of assisted housing
Objectives:
- Improve public housing management: (PHAS score) 94
 - 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)

- 1. Maintain an average of 95% of the maximum units months under lease for the voucher program (311 vouchers)**
- 2. Implement ongoing QHWRA requirements.**
- 3. Provide needed opportunities for OHWRA training with staff.**

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

i. Annual Plan Type:

Select which type of Annual Plan the PHA will submit.

Standard Plan

Streamlined Plan:

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

Troubled Agency Plan

ii. Executive Summary of the Annual PHA Plan

[24 CFR Part 903.7 9 (r)]

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

Since the passage of the National Housing Act in 1934, no legislation has impacted the administrative function of HUD and Public Housing Agencies (PHAs) more than the passage of the *Quality Housing and Work Responsibility Act of 1998 (1998 Act)* October 21, 1998. The 1998 Act, attached to the FY 1999 Appropriations Bill, dramatically and permanently amends the laws governing the administration of the public housing and Section 8 Programs.

The focus of the 2020 Management Reform Plan is to prepare HUD to move into the 21st Century as a modernized and revitalized Department with restored public trust and adequate performance-based systems for its programs, operations and employees. Likewise, through the implementation of the 1998 Act, PHAs are required to assess management and operational practices and develop a plan that will ensure that the PHAs meet established goals and objectives. That Agency Plan combines the Five-Year Plan and the Annual Plan.

HUD recognizes that changes are needed to streamline its most important functions and to increase efficiency. Reducing more than 300 programs and activities into 71 functional areas will not be an easy task. The transition of PHAs in adapting to the 2020 Management Reforms and complying with the requirements of the 1998 Act will also be significant. For example, the 2020 Management Reform Plan will require that PHAs become more technically sound and more accountable for program integrity. The 1998 legislation, among other things, promotes such initiatives as reduction of rent subsidies; deregulation for high performing PHAs; fewer reporting requirements; merging the Section 8 Certificate and Voucher Programs; and conversion of competitive grant programs to formula funding. This Agency Plan, specifically the Five-Year Plan, clearly defines the mission, goals and objectives of this Authority and the Annual Plan establishes the direction of this Authority for the next fiscal year.

Purpose and Structure of the Agency Plan

The purpose of the Agency Plan is to empower and equip the PHA to exercise optimum flexibility in meeting local housing needs within the community while meeting its own needs. The Agency Plan contains a FY-2001-FY-2005 Five-Year Plan that includes the Authority's mission and long-range goals and objectives. The FY-2001 Annual Plan addresses the Authority's immediate operations, current policies, program participants, programs and services, and the PHA's strategy for handling operational concerns, resident concerns and needs, and programs and services for the upcoming fiscal year. The Agency Plan outlines the PHA's efforts in meeting the needs of the low and very-low income population in its community and effectively serves as a management, operational and accountability tool for the PHA.

Planning sessions and or reviews were conducted with the Authority's residents, Resident Advisory Board, community leaders and organizations, and State and local authorities during the development of the Agency Plan to ensure that the needs of the residents and community are addressed in the Agency Plan. The Agency Plan is consistent with the Consolidated Plan/CHAS.

This Agency Plan contains a FY-2001 - FY-2005 Five-Year Plan (mission, goals and objectives) and a FY-2001 Annual Plan. Each section in the Agency Plan is preceded by a title page. An Annual Plan and/or update of the Agency Plan will be submitted to HUD annually at least 75 days before the start of the succeeding fiscal year.

MUNICIPAL HOUSING PROGRAMS

GENERAL INFORMATION

The Municipal Housing Programs of the City of Muscatine are administered through the Housing Division of the City's Community Development Department with the advice of the Residents Advisory Board, and final decision by the Muscatine City Council which functions as the PHA. The Housing Division is responsible for managing City and not-for-profit public housing, rental assisted privately owned housing and assisting with the Housing Rehabilitation and Housing Code Enforcement Programs. The Municipal Housing Funds support staff and operational expenses which are incurred to implement the housing programs.

All code and rehabilitation activities of the Community Development Department complement the Housing Division goals and objectives. These goals and objectives are to assure that the citizens of the City have a safe, decent, sanitary and energy efficient place to live in a stable, vital and secure neighborhood of their choice, at a price they can afford, and within reasonable access to employment, recreation, cultural opportunities and goods and services.

PUBLIC HOUSING

The City's Public Housing units consist of the eleven (11) story, 100 unit Clark House for elderly/handicapped citizens, the fifty (50) unit very low income Sunset Park family project and two scattered site housing units. The City also provides management services for the Hershey Board, a not-for-profit organization, for Hershey Manor, a fifty (50) unit

elderly/handicapped citizen project. This facility is managed by the City through a contractual agreement with the Hershey Board.

CLARK HOUSE - An eleven (11) story apartment complex consisting of ninety-eight (98) one-bedroom and two (2) two-bedroom units for the elderly and handicapped was opened in May of 1977. Debt service on the construction of the building was funded by the federal government with annual operating expenditures funded from project revenues. Senior Resources has its offices and a meal site in the building. The Clark House also serves as a community-wide elderly activity center. Funding for improvements at this facility has been provided from Department of Housing and Urban Development (HUD) grants under the Comprehensive Improvement Assistance Program (CIAP). Over the past several years, funding from this program has provided for renovation and replacement of various structural and mechanical items in this facility.

SUNSET PARK - The Sunset Park Housing units are located on Houser Street north of the Muscatine Slough. The Sunset Park facility is a 50-unit apartment complex consisting of two, three, and four bedroom units for very low-income families. The facility is funded similar to the Clark House. The federal government funded the debt service for the construction. Rental income is used to provide funds for the operation and maintenance of the facility.

ASSISTED HOUSING - SECTION 8

The City's Section 8 Housing Certificate and Section 8 Voucher Programs enable the City to assist three hundred twenty-eight (328) low income individuals and families, who reside in the city, to live in standard privately owned housing of their choice, suitable to their needs and within their ability to pay. The program assists families, elderly and eligible handicapped whose incomes do not exceed 50% of the area's median income (very low income families). The program participants seek their own housing within the City and are free to move to more desirable units at the end of the lease period. During 1991/92 the number of units eligible for Section 8 funding was increased from 278 to the current level of 328. Beginning in 1999/2000 HUD has initiated a plan to eliminate the certificate program and move all certificate recipients to the Voucher Program.

Under the Section 8 program tenants and landlords enter into a lease agreement establishing the terms and conditions of the lease and the landlords enter into a contract with the City for the rental assistance. The property owners retain control over their property and approve the tenants. Rents including utilities are established for various bedroom sized units by HUD. HUD provides all funds for the program including the housing assistance payment (difference between the amount the eligible families and individuals pay toward rent, 30% of income, and the rent) and administration of the program.

