

PHA Plans

5 Year Plan for Fiscal Years 2002 - 2006
Annual Plan for Fiscal Year 2002

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

**PHA Plan
Agency Identification**

PHAName: CityofMuscatine

PHANumber: IA049

PHAFiscalYearBeginning: 7/2002

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 PHAP 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
PHAF ISCAL YEARS 2002 -2006
[24CFRPart903.5]

A.Mission

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

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

- The PHA's mission is: (state mission here)
To formulate, implement and administer programs in a nondiscriminatory manner so low and moderate income households who reside and/or expect to reside in the Muscatine area have the opportunity to reside in a healthy, safe dwelling and neighborhood of their choice, free of major harmful environmental influences, convenient to social, cultural, educational, commercial, recreational, and economic opportunities, within a reasonable expense to income ratio.

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 EN COURAGED TO IDENTIFY QUANTIFIABLE MEASURES OF SUCCESS IN REACHING THEIR OBJECTIVES OVER THE COURSE OF THE 5 YEARS .** (Quantifiable measures would include target sets such as: numbers of families served or PHAS scores achieved.) PHAs should identify these measures in the space 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) 95
 - Improve voucher management: (SEMAP score) 105
 - Increase customer satisfaction:

- Concentrate one effort 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 effort to potential voucher landlords
- Increase voucher payment standards
- Continue implementation of the voucher homeownership program:
- Implement public housing or other homeownership programs:
- Implement public housing site-based waiting lists:
- Convert public housing to vouchers:
- Other: (list below)

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

PHA Goal: Provide an improved living environment

Objectives:

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

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

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

Objectives:

- Increase the number and percentage of employed persons in assisted families:
- Provide or attract supportive services to improve assistancerecipients' 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)

Section 8 Housing Voucher Program

- * To utilize a minimum of 97% in HUD approved budget authority.
- * To continue development of the Homeownership Program.

Public Housing

- * To reduce apartment turnaround time to an average of 21 days per unit.

Overall

- * To fully implement the Happy Software Program.

AnnualPHAPlan
PHAFiscalYear2002
[24CFRPart903.7]

i. AnnualPlanType:

SelectwhichtypeofAnnualPlanthePHAwillsubmit.

StandardPlan

StreamlinedPlan:

- HighPerformingPHA**
- SmallAgency(<250PublicHousingUnits)**
- AdministeringSection8Only**

TroubledAgencyPlan

ii. ExecutiveSummaryoftheAnnualPHAPlan

[24CFRPart903.79(r)]

ProvideabriefoverviewoftheinformationintheAnnualPlan,includinghighlights ofmajorinitiativesand discretionary policiesthePHAhasincludedintheAnnualPlan.

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

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

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

Purpose and Structure of the Agency Plan

The purpose of the Agency Plan is to empower and equip the PHA to exercise optimum flexibility in meeting local housing needs within the community while meeting its own needs.

The Agency Plan contains a FY -2002- FY -2006 Five -Year Plan that includes the Authority's mission and long -range goals and objectives. The FY -2002 Annual Plan addresses the Authority's immediate operations, current policies, program participants, programs and services, and the PHA's strategy for handling operational concerns, resident concerns and needs, and programs and services for the upcoming fiscal year. The Agency Plan outlines the PHA's efforts in meeting the needs of the low and very -low income population in its community and effectively serves as a management, operational and accountability tool for the PHA.

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

This Agency Plan contains a FY -2002- FY -2006 Five -Year Plan (mission, goals and objectives) and a FY -2002 Annual Plan. Each section in the Agency Plan is preceded by a title page. An Annual Plan and/or update of the Agency Plan will be submitted to HUD annually at least 75 days before the start of the succeeding fiscal year.

MUNICIPAL HOUSING PROGRAMS

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

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

PUBLIC HOUSING

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

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

structural and mechanical items in this facility.

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

HERSHEY MANOR - The site for this project was formerly occupied by the Hershey Nursing Home near the intersection of Parham and Mulberry streets. The site was rezoned by the City in 1982 to accommodate this elderly/handicapped citizen project. The Hershey Board, a non-profit organization, discontinued the nursing home operation and the structure was demolished in 1983. This project, unlike the Clark House and Sunset Park projects, requires that the payment of principal and interest for the construction of the facility be paid by the housing program.

Since 1983 the City has provided management services for this facility at the request of the Hershey Board. All costs associated with the operation of the project are charged directly to the Hershey Manor Housing Fund, including a payment to the City of 5% of the operating revenues of the project as a management fee according to the City's current agreement with the Hershey Board. From this management fee, the City funds 10% of the Housing Administrator's wages and benefit costs with the remainder of the management fee credited to the General Fund to fund accounting and general administrative costs. In addition to the allocation of the Housing Administrator, staff consists of a half-time Custodian, half-time equivalent Housing Specialist, 25% of a Maintenance Repair person, and 10% of the Housing Maintenance Supervisor/Inspector position.

ASSISTED HOUSING - SECTION 8

The City's Section 8 Housing Program enables the City to assist three hundred seventy-six (376) very low income individuals and families, who reside in the city, to live in standard privately owned housing of their choice, suitable to their needs and within their ability to pay. The program assists families, elderly and eligible handicapped whose incomes do not exceed 50% of the area's median income (very low income families). The program participants seek their own housing within the City and are free to move to more desirable units at the end of the lease period. During 2001/2002 the number of units eligible for Section 8 funding was increased from 328 to the current level of 376 when the City's Section 8 program assumed the 48 vouchers previously administered by a local 202 project which opted out of the housing program. In 1999/2000 HUD initiated a plan to eliminate the Certificate Program and move all certificate recipients to the Voucher Program. The City's Certificate Program was closed out as of June 30, 2001 and the remaining Certificate Program funds will be transferred to the Voucher Program in 2001/2002 to close out that program.

Under the Section 8 program tenants and landlords enter into a lease agreement establishing the terms and conditions of the lease and the landlords enter into a contract with the City for the rental assistance. The property owners retain control over their property and approve the tenants. Rents including utilities are established for various bedroom sized units by HUD. HUD provides all funds for the program including the housing assistance payment (difference between the amount the eligible families and individuals pay toward rent, 30% of income, and the rent) and administration of the program. Federal contributions for fiscal year 2002/2003 are budgeted at \$1,293,500 for the Section 8 Housing Program.

HOUSING INSPECTIONS

As part of the City's Housing Assistance Program, the City is also required to inspect each of the units receiving a rent subsidy to assure that it meets minimum housing standards. Since 1995/96 housing inspections have been the responsibility of the Housing Maintenance Supervisor/Inspector. Section 8 housing inspections will account for 20% of the Housing Maintenance Supervisor/Inspector's position for the 2002/2003 year. Housing inspection violations are required to be corrected within a specified time period.

RECENT ACCOMPLISHMENTS

Public Housing

Efforts in the past twelve months have focused on management improvements, capital improvements, and maintenance response time.

Management Improvements

- A housing specialist was changed from part-time to full time at the Clark House which has allowed staff to manage this complex more effectively. Staff has more time to interview residents and deal with issues as they arise. This move will assist and improve the lease rate and help to reach residents with housekeeping issues.

Maintenance

- At the end of FY 2001 the housing department completed a total of 61 emergency work orders each within 24 hours, and a total of 1,015 non-emergency work orders on public housing complexes. A total of 35 apartments were also renovated during this period. Maintenance response time and apartment turnaround times both show improvement from previous years.

Capital Improvements

- In FY 2001 the housing department expended \$246,404 in capital improvement funds. Some of the substantial improvements consisted of a new 24' x 24' garage at Sunset Park, replacement of entry sidewalks at the Clark House, and the installation of a keyless entry/security system at the Clark House. This system allows residents to open the common entry doors with ease and allows the management staff to monitor all entrances and track all persons that enter and leave the building.

Hershey Manor

- During budget preparations in December 2000, it became evident that rents, asset, were not going to be sufficient to meet the needs of the complex. In January staff started the process of requesting a rent and management fee increase from HUD. In March HUD granted a management fee increase of 1.5%, to a total of 5% of income collected. In May HUD granted the rental increase from \$577 a unit per month to \$606. Both increases allow the City to cover all management costs associated with the project and should sustain the project for another year. Rent increases will be assessed on a yearly basis.

Capital Improvements

- In the last twelve months \$80,330 has been accessed from the replacement reserves and expended for capital improvements. Improvements included the replacement of 46 refrigerators, re-staining the entire exterior of the building, and gutter replacement.

Section 8 Voucher Program

The Section 8 program has struggled in the past few years in leasing vouchers supported by the Annual Contributions Contract, expending yearly Annual Budget Authority (ABA), and experiencing income deficits.

On June 30, 2000 the housing agency had a total unit utilization of 79%, an ABA utilization rate of 73% and an average per unit Housing Assistance Payment (HAP) of \$205 monthly.

A new HUD regulation required a 95% utilization rate by April 2002 or the housing agency would face the loss of unissued vouchers and budget authority. In light of this, in November 2000 the housing department created and implemented a maximum voucher utilization plan.

On March 31, 2001 staff submitted the Section 8 budget for the fiscal year 2001/2001 to HUD. At that time this program was 93% utilized and had an average HAP payment of \$233 per month.

An unexpected and substantial jump in the average monthly HAP payment occurred after the budget was submitted. Between April and August the average HAP payment rose from the \$233 a month to \$283.

On September 1, 2001 the Housing division accepted another 48 vouchers from a local 202 opt out project. The initial budget for these vouchers was calculated in April using the voucher program's original HAP payment of \$233 a month per unit. When the actual need for assistance was calculated five months later, however, it was found that the actual averaged HAP payment was \$438 a month for those units.

Staff has researched the issue and identified the following contributing factors for this unexpected increase:

The local economy

Over the past ten months many factories and service providers have reduced their workforce. As a result, many of the voucher holders have lost work hours and even their overall jobs.

New families on the program

Between April and August the program accepted at least 80 new families into the program. It was found this group had a lower income level than the previous average voucher holder.

Acceptance of the 48 new opt out units

The anticipated level of assistance for the new families was substantially lower than the actual need.

Increased utility costs

This division also faced a higher utility allowance attributed to an increase in zero income utility reimbursements.

This spike in the average HAP payment required the housing department to access reserved funds and discontinue issuing vouchers. On September 7, 2001 a budget modification request was submitted and approved by HUD to access reserve funds to cover the balance of fiscal year 2001/2002. This division will begin to issue vouchers again in July 2002 to families at the top of the waiting list. As of December 28, 2001 there were 353 families on the voucher program and 256 families on the waiting list while the need continues to grow.

