

HOUSING AUTHORITY OF YAMHILL COUNTY

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: ~~HOUSING AUTHORITY OF YAMHILL COUNTY~~

PHA Number: **OR016**

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

Public Access to Information

Information regarding any activities outlined in this plan can be obtained by contacting: (select all that apply)

- Main administrative office of the PHA
- PHA development management offices
- PHA local offices

Display Locations For PHA Plans and Supporting Documents

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

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

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

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

5-YEAR PLAN
PHA FISCAL YEARS 2001 - 2005
[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:

The mission of the Housing Authority is to provide the opportunity for decent, safe, sanitary and affordable housing to lower-income families residing or wishing to reside in our community.

In order to fulfill this mission, the Housing Authority has established the following objectives:

- ☼ To provide prompt housing assistance in a manner that respects the dignity and inherent worth of every person.
- ☼ To promote expanded housing opportunity and freedom of choice for lower income families based on individual needs.
- ☼ To further the revitalization of the community through maintenance and rehabilitation of existing housing.
- ☼ To promote increased awareness of tenant and owner rights and responsibilities under lease agreements.
- ☼ To promote maximum utilization of available funds to assist eligible families.
- ☼ To fulfill all Public Housing Authority (PHA) responsibilities outlined in Department of Housing and Urban Development (HUD) regulations and state law.

B. Goals

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

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

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

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

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

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

- PHA Goal: Provide an improved living environment
Objectives: Deconcentration is not applicable to our area.
 - 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: Better lighting.
- 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)

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

Annual Plan Type:

Select which type of Annual Plan the PHA will submit.

Standard Plan

Streamlined Plan:

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

Troubled Agency Plan

Executive Summary of the Annual PHA Plan

[24 CFR Part 903.7 9 (r)]

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

The Annual Plan includes information outlining the resources and policies in place to guide the Authority during the fiscal year. The Authority will continue to maintain and make every effort to expand programs to assist the low income families of Yamhill County in meeting their housing needs. The Authority will continue to provide rental assistance (Section 8) to eligible households and seek funding to assist families with rental assistance. In addition, the plan outlines for the housing authority public housing program to continue to maintain and improve public housing. During the year capital improvement funds are being set aside to upgrade and improve several of the public housing units and systems. The annual plan anticipates continuation of the existing programs and adoption and implementation of the changes and requirements of QHWRA. The annual plan includes the administrative plans and policies which will guide the authority's operations. Some but not all include the Administrative Plan for the Section 8 tenant-based assistance programs, policies governing admission to and continued occupancy of the public housing program and the housing authority's technology plan.

Annual Plan Table of Contents

[24 CFR Part 903.7 9 (r)]

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

Table of Contents

| | <u>Page #</u> |
|---|---------------|
| Annual Plan | |
| Executive Summary | |
| i. Table of Contents | |
| Housing Needs | |
| 1. Financial Resources | 16 |
| 2. Policies on Eligibility, Selection and Admissions | 17 |
| 3. Rent Determination Policies | 26 |
| 4. Operations and Management Policies | 31 |
| 5. Grievance Procedures | 32 |
| 6. Capital Improvement Needs | 33 |
| 7. Demolition and Disposition | 35 |
| 8. Designation of Housing | 35 |
| 9. Conversions of Public Housing | 37 |
| 10. Homeownership | 38 |
| 11. Community Service Programs | 40 |
| 12. Crime and Safety | 42 |
| 13. Pets | 44 |
| 14. Civil Rights Certifications (included with PHA Plan Certifications) | 44 |
| 15. Audit | 44 |
| 16. Asset Management | 45 |
| 17. Other Information | 49 |

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 (not applicable)
- FY 2001 Capital Fund Program Annual Statement (or016a01)
- 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 2001 Capital Fund Program 5 Year Action Plan (attachment or016a01)
- 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 Policy (A&O), which includes the Tenant Selection and Assignment Plan [TSAP] | Annual Plan: Eligibility, Selection, and Admissions Policies |
| X | Section 8 Administrative Plan | Annual Plan: Eligibility, Selection, and Admissions Policies |

List of Supporting Documents Available for Review

| Applicable & On Display | Supporting Document | Applicable Plan Component |
|-------------------------|---|--|
| X | Public Housing Deconcentration and Income Mixing Documentation: PHA board certifications of compliance with deconcentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/99 <i>Quality Housing and Work Responsibility Act Initial Guidance; Notice</i> and any further HUD guidance) and Documentation of the required deconcentration and income mixing analysis | Annual Plan: Eligibility, Selection, and Admissions Policies |
| X | Public housing rent determination policies, including the methodology for setting public housing flat rents X Check here if included in the public housing A & O Policy | Annual Plan: Rent Determination |
| X | Schedule of flat rents offered at each public housing development X Check here if included in the public housing A & O Policy | Annual Plan: Rent Determination |
| X | Section 8 rent determination (payment standard) policies X Check here if included in Section 8 Administrative Plan | Annual Plan: Rent Determination |
| X | Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation) | Annual Plan: Operations and Maintenance |
| X | Public housing grievance procedures X Check here if included in the public housing A & O Policy | Annual Plan: Grievance Procedures |
| X | Section 8 informal review and hearing procedures X Check here if included in Section 8 Administrative Plan | Annual Plan: Grievance Procedures |
| X | The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year | Annual Plan: Capital Needs |
| X | Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant | Annual Plan: Capital Needs |
| X | Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option) | Annual Plan: Capital Needs |
| | Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans or any other approved proposal for development of public housing | Annual Plan: Capital Needs |
| | Approved or submitted applications for demolition and/or disposition of public housing | Annual Plan: Demolition and Disposition |
| | Approved or submitted applications for designation of public housing (Designated Housing Plans) | Annual Plan: Designation of Public Housing |
| | Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act | Annual Plan: Conversion of Public Housing |