Most of the Section 8 units are under the Section 8 Voucher Program which is similar to the Section 8 Certificate Program. Under both, low income families who live in privately owned units are provided rental assistance to make up the difference between the fair market rent and the payment schedule for the unit occupied, based on a family's bedroom needs and the family's ability to pay. Under the Certificate Program a family's ability to pay is established at 30% of annual adjusted income. With the Voucher Program, however, a family may occupy a unit with rent higher or lower than the local fair market rent with the family obligated to pay a higher or lower percentage of annual income for rent. A significant difference between the

Certificate Program and the Voucher Program is that under the Certificate Program HUD allocates units to the City while under the Voucher Program HUD allocates dollars to the program.

GOAL STATEMENT

To formulate, implement and administer programs in a nondiscriminatory manner that strive to provide to low and moderate income households who reside and/or expect to reside in the Muscatine area the opportunity to reside in a healthy, safe dwelling and neighborhood of their choice, free of major harmful environmental influences, convenient to social, cultural, educational, commercial, recreational, and economic opportunities, within a reasonable expense to income ratio.

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

Annual Plan

- i. Executive Summary
- ii. Table of Contents
 - Housing Needs Assessment
 - Financial Resources Assessment / Capital improvements
 - Public Housing Admissions and Continued Occupancy Policies
 - Section 8 Administrative Plan
 - Rent Determination Policy
 - Management and Operations
 - Demolition and Disposition
 - Designation of Housing
 - Conversions of Public Housing
 - Homeownership
 - Community Service Programs
 - Crime and Safety Prevention Measures
 - PHA Deconcentration Plan
 - Resident Advisory Board (RAB)
 - Consistency with State Consolidated Plan
 - Five Year Plans / Goals
 - Required Certifications including Civil Rights
 - HUD Template
 - Audit
 - Other Information

Attachments

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

Required Attachments:

- Admissions Policy for Deconcentration
- FY 2000 Capital Fund Program Annual Statement
- Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)

Optional Attachments:

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

Supporting Documents Available for Review

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

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
X	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
X	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans
X	Fair Housing Documentation: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions’ initiatives to affirmatively further fair housing that require the PHA’s involvement.	5 Year and Annual Plans
X	Consolidated Plan for the jurisdiction/s in which the PHA is located (which includes the Analysis of Impediments to Fair Housing Choice (AI) and any additional backup data to support statement of housing needs in the jurisdiction	Annual Plan: Housing Needs
X	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources;
X	Public Housing Admissions and (Continued) Occupancy	Annual Plan: Eligibility,

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
	Policy (A&O), which includes the Tenant Selection and Assignment Plan [TSAP]	Selection, and Admissions Policies
X	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public Housing Deconcentration and Income Mixing Documentation: 1. PHA board certifications of compliance with deconcentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/99 <i>Quality Housing and Work Responsibility Act Initial Guidance; Notice</i> and any further HUD guidance) and 2. Documentation of the required deconcentration and income mixing analysis	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public housing rent determination policies, including the methodology for setting public housing flat rents <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X	Schedule of flat rents offered at each public housing development <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X	Section 8 rent determination (payment standard) policies <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
X	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	Annual Plan: Operations and Maintenance
X	Public housing grievance procedures <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
X	Section 8 informal review and hearing procedures <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
X	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
X	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
X	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	Annual Plan: Capital Needs
N/A	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
N/A	Approved or submitted applications for demolition and/or	Annual Plan: Demolition

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
	disposition of public housing	and Disposition
N/A	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
N/A	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
N/A	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
N/A	Policies governing any Section 8 Homeownership program <input type="checkbox"/> check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
N/A	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
N/A	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
N/A	The most recent Public Housing Drug Elimination Program (PHEDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)	Annual Plan: Safety and Crime Prevention
X	The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	Annual Plan: Annual Audit
N/A	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
X	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)

1. Statement of Housing Needs

[24 CFR Part 903.7 9 (a)]

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

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

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	1089	4	4	3	2	3	N/A
Income >30% but <=50% of AMI	974	4	4	3	2	3	N/A
Income >50% but <80% of AMI	1429	4	4	3	2	3	N/A
Elderly	422	3	4	3	4	2	N/A
Families with Disabilities							
Race/Ethnicity Black	21	3	4	3	2	3	N/A
Race/Ethnicity Hispanic	264	3	4	3	2	4	N/A
Race/Ethnicity							
Race/Ethnicity							

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

- Consolidated Plan of the Jurisdiction/s
Indicate year:
- U.S. Census data: the Comprehensive Housing Affordability Strategy (“CHAS”) dataset
- American Housing Survey data
Indicate year:
- Other housing market study
Indicate year:
- Other sources: (list and indicate year of information)

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.

Date Prepared 3/16/2001

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input type="checkbox"/> Section 8 tenant-based assistance			
<input type="checkbox"/> Public Housing			
<input checked="" 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	92		101
Extremely low income <=30% AMI	58	63%	
Very low income (>30% but <=50% AMI)	33	36%	
Low income (>50% but <80% AMI)	1	1%	
Families with children	57	62%	
Elderly families	5	5%	
Families with Disabilities	5	5%	
Race/ethnicity/	White 72	78%	
Race/ethnicity	Black 8	9%	
Race/ethnicity	Hispanic 12	13%	
Race/ethnicity			
Characteristics by Bedroom Size (Public Housing Only)			
1BR	32	35%	Not Tracked
2 BR	40	43%	Not Tracked
3 BR	15	16%	Not Tracked
4 BR	3	3%	Not Tracked
5 BR	2	3%	Not Tracked
5+ BR			

Housing Needs of Families on the Waiting List

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

If yes:

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

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

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

C. Strategy for Addressing Needs

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

(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)

Strategy 2: Conduct activities to affirmatively further fair housing

Select all that apply

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

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

(2) Reasons for Selecting Strategies

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

- Funding constraints
- Staffing constraints
- Limited availability of sites for assisted housing
- Extent to which particular housing needs are met by other organizations in the community

- Evidence of housing needs as demonstrated in the Consolidated Plan and other information available to the PHA
- Influence of the housing market on PHA programs
- Community priorities regarding housing assistance
- Results of consultation with local or state government
- Results of consultation with residents and the Resident Advisory Board
- Results of consultation with advocacy groups
- Other: (list below)

2. Statement of Financial Resources

[24 CFR Part 903.7 9 (b)]

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

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
1. Federal Grants (FY 2001 grants)		
a) Public Housing Operating Fund	305,138	
b) Public Housing Capital Fund	232,114	
c) HOPE VI Revitalization	0	
d) HOPE VI Demolition	0	
e) Annual Contributions for Section 8 Tenant-Based Assistance	926,768	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)	0	
g) Resident Opportunity and Self-Sufficiency Grants	0	
h) Community Development Block Grant	0	
i) HOME	0	
Other Federal Grants (list below)	0	
2. Prior Year Federal Grants (unobligated funds only) (list below)	0	
Capital funding 2000/2001	0	

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
3. Public Housing Dwelling Rental Income	340,500	
Other Rentals	100	
4. Other income (list below)		
Clark House Cellular Tower	9,000	
Interest	15,200	
4. Non-federal sources (list below)	9,200	
Total resources	1,838,020.	