Staff training, streamlining program procedures and staff reorganization has helped this program in the last year to again become a premier component in the housing department. Under utilization and deficit spending is a thing of the past, while expending maximum budget authority and generating a program operating reserve is the focus for the future.

iii. Annual Plan Table of Contents

[24CFR Part 903.79(r)]

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

Table of Contents

Annual Plan

- i. Executive Summary
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- A. Housing Needs Assessment
- B. Financial Resources Assessment/Capital Improvements
- C. Public Housing Admissions and Continued Occupancy Policies
- D. Section 8 Administrative Plan
- E. Rent Determination Policy
- F. Management and Operations
- G. Demolition and Disposition
- H. Designation of Housing
- I. Conversions of Public Housing
- J. Homeownership
- K. Community Service Programs
- L. Crime and Safety Prevention Measures
- M. PHA Deconcentration Plan
- N. Resident Advisory Board (RAB)
- O. Consistency with State Consolidated Plan
- P. Five Year Plans/Goals
- Q. Required Certifications including Civil Rights
- R. HUD Template
- S. Audit
- T. Other Information

Attachments

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

Required Attachments:

- Admissions Policy for Deconcentration
- FY2001 update & FY2002 Capital Fund Program Annual Statement
- Most recent board -approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)

Optional Attachments:

- PHA Management Organizational Chart

- FY2000CapitalFundProgram5 -YearActionPlan
- PublicHousingDrugEliminationProgram(PHDEP)Plan
- CommentsofResidentAdvisoryBoardorBoardsAttached(ia049a03)
- Other(Listbelow,providingeachattachmentname)
 - FY2001FY2002CapitalFundingUpdate(ia049b03)
 - ResidentonBoardupdate(ia049c03)
 - PHAAccomplishmentsGoalsandObjectives2001/2002(ia049d03)

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 jurisdiction 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 |
| X | Public Housing Deconcentration and Income Mixing Documentation: <ol style="list-style-type: none"> 1. PHA board certifications of compliance with deconcentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/99 <i>Quality Housing and Work Responsibility Act Initial Guidance; Notice</i> and any further HUD guidance) and 2. Documentation of the required deconcentration and income mixing analysis | Annual Plan: Eligibility, Selection, and Admissions Policies |

| List of Supporting Documents Available for Review | | |
|--|--|--|
| Applicable & On Display | Supporting Document | Applicable Plan Component |
| X | Public housing rent determination policies, including the methodology for setting public housing flat rents <input checked="" type="checkbox"/> check here if included in the public housing A&O Policy | Annual Plan: Rent Determination |
| X | Schedule of flat rents offered each public housing development <input checked="" type="checkbox"/> check here if included in the public housing A&O Policy | Annual Plan: Rent Determination |
| X | Section 8 rent determination (payment standard) policies <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan | Annual Plan: Rent Determination |
| X | Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation) | Annual Plan: Operations and Maintenance |
| X | Public housing grievance procedures <input checked="" type="checkbox"/> check here if included in the public housing A&O Policy | Annual Plan: Grievance Procedures |
| X | Section 8 informal review and hearing procedures <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan | Annual Plan: Grievance Procedures |
| X | The HUD -approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year | Annual Plan: Capital Needs |
| X | Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant | Annual Plan: Capital Needs |
| X | Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option) | Annual Plan: Capital Needs |
| N/A | Approved HOPEVI applications or, if more recent, approved or submitted HOPEVI Revitalization Plans or any other approved proposal for development of public housing | Annual Plan: Capital Needs |
| N/A | Approved or submitted applications for demolition and/or disposition of public housing | Annual Plan: Demolition and Disposition |
| N/A | Approved or submitted applications for designation of public housing (Designated Housing Plans) | Annual Plan: Designation of Public Housing |
| N/A | Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act | Annual Plan: Conversion of Public Housing |
| X | Approved or submitted public housing home ownership programs/plans | Annual Plan: Section 8 Homeownership |
| X | Policies governing any Section 8 Homeownership program <input checked="" type="checkbox"/> check here if included in the Section 8 Administrative Plan | Annual Plan: Homeownership |
| N/A | Any cooperative agreement between the PHA and the TANF agency | Annual Plan: Community Service & Self -Sufficiency |
| | FSS Action Plan/s for public housing and/or Section 8 | Annual Plan: Community Service & Self -Sufficiency |
| N/A | Most recent self -sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports | Annual Plan: Community Service & Self -Sufficiency |

| List of Supporting Documents Available for Review | | |
|--|---|--|
| Applicable & On Display | Supporting Document | Applicable Plan Component |
| N/A | The most recent Public Housing Drug Elimination Program (PHDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan) | Annual Plan: Safety and Crime Prevention |
| X | The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h)), the results of that audit and the PHA's response to any findings | Annual Plan: Annual Audit |
| N/A | Troubled PHAs: MOA/Recovery Plan | Troubled PHAs |
| X | Other supporting documents (optional) (list individually; use as many lines as necessary) | (specify as needed) |
| | | |

1. Statement of Housing Needs

[24CFR Part 903.79(a)]

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

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

MUSCATINE HOUSING AGENCY

ASSESSMENT OF HOUSING NEEDS

Overview

The Quality Housing and Work Responsibility Act of 1998 (QHWRA) requires Authorities provide a statement of the housing needs of the low-income, very-low income, and extremely low-income families in the jurisdiction served by the Agency. An analysis of the Authority's waiting list is also required. Extremely low-income families are those families with incomes below 30% of the Area Median Income.

The QHWRA of 1998 requires the housing needs in this Agency Plan be consistent with the housing needs defined in the Consolidated Plan. This Assessment of Housing Needs contains:

1. Racial and Ethnic Characteristics
2. City of Muscatine Population Income Characteristics.
3. Housing Stock Analysis
4. Rental Analysis
5. Assessment of Need

Racial and Ethnic Characteristics of Muscatine

According to the 1990 census nearly 91% of the population was White, 7% was Hispanic and 1% accounted for all other minorities.

| Population Breakdown by Race and Ethnicity | | |
|--|-------------|-----------------------|
| | 1990 Census | % of Total Population |
| White | 21,450 | 91% |
| Hispanic | 1,863 | 7% |
| Native American | 52 | Less than 1% |
| Asian/Pacific Islander | 139 | Less than 1% |
| Black | 166 | Less than 1% |
| Total Population | 23,670 | |

CITY PROFILE: POPULATION AND INCOME CHARACTERISTICS

The City of Muscatine is an industrial, manufacturing and service community located in Muscatine County in southeast Iowa. The city had a population of 22,881 in 1990 and a population of 24,293 in the year 2000.

According to the US census, the median household income for Muscatine in 1990 was \$29,786. In 1990, the city had 8,746 households and an average of 2.6 people per household. The distribution of incomes across these households in 1990 is summarized in Table 1. In particular, note that Muscatine has a large low-income population (nearly one in four residents is low income) and a comparatively large upper income population.

Table 1 - Muscatine Incomes Year 1995

| Income Category | Income | Number | Percentage |
|--|----------------------|--------|------------|
| Low (Up to 50% Median Income) | \$0 to \$14,253 | 2,127 | 24% |
| Moderate (51% - 80% Median Income) | \$14,253 to \$22,804 | 1,339 | 15% |
| Middle (81% - 110% Median Income) | \$22,804 to \$31,356 | 1,380 | 16% |
| Upper Middle (111% - 200% Median Income) | \$31,356 to \$57,012 | 2,708 | 31% |
| Upper (Over 200% Median Income) | Over \$57,012 | 1,192 | 14% |

Total Housing Stock

Table 2 summarizes our analysis of the population and total overall housing stock in Muscatine. In 1990, Muscatine had a population of 22,881 distributed among 8,746 households. According to Wood's and Poole Economics, Muscatine will have a population of 24,293 in the year 2000. Assuming a 5% vacancy rate, this means the city will need 9,750 units of housing overall. Iowa Department of Economic Development's housing manual, as well as other resources, suggest a 5% vacancy rate is normal and expected. This percentage of housing is always in transition between occupants, e.g., houses for sale and apartments for rent.

Table 2 - Overall Housing Needs Year 1995

| | 1990 | 1995 | 2000 |
|--------------------------|--------|--------|--------|
| Population | 22,881 | 23,796 | 24,293 |
| Number of Households | 8,746 | 9,096 | 9,286 |
| Total Housing Needs | 9,183 | 9,551 | 9,750 |
| Actual Housing Stock | 9,297 | 9,412 | 9,412 |
| Net Excess (or Shortage) | 114 | (139) | (338) |

Total housing need equals the number of households plus five percent, which is the assumed vacancy rate. This assumes no net change in housing stock, an assumption necessary to calculate housing need.

In 1990 Muscatine had 9,297 units of housing. By the end of 1995 there had been 220 new housing starts and 87 demolitions, or a net increase in housing stock of 133, which resulted in an actual housing stock of 9,412 units. When we subtract the actual housing stock (9,412) from the housing needs (9,551), we find there was a shortage of 139 housing units at the end of 1995. Similar calculations for the year 2000 show a housing shortage of 338 units.

Overall, Muscatine has an increasing shortage of housing. Moreover, the figures in Table 2 represent only the total available housing. Two factors suggest these figures actually underestimate the shortage among middle and lower income brackets. First, the census data show there is a shortage of housing available at affordable prices for persons in the lower and middle -income brackets, which are masked by a surplus of housing in the upper income brackets. Thus, there is a need for additional low -and middle-income housing. Second, the census does not differentiate between single and multi -family households. There is anecdotalevidence such as “doubling up” occur on a significant scale.

Finally, the figure of 338 new housing units does not address the question of how much is rental and how much owner occupied however this figure does represent an overall housing goal for the city.

Rental Analysis

Table 3 summarizes the Muscatine area rental market by income segment. The values in the table represent the maximum feasible rent payable by someone in each income category. Maximum feasible rent is calculated by taking 30% of the family’s gross monthly income and subtracting utilities and other housing-related expenses.

Table 3 - Rental Market Year 2000 Projected

| | Low Income | Moderate Income | Middle Income | Upper/Middle Income |
|-------------------------------------|-----------------|----------------------|----------------------|----------------------|
| Income | \$0 to \$14,253 | \$14,253 to \$22,805 | \$22,805 to \$31,357 | \$31,357 to \$57,012 |
| Number of Households (1990 Census) | 2,127 | 1,339 | 1,380 | 2,708 |
| Number of Households (2000) | 2,258 | 1,421 | 1,465 | 2,875 |
| Maximum Rental Payment: Single | | | | |
| Maximum Rental Payment: Family of 2 | \$0 to \$195 | \$195 to \$396 | \$396 to \$487 | \$487 to \$1,040 |
| Maximum Rental Payment: Family of 3 | \$0 to \$223 | \$223 to \$452 | \$452 to \$542 | \$542 to \$1,181 |
| Maximum Rental Payment: Family of 4 | \$0 to \$251 | \$251 to \$509 | \$509 to \$597 | \$597 to \$1,323 |
| | \$0 to \$279 | \$279 to \$566 | \$566 to \$653 | \$653 to \$1,464 |

50% Median Income, 80% Median Income, 110% Median Income, 200% Median Income

The question arises, “Where is the match between rental costs and incomes?” To answer that question, we compared the number of rentals available at a given price to the number of people capable of paying that rent. Our results are summarized in Table 4, which shows rental housing at affordable prices is not available to as many as 1,551 Muscatine families in low -and moderate -income households.