| List of Supporting Documents Available for Review | | |
|--|--|---|
| Applicable & On Display | Supporting Document | Applicable Plan Component |
| | Approved or submitted public housing homeownership programs/plans | Annual Plan: Homeownership |
| | Policies governing any Section 8 Homeownership program Check here if included in the Section 8 Administrative Plan | Annual Plan: Homeownership |
| X | Any cooperative agreement between the PHA and the TANF agency | Annual Plan: Community Service & Self-Sufficiency |
| X | FSS Action Plan/s for public housing and/or Section 8 | Annual Plan: Community Service & Self-Sufficiency |
| | Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports | Annual Plan: Community Service & Self-Sufficiency |
| | The most recent Public Housing Drug Elimination Program (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 |
| | Troubled PHAs: MOA/Recovery Plan | Troubled PHAs |
| | Other supporting documents (optional) (list individually; use as many lines as necessary) | (specify as needed) |

1. Statement of Housing Needs

[24 CFR Part 903.7 9 (a)]

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

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

| Housing Needs of Families in the Jurisdiction by Family Type | | | | | | | |
|---|---------|----------------|--------|---------|---------------|------|----------|
| Family Type | Overall | Afford-ability | Supply | Quality | Accessibility | Size | Location |
| Income <= 30% of AMI | 1531 | 5 | 5 | 3 | 4 | n/a | n/a |
| Income >30% but <=50% of AMI | 1323 | 4 | 4 | 2 | 4 | n/a | n/a |
| Income >50% but <80% of AMI | 1776 | 3 | 3 | 1 | 4 | n/a | n/a |
| Elderly | 1019 | 4 | 5 | 2 | 4 | n/a | n/a |
| Families with Disabilities | n/a | n/a | n/a | n/a | n/a | n/a | n/a |
| Race/Ethnicity 2-1 | 29 | 1 | n/a | n/a | n/a | n/a | n/a |
| Race/Ethnicity 1-1 | 293 | 3 | n/a | n/a | n/a | n/a | n/a |
| Race/Ethnicity | | | | | | | |

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

- Consolidated Plan of the Jurisdiction/s
Indicate year: ***FY 1996***
Supplemental data included from the Oregon State Consolidated Plan
- U.S. Census data: the Comprehensive Housing Affordability Strategy (CHAS) dataset
- American Housing Survey data
Indicate year: _____
- Other housing market study
Indicate year: _____
- Other sources: (list and indicate year of information)

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

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

Housing Needs of Families on the Waiting List

Waiting list type: (select one)

Section 8 tenant-based assistance

Public Housing

Combined Section 8 and Public Housing

Public Housing Site-Based or sub-jurisdictional waiting list (optional)

If used, identify which development/sub-jurisdiction:

| | # of families | % of total families | Annual Turnover |
|---|---------------|---------------------|-----------------|
| Waiting list total | 44 | | 22 |
| Extremely low income <=30% AMI | 19 | 76% | |
| Very low income (>30% but <=50% AMI) | 5 | 20% | |
| Low income (>50% but <80% AMI) | 1 | 4% | |
| Families with children | 23 | 92% | |
| Elderly families | 2 | 5% | |
| Families with Disabilities | 3 | 7% | |
| Race/ethnicity1-1 | 3 | 7% | |
| Race/ethnicity1-2 | 40 | 91% | |
| Race/ethnicity3-2 | 1 | 2% | |

Characteristics by Bedroom Size (Public Housing Only)

1BR

2 BR

3 BR

4 BR

5 BR

5+ BR

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

If yes:

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

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

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

Housing Needs of Families on the Waiting List

Waiting list type: (select one)

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

If used, identify which development/sub-jurisdiction:

| | # of families | % of total families | Annual Turnover |
|---|---------------|---------------------|-----------------|
| Waiting list total | 538 | | 950 |
| Extremely low income <=30% AMI | 444 | 83% | |
| Very low income (>30% but <=50% AMI) | 85 | 16% | |
| Low income (>50% but <80% AMI) | 10 | 2% | |
| Families with children | 292 | 54% | |
| Elderly families | 27 | .05% | |
| Families with Disabilities | 2 | 0% | |
| Race/ethnicity1-2 | 449 | 83 | |
| Race/ethnicity2-2 | 3 | 1 | |
| Race/ethnicity3-2 | 25 | 5 | |
| Race/ethnicity4-2 | 9 | 2 | |
| Race/ethnicity1-1 | 52 | 10 | |

Characteristics by Bedroom
Size (Public Housing Only)

1BR

2 BR

3 BR

4 BR

5 BR

5+ BR

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

If yes:

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

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

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

B. 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.

The Housing Authority of Yamhill County's strategy in the upcoming year to address the needs of families in our jurisdiction is to apply for any applicable funds to provide more affordable housing to residents at or below 50% of AMI. This strategy was chosen because it is believed to be the most productive method of increasing affordable housing to people in these income categories.