3. PHA Policies Governing Eligibility, Selection, and Admissions

[24 CFR Part 903.7 9 (c)]

A. Public Housing

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

(1) Eligibility

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

- When families are within a certain number of being offered a unit: (state number)
- When families are within a certain time of being offered a unit: (state time)
- Other: (describe)

b. Which non-income (screening) factors does the PHA use to establish eligibility for admission to public housing (select all that apply)?

- Criminal or Drug-related activity
- Rental history
- Housekeeping
- Other (describe)

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

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

(2)Waiting List Organization

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

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

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

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

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

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

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

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

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

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

(3) Assignment

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

- One
- Two
- Three or More

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) ***SUBSTANDARD PREFERENCE MUST BE AS A RESULT OF GOVERNMENT ACTION (CODE VIOLATION) THROUGH NO FAULT OF THE RESIDENT***

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:

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

Other preferences (select all that apply)

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

Other preference(s) (list below)

4. Relationship of preferences to income targeting requirements:

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

(5) Occupancy

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

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

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

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

(6) Deconcentration and Income Mixing

Beginning with July 2001 PHAs, agencies must follow the final rule when submitting their PHA Plan.

2. Revised Template Questions. The current PHA Plan template (HUD 50075) questions about deconcentration of poverty and income mixing in public housing, found in section 3(A)(6) (PHA Policies Governing Eligibility, Selection, and Admissions, Public Housing, Deconcentration and Income Mixing) had been disregarded by Notice PIH 99-51. Now that a final rule has been issued, the following questions will replace the former ones in the PHA Plan template about an agency's deconcentration policies and be available on the PHA Plan website to include as a required attachment to the template.

Component 3, (6) Deconcentration and Income Mixing

- a. Yes No: Does the PHA have any general occupancy (family) public housing developments covered by the deconcentration rule? If no, this section is complete. If yes, continue to the next question.

- b. Yes No: Do any of these covered developments have average incomes above or below 85% to 115% of the average incomes of all such developments? If no, this section is complete.

If yes, list these developments as follows:

Deconcentration Policy for Covered Developments			
Development Name:	Number of Units	Explanation (if any) [see step 4 at §903.2(c)(1)(iv)]	Deconcentration policy (if no explanation) [see step 5 at §903.2(c)(1)(v)]

3. Developments Outside the Established Income Range. As provided at §903.2(c)(1)(iv), any explanation must be consistent with both the deconcentration law and local goals. Also, as provided at §903.2(c)(1)(v), any policy must be expected to promote deconcentration of poverty and income mixing.

4. Unit Size Adjustments. In determining the average income of all families residing in each covered development, the final rule at §903.2(c)(1) provides a PHA the option of adjusting its income analysis for unit size in accordance with procedures prescribed by HUD.

The bedroom adjustment factor, which is based on national rent averages for units grouped by the number of bedrooms and which has been used by HUD to adjust for costs of units when the number of bedrooms vary, assigns to each unit the following factors:

0.70 for zero-bedroom units; 0.85 for one-bedroom units; 1.0 for two-bedroom units; 1.25 for three-bedroom units; 1.40 for four-bedroom units; 1.61 for five-bedroom units, and 1.82 for six or more bedroom units. The bedroom adjustment factor is the unit-weighted average of the distribution.

In step 1, a PHA must determine the average income of all families residing in all of the PHA's covered developments. A PHA may divide the average income of all families of all covered developments by the appropriate bedroom adjustment factor described above to obtain the PHA-wide adjusted average income. For example, if a PHA has a 1,000 units with 400 two bedroom units and 600 three-bedroom units, then the PHA would multiply 400 by 1.0 and 600 by 1.25, sum these products, and divide by the total number of PHA units (1,000) to derive a bedroom adjustment factor of 1.15 $[(400 \times 1.0) + (600 \times 1.25) / 1,000 = 1.15]$. If the PHA has an average income of

\$10,000, then the PHA would divide \$10,000 by the bedroom adjustment factor of 1.15, which equals \$8,696. This is the PHA-wide adjusted average income.

In step 2, a PHA must determine the average income of all families residing in each covered development. A PHA may divide the average income of the families residing in each covered development by the appropriate adjustment factor described below to obtain each covered development's average income. For example, if the PHA in the example above has a covered development that has 100 units, with 80 two-bedroom units and 20 three-bedroom units, then the PHA would multiply 80 by 1.0 and 20 by 1.25, sum these products, and divide by the total number of units in that development (100) to derive a bedroom adjustment factor of 1.05 $[(80 \times 1.0) + (20 \times 1.25) / 100 = 1.05]$. If that development has an average income of \$8,000, then the PHA would divide \$8,000 by the bedroom adjustment factor of 1.05, which equals \$7,619. This is the covered development average income.

In step 3, a PHA must determine whether each of its covered developments falls above, within or below the Established Income Range of 85% to 115% of the PHA-wide average income for covered developments. In this comparison, if a PHA chooses the use a bedroom adjustment approach, it must do so for both the PHA-wide and the covered development analyses. To determine where the covered development falls within the Established Income Range, divide the income of the development by the income of the PHA and multiply by 100. In the example above, the PHA would divide \$7,619 by \$8,696 and then multiply by 100, which equals 88%. This is within the Established Income Range. In the example above, if the PHA decided not to adjust income by bedroom size, then the ratio would have been \$8,000 divided by \$10,000, then multiplied by 100, which equals 80%. This falls outside of the Established Income Range.

5. Developments Not Subject to Deconcentration. The final rule at §903(2)(b)(2) describes public housing developments not subject to deconcentration. One of the provisions of the rule exempts "public housing developments operated by a PHA with fewer than 100 public housing units," which covers PHAs with fewer than a total of 100 public housing units.

- 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)
- b. Yes No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?
- c. Yes No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?
- d. Yes No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)
- e. Indicate what kinds of information you share with prospective landlords? (select all that apply)
- Criminal or drug-related activity
 - Other (describe below)

(2) Waiting List Organization

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

(3) Search Time

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

If yes, state circumstances below: If a Voucher expires, a family may submit the Voucher to the Housing Authority with a written request for an extension. If the family is unable to locate a unit due to circumstances beyond the families control the Housing Authority may issue one or more extensions not to exceed a total of 60 days.