Table 4 - Unmet Rental Need Year 2000 Projected

| Household Income | Number of Households | Feasible Rent Payments | Rental Prices | Number of Units | Subtotal of Units | Unmet Need |
|--------------------|----------------------|------------------------|---------------|-----------------|-------------------|------------|
| Less than \$10,000 | 1,457 | \$0-99 | \$0 | 91 | 197 | 1,260 |
| | | | \$1-\$99 | 106 | | |
| \$10,000-\$14,999 | 785 | \$50-\$249 | \$100-\$149 | 227 | 717 | 68 |
| | | | \$150-\$199 | 223 | | |
| | | | \$200-\$249 | 267 | | |
| \$15,000-\$24,999 | 1,565 | \$150-\$450 | \$250-\$299 | 325 | 1,342 | 223 |
| | | | \$300-\$349 | 323 | | |
| | | | \$350-\$399 | 352 | | |
| | | | \$400-\$499 | 342 | | |
| Total Unmet Need | | | | | | 1,551 |

The tables show that there were 1,457 households with incomes less than \$10,000. This group can pay from \$0 - \$99 in rent. According to the census, there were only 197 units in this range, which means 1,260 families evidently had to pay more than 30% of their income for housing.

ThesecondsetoffiguresinTable4showthat785householdshaveincomesof\$10,000 - \$14,999 andcouldpay\$50to\$249forrent.However,thereareonly717unitsinthatpricerangeoragapof68 unitsince1,260families(orhouseholds)fromthepreviousgroupwouldalsobecompetingforhousingin thisrange,1,328familiesareunabletoaffordtheirhousing.Similarly,thesehouseholdswillcompetewith thoseonthenextline,whocanpayfrom\$150to\$450inrent,creatingatotalof1,551familieswithout accesstoaffordablerentalunits.

Thisanalysisoverstatestheproblemintheways.First,afractionofthesepeopleowntheirhomes andthusarenotcompetingfortheavailablerentalunits.Thisismorepronouncedinthehigherincome brackets.Second,sinceitisunlikelythereare1,551homelessfamiliesinMuscatine,thesefamiliesare acquiringhousingatsomepriceorinsome grouping.Itissafetosayafterreviewingthistablethatalarge portionofpeoplearepayingmorethan30percentoftheirincomeforhousing.Insomecasesdramatically more.

| Housing Needs of Families in the Jurisdiction by Family Type | | | | | | |
|---|---------|----------------|--------|---------|----------------|------|
| Family Type | Overall | Afford-ability | Supply | Quality | Access-ability | Size |
| Income <= 30% of AMI | 1089 | 4 | 4 | 3 | 2 | 3 |
| Income > 30% but <= 50% of AMI | 974 | 4 | 4 | 3 | 2 | 3 |
| Income > 50% but < 80% of AMI | 1429 | 4 | 4 | 3 | 2 | 3 |
| Elderly | 422 | 3 | 4 | 3 | 4 | 2 |
| Families with Disabilities | | | | | | |
| Race/Ethnicity Black | 21 | 3 | 4 | 3 | 2 | 3 |
| Race/Ethnicity Hispanic | 264 | 3 | 4 | 3 | 2 | 4 |

In addition to a generally tight rental market, Muscatine suffers a particular shortage of low income rentals. From our analysis of rental housing, we concluded that a between 1,260, to 1,551 families are paying more (and possibly considerably more) than 30% of their income for housing. According to some interview respondents, some large landlords with many rental units in Muscatine are considering taking their units out of the Section 8 (federal low-income housing) program when their contracts are up. If this should occur, the problem of housing for low-income families will get significantly worse.

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

- Consolidated Plan of the Jurisdiction/s
Indicate year: 2000
- U.S. Census data: the Comprehensive Housing Affordability Strategy ("CHAS") dataset
- American Housing Survey data
Indicate year:
- Other Local housing market study
 - The Simon Group, 1994

- Institute for Social and Economical Development 1996
- Tracy Cross & Associates, Inc. year: 2000

Othersources:(listandindicateyearofinformation)

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

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

Date Prepared 1/28/2002

| Housing Needs of Families on the Waiting List | | | |
|--|---------------|---------------------|-----------------|
| Waiting list type: (select one) | | | |
| <input type="checkbox"/> Section 8 tenant-based assistance | | | |
| <input type="checkbox"/> Public Housing | | | |
| <input checked="" type="checkbox"/> Combined Section 8 and Public Housing | | | |
| <input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional) | | | |
| If used, identify which development/subjurisdiction: | | | |
| | # of families | % of total families | annual turnover |
| Waiting list total | 315 | | 96 |
| Extremely low income <= 30% AMI | 269 | 85% | |
| Very low income (> 30% but <= 50% AMI) | 44 | 14% | |
| Low income (> 50% but < 80% AMI) | 2 | 1% | |
| Families with children | 221 | 70% | |
| Elderly families | 8 | 3% | |
| Families with Disabilities | 43 | 14% | |
| Race/ethnicity: White | 250 | 79% | |
| Race/ethnicity: Black | 2 | 1% | |
| Race/ethnicity: Hispanic | 59 | 19% | |
| Race/ethnicity: American Indian | 3 | 1% | |
| | | | |
| Characteristics by Bedroom Size (Public Housing) | # of families | % of total families | annual turnover |

| Housing Needs of Families on the Waiting List | | | |
|---|----|-----|----|
| Only) | | | |
| 1BR | 2 | 7% | 12 |
| 2BR | 6 | 21% | 6 |
| 3BR | 15 | 54% | 10 |
| 4BR | 4 | 14% | 2 |
| 5BR | 1 | 4% | 0 |
| 5+BR | 0 | | |
| Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes If yes: How long has it been closed (# of months)? Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input type="checkbox"/> Yes | | | |

C. Strategy for Addressing Needs

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

Analysis of Waiting List

As of 1/30/02 there were 315 families on the combined Section 8 and public housing waiting list. Of these 269 families 85% were of extremely low income, 44 or 14% were of very low income, 2 or 1% were of low income, 221 or 70% were families with children, 8 or 3% were elderly, and 43 or 14% were families with disabilities.

(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 financed 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 -uprates by effectively screening Section 8 applicantsto increase owner acceptance of program
- Participate in the Consolidated Plan development process to ensure coordination with broader community strategies
- Other (list below)

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

Select all that apply

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

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

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

Select all that apply

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

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

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

Select all that apply

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

Need: Specific Family Types: The Elderly

Strategy 1: Target available assistance to the elderly:

Select all that apply

- Seek designation of public housing for the elderly
- Apply for special -purpose voucher 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 voucher targeted to families with disabilities, should they become available
- Affirmatively market to local non -profit agencies that assist families with disabilities
- Other: (list below)

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

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

Select if applicable

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

Strategy 2: Conduct activities to affirmatively further fair housing

Select all that apply

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

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

(2) Reasons for Selecting Strategies

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

- Funding constraints
- Staffing constraints
- Limited availability of sites for assisted housing
- Extent to which particular housing needs are met by other organizations in the community
- Evidence of housing needs as demonstrated in the Consolidated Plan and other information available to the PHA
- Influence of the housing market on PHA programs

- Community priorities regarding housing assistance
- Results of consultation with local or state government
- Results of consultation with residents and the Resident Advisory Board
- Results of consultation with advocacy groups
- Other: (list below)

2. Statement of Financial Resources

[24CFR Part 903.79(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 support services, Section 8 tenant-based assistance, Section 8 support services or other.

| Financial Resources: Planned Sources and Uses | | |
|---|-------------------|---------------------------|
| Sources | Planned \$ | Planned Uses |
| 1. Federal Grants (FY 2002 grants) | | Reserves |
| a) Public Housing Operating Fund | 124,500 | Operations |
| b) Public Housing Capital Fund | 230,000 | Improvement |
| c) HOPEVI Revitalization | 0 | |
| d) HOPEVI Demolition | 0 | |
| e) Annual Contributions for Section 8 Tenant-Based Assistance | 1,293,500 | HAP Payments & Operations |
| f) Public Housing Drug Elimination Program (including any Technical Assistance funds) | 0 | |
| g) Resident Opportunity and Self-Sufficiency Grants | 0 | |
| h) Community Development Block Grant | 0 | |
| i) HOME | 0 | |
| Other Federal Grants (list below) | 0 | |
| | | |
| 2. Prior Year Federal Grants (unobligated funds only) (list below) | 0 | |
| Capital funding 2000/2001 | 135,956 | Improvements |
| | | |
| 3. Public Housing Dwelling Rental Income | 327,200 | Operations |
| Other Rentals | 100 | |
| | | |
| 4. Other income (list below) | | |
| Clark House Cellular Tower | 33,800 | Reserves |

| Financial Resources: Planned Sources and Uses | | |
|--|------------|--------------|
| Sources | Planned \$ | Planned Uses |
| 4. Non-federal sources (list below) | | |
| Interest | 8,100 | Reserves |
| Laundry income | 7,000 | Reserves |
| | | |
| Total resources | 2,160,156 | |
| | | |
| | | |

3. PHA Policies Governing Eligibility, Selection, and Admissions

[24CFR Part 903.79(c)]

A. Public Housing

Exemptions: PHA 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: (Clark House 6, Sunset Park, 10)
- When families are within a certain time of being offered a unit: (state time)
- Other: (describe)

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

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

c. Yes No: Does the PHA request criminal records from local law enforcement agencies for screening purposes? (review records county court house)

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-widelist
- Sub-jurisdictionallists
- Site-basedwaitinglists
- Other(describe)

b. Wheremayinterestedpersonsapplyforadmissiontopublichousing?

- PHAmainadministrativeoffice
- PHAdevelopmentssitemanagementoffice
- Other(listbelow)

c. IfthePHAplanstooperateoneormoresite -basedwaitinglistsinthecomingyear, answereachofthefollowingques tions;ifnot,skiptosubsection **(3)Assignment**

1. Howmanysite -basedwaitinglistswillthePHAoperateinthecomingyear?0

2. Yes No: AreanyorallofthePHA'ssite -basedwaitinglistsnewforthe upcomingyear(thatis,theyarenotpartofapreviously -HUD- approvedsitebasedwaitinglistplan)? Ifyes,howmanylists?

3. Yes No: Mayfamiliesbeonmorethanonelistssimultaneously Ifyes,howmany lists?3

4. Wherecaninterestedpersonsobtainmoreinformationaboutandsignuptobeon thesite -basedwaitinglists(selectallthatapply)?

- PHAmainadministrativeoffice
- AllPHAdevelopmentmanagementoffices
- Managementofficesatdevelopmentswithsite -basedwaitinglists
- Atthedevelopmenttowhichtheywouldliketoapply
- Other(listbelow)

(3)Assignment

a. Howmanyvacantunitchoicesareapplicantssord inarilygivenbeforetheyfalltothe bottomoforareremovedfromthewaitinglist?(selectone)

- One
- Two
- ThreeorMore

b. Yes No: Isthispolicyconsistentacrossallwaitinglisttypes?

c. Ifanswertobisno, listvariationsforanyotherthantheprimarypublichousing waitinglist/sforthePHA:

(4)AdmissionsPreferences

a. Incometargeting:

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 transfer take precedence over new admissions? (list below)

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

c. Preferences

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

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

Former Federal preferences:

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

Other preferences: (select below)

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

3. If the PHA will employ admission 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 points system), place the same number next to each. That means you can use “1” more than once, “2” more than once, etc.