(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)
Trust Fund, Tax Credit, Home, Bonds

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

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

Select all that apply

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

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

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

Select all that apply

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

B. Need: Specific Family Types: The Elderly

Strategy 1: Target available assistance to the elderly:

Select all that apply

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

Need: Specific Family Types: Families with Disabilities

Strategy 1: Target available assistance to Families with Disabilities:

Select all that apply

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

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

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

Select if applicable

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

Strategy 2: Conduct activities to affirmatively further fair housing

Select all that apply

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

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

(2) Reasons for Selecting Strategies

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

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

Statement of Financial Resources

[24 CFR Part 903.7 9 (b)]

List the financial resources that are anticipated to be available to the PHA for the support of Federal public housing and tenant-based Section 8 assistance programs administered by the PHA during the Plan year. Note: the table assumes that Federal public housing or tenant based Section 8 assistance grant funds are expended on eligible purposes; therefore, uses of these funds need not be stated. For other funds, indicate the use for those funds as one of the following 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 | \$94,931 | |
| b) Public Housing Capital Fund | \$170,000 | |
| c) HOPE VI Revitalization | | |
| d) HOPE VI Demolition | | |
| e) Annual Contributions for Section 8 Tenant-Based Assistance | \$6,115,245 | |
| f) Public Housing Drug Elimination Program (including any Technical Assistance funds) | | |
| g) Resident Opportunity and Self-Sufficiency Grants | | |
| h) Community Development Block Grant | | |
| i) HOME | | |
| Other Federal Grants (list below) | | |

| Financial Resources: Planned Sources and Uses | | |
|---|-------------------|--------------------------|
| Sources | Planned \$ | Planned Uses |
| Family Self-Sufficiency Coordinator Grant | \$38,020 | FSS Coordinator |
| 2. Prior Year Federal Grants (unobligated funds only) (list below) | | |
| | | |
| | | |
| 3. Public Housing Dwelling Rental Income | \$191,830 | Public Housing Operation |
| | | |
| 4. Other income (list below) | | |
| Interest | \$18,000 | PH Operations |
| Tenant Charges | \$6,360 | PH Operations |
| 4. Non-federal sources (list below) | | |
| | | |
| | | |
| | | |
| Total resources | \$6,634,386 | |
| | | |
| | | |

3. PHA Policies Governing Eligibility, Selection, and Admissions

[24 CFR Part 903.7 9 (c)]

A. Public Housing

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

(1) Eligibility

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

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

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

Other: (describe) *When it is known a unit will be available.*

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) *Professional References*

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

(2) Waiting List Organization

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

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

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

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

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

1. How many site-based waiting lists will the PHA operate in the coming year?
2. ___ Yes ___ No: Are any or all of the PHA's site-based waiting lists new for the upcoming year (that is, they are not part of a previously-HUD-approved site based waiting list plan)?
If yes, how many lists?
3. ___ Yes ___ No: May families be on more than one list simultaneously?
If yes, how many lists?
4. Where can interested persons obtain more information about and sign up to be on the site-based waiting lists (select all that apply)?
___ PHA main administrative office

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

(3) Assignment

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

- One
- Two
- Three or More

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**)

1. Which of the following admission preferences does the PHA plan to employ in the

coming year? (select all that apply from either former Federal preferences or other preferences)

Former Federal preferences:

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

Other preferences: (select below)

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

Need for accessible unit.

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

Date and Time

Former Federal preferences:

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

Other preferences (select all that apply)

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

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)

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)] |
| | | | |
| | | | |

B. Section 8

Exemptions: PHA's 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)

Lease violations, address & name of current and previous landlord, damage claims.

(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:

Initial issuance is for 120 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

1 Other preference(s) (list below)

1. *Current participant in HAYC project-based or owned property who administratively needs to transfer.*
2. *Special needs households participating in HAYC sponsored affordable housing supportive services.*
3. *Families working undercover with Yamhill County police departments.*

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

- Substandard housing
- Homelessness
- High rent burden

Other preferences (select all that apply)

- Working families and those unable to work because of age or disability
- Veterans and veterans' families
- Residents who live and/or work in your jurisdiction
- Those enrolled currently in educational, training, or upward mobility programs
- Households that contribute to meeting income goals (broad range of incomes)
- Households that contribute to meeting income requirements (targeting)
- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes
- Other preference(s) (list below)
Same as listed in 2 above.

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

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

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

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

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

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

(5) Special Purpose Section 8 Assistance Programs

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

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

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

- Through published notices
- Other (list below)
Notices to service providers.