(4) Admissions Preferences

a. Income targeting

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

b. Preferences

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

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

Former Federal preferences

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

Other preferences (select all that apply)

- Working families and those unable to work because of age or disability
- Veterans and veterans' families
- Residents who live and/or work in your jurisdiction
- Those enrolled currently in educational, training, or upward mobility programs
- Households that contribute to meeting income goals (broad range of incomes)
- Households that contribute to meeting income requirements (targeting)
- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes
- Other preference(s) ***SUBSTANDARD PREFERENCE MUST BE AS A RESULT OF GOVERNMENT ACTION (CODE VIOLATION) THROUGH NO FAULT OF THE RESIDENT***

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

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

Victims of domestic violence

- 1 Substandard housing
Homelessness
High rent burden

Other preferences (select all that apply)

- Working families and those unable to work because of age or disability
 Veterans and veterans’ families
 Residents who live and/or work in your jurisdiction
 Those enrolled currently in educational, training, or upward mobility programs
 Households that contribute to meeting income goals (broad range of incomes)
 Households that contribute to meeting income requirements (targeting)
 Those previously enrolled in educational, training, or upward mobility programs
 Victims of reprisals or hate crimes
 Other preference(s) ***SUBSTANDARD PREFERENCE MUST BE AS A RESULT OF GOVERNMENT ACTION (CODE VIOLATION) THROUGH NO FAULT OF THE RESIDENT***

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 **BASED ON REGULATION**.
 Not applicable: the pool of applicant families ensures that the PHA will meet income targeting requirements

(5) Special Purpose Section 8 Assistance Programs

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

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

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

- Through published notices
- Other (list below)

4. PHA Rent Determination Policies

[24 CFR Part 903.7 9 (d)]

A. Public Housing

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

(1) Income Based Rent Policies

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

a. Use of discretionary policies: (select one)

- 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?

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

Hardship Exemptions

As in accordance with QWHRA, hardship exemptions are granted to any family that is unable to pay the minimum rent because of financial hardship. Those hardships could include:

- The family has lost eligibility for or is awaiting eligibility determination for a federal, state, or local assistance program, including a family that includes a member who is an alien lawfully admitted for permanent residence under the Immigration and Nationality Act who would be entitled to public benefits but for title IV of the Personal Responsibility and Work Opportunity Reconciliation Act of 1996;
- The family would be evicted as a result of the imposition of the minimum rent requirement;
- The income of the family has decreased because of changed circumstances, including loss of employment;
- A death in the family has occurred.

Federal Legislators enacted the hardship exemption in order to provide families in trouble with relief from the minimum rents, which Authorities can set at up to \$50.

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) 90% fair Market Rent

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)_____
- 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) 90% fair market rent

B. Section 8 Tenant-Based Assistance

Exemptions: PHAs that do not administer Section 8 tenant-based assistance are not required to complete sub-component 4B. **Unless otherwise specified, all questions in this section apply only to the tenant-based section 8 assistance program (vouchers, and until completely merged into the voucher program, 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 903.7 9 (e)]

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

A. PHA Management Structure

Describe the PHA's management structure and organization.

(select one)

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

The Muscatine Housing Authority operates a total of 151 public housing units in two (2) developments located in Muscatine County. The Muscatine Housing Authority provides housing to approximately 479 very-low, low and moderate-income residents of Muscatine (151 for Public Housing and 328 for Section 8).

Development	Bedroom Size				Total
	1	2	3	4	
Sunset Park		29	16	4	49
Clark House	98	2	0	0	100
Scattered Site	0	0	2	0	2

The Muscatine Housing Authority is a High performer according to its most recent PHMAP submission. The Muscatine Housing Authority strives to provide quality housing for low-income families, help residents increase their opportunities for self-sufficiency and achieve economic independence.

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	151	30
Section 8 Vouchers	328	60
Section 8 Certificates	0	0
Section 8 Mod Rehab	0	0
Special Purpose Section 8 Certificates/Vouchers (list individually)	0	0
Public Housing Drug Elimination Program (PHDEP)	0	0
Other Federal Programs(list individually)	0	0

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.

Public Housing Admissions and Continued Occupancy Policies
Public Housing Maintenance Policy
City of Muscatine Management and Supervisory Personnel Policy
City of Muscatine/Teamsters Local Union 238 Union agreement
City of Muscatine Affirmative Action Program
City of Muscatine Risk Management Policy
City of Muscatine Purchasing Manual
Muscatine Municipal Housing Agency Procurement Policy
City of Muscatine Fixed Asset Capitalization Policy
City of Muscatine Investment Policy

(2) Section 8 Management: (list below)

Section 8 Administrative Plan

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 903.7 9 (g)]

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

A. Capital Fund Activities

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

(1) Capital Fund Program Annual Statement

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

Select one:

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

-or-

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

(2) Optional 5-Year Action Plan

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

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

b. If yes to question a, select one:

The Capital Fund Program 5-Year Action Plan is provided as an attachment to the PHA Plan at Attachment (Five Year Plans / Goals)

-or-

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

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

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

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

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

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

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

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

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

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

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

[24 CFR Part 903.7 9 (i)]

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

1. Yes No: Has the PHA designated or applied for approval to designate or does the PHA plan to apply to designate any public housing for occupancy only by the elderly families or only by families with disabilities, or by elderly families and families with disabilities or will apply for designation for occupancy by only elderly families or only families with disabilities, or by elderly families and families with disabilities as provided by section 7 of the U.S. Housing Act of 1937 (42 U.S.C. 1437e) in the upcoming fiscal year? (If “No”, skip to component 10. If “yes”, complete one activity description for each development, unless the PHA is eligible to complete a streamlined submission; PHAs

completing streamlined submissions may skip to component 10.)

2. Activity Description

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

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

10. Conversion of Public Housing to Tenant-Based Assistance

[24 CFR Part 903.7 9 (j)]

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

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

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

2. Activity Description

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

Conversion of Public Housing Activity Description	
1a. Development name:	
1b. Development (project) number:	
2. What is the status of the required assessment?	<input type="checkbox"/> Assessment underway <input type="checkbox"/> Assessment results submitted to HUD <input type="checkbox"/> Assessment results approved by HUD (if marked, proceed to next question) <input type="checkbox"/> Other (explain below)
3. <input type="checkbox"/> Yes <input type="checkbox"/> No: Is a Conversion Plan required? (If yes, go to block 4; if no, go to block 5.)	
4. Status of Conversion Plan (select the statement that best describes the current status)	<input type="checkbox"/> Conversion Plan in development <input type="checkbox"/> Conversion Plan submitted to HUD on: (DD/MM/YYYY) <input type="checkbox"/> Conversion Plan approved by HUD on: (DD/MM/YYYY) <input type="checkbox"/> Activities pursuant to HUD-approved Conversion Plan underway
5. Description of how requirements of Section 202 are being satisfied by means other than conversion (select one)	<input type="checkbox"/> Units addressed in a pending or approved demolition application (date submitted or approved: <input type="checkbox"/> Units addressed in a pending or approved HOPE VI demolition application (date submitted or approved:) <input type="checkbox"/> Units addressed in a pending or approved HOPE VI Revitalization Plan (date submitted or approved:) <input type="checkbox"/> Requirements no longer applicable: vacancy rates are less than 10 percent <input type="checkbox"/> Requirements no longer applicable: site now has less than 300 units <input type="checkbox"/> 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:
2. Federal Program authority: <input type="checkbox"/> HOPE I <input type="checkbox"/> 5(h) <input type="checkbox"/> Turnkey III <input type="checkbox"/> Section 32 of the USHA of 1937 (effective 10/1/99)
3. Application status: (select one) <input type="checkbox"/> Approved; included in the PHA’s Homeownership Plan/Program <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application
4. Date Homeownership Plan/Program approved, submitted, or planned for submission: (DD/MM/YYYY)
5. Number of units affected: 6. Coverage of action: (select one) <input type="checkbox"/> Part of the development <input type="checkbox"/> Total development