2 Date and Time

Former Federal preferences:

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

Other preferences (select all that apply)

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

4. Relationship of preferences to income targeting requirements:

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

(5) Occupancy

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

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

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

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

(6) Deconcentration and Income Mixing

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

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

Component 3, (6) Deconcentration and Income Mixing

- a. Yes No: Does the PHA have any general occupancy (family) public housing developments covered by the deconcentration rule? If no, this section is complete. If yes, continue to the next question.
- b. Yes No: Do any of these covered developments have average incomes above or below 85% to 115% of the average incomes of all such developments? If no, this section is complete.

If yes, list these developments as follows:

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

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

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

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

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

In step 1, a PHA must determine the average income of all families residing in all of the PHA's covered developments. A PHA may divide the average income of all families of all covered developments by the appropriate bedroom adjustment factor described above to obtain the PHA wide adjusted average income. For example, if a PHA has a 1,000 units with 400 two -bedroom units and 600 three -bedroom units, then the PHA would multiply 400 by 1.0 and 600 by 1.25, sum these products, and divide by the total number of PHA units (1,000) to derive a bedroom adjustment factor of 1.15 $[(400 \times 1.0) + (600 \times 1.25) / 1,000 = 1.15]$. If the PHA has an average income of \$10,000, then the PHA would divide \$10,000 by the bedroom adjustment factor of 1.15, which equals \$8,696. This is the PHA wide adjusted average income.

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

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

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

- a. Yes No: Did the PHA's analysis of its family (general occupancy) developments to determine concentrations of poverty indicate the

need for measures to promote deconcentration of poverty or income mixing?

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

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

- Adoption of site based waiting lists
If selected, list targeted developments below:
- Employing waiting list "skipping" to achieve deconcentration of poverty or income mixing goals at targeted developments
If selected, list targeted developments below:
- Employing new admission preferences at targeted developments
If selected, list targeted developments below:
- Other (list policies and development targeted below)

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

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

- Additional affirmative marketing
- Actions to improve the marketability of certain developments
- Adoption or adjustment of ceiling rents for certain developments
- Adoption of rent incentives to encourage deconcentration of poverty and income mixing
- Other (list below)

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

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

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

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

B. Section 8

Exemptions: PHA 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? (Research records County Court House)
- 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 (with release by executed by tenent)
 - Other (describe below)

(2) Waiting List Organization

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

(3) Search Time

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

If yes, state circumstances below: If a Voucher expires, a family may submit the Voucher to the Housing Authority with a written request for an extension. If the family is unable to

locate a unit due to circumstances beyond the families control the Housing Authority may issue one or more extensions not to exceed a total of 60 days.

(4) Admissions Preferences

a. Income targeting

Yes No: Does the PHA plan to exceed the federal targeting requirements by targeting more than 75% of all new admission 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

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
- Household that contribute to meeting income goals (broad range of incomes)
- Household that contribute to meeting income requirements (targeting)
- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisal or hate crimes
- Other preference(s) ***SUBSTANDARD PREFERENCE MUST BE A RESULT OF GOVERNMENT ACTION (CODE VIOLATION) THROUGH NO FAULT OF THE RESIDENT***

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

2 Date and Time

Former Federal preferences

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

Other preferences (select all that apply)

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

4. Among applicants on the waiting list with the 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 admission 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 program to the public?

- Through published notices
 Other (list below)

4. PHA Rent Determination Policies

[24CFR Part 903.79(d)]

A. Public Housing

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

(1) Income Based Rent Policies

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

a. Use of discretionary policies: (select one)

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

---or---

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

b. Minimum Rent

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

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

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

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

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

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

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

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

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

- Fixed percentage (other than general rent -setting policy)
If yes, state percentage/s and circumstances below:

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

e. Ceiling rents

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

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

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

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

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

- Market comparability study
- Fair market rents (FMR)
- 95th percentile rents
- 75 percent of operating costs
- 100 percent of operating costs for general occupancy (family) developments
- Operating costs plus debt service
- The "rental value" of the unit
- Other (list below) 90% fair Market Rent

f. Rentre -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
- Anytime the family experiences an income increase
- Anytime a family experiences an income increase above a threshold amount or percentage: (if selected, specify threshold) _____
- Other (list below)

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

(2) Flat Rents

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

- The section 8 rent reasonableness study of comparable housing
- Survey of rents listed in local newspaper
- Survey of similar unassisted units in the neighborhood
- Other (list/describe below) 90% HUD fair market rent

B. Section 8 Tenant -Based Assistance

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

(1) Payment Standards

Describe the voucher payment standards and policies .

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

- At or above 90% but below 100% of FMR
- 100% of FMR
- Above 100% but at or below 110% of FMR
- Above 110% of FMR (if HUD approved; describe circumstances below)

b. If the payment standard is lower than FMR, why has the PHA selected this standard? (select all that apply)

- FMRs are adequate to ensure success among assisted families in the PHA's segment of the FMR area
- The PHA has chosen to serve additional families by lowering the payment standard

- Reflectsmarketorsubmarket
- Other(listbelow)

c.IfthepaymentstandardishigherthanFMR,whyhasthePHAchosenthislevel?
(selectallthatapply)

- FMRsarenotadequatetoensuresuccessamongassistedfamiliesinthePHA’s segmentoftheFMRarea
- Reflectsmarketorsubmarket
- Toincreasehousingoptionsforfamilies
- Other(listbelow)

d.Howoftenarepaymentstandardsreevaluatedforadequacy?(selectone)

- Annually
- Other(listbelow)

e.WhatfactorswillthePHAconsiderinitsassessmentoftheadquacyofitspayment standard?(selectallthatapply)

- Successratesofassistedfamilies
- Rentburdensofassistedfamilies
- Other(listbelow)

(2)MinimumRent

a.WhatamountbestreflectsthePHA’sminimumrent?(selectone)

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

b. Yes No:HassthePHAadoptedanydiscretionaryminimumrenthardship exemptionpolicies?(ifyes,listbelow)

5.OperationsandManagement

[24CFRPart903.79(e)]

ExemptionsfromComponent5:HighperformingandsmallPHAsarenotrequiredtocompletethis section.Section8onlyPHAsmustcompletepartsA,B,andC(2)

A.PHAManagementStructure

DescribethePHA’smanagementstructureandorganization.

(selectone)

- AnorganizationchartshowingthePHA’smanagementstructureandorganization isattached.
- AbriefdescriptionofthemanagementstructureandorganizationofthePHA follows:

TheMuscatineMunicipalHousingAgencyoperatesatotalof151publichousingunitsintwo(2) developmentslocatedinMuscatineCounty.TheMuscatineMunicipalHousingAgencyprovideshousing toapproximately527very -low,lowandmoderate -incomefamiliesinMuscatineCounty(151forPublic Housingand3 76forSection8).

| Development | BedroomSize | | | | Total |
|---------------|-------------|----|----|---|-------|
| | 1 | 2 | 3 | 4 | |
| SunsetPark | 0 | 29 | 16 | 4 | 49 |
| ClarkHouse | 98 | 2 | 0 | 0 | 100 |
| ScatteredSite | 0 | 0 | 2 | 0 | 2 |
| TOTALS | 98 | 31 | 18 | 4 | 151 |

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

B. HUD Programs Under PHA Management

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

| Program Name | Units or Families Served at Year Beginning | Expected Turnover |
|---|--|-------------------|
| Public Housing | 151 | 42 |
| Section 8 Vouchers | 349 | 72 |
| Section 8 Certificates | 0 | 0 |
| Section 8 Mod Rehab | 0 | 0 |
| Special Purpose Section 8 Certificates/Vouchers (list individually) | 0 | 0 |
| Public Housing Drug Elimination Program (PHDEP) | 0 | 0 |
| | | |
| Other Federal Programs (list individually) | 0 | 0 |
| | | |
| | | |

C. Management and Maintenance Policies

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

- Public Housing Admissions and Continued Occupancy Policies
- Public Housing Maintenance Policy
- City of Muscatine Management and Supervisory Personnel Policy
- City of Muscatine/Teamsters Local Union 238 Union Agreement
- City of Muscatine Affirmative Action Program
- City of Muscatine Risk Management Policy

6. PHAGrievanceProcedures

[24CFRPart903.79(f)]

Exemptionsfromcomponent6:HighperformingPHAsarenotrequiredtocompletecomponent6.Section8-OnlyPHAsareexemptfromsub -component6A.

A. PublicHousing

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

If yes, list addition to federal requirement s below:

2. Which PHA offices should residents or applicant s 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 applicant s to the Section 8 tenant -based assistance program and informal hearing g 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 addition to federal requirements below:

2. Which PHA offices 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

[24CFRPart903.79(g)]

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

A. Capital Fund Activities

Exemptions from sub -component 7A: PHA 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

publichousingdevelopments.ThisstatementcanbecompletedbyusingtheCFPAnnualStatementtables providedinthetablelibraryattheendofthePHAPlantemplate **OR**,atthePHA'soption,bycompleting andattachingaproperlyupdatedHUD -52837.(

Selectone:

TheCapitalFundProgramAnnualStatementisprovidedasanattachmenttothe PHAPlanatAttachment(statename) CapitalFundProgramAnnualStatement andSupportingTable.(ia049b03)

-or-

TheCapitalFundProgramAnnualStatementisprovidedbelow:(ifselected, copytheCFPAnnualStatementfromtheTableLibraryandinsertthere)

(2)Optional5 -YearActionPlan

Agenciesareencouragedtoincludea5 -YearActionPlancoveringcapitalworkitems.Thisstatementcan becompletedbyusingthe5YearActionPlantableprovidedinthetablelibraryattheendofthePHAPlan template **OR**bycompletingandattachingaproperlyupdatedHUD -52834.

a. Yes No:IsthePHAprovidinganoptional5 -YearActionPlanfortheCapital Fund?(ifno,skiptosub -component7B)

b.Ifyes toquestiona,selectone:

TheCapitalFundProgram5 -YearActionPlanisprovidedasanattachmenttothe PHAPlanatAttachment(FiveYearPlans/Goals)

-or-

TheCapitalFundProgram5 -YearActionPlanisprovidedbelow:(ifselected, copytheCFPOptional5YearActionPlanfromtheTableLibraryandinsert there)

B.HOPEVIandPublicHousingDevelopmentandReplacement Activities(Non -CapitalFund)

Applicabilityofsub -component7B:AllPHAsadministeringpublichousing.IdentifyanyapprovedHOPE VIand/orpublichousingdevelopmentorreplacementactivitiesnotdescribedintheCapitalFundProgram AnnualStatement.

Yes No:a)HasthePHAreceivedaHOPEVIrevitalizationgrant?(ifno,skiptoquestionc;ifyes,provideresponsestoquestionbforeachgrant, copyingandcompletingasmanytimesasnecessary)
b)StatusofHOPEVIrevitalizationgrant(completeonesetof questionsforeachgrant)

1.Developmentname:

2.Development(project)number:

3.Statusofgrant:(selectthestatementthatbestdescribesthecurrent status)

- RevitalizationPlanunderdevelopment
 RevitalizationPlansubmitted,pendingapproval

- Revitalization Plan approved
- Activities pursuant to an approved Revitalization Plan underway

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

Yes No: d) Will the PHA be engaging in any mixed -financed 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

[24CFR Part 903.79(h)]

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

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

2. Activity Description

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

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

7. Timeline for activity:

- a. Actual or projected start date of activity:
- b. Projected end date of activity:

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

[24CFR Part 903.79(i)]

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

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

2. Activity Description

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

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

Total development

10. Conversion of Public Housing to Tenant -Based Assistance

[24CFR Part 903.79(j)]

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

A. Assessment of Reasonable Revitalization Pursuant to Section 202 of the HUD FY1996 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 FY1996 HUD Appropriations Act? (If "No", skip to component 11; if "yes", complete one activity description for each identified development, unless eligible to complete a streamlined submission. PHAs completing streamlined submissions may skip to component 11.)