4. PHA Rent Determination Policies

[24 CFR Part 903.7 9 (d)]

A. Public Housing

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

(1) Income Based Rent Policies

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

a. Use of discretionary policies: (select one)

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

---or---

- The PHA employs discretionary policies for determining income based rent (If selected, continue to question b.)

b. Minimum Rent

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

\$0

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

2. Yes No: Has the PHA adopted any discretionary minimum rent hardship exemption policies?

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

In order for the family to qualify for a hardship exception the family's circumstances must fall into one of the following criteria:

1. *The family has lost eligibility or is awaiting an eligibility determination for Federal, State, local assistance.*
2. *The family would be evicted as a result of the imposition of the minimum rent requirement.*
3. *The income of the family has decreased because of changed circumstances, including:*
 - a. *Loss of employment*
 - b. *Death in family*
 - c. *Other circumstances as determined by HA or HUD.*

The family must demonstrate that the hardship is of long-term duration. If the family demonstrates that the hardship is of long-term duration, the HA or HUD must retroactively exempt the family from the minimum rent requirement for the 90-day period.

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:

Ceiling Rents in place: 2 Bdrm \$550 3 Bdrm \$688

These amounts will be used should 30% of a family's adjusted income exceed the ceiling rent.

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

- For the earned income of a previously unemployed household member
- For increases in earned income
- Fixed amount (other than general rent-setting policy)
 - If yes, state amount/s and circumstances below:
- Fixed percentage (other than general rent-setting policy)
 - If yes, state percentage/s and circumstances below:

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

e. Ceiling rents

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

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

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

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

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

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

f. Rent re-determinations:

1. Between income reexaminations, how often must tenants report changes in income or family composition to the PHA such that the changes result in an adjustment to

rent? (select all that apply)

- Never
- At family option
- Any time the family experiences an income increase
- Any time a family experiences an income increase above a threshold amount or percentage: (if selected, specify threshold) ***\$6,000 annual***
- Other (list below)

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

(2) Flat Rents

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

- The section 8 rent reasonableness study of comparable housing
- Survey of rents listed in local newspaper
- Survey of similar unassisted units in the neighborhood
- Other (list/describe below)

B. Section 8 Tenant-Based Assistance

Exemptions: PHA's 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)

In order for the family to qualify for a hardship exception the family's circumstances must fall under one of the following HUD hardship criteria:

1. *The family has lost eligibility or is awaiting an eligibility determination for Federal, State, or local assistance.*
2. *The family would be evicted as a result of the imposition of the minimum rent requirement.*
3. *The income of the family has decreased because of changed circumstances, including:*

- a. *Loss of employment*
- b. *Death in family*
- c. *Other circumstances as determined by HA or HUD.*

The family must demonstrate that the hardship is of long-term duration. If the family demonstrates that the hardship is of long-term duration, the HA or HUD must retroactively exempt the family from the minimum rent requirement for the 90-day period.

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: organizational structure is shown in the agency plan and is available upon request.

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 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 | 70 | 15 |
| Section 8 Vouchers | 1105 | |
| Section 8 Certificates | 0 – conversion to Vouchers | 0 |
| Section 8 Mod Rehab | 13 | 2 |
| Special Purpose Section 8 Certificates/Vouchers (list individually) | Mainstream – 75 Family Unif. – 60 | |
| Public Housing Drug Elimination Program (PHDEP) | | |
| Other Federal Programs(list individually) | | |

C. Management and Maintenance Policies

List the PHA’s public housing management and maintenance policy documents, manuals and handbooks that contain the Agency’s rules, standards, and policies that govern maintenance and management of public housing, including a description of any measures necessary for the prevention or eradication of pest infestation (which includes cockroach infestation) and the policies governing Section 8 management.

- (1) Public Housing Maintenance and Management: (list below)
Public Housing Admissions and Continued Occupancy Policy
Addendum – Public Housing Maintenance Plan
Lease Agreement

- (2) Section 8 Management: (list below)
Section 8 Admin Plan
Lease and Contract

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 or016a01)

-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 (or016a01)

-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: <input type="checkbox"/> Demolition <input type="checkbox"/> Disposition |
| 3. Application status (select one) <input type="checkbox"/> Approved <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application |
| 4. Date application approved, submitted, or planned for submission: (DD/MM/YY) |
| 5. Number of units affected: 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: <input type="checkbox"/> Occupancy by only the elderly <input type="checkbox"/> Occupancy by families with disabilities <input type="checkbox"/> Occupancy by only elderly families and families with disabilities |
| 3. Application status (select one) <input type="checkbox"/> Approved; included in the PHA's Designation Plan <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application |
| 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? |
| 1. 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? | |
| ___ | Assessment underway |
| ___ | Assessment results submitted to HUD |
| ___ | Assessment results approved by HUD (if marked, proceed to next question) |
| ___ | Other (explain below) |
| 3. ___ Yes ___ No: Is a Conversion Plan required? (If yes, go to block 4; if no, go to block 5.) | |
| 4. Status of Conversion Plan (select the statement that best describes the current status) | |
| ___ | Conversion Plan in development |
| ___ | Conversion Plan submitted to HUD on: (DD/MM/YYYY) |
| ___ | Conversion Plan approved by HUD on: (DD/MM/YYYY) |
| ___ | Activities pursuant to HUD-approved Conversion Plan underway |