B. Section 8 Tenant Based Assistance

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

2. Program Description:

a. Size of Program

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

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

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

b. PHA established eligibility criteria

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

If yes, list criteria below:

12. PHA Community Service and Self-sufficiency Programs

[24 CFR Part 903.7 9 (l)]

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

A. PHA Coordination with the Welfare (TANF) Agency

1. Cooperative agreements:

- Yes No: Has the PHA 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)

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.)

- 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

Community Service and Work Requirement

It is a requirement of continued occupancy that each adult resident of the Housing Authority shall:

- Contribute eight hours per month of community service (not including political activities) within the community in which that adult resides; or
- Participate in an economic self-sufficiency program for eight hours per month.

Exemptions shall be made for any individual who:

- Is 62 years of age or older;
- Is a blind or disabled individual defined under section 216(i)(1) or 1614 of the Social Security Act (42 USC 416(i)(1); 1382c) and who is unable to comply with this section, or is a primary caretaker of such individual;
- Is engaged in a work activity (as such term is defined in section 407(d) of the Social Security Act (42 USC 607(D), as in effect on and after July 1, 1997);
- Meets the requirements for being exempted from having to engage in a work activity under the state program funded under part A of title IV of the Social Security Act (42 USC 601 et. Seq.) or under any other welfare program of the state in which the public housing agency is located, including a state-administered welfare-to-work program;
- Is in a family receiving assistance under a state program funded under part A of title IV of the Social Security Act (42 USC 601 et. seq.) or under any other welfare program of the state in which public housing agency is located, including a state administered welfare-to-work program, and has not been found by the state or other administering entity to be in noncompliance with such program; or
- Is a full-time student (high school, vocational or college).

Annual Determinations

For each public housing resident, MHA shall, 30 days before the expiration of each lease term of the resident, review and determine the compliance of the resident with the requirements of this policy. Such determinations shall be made in accordance with the principles of due process and on a nondiscriminatory basis.

Noncompliance

If the MHA determines that the resident, subject to the requirements of this policy, has not complied shall notify the resident in writing of such noncompliance. The written notification shall state that the determination of noncompliance is subject to the administrative Grievance Procedure and that failure by the resident to enter into an agreement, before the expiration of the lease term, to cure any noncompliance by participating in an economic self-sufficiency program for, or contributing to community service, as many additional hours as the resident needs to comply in the aggregate with such requirement over the 12-month term of the lease, may be cause for lease termination.

The MHA shall not renew or extend any lease, or provide any new lease, for a dwelling unit for any household that includes an adult member who has been determined to be in noncompliance with the requirements of this policy and has failed to attempt to cure the noncompliance.

Location of the Community Service or Family Self-Sufficiency Program

The MHA may provide a community service or an economic self-sufficiency program opportunities to meet the requirements of this policy, however, MHA shall not substitute participation in community service or an economic self-sufficiency program for work performed by an employee of MHA or supplant a job at any location at which community work requirements are fulfilled.

Administration

The MHA has contracted out the administration of the Community Service and Work Requirement program to a qualified agency.

13. PHA Safety and Crime Prevention Measures

[24 CFR Part 903.7 9 (m)]

Exemptions from Component 13: High performing and small PHAs not participating in PHDEP and Section 8 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)

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

2.

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

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

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

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

C. Coordination between PHA and the police

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

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

- Other activities (list below)

Coordination Between the Muscatine Housing Authority and the Muscatine PD

A community service officer spends 20 hours a week in the area of the Clark House often stopping in at the complex and attending all of the Clark House and Associations meetings.

This Officer will report any suspicious activity to the housing manager and is accessible by phone to all residents with in the complex. This officer will also provides some activities targeted at our seniors.

Monthly Captain Torgerson from the Muscatine PD will run a report criminal activity in and around both of our complexes and send it E mail to the Housing Administer any violent or drug related crime information if needed.

We believe that what we are doing is working. Our screening process incorporated with our management and the one strike policy directly influences the low crime rate in our complexes. Our plans will be to continue the above referenced activities with keeping an close eye on the crime rates on a monthly biases.

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

Clark House

D. Additional information as required by PHDEP/PHDEP Plan

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

- Yes No: Is the PHA eligible to participate in the PHDEP in the fiscal year covered by this PHA Plan?
- Yes No: Has the PHA included the PHDEP Plan for FY 2000 in this PHA Plan?
- Yes No: This PHDEP Plan is an Attachment. (Attachment Filename: ____)

14. RESERVED FOR PET POLICY

[24 CFR Part 903.7 9 (n)]

15. Civil Rights Certifications

[24 CFR Part 903.7 9 (o)]

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

16. Fiscal Audit

[24 CFR Part 903.7 9 (p)]

1. Yes No: Is the PHA required to have an audit conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h))?
(If no, skip to component 17.)
2. Yes No: Was the most recent fiscal audit submitted to HUD?

3. Yes No: Were there any findings as the result of that audit?
4. Yes No: If there were any findings, do any remain unresolved?
If yes, how many unresolved findings remain?_____
5. Yes No: Have responses to any unresolved findings been submitted to HUD?
If not, when are they due (state below)?

17. PHA Asset Management

[24 CFR Part 903.7 9 (q)]

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

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

18. Other Information

[24 CFR Part 903.7 9 (r)]

A. Resident Advisory Board Recommendations

1. Yes No: Did the PHA receive any comments on the PHA Plan from the Resident Advisory Board/s?
2. If yes, the comments are: (if comments were received, the PHA **MUST** select one)
- Attached at Attachment (File name)
- Provided below:
3. In what manner did the PHA address those comments? (select all that apply)

- Considered comments, but determined that no changes to the PHA Plan were necessary.
- The PHA changed portions of the PHA Plan in response to comments
List changes below:
- Other: (Considered comments are reviewing options and feasibility of changes to policies based on comments, ongoing monthly RAB meetings will resolve all comments.)