2. Activity Description

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

| Conversion of Public Housing Activity Description |
|---|
| 1a. Development name: |
| 1b. Development (project) number: |
| 2. What is the status of the required assessment? <input type="checkbox"/> Assessment underway <input type="checkbox"/> Assessment results submitted to HUD <input type="checkbox"/> Assessment results approved by HUD (if marked, proceed to next question) <input type="checkbox"/> Other (explain below) |
| 3. <input type="checkbox"/> Yes <input type="checkbox"/> No: Is a Conversion Plan required? (If yes, go to block 4; if no, go to block 5.) |
| 4. Status of Conversion Plan (select the statement that best describes the current status) <input type="checkbox"/> Conversion Plan in development <input type="checkbox"/> Conversion Plan submitted to HUD on: (DD/MM/YYYY) <input type="checkbox"/> Conversion Plan approved by HUD on: (DD/MM/YYYY) <input type="checkbox"/> Activities pursuant to HUD - approved Conversion Plan underway |
| 5. Description of how requirements of Section 202 are being satisfied by means other than conversion (select one) <input type="checkbox"/> Units addressed in a pending or approved demolition application (date submitted or approved): <input type="checkbox"/> Units addressed in a pending or approved HOPEVI 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 903.79(k)]

A. Public Housing

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

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 11 B; 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 11 B.)

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

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

| |
|---|
| <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application |
| 4. Date Homeownership Plan/Program approved, submitted, or planned for submission: (DD/MM/YYYY) |
| 5. Number of units affected: 6. Coverage of action: (select one) <input type="checkbox"/> Part of the development <input type="checkbox"/> Total development |

B. Section 8 Tenant Based Assistance

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

2. Program Description:

a. Size of Program

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

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

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

b. PHA established eligibility criteria

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

If yes, list criteria below:

12. PHA Community Service and Self -sufficiency Programs

[24CFR Part 903.79(l)]

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

A. PHA Coordination with the Welfare (TANF) Agency

1. Cooperative agreements:

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

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

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

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

B. Services and programs offered to residents and participants

(1) General

a. Self-Sufficiency Policies

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

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

b. Economic and Social self-sufficiency programs

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

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

| | | | | |
|--|--|------------------------------------|--|-------|
| | | selection/specific criteria/other) | | both) |
| | | | | |
| | | | | |
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| | | | | |
| | | | | |

(2) Family Self Sufficiency program/s

a. Participation Description

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

- 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 plan to take to achieve at least the minimum program size?
If no, list steps the PHA will take below:

C. Welfare Benefit Reductions

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

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

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

13. PHA Safety and Crime Prevention Measures

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 area 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 (We have had very few incidences of violent and/or drug -related crime or lower-level crime at any of our developments. We do follow up on every such report with residents and the police department.)

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

- Safety and security survey of residents
- Analysis of crime statistics over time for crimes committed "in and around" public housing authority
- Analysis of cost trends over time for repair of vandalism and removal of graffiti
- Resident reports
- PHA employee reports
- Police reports
- Demonstrable, quantifiable success with previous or ongoing anti-crime/anti-drug programs
- Other (describe below)

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

2. Sunset Park

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

1. List the crime prevention activities the PHA has undertaken or plan 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 (Continue working with residents and the police department)

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

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)

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

D. Additional information as required by PHDEP/PHDEP Plan

PHA eligible for FY2000P HDEP 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 FY2000 in this PHA Plan?
- Yes No: This PHDEP Plan is an Attachment. (Attachment Filename: ____)

14. RESERVED FOR PET POLICY

[24CFR Part 903.79 (n)]

15. Civil Rights Certifications

[24CFR Part 903.79(o)]

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

16. Fiscal Audit

[24CFR Part 903.79(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? yes
If not, when are they due (state below)?

17.PHA Asset Management

[24CFR Part 903.79(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

[24CFR Part 903.79(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 Filename (ia049a03)
- Provided below:
3. In what manner did the PHA address those comments? (select all that apply)
- Considered comments, but determined that no changes to the PHA Plan were necessary.
- The PHA changed portions of the PHA Plan in response to comments
List changes below:
- Other: (list below)

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

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

2. Yes No: Was there a resident who serves on the PHA Board elected by the residents? (If yes, continue to question 3; if no, skip to sub component C.) See attached filename (ia049c03 -

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: (Attached filename

b. Eligible candidates: (select one)

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

c. Eligible voters: (select all that apply)

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

C. Statement of Consistency with the Consolidated Plan

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

1. Consolidated Plan jurisdiction: (State of Iowa Consolidated Plan)

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

- The PHA has based its statement of needs of families in the jurisdiction on the needs expressed in the Consolidated Plan/s.
- The PHA has participated in any consultation process organized and offered by the Consolidated Plan agency in the development of the Consolidated Plan.

- ThePHAhasconsultedwiththeConsolidatedPlanagencyduringthedevelopmentofthisPHAPlan.
- ActivitiestobeundertakenbythePHAinthecomingyearareconsistentwiththeinitiativescontainedintheConsolidatedPlan.(listbelow)
- Other:(listbelow)

3. TheConsolidatedPlanofthejurisdictionssupportsthePHAPlanwiththefollowingactionsandcommitments:(describellow)

TheStateofIowaConsolidatedPlanforFY2002includesthefollowingthreecategories

HighPriority -

SmallFamilies - Renters

LargeFamilies - Renters

Elderly - Renters

D.OtherInformationRequiredbyHUD

UsehissectiontoprovideanyadditionalinformationrequestedbyHUD.

April 1, 2002

Office of Public Housing
U.S. Department of Public Housing Urban Development
Kansas/Missouri State Office
400 State Avenue
Kansas City, KS 66101 -24-6

RE: Residentson PHA Board

Dear Whom It May Concern,

In June of 2001, an open invitation, by personal letter, was extended to public housing residents in the effort to find an interested person to serve on the PHA Board. This invitation included steps to follow if they were interested in serving.

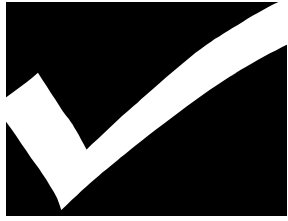
At that same time, it was determined that should no interested party be found by July 20, 2001 we would continue business as usual, having met the exception criteria as mandated for our PHA. The invitation process would be repeated in twelve months.

There was, at that time, no interest expressed by any of the PH residents. An invitation will again be extended in June 2002. We are confident that someone will present himself or herself at that time.

Feel free to contact me if you have any questions regarding this matter.

Sincerely,

Richard C. Yerington
Housing Administrator



**Muscatine Municipal Housing Authority
Resident Advisory Board Meeting**

1/31/2002 4:00PM -6:00PM

Hotel Muscatine, 101 W. Mississippi Dr., Muscatine

2/07/2002 4:00PM -6:00PM

Clark House

Meeting called by: Dick Yerington
Housing Administrator

Type of meeting: Resident
Advisory Board

Notetaker: Alma Vega –Housing Specialist **2002/2003 Public Housing Plan Review**

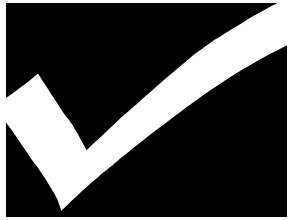
Attendees: 1/31/02 - Dick Yerington – Housing Administrator, Alma Vega –Housing Specialist, Georgina Weber –Housing Specialist, Kim Williams –Sunset Park Resident, Betty Cook –Clark House Resident, Lorna Sinclair –Clark House Resident, Kim Brown –Section 8 Tenant.

Attendees: 2/7/02 –Dick Yerington –Housing Administrator, Alma Vega –Housing Specialist, Georgina Weber –Housing Specialist, Ruth Walker –Clark House Resident, Alice Markin –Clark House Resident, Betty Cook –Clark House Resident, Lorna Sinclair –Clark House Resident, Anthony Brady –Section 8 Tenant, Kim Brown –Section 8 Tenant.

-----Agenda Topics -----

- | | |
|--|------|
| 1) Review RAB Policies | Dick |
| 2) Review Resident Participation Funding | Dick |
| 3) Review MOU Resident Participation | Dick |
| 4) RAB Vote on MOU | Dick |
| 5) Execute MOU | Dick |
| 6) Review Administration Plan | Dick |
| 7) Housing Needs Assessment | Dick |
| 8) Financial Resources Assessments | Dick |
- Capital/Improvements
 - 2001/2002 Update
 - 2002/2003 Proposed

| | |
|---|------|
| • Five Year Plan | |
| 9) Public Housing Admissions and Occupancy | Dick |
| 10) Section 8 Admin. Plan | Dick |
| 11) Rent Determination policy | Dick |
| 12) Management Operations | Dick |
| 13) Demolition and Disposition | Dick |
| 14) Designation of Housing | Dick |
| 15) Conversions of Public Housing | Dick |
| 16) Homeownership | Dick |
| 17) Community Service Programs | Dick |
| 18) Crime Prevention and Safety Measures | Dick |
| 19) PHA deconcentration | Dick |
| 20) Resident Advisory Board (RAB) | Dick |
| 21) Consistency with State Consolidation Plan | Dick |
| 22) Five Year Plans/Goals | Dick |
| 23) Required Certifications including Civil Rights | Dick |
| 24) Audit | Dick |
| 25) City Goals and Objectives | Dick |
| 26) 2001/2002 Status Report, Public Housing, Section 8 | Dick |
| 27) 2002/2003 Goals and Objectives for Section 8 Public Housing | Dick |
| 28) Performance Measures | Dick |



**Muscatine Municipal Housing Authority
Resident Advisory Board Meeting**

**1/31/2002
Hotel Muscatine
101 W. Mississippi Dr.
Muscatine, IA 52761**

Meeting called by: Dick Yerington - **Type of meeting:** Resident Advisory Board
Housing Administrator

Notetaker: Alma Vega - Housing Specialist **2002/2003 Public Housing Plan Review**

Attendees: *Dick Yerington - Housing Administrator, Alma Vega - Housing Specialist,
Georgina Weber - Housing Specialist, Betty Cook - Clark House Resident,
Lorna Sinclair - Clark House Resident, Kim Williams - Sunset Park Resident,
Kim Brown - Section 8 Tenant.*

-----Agenda Topics -----

1) Review RAB Policies

Discussion: *Mr. Yerington reviewed composition, qualifications, purpose and selection process of the Resident
Advisory Board.*