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

- Units addressed in a pending or approved demolition application (date submitted or approved: _____)
- Units addressed in a pending or approved HOPE VI demolition application (date submitted or approved: _____)
- Units addressed in a pending or approved HOPE VI Revitalization Plan (date submitted or approved: _____)
- Requirements no longer applicable: vacancy rates are less than 10 percent
- Requirements no longer applicable: site now has less than 300 units
- Other: (describe below)

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

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

11. Homeownership Programs Administered by the PHA

[24 CFR Part 903.7 9 (k)]

A. Public Housing

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

1. Yes 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.)

38

| Public Housing Homeownership Activity Description (Complete one for each development affected) | |
|--|--|
| 1a. Development name: | |
| 1b. Development (project) number: | |
| 2. Federal Program authority: | |
| _____ | HOPE I |
| _____ | 5(h) |
| _____ | Turnkey III |
| _____ | Section 32 of the USHA of 1937 (effective 10/1/99) |
| 3. Application status: (select one) | |
| _____ | Approved; included in the PHA's Homeownership Plan/Program |
| _____ | Submitted, pending approval |
| _____ | 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) | |
| _____ | Part of the development |
| _____ | 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:

The feasibility of Section 8 Homeownership is still being reviewed and discussed, criteria may be developed in the future.

12. PHA Community Service and Self-sufficiency Programs

[24 CFR Part 903.7 9 (1)]

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

A. PHA Coordination with the Welfare (TANF) Agency

1. Cooperative agreements:

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

If yes, what was the date that agreement was signed? 02/15/00

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

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

B. Services and programs offered to residents and participants

(1) General

a. Self-Sufficiency Policies

Which, if any of the following discretionary policies will the PHA employ to

40

enhance the economic and social self-sufficiency of assisted families in the following areas? (select all that apply)

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

b. Economic and Social self-sufficiency programs

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

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

(2) Family Self Sufficiency program/s

a. Participation Description

| Family Self Sufficiency (FSS) Participation | | |
|---|---|---|
| Program | Required Number of Participants (start of FY 2001 Estimate) | Actual Number of Participants (As of: 02/28/01) |
| Public Housing | n/a | n/a |
| Section 8 | 110 | 144 |

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

If no, list steps the PHA will take below:

C. Welfare Benefit Reductions

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

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

D. Community Service Requirements

Community Service Requirement guidelines are included in the public housing Admissions and Continued Occupancy Policy.

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)

3. Which developments are most affected? (list below)
Scattered sites so no specific developments are most affected.

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): ***Ongoing tenant/applicant education through counseling sessions, newsletter, etc.***

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

C. Coordination between PHA and the police

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

- Police involvement in development, implementation, and/or ongoing evaluation of drug-elimination plan
- Police provide crime data to housing authority staff for analysis and action
- Police have established a physical presence on housing authority property (e.g., community policing office, officer in residence)

- Police regularly testify in and otherwise support eviction cases
- Police regularly meet with the PHA management and residents
- Agreement between PHA and local law enforcement agency for provision of above-baseline law enforcement services
- Other activities (list below)

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

D. Additional information as required by PHDEP/PHDEP Plan

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

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

14. RESERVED FOR PET POLICY

[24 CFR Part 903.7 9 (n)]

Pet Policy guidelines are Exhibit 4 of the Public Housing Admissions and Occupancy Policy.

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:

RESIDENT ADVISORY BOARD COMMENTS

MISSION AND GOALS

No comments.

HOUSING NEEDS ASSESSMENT

Comments were made that it is good to know other agencies are identifying similar needs that we have as mission and goal statements.

WAITING LISTS, ELIGIBILITY, SELECTION, ASSIGNMENT, ADMISSIONS, AND OCCUPANCY

“I am wondering what would determine closing the waiting list. It seems reasonable to me to leave an applicant on the list for as long as it takes to provide housing.”

SAFETY & CRIME PREVENTION

The only comment that was made in regards to safety and crime prevention is that it would be nice to have more security lighting around our units.

TENANT INCOME DISCREPANCIES

This subject was covered mostly for informational purposes only. RAB members thought it is a good concept.

ADDITIONS TO THE “ONE STRIKE” POLICY

The only comments to this were in regards to denying assistance permanently to sex offenders who are required by law to register. One feeling was that this seems to be discriminatory. One resident advisory board member felt that it is not fair to exclude just this class of felon permanently but other types of felons should be excluded as well. Another member’s view however was that sex offenders can never be rehabilitated and therefore a lifetime exclusion is appropriate.

“The addition to the ‘One Strike’ policy sounds fair and sensible.”

SECTION 8 HOMEOWNERSHIP

Most of the Resident Advisory Board members felt this was a great idea, very empowering to low income households and that the Housing Authority should definitely pursue it further.