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

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

3. Description of Resident Election Process

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

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

b. Eligible candidates: (select one)

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

c. Eligible voters: (select all that apply)

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

C. Statement of Consistency with the Consolidated Plan

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

1. Consolidated Plan jurisdiction: (State of Iowa Consolidated Plan)
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)
3. The Consolidated Plan of the jurisdiction supports the PHA Plan with the following actions and commitments: (describe below)

The State of Iowa Consolidated Plan for FY 2001 includes the following three categories

High Priority -

Small Families - Renters

Large Families - Renters

Elderly - Renters

D. Other Information Required by HUD

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

RAB BOARD MEETING 2001 –2002 PLAN REVIEW

DATE: 3/27/01 and 3/29/01

LOCATION: CLARK HOUSE

Members Present at the 3/27/01 Meeting: Lorna Sinclair - Clark House, Tammy Arnold - Clark House, Betty Cook - Clark House, Toots Walker - Clark House, Tammy Arnold - Sunset Park, Kim Brown - Section 8, Colleen Smith - Section 8.

Members Present at the 3/29/01 Meeting: Kim Brown - Section 8, Mary Harris - Clark House, Betty Cook - Clark House, Lorna Sinclair - Clark House, Ruth Toots Walker - Clark House and Alice Markin - Clark House.

Review Process

All RAB members were sent copies of the Agency Plan and Budget for FY 2002 Five Year Plan and notice of meeting dates. The board reviewed plan in October 2000 and no changes have been made to the policies since that time.

Plan Review

Public Access to Information

No Comments

Display Locations for PHA Plans and Supporting Documents

No Comments

Review Agency Plan

Comments: Board unanimously supported this action.

A. Mission

No Comments

B. Goals

Expand the supply of assisted housing

Comments: Board members agreed that having the City apply for additional vouchers was a good idea.

Improve the quality of assisted housing

No Comments

Increase assisted housing choices –

Implement voucher homeownership program

Mary Harris - Clark House

Comment: If this program goes through will units be inspected.

Betty Cook - Clark House

Comment: Landlords are charging too much rent - homeownership is a good idea.

Colleen Smith - Section 8

Comment: Homeownership program is a good idea, it is a great opportunity for families with limited income.

Comment #2: If a family on Section 8 were to get homeownership assistance would this open a slot for a rental voucher.

Kim Brown - Section 8

Comment: Fantastic idea, this program might help a family find a unit in better living conditions.

Improve community quality of life and economic vitality.

Provide an improved living environment

No Comments

Promote self-sufficiency and asset development of families and individuals

Promote self sufficiency and asset development of assisted households

No Comments

Ensure Equal Opportunity in Housing for all Americans

Ensure equal opportunity and affirmatively further fair housing

No Comments

Annual PHA Plan - PHA Fiscal Year 2000

i. Annual Plan Type

No Comments

ii. Executive Summary

No Comments

iii. Annual Plan Table of Contents

SUPPORTING DOCUMENTATION AVAILABLE FOR REVIEW

No Comments

1. STATEMENT OF HOUSING NEEDS

A. Statement of Housing Needs

Betty Cook - Clark House

Comment: Landlords are charging too much rent.

Toots Walker - Clark House

Comment: Wages are too low, rent is too high.

Kim Brown - Section 8

Comment: Kim mentioned needs statistics seemed pretty high. Landlords rent amounts are above Section 8 limits.

Coleen Smith - Section 8

Comment: Colleen asked about annual turnover. She also commented on regulations over need, she says it doesn't make sense because a lot of families are in need of assistance.

Tammy Arnold - Sunset Park

Comment: Trying to find a decent place to rent is really hard, especially when looking for a four bedroom unit.

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

No Comments

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

No Comments

C. Strategy for Addressing Needs

Strategy 1 Maximize the number of Affordable Units Available to the PHA Within Its Current Resources

No Comments

Strategy 2 Increase the Number of Affordable Housing Units.

Comments: Board agreed city needs more affordable housing units.

2. Financial Resources

Comments: Board approved as reviewed

3. PHA Policies Governing Eligibility, Selection and Admissions

A. Public Housing

1. Eligibility

Clark House Members

Comment: Everyone agreed that extensive checks should be done for criminal and drug activity. We should also do out of state criminal and drug activity checks for those families coming from another state

Tammy Arnold - Sunset Park

Comment: Tammy wants the city to do a more extensive search when it comes to criminal and drug activity checks.

Sunset Park Members

Comment: Everyone agreed we need more extensive checks when it comes to criminal and drug activity checks.

2. Waiting List Organization

Comment: All board members thought process of for waiting list is fair.

3. Assignment

No Comments

4. Admissions Preferences

Betty Cook & Mary Harris - Clark House

Comment: Both agreed that preferences are fair

5. Occupancy

No Comments

6. Deconcentration & Income Mixing

All Board members supported this policy

B. Section 8

Comments: All board members support this policy

1. Eligibility

Comments: All board members felt this process was fair.

2. Waiting List Organization

Comments: All board members felt this process was fair.

3. Search Time

Comments: All board members felt this process was fair.

4. Admissions Preferences

Betty Cook and Mary Harris - Clark House

Comments: Both agreed process is fair.

5. **Special Purpose Section 8 Assistance Programs**

Betty Cook and Mary Harris - Clark House

Comments: Both agreed process is fair.

4. **PHA RENT DETERMINATION POLICIES**

A. **Public Housing**

1. **Income Based Rent Policies**

Comment: Board approved as reviewed

2. **Flat Rents**

Comment: Board supports flat rent concept

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

1. **Payment Standards**

Comment: Board agreed that rents in Muscatine are high and we need the 110% payment standard.

2. **Minimum Rent**

Ruth "Toots" Walker - Clark House

Comment: Asked why tenants don't get any consideration when it comes to late payments.

There are situations for example when tenants get social security checks on the 3rd of the month and if a tenant is in the hospital they are not given enough time to pay. After the sixth day of the month tenants get charged \$10/day for late payments.

5. **Operations and Management**

Comment: Board supported the operations and management policies and procedures.

A. **PHA Management Structure**

No Comments

B. **HUD Programs Under PHA Management**

No Comments

C. **Management and Maintenance Policies**

Mary Harris - Clark House

Comment: Mary stated that they need a full time maintenance person that would live on site at the Clark House. She mentioned that after hours and on weekends its hard to get ahold of the on call person.

Other Clark House RAB Members

Comment: They agreed with Mary regarding needing a full time maintenance person on-site.

6. **PHA Grievance Procedures**

Comment: All board members agreed that this policy seemed fair.