Comments: *All members understood policy - no comments.*

Action items: *None taken*

2) Review Resident Participation Funding

Discussion: *Mr. Yerington discussed funding procedure provided by HUD to RAB members. The Housing Authority will provide \$25 per occupied unit per year for fund account. \$15 per unit will be used for tenant participation activities, training or promotions. \$10 per unit will be used by HA to pay for cost resulting from tenant activities including conducting RAB elections, recalls or arbitration.*

Comments: *RAB members would like to review material regarding funding procedures.*

Action items: *RAB members will review how they would like to use funding for housing complexes and return with comments at scheduled RAB meeting 2/7/02.*

3) Review MOU Resident Participation

Discussion: *Mr. Yerington discussed how RAB members will provide resident input in the annual decision making process for resident participation activities and funding.*

Comments: *None*

Action items: *None*

4) RAB Vote on MOU

Discussion: *Mr. Yerington discussed that RAB members need to vote on acceptance of Resident Participation Funding.*

Comments: *RAB members will review material and vote on acceptance at 2/7/02 meeting.*

Action items: *Vote will be taken after further review.*

5)ExecuteMOU

Discussion: *Mr.YeringtonexplainedhowRABmembersmustsignagreementoncealltermsandconditionsofresident fundingparticipationisagreedupon.*

Comments: *RABmemberswillcommentafterreadingmaterial.*

Actionitems: *Signatureofagreementwillbedoneat2/7/02RABmeeting.*

6)ReviewAdministrativePlan

Discussion: *Mr.YeringtondiscussedhowtheAdministrativePlanhasto besenttoHUD90daysbeforeFiscalYearends .*

Comments: *None*

Actionitems: *None*

7)HousingNeedsAssessment

Discussion: *Mr.YeringtondiscussedHousingNeedsoffamiliesinjurisdictionandhousingne edsonpublichousingand Section8tenantbasedwaitinglist.*

Comments: *KimWilliamsaSunsetParkResidentaskedMr.Yeringtonifthereareanyplanstobuildaffordableunits, complexesinthefuture.Kimmentionedthatshemightbeableto findarentalbutlandlordsareasking an extremelyhighamountforrent.BettyCooaClarkHouseresidentmentionedthatthereisalackof housingshealsoagreesthatweneedmoreaffordablehousing.Housingunitsareinpoorshape.Kim BrownaSect ion8tenantcommentedthatshewishesgoodlucktoanyonetryingtofindarental.Lorna SinclairClarkHouseResidentmentionedthatsheeseeshowsomeapartmentbuildingsarebeingtorn downandthatdoesn'thelp.*

Actionitems: *None*

8) Financial Resources Assessments/Capital Improvements

Discussion: *Mr. Yerington discussed financial resources and capital improvements that have been done at the different complexes.*

Comments: *Kim Williams a Sunset Park Resident was excited to learn about the landscaping that will be done at the complex (Sunset Park) in the spring. Besides everything else that has been done at Sunset Park complex she says everything looks great and money was well spent. All RAB members agree that all the improvements that have been done to their complexes are great and staff has done a great job.*

Action items: *None*

9) Public Housing Admissions and Occupancy

Discussion: *Mr. Yerington discussed Public Housing Admission and Occupancy Procedures.*

Comments: *Kim Williams a Sunset Park resident mentioned that this information helps her understand the admission and occupancy procedure.*

Action items: *None*

10) Section 8 Admin. Plan

Discussion: *Mr. Yerington reviewed Section 8 Admin Plan.*

Comments: *None*

Action items: *None*

11) Rent Determination Policy

Discussion: *Mr. Yerington reviewed the rent policies.*

Comments: *Kim Brown ñ Section 8 tenant mentioned that FMRA amounts need to increase. She mentioned rent amounts have increased and it is very hard for a Section 8 tenant to find a rental unit, she believes this is due to utility increase last year. She mentioned that even if a tenant pays up to the 40% amount allowed it is still hard to find a place that will work with the Section 8 program. Ruthi Toots Walker ñ Clark House Resident agreed that rent amounts have gone up a lot.*

Action items:

12) Management Operations

Discussion: *Mr. Yerington reviewed management structure at each PH complex*

Comments: *Ruthi Toots Walker ñ Clark House Resident made a comment about why it is that there is 2 single persons occupying the 2 bedroom apartments at the Clark House. Betty Cook ñ Clark House resident mentioned that those 2 units should be given to couples who are more in need of space. Georgina Weber ñ Housing Specialist at the Clark House commented that those 2 persons spouses passed away recently.*

Action items: *Mr. Yerington will look into this matter .*

13) Demolition and Disposition

Discussion: *Mr Yerington reviewed demolition and disposition*

Comments: *None*

Action items: *None*

14) Designation of Housing

Discussion: *Mr. Yerington reviewed designation of housing.*

Comments: *None*

Action items: *None*

15) Conversion of Public Housing

Discussion: *Mr. Yerington reviewed conversion of public housing*

Comments: *None*

Action items: *None*

16) Homeownership

Discussion: *Mr. Yerington let members know that the Section 8 homeownership program is in the process. There were 13 families that attended an 8 hour course in home buyer education and have received their certificate of training. As of now there are a couple of families who have received approval for mortgage loan.*

Comments: *None*

Action items: *None*

17)CommunityServicePrograms

Discussion: *Mr.Yeringtonreviewedcommunityservicepro grams.*

Comments: *None*

Actionitems: *None*

18)CrimePreventionandSafetyMeasures

Discussion: *Mr.Yeringtonreviewedcrimepreventionmeasuresandstatistics.*

Comments: *BettyCook ñClarkHouseResidentaskedwhatshou ldtheydoiftheysuspectcriminalactivitygoingon.Mr. Yeringtoncommentedthatanytimetheysuspectorhaveconcernsonsuchactivitiestheyshouldcallthepolice andalsoinformthehousingmanagerofthisactivity.*

Actionitems: *None*

19)PHAdedeconcentration

Discussion: *Mr.Yeringtonrevieweddeconcentration.*

Comments: *None*

Actionitems: *None*

20) Resident Advisory Board (RAB)

Discussion: *Mr. Yerington discussed the RAB recommendations. Heals odiscussed the issue on receiving input from RAB members interested in being part of the board.*

Comments: *Kim Brown ñ Section 8 tenant is interested in becoming part of the board and mentioned she had brought in paperwork to acknowledge her interest but never heard back from anyone. Mr. Yerington mentioned he never received any paperwork from her but advised her and everyone else that if the interest is there they should give him the paperwork personally.*

Action items: *None*

21) Consistency with State Consolidation Plan

Discussion: *Mr. Yerington mentioned the PHA plans information goes to the state, state reviews the plan and lets the housing agency know if it is consistent with the consolidated plan.*

Comments: *None*

Action items: *None*

22) Five Year Plans/Goals

Discussion: *Mr. Yerington reviewed the goals and objectives for the 5 year plan. Goals are to increase availability of affordable housing, improve quality of assisted housing, increase housing choices, promote self sufficiency and ensure equal opportunity & fair housing.*

Comments: *None*

Action items: *None*

23) Required Certifications including Civil Rights

Discussion: *Mr. Yerington reviewed the required certifications*

Comments: *None*

Action items: *None*

24) Audit

Discussion: *Mr. Yerington reviewed audit*

Comments: *None*

Action items: *None*

25) City Goals and Objectives

Discussion: *Mr. Yerington discussed the goals and objectives regarding reducing apt. turnaround, maintaining an average of 95% of maximum unit months under lease for Voucher program, develop a comprehensive 5 year plan and implement the ongoing Quality Housing & Work Responsibility (QHWRA) plus provide training for staff.*

Comments: *None*

Action items: *None*

26)2001/2002StatusReport,PublicHousing,Section8

Discussion: *Mr.Yeringtondiscussedhowwestillstrugglewithunitturnaround.Wehaveexceededmaintainingan averageof95%ofthemaximumunitmonthsunderleasefortheVoucherProgram.FiveYearComprehensive Planhasbeencompletedandwillbeupdatedannually.AllQHWRArequirementshavebeensatisfiedandall managementstaffhasreceivedQHWRAttraining.*

Comments: *None*

Actionitems: *None*

27)2002/2003GoalsandObjectivesforSection8/PublicHousing

Discussion: *Mr.Yeringtontalkedaboutgoalsfor2002 -2003year.Goalsaretoimprovequalityofassistedhousing, increaseassist edhousingchoicesandpromoteselfsufficiency&assetdevelopmentofassistedhouseholds. ObjectivestobeaccomplishedfortheSection8ChoiceVoucherProgramaretoapplyforadditionalrental vouchers,utilizeaminimumof97%inHUDapprovedbudget authority,improveSEMAPscoreand continuedevelopmentoftheHomeownershipprogram.ObjectivesforPublicHousing,reduceapt. turnaround,provideanimprovedlivingenvironmentthroughcapitalimprovementsandtenantscreening process.*

Comments: *None*

Actionitems: *None*

28)PerformanceMeasures

Discussion: *Mr.Yeringtonreviewedtheperformancemeasuresestimatedfortheyear2002 -2003.*

Comments: *None*

Actionitems: *None*

29)CapitalFundingReview

Discussion: *Mr.Yeringtonreviewedcapitalfunding .*

Comments: *None*

Actionitems: *None*

30)2001/2002Update

Discussion: *CapitalImprovementfor2001/02 -thehousingdept.improvementsconsistedofanewgarageatSunsetPark , replacementofentrysidewalksattheClarkHouseandinstallationofakeylessentry/securitysystematthe ClarkHouse.*

Comments: *AllRABmembersmentionedtheywereveryhappywithimprovementsdoneattheirapt.complexes.*

Actionitem s: *None*

31)2002/2003Proposed

Discussion: *Mr.Yeringtondiscussedtheproposeditemstobedoneforthe2002 -2003year.ForSunsetParkcomplex - plansaretoworkoninstallingbackflowvalve,newwindows(3bldgs)s,replacegutters,re placeunitentry lightingandremodel10apartments.ForClarkHousecomplex -plansaretoworkonpaintingtheexterior, remodellobby,replace2exteriorstairwaydoors,replace10exteriorbenches,remodel5apartmentsand installbacflowvalve.*

Comments: *BettyCook ñ ClarkHouserresidentcommentedonhowgarageneedswindows.KimWilliams ñSunsetPark residentcommentedoninstallingcentralairunitsfortheSunsetParkcomplex.*

Actionitems: *Mr.Yeringtonwilllookintothesetwoi tems.*

32) Five Year Plan

Discussion: *Mr. Yerington reviewed the five year plan.*

Comments: *None*

Action items: *None taken*

Other Information

Comments:

Mr. Yerington told the RAB members to get together and work on the resident funding budget so that next time they meet they'll have the information.

Comment was made about replacing RAB member Colleen Smith – Section 8 tenant, she will be moving out of state. Mr. Yerington mentioned we need more members from Sunset Park he will be talking to Sue George, Housing Specialist at Sunset Park to find out if she has names of potential candidates.

No other comments

Meeting adjourned at 5:45 p.m., next meeting will be held Thursday, 4:00 p.m., March 21, 2002 at the Clark House.