PUBLIC HOUSING - PET OWNERSHIP

Overall, everyone thought this was a great thing. One suggestion to consider is to make sure there are plans if a pet needs to be removed from a unit so the pet doesn’t just get dumped on the street, etc. Another suggestion was to make pet training mandatory prior to the tenant being allowed to have the animal.

“Very glad to hear the Pet Policy is exacting and specific - impressive!”

PUBLIC HOUSING - CAPITAL FUND

Some suggestions as to what can be done with future capital fund allocations to improve our properties are: better security (lighting), dishwashers, garbage disposal, at least partial carpeting, energy-saving flourescent lighting at least in the kitchen and marbled formica countertops. There was also a discussion on the possibility of acquiring or developing new units for our public housing stock and RAB members really liked this possibility. "It seems to me that many units are in need of new fencing - good to hear there may be funds for this."

PUBLIC HOUSING - COMMUNITY SERVICE REQUIREMENTS

RAB members suggested a couple of other exemptions to the community service requirements and these were women in their last term of pregnancy, first six months after baby is born and medical waivers. They also stated that the Housing Authority needs to be ready to deal with requests to be exempted based on child care issues.

OTHER TOPICS OF INTEREST/COMMENTS

"I feel that Homeownership should be available to public housing."

A RAB member commented that they feel there should be better protection for tenants against landlords in the Section 8 program in the first year of the lease.

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

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

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

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

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

3. Description of Resident Election Process

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

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

b. Eligible candidates: (select one)

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

c. Eligible voters: (select all that apply)

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

C. Statement of Consistency with the Consolidated Plan

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

1. Consolidated Plan jurisdiction: (provide name here)

State of Oregon

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)

D. Other Information Required by HUD

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

1. *A PHA must identify the basic criteria the PHA will use for determining – 903.7 (r)(2):*
 - (i) *A substantial deviation from its 5 Year Plan; and*
 - (ii) *A significant amendment or modification to its 5-Year Plan and Annual Plan*

The Housing Authority of Yamhill County defines "Substantial Deviation, Significant Amendments of Modifications" as follows:

- ✿ *5-Year Plan – the Housing Authority believes that significant amendments or modifications are those that make a change in the Housing Authority's mission, or the goals and objectives to enable the Housing Authority to meet the needs of the families that it serves, or both.*
- ✿ *Annual Plan – the Housing Authority considers that significant amendments or modifications are those that make significant changes to information provided by the Housing Authority in its Annual Plan.*

The Housing Authority of Yamhill County will consider the following criteria to determine whether or not a proposed change to the annual plan will be considered to be a "substantial deviation" or "significant amendment" or "modification" to the annual plan which will require the Housing Authority to submit the proposed revision(s) to the Annual Plan to the full public review process requirements.

1. *Changes to rent or admission policies or organization of the waiting list;*
2. *Addition of non-emergency work items (items not included in the current Annual Statement of the 5 Year Action Plan) or change in use of replacement reserve funds under the Capital Fund;*
3. *Any changes with regard to demolition or disposition, designation, home ownership programs or conversion activities.*

The Board of Commissioners will determine if changes to the 5 Year Plan or Annual Plan constitute a "Substantial Deviation, Significant Amendment

or Modification.”

An exception to this definition will be made for any of the above that are adopted to reflect changes in HUD regulatory requirements. Such changes will not be considered significant amendments by the Housing Authority of Yamhill County.

Attachments

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

Community Service (PH)

The Housing Authority of Yamhill County (HAYC) will implement their Community Service policy on July 1, 2001. The policy has been presented to the Resident Advisory Board for comment and will be sent to all Public Housing residents for comment by April 22, 2001. Residents will be allowed a thirty day comment period on the policy and the policy will go to the Board of Commissioners for approval at the May 22nd board meeting. In the month of June, the Low Rent Public Housing Specialist will work to get addendums to the lease signed to include the Community Service requirements. HAYC will be monitoring the Community Service requirements in-house. Beginning with recertifications for August 2001, the process will be explained to each tenant family and the appropriate forms will be given to the tenant family to claim an exemption if needed. After a verification process, the determination will be made as to whether each adult household member qualifies for an exemption or will be required to complete the community service. For those that are not exempted, each adult family member will be required to contribute 8 hours per month of community service within the Housing Authority of Yamhill County's jurisdiction, participate in an economic self-sufficiency program for 8 hours per month, or a combination of both to equal 8 hours per month. The hours will be tracked by Housing Authority staff on a monthly basis. If at the time of the next scheduled annual recertification, the family member has not performed all 96 hours for the year of community service, an agreement to make up the hours within the next 12 month period will be required. Failure to comply with the community service requirement may result in eviction of the entire family.

Pet Policy (PH)

In August 2000, the Housing Authority of Yamhill County (HAYC) drafted a pet policy for their public housing units. On August 24, 2000, a copy of this policy was sent to all public housing tenants for comment. Comments on the policy were received until September 30, 2000 at which time, comments were taken into consideration and changes to the policy were made accordingly.