A. **Public Housing**

No Comments

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

No Comments

7. **Capital Improvement Needs**
No Comments
 - A. **Capital Fund Activities**
No Comments
 - B. **HOPE VI and Public Housing Development and Replacement Activities (Non-Capital Fund)**
Comments: Board agreed that we have no need for this program.
8. **Demolition and Disposition**
No Comments
9. **Designation of Public Housing for Occupancy by Elderly Families or Families with Disabilities**
Alice Markin - Clark House
Comment: Alice commented that she would like to see a designation place for the elderly at the Clark House Building.
All Board Members
Comment: Everyone agreed with Alice comments.
10. **Conversion of Public Housing to Tenant-Based Assistance**
No Comments
11. **Homeownership Programs Administered by the PHA**
 - A. **Public Housing**
No Comments
 - B. **Section 8 Tenant Based Assistance**
No Comments
12. **PHA Community Service and Self-sufficiency Programs**
Comments: All board members felt that this was a good requirement.
13. **PHA Safety and Crime Prevention Measures**
Comments: All board members supported criminal checks
14. **Reserved for Pet Policy**
Comments: Board members stated that pet deposits are too high, especially for fish and birds.
15. **Civil Rights Certifications**
No Comments
16. **Fiscal Audit**
No Comments
17. **PHA Asset Management**
No Comments
18. **Other Information**

A. **Resident Advisory Board Recommendations**

Betty Cook - Clark House

Comment: Betty stated that all agenda items have been followed through to the T.

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

No Comments

C. **Statement of Consistency with the Consolidated Plan**

No Comments

D. **Resident Comments and PHA Action Concerning Comments**

Out of the complete review of the agency plan the board had four areas that they requested the Public Housing Administrator consider changing in the policies, they are as follows:

1. Perform more extensive background checks on people coming from other communities.
2. Establish a Section 8 Home Ownership Program.
3. Employ a live in maintenance person at the Clark House high rise.
4. Designate Clark House for Occupancy by Elderly only.

The Housing Administrator agreed to research the feasibility of each of the above comments and to address them in regularly scheduled monthly RAB meetings.

Attachments

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

CITY OF MUSCATINE HOUSING DIVISION - HERSHEY MANOR PET POLICY

Those residents who qualify under the 1998 Housing Act and the Code of Federal Regulations (CFR) may own and keep common household pets in City of Muscatine (City) owned and/or managed units. All residents who are eligible to keep a common household pet in housing owned and/or managed by the City shall demonstrate that they have the physical, financial and emotional capability to care for the pet. These regulations do not apply to animals that are used to assist the Disabled with daily living requirements.

- A. Application for Pet Permit. Prior to housing any pet on premises governed by the CFR, the resident shall apply to the City for a pet permit. The application shall apply to the City for a pet permit. The application shall be accompanied by the following:
1. A current license issued by the appropriate authority, if applicable, including information sufficient to identify the pet and to demonstrate that it is a common household pet;
 2. Written evidence that the pet has been **SPAYED** or **NEUTERED**, as applicable.
 3. Written evidence that the pet has received current inoculations, and an **ANNUAL** intestinal parasite check. Specifically, dogs must have current rabies, distemper, and parvo inoculations. Dogs must undergo annual intestinal parasite and heartworm checks. Cats must have current rabies, distemper inoculations, and intestinal parasite check. Written verification must be provided for all test results and inoculations.
 4. Name an alternate pet custodian (see Item B. 22)
- B. All residents with pets permitted to be kept under the CFR shall comply with the following rules:
1. A common household pet means a domesticated animal such as a dog, cat, bird, fish or turtle that is traditionally kept in a home for pleasure rather than for commercial purposes. "Common household pet" does not include reptiles or rodents(except turtles). This definition does not include animals that are used to assist the handicapped residents. The weight of a dog or cat may not exceed 30 lbs. (adult size). The size of the aquarium may not exceed 10 gallons.
 2. Only one pet, except fish, per household will be permitted.
 3. Dogs and Cats **MUST BE LICENSED YEARLY** with the City of Muscatine Finance Department.
 4. Vicious, exotic, and/or intimidating pets will not be allowed. Example: pit bull, snakes, iguanas

5. All permitted pets must be spayed or neutered, as applicable. Verification of same shall be provided to the City Housing eligibility staff.
6. All permitted pets shall remain inside the resident's unit. No animal shall be left outside unattended. No animal shall be permitted in hallways, lobby areas, elevators, laundry rooms, community rooms, yards or other common areas of the facility, except for reasonable ingress and egress to the project or building.
7. When outside the unit, all permitted pets must be kept on a leash, under the direct physical control of an adult.
8. Birds must be confined to a cage at all times.
9. Residents shall not permit their pet to disturb, interfere or diminish the peaceful enjoyment of other residents. The term "disturb, interfere and diminish" shall include but not be limited to barking, howling, chirping, biting, scratching, shedding, purring, molting and other like activities.

Complaints of disturbances of actions of this nature shall constitute a violation of the lease and may result in the revocation of the pet permit, termination of the lease agreement, or both.

10. Residents must provide litter boxes which must be kept in the dwelling unit. Residents shall neither permit refuse from litter boxes to accumulate nor become unsightly or unsanitary and must be changed at least twice each week.
11. Residents are solely responsible for cleaning up pet excrement, if any, and outside the dwelling unit and on facility grounds. Excrement must be disposed of by being placed in a appropriate container outside the building.
12. Residents shall take adequate precautions and measures necessary to eliminate pet odors and control fleas 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 twelve (12) hours or more, the City may authorize entrance to the dwelling unit, removal of the pet and transfer of the pet by proper authorities, subject to provision of Iowa law and local ordinances. The City accepts no responsibility for the animal under such circumstances.
14. Non-registered and/or **VISITING** pets are **NOT ALLOWED**.
15. Residents shall not alter their unit or unit area in order to create an enclosure for any pet.
16. Residents are responsible for all damages caused by their pets, including and not limited to the cost of cleaning of carpets and draperies and/or fumigation of units.
17. Residents are prohibited from feeding or harboring stray animals. The feeding of stray animals shall constitute having a pet without written permission.
18. All resident pet owners are required to pay an additional refundable PET DEPOSIT. Deposit must be paid in full at the time you acquire your pet.

Number of bedrooms in Rental Unit	Amount of Pet Deposit
1	\$250.00
2	\$300.00
3	\$350.00
4	\$400.00
Fish & Bird Deposit	\$100.00

19. Should any pet housed in a City facility under the CFR give birth to a litter, the resident shall remove all the pets from their premises within 24 hours of birth.
 20. Resident pet owners are responsible for the safety and health of their pet during those scheduled occasions when the dwelling units in the facility are being treated for control of pests.
 21. In the event of the death of a pet, the resident shall properly and immediately remove and dispose of the remains. The remains shall not be placed in any refuse container inside a City residential facility or on City residential grounds.
 22. Residents must identify an alternate custodian (by name, address and telephone number) for pets in the event of resident illness or absence from the dwelling unit. This identification of an alternate custodian must occur prior to the City issuing a pet registration permit. The city may verify such with named custodian.
- C. The privilege of maintaining a pet in a facility owned and/or operated by the City shall be subject to the rules set forth in paragraph B, above. This privilege may be revoked at any time subject to the Public Housing Grievance Procedures, if the animal should become destructive, create a nuisance, represent a threat to the safety, health, quiet enjoyment, and security of other residents, or create a problem in the area of odor, cleanliness or sanitation. If the City determines, on the basis of objective facts, supported by written statements, that a pet owner has violated a rule governing the owning or keeping of pets, the City may serve a WRITTEN NOTICE OF PET RULE VIOLATION on the pet owner in accordance with the regulations and in conformity with the CFR the regulations, (Pet Rule violation procedures).
- D. Should a breach of the rules set forth in paragraph B, above, occur, the City may also exercise any remedy granted it in accord with the Code of Iowa.
- E. The City shall notify the pet owner if the City refuses to register a pet. The notice shall state the basis for City's action and shall be served on the pet owner as required in the CFR regulations.