Attachments

CITY OF MUSCATINE MUNICIPAL HOUSING PROGRAMS

GOALS & OBJECTIVES For 2001/2002

DEPARTMENT:

Community Development
Programs

ACTIVITY:

Municipal Housing

OBJECTIVES TO BE ACCOMPLISHED IN 2001/2002:

- * Public Housing Program: To reduce apartment turnaround time to an average of 21 days per unit.
- * Section 8 Voucher Program: To maintain an average of 95% of the maximum unit months under lease for the Voucher Program monthly (311) and yearly (3,739).
- * To develop a comprehensive five -year plan.
- * To implement the ongoing Quality Housing and Work Responsibility Act (QHWRA).
- * To provide needed opportunities for QHWRA training with staff.

STATUS REPORT ON 2001/2002 OBJECTIVES:

- * Public Housing Program: Reduce apartment turnaround time to an average of 21 days per unit. **We continue to struggle with unit turn -around, we have managed to improve our "make ready" time to 17 days per unit, but our lease up time continues to be of concern. In July 2001 we restructured staff to allow for a housing specialist to focus on the efficient management of the public housing waiting list and lease up. This objective will be carried forward to fiscal year 2002 -2003.**
- * Section 8 Voucher Program: To maintain an average of 95% of the maximum unit months under lease for the Voucher Program (monthly 311), (yearly 3,739). We have exceeded this objective and will be over 100% of our maximum unit months.
- * To develop a comprehensive five -year plan. This plan has been completed and will be annually updated.
- * To implement the ongoing Quality Housing and Work Responsibility Act (QHWRA). All QHWRA requirements have been satisfied.
- * To provide needed opportunities for QHWRA training with staff. All management staff has received QHWRA training.

NARRATIVE ON RECENT DEPARTMENT/ACTIVITY ACCOMPLISHMENTS: RECENT ACCOMPLISHMENTS:

Public Housing

Efforts in the past twelve months have focused on management improvements, capital improvements, and maintenance response time.

Management Improvements

- A housing specialist was changed from part-time to full time at the Clark House which has allowed staff to manage this complex more effectively. Staff has more time to interview residents and deal with issues as they arise. This move will assist and improve the lease-up rate and help to reach residents with housekeeping issues.

Maintenance

- At the end of FY 2001 the housing department completed a total of 61 emergency work orders each within 24 hours, and a total of 1,015 non-emergency work orders on public housing complexes. A total of 35 apartments were also renovated during this period. Maintenance response time and apartment turnaround times both show improvement from previous years.

Capital Improvements

- In FY 2001 the housing department expended \$246,404 in capital improvement funds. Some of the substantial improvements consisted of a new 24' x 24' garage at Sunset Park, replacement of entry sidewalks at the Clark House, and the installation of a keyless entry/security system at the Clark House. This system allows residents to open the common entry doors with ease and allows the management staff to monitor all entrances and track all persons that enter and leave the building.

Hershey Manor

- During budget preparations in December 2000, it became evident that rents, as set, were not going to be sufficient to meet the needs of the complex. In January staff started the process of requesting a rent and management fee increase from HUD. In March HUD granted a management fee increase of 1.5%, to a total of 5% of income collected. In May HUD granted the rental increase from \$577 a unit per month to \$606. Both increases allow the City to cover all management costs associated with the project and should sustain the project for another year. Rent increases will be assessed on a yearly basis.

Capital Improvements

- In the last twelve months \$80,330 has been accessed from the replacement reserves and expended for capital improvements. Improvements included the replacement of 46 refrigerators, re-staining the entire exterior of the building, and gutter replacement.

Section 8 Voucher Program

- The Section 8 program has struggled in the past few years in leasing vouchers supported by the Annual Contributions Contract, expending yearly Annual Budget Authority (ABA), and experiencing income deficits.

On June 30, 2000 the housing agency had a total unit utilization of 79%, an ABA utilization rate of 73% and an average per unit Housing Assistance Payment (HAP) of \$205 monthly.

A new HUD regulation required a 95% utilization rate by April 2002 or the housing agency would face the loss of unissued vouchers and budget authority. In light of this, in November 2000 the housing department created and implemented a maximum voucher utilization plan.

On March 31, 2001 staff submitted the Section 8 budget for the fiscal year 2001/2002 to HUD. At that time this program was 93% utilized and had an average HAP payment of \$233 per month.

An unexpected and substantial jump in the average monthly HAP payment occurred after the budget was submitted. Between April and August the average HAP payment rose from the \$233 a month to \$283.

On September 1, 2001 the Housing division accepted another 48 vouchers from a local 202 opt-out project. The initial budget for these vouchers was calculated in April using the voucher program's original HAP payment of \$233 a month per unit. When the actual need for assistance was calculated five months later, however, it was found that the actual average HAP payment was \$438 a month for those units.

Staff has researched the issue and identified the following contributing factors for this unexpected increase:

The local economy

Over the past ten months many factories and service providers have reduced their workforce. As a result, many of the voucher holders have lost work hours and even their overall jobs.

New families on the program

Between April and August the program accepted at least 80 new families into the program. It was found this group had a lower income level than the previous average voucher holder.

Acceptance of the 48 new opt-out units

The anticipated level of assistance for the new families was substantially lower than the actual need.

Increased utility costs

- This division also faced a higher utility allowance attributed to an increase in zero income utility reimbursements.

This spike in the average HAP payment required the housing department to access reserved funds and discontinue issuing vouchers. On September 7, 2001 a budget modification request was submitted and approved by HUD to access reserve funds to cover the balance of fiscal year 2001/2002. This division will begin to issue vouchers again in July 2002 to families at the top of the waiting list. As of December 28, 2001 there were 353 families on the voucher program and 256 families on the waiting list while the need continues to grow.

Staff training, streamlining program procedures and staff reorganization has helped this program in the last year to again become a premier component in the housing department. Under utilization and deficits pending is a thing of the past, while expending maximum budget authority and generating program operating reserve is the focus for the future.

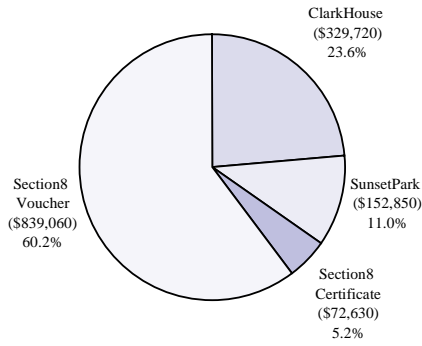
CURRENT TRENDS AND ISSUES:

Budgeted operating expenditures for the City's Clark House, Sunset Park and Section 8 Housing Programs total \$1,922,150 for 2002/2003. This is a \$475,400 (32.9%) increase from the 2001/2002 budget of \$1,446,750. Most of this increase (\$416,830) is in the Section 8 Voucher Program and is

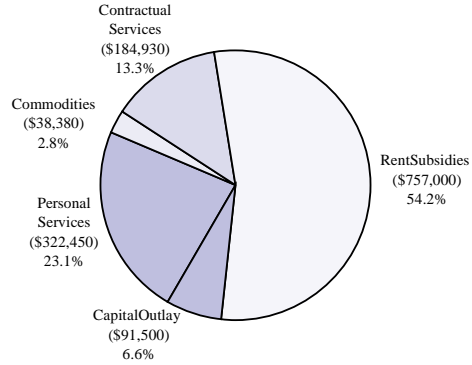
due to assuming the vouchers formerly administered by the local 202 project which opted out of the program and for increased utilization of the overall Voucher Program.

The revenues and expenditures for the City Housing Programs are shown by program and by type in the following charts below:

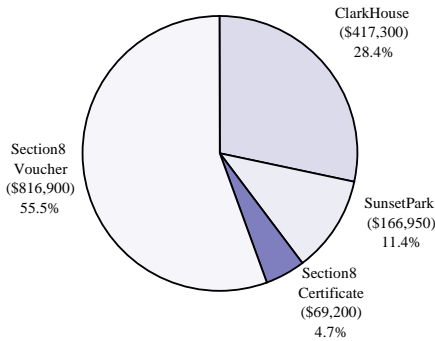
FY2000/2001 Budgeted Expenditures by Program - All City Housing Programs
\$1,394,260



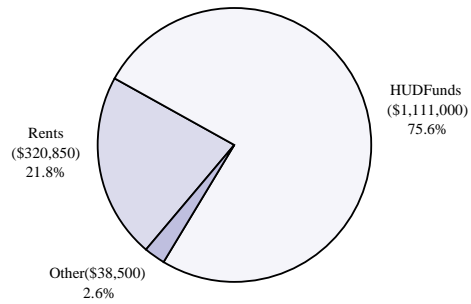
FY2000/2001 Budgeted Expenditures by Type - All City Housing Programs
\$1,394,260



FY2000/2001 Budgeted Revenues by Program - All City Housing Programs
\$1,470,350



FY2000/2001 Budgeted Revenues by Type - All City Housing Programs
\$1,470,350



The various housing budgets for 2002/2003 continue to include funds for accounting services provided by the City for the respective housing programs. These fees were established for the first time in 1991/92 and are based on actual staff time involved in housing accounting activities. The fees for 2002/2003 total \$16,300 and are allocated as follows:

| | |
|---------------------------|-----------------|
| ClarkHouse | \$ 6,000 |
| SunsetPark | 3,800 |
| Section 8 Voucher Program | <u>6,500</u> |
| | <u>\$16,300</u> |

Hershey Manor currently pays the City a management fee and consequently has not been included in the above allocation.

GOALSTATEMENT:

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

PERFORMANCE MEASURES:

| | Actual 1998/99 | Actual 1999/2000 | Actual 2000/2001 | Estimated 2001/2002 | Estimated 2002/2003 |
|---------------------------------------|---------------------------|-----------------------------|-----------------------------|--------------------------------|--------------------------------|
| Section 8 Certificate Program: | | | | | |
| Unit Months Under Lease | 1,917 | 378 | 42 | 0 | 0 |
| Average Units Under Lease | 160 | 32 | 3.5 | 0 | 0 |
| Earned Administrative Fees | \$70,190 | \$14,118 | \$1,605 | 0 | 0 |
| Section 8 Voucher Program: | | | | | |
| Unit Months Under Lease | 1,371 | 2,729 | 3,332 | 4,136 | 4,269 |
| Average Units Under Lease | 114 | 227 | 278 | 345 | 355 |
| Earned Administrative Fee | \$50,222 | \$102,174 | \$127,889 | \$159,732 | \$163,000 |
| Public Housing: | | | | | |
| Clark House Units Available | 100 | 100 | 100 | 100 | 100 |
| Sunset Park Units Available | 52* | 52* | 51** | 51 | 51 |
| Days Units Available | 55,450* | 55,480* | 55,115* | 55,115 | 55,115 |
| Days Units Vacant | 2,000 | 1,500 | 1,858 | 1,800 | 1,600 |
| Percent Days Vacant to Days Available | 3.6% | 2.7% | 3.3% | 3.2% | 2.9% |
| Hershey Manor: | | | | | |
| Units Available | 50 | 50 | 50 | 50 | 50 |
| Days Units Available | 18,250 | 18,250 | 18,250 | 18,250 | 18,250 |
| Days Units Vacant | 296 | 275 | 191 | 180 | 180 |
| Percent Days Vacant to Days Available | 1.6% | 1.5% | 1.4% | 1% | 1% |

*Sunset Park includes two scattered site units.