On October 17, 2000, the Board of Commissioners approved the pet policy and on October 30, 2000, a copy of the new finalized pet policy along with a cover letter overviewing the requirements for requesting a pet were sent to all public housing residents. The new pet policy sets out two categories of pets and limits on the number and type of pets allowed. The second category of pets include cats, dogs or rabbits and the tenant family is only allowed one of this category and must register the pet and sign an amendment to the rental agreement prior to bringing a pet onto the premises. The tenant family must also pay a \$100.00 refundable pet deposit prior to be allowed the pet. Forms to be completed by the family include a pet addendum to the rental agreement which specifies the main portions of the pet policy that the tenant family needs to adhere to. There is also a pet registration/authorization form which is required to be filled out and includes acknowledgement that the \$100.00 pet deposit has been paid. Attachments required to be submitted with the pet registration/authorization form are a pet health report signed by a veterinarian and a responsible party certification which two different people have to fill out and sign stating that if the tenant is unable to care for the pet or if the health or safety of the pet is threatened by the death or incapacity of the pet owner, or by other factors that render the pet owner unable to care for the pet that they will assume the responsibility to care for the pet.

Meeting 5 year goals

Since the last agency plan was submitted until the present, the Housing Authority of Yamhill County has been successful in accomplishing or working towards reaching the following goals:

Goal – continue to explore new areas of housing need: developed a housing needs survey with YCAP and CDC to look at needs of area.

Goal – explore and expand partnership opportunities with other agencies: working with the Abacus program and CDC on Homeport II, working with YCAP and CDC on housing needs survey, FSS Coordinator building partnerships with other agencies to increase self-sufficiency of program participants.

Goal – expand the supply of assisted housing: applied for and received 11 Fair Share vouchers and 75 Mainstream vouchers, public housing vacancies were kept to minimum with short turn around time, HAYC is working to leverage other funds to create additional housing opportunities.

Goal – improve the quality of assisted housing: completed roof replacement on several Public Housing units as a capital need, Resident Assessment scores required no follow-up, continuing efforts to keep PHAS and SEMAP scores high which includes inspection time, contact with residents, etc.

Goal – increase assisted housing choices: continue to provide voucher mobility counseling and conduct outreach efforts to potential voucher landlords and increased voucher payment standards.

Goal – provide an improved living environment: continue to work with law enforcement to provide safe and secure places for our residents to live.

Goal – promote self-sufficiency and asset development of families and individuals: working to create connections with other community agencies to better assist our residents in areas of self-sufficiency and asset development.

Goal – ensure equal opportunity and affirmatively further fair housing: several staff attended fair housing training and continuous training of staff members occurs to ensure compliance with fair housing laws. Reasonable Accommodation policy to cover all HAYC programs was implemented, one staff person now deals with all Reasonable Accommodation requests to ensure equal opportunity and fairness.

Resident on Board

The Chairperson of the HAYC Board of Commissioners, Marlon Ayers, is currently a Section 8 voucher holder. The County Commissioners appoint Board members after soliciting candidates. The County Commissioners reappointed Mr. Ayers to the Board in January 2001 and his term will last until January 1, 2006.

Resident Advisory Board

Members of the Resident Advisory Board are as follows:

1. Nancy Reppert – LRPH
2. Jane Sage – LRPH
3. Arleta Cole – S8/FSS
4. Miriam Hess – S8
5. Wendy Heston – S8/FSS
6. Paul Timmer – S8/FSS

Annual Statement/Performance and Evaluation Report

Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary

| | | |
|---|--|-------------------------------------|
| PHA Name: HOUSING AUTHORITY OF YAMHILL COUNTY | Grant Type and Number Capital Fund Program Grant No: OR0162001 Replacement Housing Factor Grant No: | Federal FY of Grant: 2001 |
|---|--|-------------------------------------|

Original Annual Statement
 Reserve for Disasters/ Emergencies
 Revised Annual Statement (revision no:)
 Performance and Evaluation Report for Period Ending:
 Final Performance and Evaluation Report

| Line No. | Summary by Development Account | Total Estimated Cost | | Total Actual Cost | |
|----------|---|----------------------|---------|-------------------|----------|
| | | Original | Revised | Obligated | Expended |
| 1 | Total non-CFP Funds | | | | |
| 2 | 1406 Operations | \$60,172.00 | | | |
| 3 | 1408 Management Improvements | | | | |
| 4 | 1410 Administration | | | | |
| 5 | 1411 Audit | | | | |
| 6 | 1415 Liquidated Damages | | | | |
| 7 | 1430 Fees and Costs | | | | |
| 8 | 1440 Site Acquisition | | | | |
| 9 | 1450 Site Improvement | | | | |
| 10 | 1460 Dwelling Structures | \$74,000.00 | | | |
| 11 | 1465.1 Dwelling Equipment—Nonexpendable | | | | |
| 12 | 1470 Nondwelling Structures | | | | |
| 13 | 1475 Nondwelling Equipment | \$40,000.00 | | | |
| 14 | 1485 Demolition | | | | |
| 15 | 1490 Replacement Reserve | | | | |
| 16 | 1492 Moving to Work Demonstration | | | | |
| 17 | 1495.1 Relocation Costs | | | | |
| 18 | 1499 Development Activities | | | | |
| 19 | 1501 Collateralization or Debt Service | | | | |
| 20 | 1502 Contingency | | | | |
| 21 | Amount of Annual Grant: (sum of lines 2 – 20) | \$174,172.00 | | | |
| 22 | Amount of line 21 Related to LBP Activities | | | | |
| 23 | Amount of line 21 Related to Section 504 compliance | | | | |
| 24 | Amount of line 21 Related to Security – Soft Costs | | | | |
| 25 | Amount of Line 21 Related to Security – Hard Costs | | | | |
| 26 | Amount of line 21 Related to Energy Conservation Measures | | | | |