I HAVE RECEIVED, READ AND UNDERSTOOD THE ABOVE POLICY PROVISIONS REGARDING THE KEEPING OF PETS AND AGREE TO ABIDE BY THOSE PROVISIONS.

Signature, Head of Household

Date

Signature, Spouse (or other Adult household member)

Date

Housing Specialist

Date

CITY OF MUSCATINE HOUSING DIVISION PET PERMIT

Application for written permission to keep the following pet in a dwelling unit owned and/or managed by the City of Muscatine Housing Division is hereby made:

Type and Description of Animal (Dog, Cat, Color, & etc.) Pet's Name (If Any) Weight

Current City License No. Rabies Inoculation Certification No./ Date

Spayed or Neutered by (Dr. Name) / Date

Designated alternate pet custodian is:

Name: _____ Amount of Pet Deposit \$ _____

Address: _____

Phone No.: _____

I fully understand the rules and regulations regarding the privilege of keeping a pet and agree to abide by those rules and regulations and acknowledge receipt of a copy of the pet policy. I understand the requirement for and agree to provide the City copies of those documents described in the Pet Policy.

Resident Signature Date

Resident Address

Signature of Housing Administrator Date

hmpetpolicy401

CAPITAL FUND PROGRAM TABLES START HERE

Annual Statement/Performance and Evaluation Report					
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary					
PHA Name: Muscatine Housing Agency		Grant Type and Number Capital Fund Program Grant No: IA05P04950101 Replacement Housing Factor Grant No:			Federal FY of Grant: 2001
<input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:) <input type="checkbox"/> Performance and Evaluation Report for Period Ending: <input type="checkbox"/> 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	0			
2	1406 Operations	12,114			
3	1408 Management Improvements	10,000			
4	1410 Administration	0			
5	1411 Audit	0			
6	1415 Liquidated Damages	0			
7	1430 Fees and Costs	0			
8	1440 Site Acquisition	0			
9	1450 Site Improvement	19,000			
10	1460 Dwelling Structures	0			
11	1465.1 Dwelling Equipment—Nonexpendable	71,000			
12	1470 Nondwelling Structures	0			
13	1475 Nondwelling Equipment	20,000			
14	1485 Demolition	0			
15	1490 Replacement Reserve	100,000			
16	1492 Moving to Work Demonstration	0			
17	1495.1 Relocation Costs	0			
18	1499 Development Activities	0			
19	1501 Collateralization or Debt Service	0			
20	1502 Contingency	0			
21	Amount of Annual Grant: (sum of lines 2 – 20)	232,114			

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

PHA Name: Muscatine Housing Agency	Grant Type and Number Capital Fund Program Grant No: IA05P04950101 Replacement Housing Factor Grant No:	Federal FY of Grant: 2001
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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
22	Amount of line 21 Related to LBP Activities	0			
23	Amount of line 21 Related to Section 504 compliance	0			
24	Amount of line 21 Related to Security – Soft Costs	0			
25	Amount of Line 21 Related to Security – Hard Costs	0			
26	Amount of line 21 Related to Energy Conservation Measures	0			

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: 2001	
Development Number Name/HA-Wide Activities	All Fund Obligated (March 2002)			All Funds Expended (June 2002)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
49, 4	10,000			10,000			
49, 4	20,000			20,000			
49, 4	25,000			25,000			
49, 4	15,000			15,000			
49, 1	12,114			12,114			
49, 1	10,000			10,000			
49, 1	21,000			21,000			
49, 1	19,000			19,000			
49, 1	50,000			50,000			

Capital Fund Program Five-Year Action Plan

Part I: Summary

PHA Name		<input checked="" 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: 2002 PHA FY: 2003	Work Statement for Year 3 FFY Grant: 2003 PHA FY: 2004	Work Statement for Year 4 FFY Grant: 2004 PHA FY: 2005	Work Statement for Year 5 FFY Grant: 2005 PHA FY: 2006
	Annual Statement				
49, 4		100,000	85,000	165,000	138,000
49, 1		133,000	149,000	70,000	98,000
CFP Funds Listed for 5-year planning		233,000	234,000	235,000	236,000
Replacement Housing Factor Funds					

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

Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
49-4	Clark House Muscatine Housing IAO49	1	1%	
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
Management improvements			10,000	2001/2002
Non Dwelling Equipment (Emergency Generator)			20,000	2001/2002
Replacement Reserve			50,000	2001/2002
Apartment Remodel (10 units)			25,000	2001/2002
Replace Closet Doors (100)			15,000	2001/2002
Management improvements			10,000	2002/2003
Landscaping Redesign			15,000	2002/2003
Replacement Reserve			50,000	2002/2003
Apartment Remodel			25,000	2002/2003
Management improvements			10,000	2003/2004
Replacement Reserve			50,000	2003/2004
Apartment Remodel			25,000	2003/2004
Management improvements			10,000	2004/2005
Replacement Reserve			10,000	2004/2005
Apartment Remodel			25,000	2004/2005
Common Hallways Remodel			120,000	2004/2005
Operations			50,000	2005/2006
Apartment Remodel			24,000	2005/2006
Exterior Improvements			40,000	2005/2006
Replacement Reserve			24,000	2005/2006
Total estimated cost over next 5 years			608,000	

Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
49-1	Sunset Park Muscatine Housing IAO49	3	6%	
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
Operations			12,114	2001/2002
Dwelling Equipment (Hot Water Heaters 20)			10,000	2001/2002
Replacement Reserve			50,000	2001/2002
Apartment Remodel (7 units)			21,000	2001/2002
Landscape redesign			19,000	2001/2002
Operations			13,000	2002/2003
Apartment Remodel (13 units)			45,500	2002/2003
Replacement Reserve			50,000	2002/2003
Apartment Remodel			24,500	2002/2003
Operations			39,000	2003/2004
Replacement Reserve			64,500	2003/2004
Apartment Remodel (13 units)			45,500	2003/2004
Operations			35,000	2004/2005
Replacement Reserve			10,000	2004/2005
Apartment Remodel			25,000	2004/2005
Operations			36,000	2005/2006
Apartment Remodel			24,000	2005/2006
Exterior Improvements			20,000	2005/2006
Replacement Reserve			18,000	2005/2006
Total estimated cost over next 5 years			562,114	

Table Library