Annual Statement/Performance and Evaluation Report

Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary

| | | |
|---|--|-------------------------------------|
| PHA Name: HOUSING AUTHORITY OF YAMHILL COUNTY | Grant Type and Number Capital Fund Program Grant No: OR016P50100 Replacement Housing Factor Grant No: | Federal FY of Grant: 2000 |
|---|--|-------------------------------------|

Original Annual Statement
 Reserve for Disasters/ Emergencies
 Revised Annual Statement (revision no:)
 Performance and Evaluation Report for Period Ending: 12/31/00
 Final Performance and Evaluation Report

| Line No. | Summary by Development Account | Total Estimated Cost | | Total Actual Cost | |
|----------|---|----------------------|---------|-------------------|----------|
| | | Original | Revised | Obligated | Expended |
| 1 | Total non-CFP Funds | | | | |
| 2 | 1406 Operations | \$170,834.00 | | -0- | -0- |
| 3 | 1408 Management Improvements | | | | |
| 4 | 1410 Administration | | | | |
| 5 | 1411 Audit | | | | |
| 6 | 1415 Liquidated Damages | | | | |
| 7 | 1430 Fees and Costs | | | | |
| 8 | 1440 Site Acquisition | | | | |
| 9 | 1450 Site Improvement | | | | |
| 10 | 1460 Dwelling Structures | | | | |
| 11 | 1465.1 Dwelling Equipment—Nonexpendable | | | | |
| 12 | 1470 Nondwelling Structures | | | | |
| 13 | 1475 Nondwelling Equipment | | | | |
| 14 | 1485 Demolition | | | | |
| 15 | 1490 Replacement Reserve | | | | |
| 16 | 1492 Moving to Work Demonstration | | | | |
| 17 | 1495.1 Relocation Costs | | | | |
| 18 | 1499 Development Activities | | | | |
| 19 | 1501 Collateralization or Debt Service | | | | |
| 20 | 1502 Contingency | | | | |
| 21 | Amount of Annual Grant: (sum of lines 2 – 20) | \$170,834.00 | | -0- | -0- |
| 22 | Amount of line 21 Related to LBP Activities | | | | |
| 23 | Amount of line 21 Related to Section 504 compliance | | | | |
| 24 | Amount of line 21 Related to Security – Soft Costs | | | | |
| 25 | Amount of Line 21 Related to Security – Hard Costs | | | | |
| 26 | Amount of line 21 Related to Energy Conservation Measures | | | | |

Capital Fund Program Five-Year Action Plan

B. 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 FYB: 2002 | Work Statement for Year 3 FFY Grant: 2003 PHA FYB: 2003 | Work Statement for Year 4 FFY Grant: 2004 PHA FYB: 2004 | Work Statement for Year 5 FFY Grant: 2005 PHA FYB: 2005 |
| HA-Wide | Annual Statement | \$96,000.00 | \$96,000.00 | \$96,000.00 | \$96,000.00 |
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| CFP Funds Listed for 5-year planning | | \$96,000.00 | \$96,000.00 | \$96,000.00 | \$96,000.00 |
| Replacement Housing Factor Funds | | | | | |

**B. Capital Fund Program Five-Year Action Plan
Part II: Supporting Pages—Work Activities**

| Activities for Year 1 | Activities for Year : <u>2</u> FFY Grant: 2002 PHA FYB: 2002 | | | Activities for Year: <u>3</u> FFY Grant: 2003 PHA FY: 2003 | | |
|---------------------------------|--|--|----------------|--|--|----------------|
| | Development Name/Number | Major Work Categories | Estimated Cost | Development Name/Number | Major Work Categories | Estimated Cost |
| See | HA-Wide | Office equipment/computer system upgrade | \$12,000.00 | HA-Wide | Office equipment/computer system upgrade | \$12,000.00 |
| Annual | | | | | | |
| Statement | HA-Wide | Replacement of heating systems/roof/gutters and down spouts/fences | \$50,000.00 | HA-Wide | Replacement of heating systems/roof/gutters and down spouts/fences | \$50,000.00 |
| | HA-Wide | Maintenance vehicle | \$20,000.00 | HA-Wide | Office relocation/furniture | \$34,000.00 |
| | HA-Wide | Office relocation/furniture | \$14,000.00 | | | |
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| Total CFP Estimated Cost | | | \$ 96,000.00 | | | \$ 96,000.00 |