**One Sunset Park unit used for community center.

CAPITAL FUND PROGRAM TABLES START HERE

| Annual Statement/Performance and Evaluation Report | | | | | |
|---|---|---|---------|-------------------|--|
| Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary | | | | | |
| PHAName: Muscatine Municipal Housing Agency | | Grant Type and Number Capital Fund Program Grant No: IA05P04950101 Replacement Housing Factor Grant No: | | | Federal FY of Grant: 2001 |
| <input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:) | | | | | |
| <input type="checkbox"/> Performance and Evaluation Report for Period Ending: <input checked="" type="checkbox"/> Performance and Evaluation Report January 20, 2002 RE: Agency Plan Update | | | | | |
| Line No. | Summary by Development Account | Total Estimated Cost | | Total Actual Cost | |
| | | Original | Revised | Obligated | Expended |
| 1 | Total Non-CFP Funds | | | | |
| 2 | 1406 Operations | 12,114 | | 12,114 | 12,114 |
| 3 | 1408 Management Improvements Soft Costs | 16,146 | | 4,535 | 4,535 |
| | Management Improvements Hard Costs | 8,854 | | | |
| 4 | 1410 Administration | | | | |
| 5 | 1411 Audit | | | | |
| 6 | 1415 Liquidated Damages | | | | |
| 7 | 1430 Fees and Costs | | | | |
| 8 | 1440 Site Acquisition | | | | |
| 9 | 1450 Site Improvement | 44,000 | | | |
| 10 | 1460 Dwelling Structures | 64,700 | | 8,209 | 6,289 |
| 11 | 1465.1 Dwelling Equipment — Nonexpendable | 15,000 | | | |
| 12 | 1470 Nondwelling Structures | | | | |
| 13 | 1475 Nondwelling Equipment | | | | |
| 14 | 1485 Demolition | | | | |
| 15 | 1490 Replacement Reserve | 71,300 | | 71,300 | 71,300 |
| 16 | 1492 Moving to Work Demonstration | | | | |
| 17 | 1495.1 Relocation Costs | | | | |
| 18 | 1499 Development Activities | | | | |
| 19 | 1501 Collateralization or Debt Service | | | | |

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

| | | |
|---|---|--|
| PHAName: Muscatine Municipal Housing Agency | Grant Type and Number Capital Fund Program Grant No: IA05P04950101 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:
 Performance and Evaluation Report January 20, 2002 RE: Agency Plan Update

| Line No. | Summary by Development Account | Total Estimated Cost | | Total Actual Cost | |
|----------|---|----------------------|--|-------------------|--------|
| 20 | 1502 Contingency | | | | |
| 21 | Amount of Annual Grant: (sum of lines.....) | 232,114 | | 96,158 | 94,238 |
| 22 | Amount of line XX Related to LBP Activities | | | | |
| 23 | Amount of line XX Related to Section 504 compliance | | | | |
| 24 | Amount of line XX Related to Security --Soft Costs | | | | |
| 25 | Amount of Line XX related to Security --Hard Costs | | | | |
| 26 | Amount of line XX Related to Energy Conservation Measures | | | | |
| | | | | | |
| | | | | | |

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

| PHAName: Muscatine Municipal Housing Agency | | Grant Type and Number Capital Fund Program Grant No: IA05P04950101 Replacement Housing Factor Grant No: | | | | Federal FY of Grant: 2001 | | | |
|---|---|--|----------|----------------------|--|-------------------------------------|----------|-------------------|--|
| Development Number Name/HA-Wide Activities | General Description of Major Work Categories | Dev. Acct No. | Quantity | Total Estimated Cost | | Total Actual Cost | | Status of Work | |
| | | | | Original | | Obligated | Expended | | |
| 49,4 | Management Improvements | 1408 | 1 | 15,000 | | 4,535 | 4,535 | | |
| 49,4 | Apartment Remodel | 1460 | 6 | 15,000 | | 1,253 | 1,253 | | |
| 49,4 | Common Hallways Carpet | 1460 | 6 | 19,500 | | | | | |
| 49,4 | Replacement Reserves | 1490 | 1 | 23,800 | | 23,000 | 23,800 | | |
| 49,4 | Exterior Door Replacement | 1460 | 2 | 2,200 | | | | | |
| 49,4 | Telephone Entry System | 1460 | 1 | 5,000 | | | | | |
| 49,4 | Locks Changed | 1460 | 1 | 2,000 | | 1,920 | 0 | | |
| 49,1 | Operations | 1406 | 1 | 12,114 | | 12,114 | 12,114 | | |
| 49,1 | Hot Water Heaters | 1461.1 | 35 | 15,000 | | | | | |
| 49,1 | Apartment Remodel | 1460 | 7 | 21,000 | | 5,036 | 5,036 | | |
| 49,1 | Landscape Redesign | 1450 | 1 | 19,000 | | | | | |
| 49,1 | Replacement Reserves | 1490 | 1 | 47,500 | | 47,500 | 47,500 | | |
| 49,1 | Management Improvements | 1408 | 1 | 10,000 | | | | | |
| 49,1 | Playground Equipment | 1450 | 1 | 25,000 | | | | | |
| 49,1 | | | | | | | | | |
| Totals | | | | 232,114 | | 96,158 | 94,238 | | |

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

| | | |
|---|--|----------------------------------|
| PHAName: Muscatine Municipal Housing Agency | Grant Type and Number Capital Fund Program No: IA05P04950101 Replacement Housing Factor No: | Federal FY of Grant: 2001 |
|---|--|----------------------------------|

| Development Number Name/HA-Wide Activities | All Funds Obligated (Quarter Ending Date) September 2001 | | | All Funds Expended (Quarter Ending Date) December 2001 | | | Reasons for Revised Target Dates |
|---|--|---------|--------------|--|----------------|---------------|----------------------------------|
| | Original | Revised | Actual | Original | Revised | Actual | |
| 49,4 Mgt Improvements | 10,000 | | 2,562 | 10,000 | 15,000 | 4,535 | |
| 49,4 Emergency Generator Replacement | 20,000 | | | 20,000 | 0 | | |
| 49,4 Apartment Remodel | 25,000 | | | 25,000 | 15,000 | 1,253 | |
| 49,4 Close Deerr Replacement | 15,000 | | | 15,000 | 0 | | |
| 49,4 Common Hallways Carpet | 0 | | | 0 | 19,500 | | |
| 49,4 Replacement Reserves | 50,000 | | | 50,000 | 23,800 | 23,800 | |
| 49,4 Exterior Door Replacement | 0 | | | 0 | 2,200 | | |
| 49,4 Telephone Entry System | 0 | | | 0 | 5,000 | | |
| 49,4 Locks Changed | 0 | | | 0 | 2,000 | | |
| 49,1 Operations | 12,114 | | | 12,114 | 12,114 | 12,114 | |
| 49,1 Hot Water Heaters | 10,000 | | | 10,000 | 15,000 | | |
| 49,1 Apartment Remodel | 21,000 | | | 21,000 | 21,000 | 5,036 | |
| 49,1 Landscape Redesign | 19,000 | | | 19,000 | 19,000 | | |
| 49,1 Replacement Reserves | 50,000 | | | 50,000 | 47,500 | 47,500 | |
| 49,1 Management Improvements | 0 | | | 0 | 10,000 | | |
| 49,1 Playground Equipment | 0 | | | 0 | 25,000 | | |
| Totals | 232,114 | | 2,562 | 232,114 | 232,114 | 94,238 | |

CapitalFundProgramFive -YearActionPlan

PartI:Summary

| PHAName:Muscatine MunicipalHousing Agency | | | | | <input type="checkbox"/> Original5 -YearPlan <input type="checkbox"/> RevisionNo: | |
|---|-------------------------|--|--|--|--|--|
| Developme nt Number/Na me/HA- Wide | Year1 | WorkStatementforYear2 FFYGrant:2003 PHAFY:2004 | WorkStatementforYear3 FFYGrant:2004 PHAFY:2005 | WorkStatementfor Year4 FFYGrant:2005 PHAFY:2006 | WorkStatementforYear5 FFYGrant:2006 PHAFY:2007 | |
| | Annual Stateme nt | | | | | |
| 49,1 | | 120,000 | 104,000 | 114,000 | 92,000 | |
| 49,4 | | 115,000 | 131,000 | 121,000 | 143,000 | |
| | | | | | | |
| | | | | | | |
| TotalCFP Funds(Est.) | 230,000 | 235,000 | 235,000 | 235,000 | 235,000 | |
| Total Replacement HousingFactor Funds | | | | | | |
| | | | | | | |
| | | | | | | |

CAPITAL FUND PROGRAM TABLES START HERE

| Annual Statement/Performance and Evaluation Report | | | | | |
|--|---|--|----------------|---|-----------------|
| Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary | | | | | |
| PHA Name: Muscatine Municipal Housing Agency | | Grant Type and Number Capital Fund Program Grant No: Replacement Housing Factor Grant No: | | Federal FY of Grant: 2002 | |
| <input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:) | | | | | |
| Performance and Evaluation Report for Period Ending: | | | | | |
| Line No. | Summary by Development Account | Total Estimated Cost | | Total Actual Cost | |
| | | Original | Revised | Obligated | Expended |
| 1 | Total non -CFP Funds | | | | |
| 2 | 1406 Operations | | | | |
| 3 | 1408 Management Improvements Soft Costs | 10,000 | | | |
| | Management Improvements Hard Costs | | | | |
| 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 | 121,000 | | | |
| 11 | 1465.1 Dwelling Equipment — Nonexpendable | 7,500 | | | |
| 12 | 1470 Non dwelling Structures | | | | |
| 13 | 1475 Non dwelling Equipment | | | | |
| 14 | 1485 Demolition | | | | |
| 15 | 1490 Replacement Reserve | 91,500 | | | |
| 16 | 1492 Moving to Work Demonstration | | | | |
| | 1495.1 Relocation Costs | | | | |

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

| | | |
|--|---|---|
| PHAName: Muscatine Municipal Housing Agency | Grant Type and Number Capital Fund Program Grant No: Replacement Housing Factor Grant No: | Federal FY of Grant: 2002 |
|--|---|---|

Original Annual Statement Reserve for Disasters/Emergencies Revised Annual Statement (revision no:)

Performance and Evaluation Report for Period Ending:

| Line No. | Summary by Development Account | Total Estimated Cost | | Total Actual Cost | |
|----------|---|----------------------|--|-------------------|--|
| 18 | 1499 Development Activities | | | | |
| 19 | 1501 Collateralization or Debt Service | | | | |
| 20 | 1502 Contingency | | | | |
| 21 | Amount of Annual Grant: (sum of lines.....) | 230,000 | | | |
| 22 | Amount of line XX Related to LBP Activities | | | | |
| 23 | Amount of line XX Related to Section 504 compliance | | | | |
| 24 | Amount of line XX Related to Security --Soft Costs | | | | |
| 25 | Amount of Line XX related to Security --Hard Costs | | | | |
| 26 | Amount of line XX Related to Energy Conservation Measures | | | | |
| | | | | | |
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Annual Statement/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)
Part II: Supporting Pages

| PHAName: Muscatine Municipal Housing Agency | | Grant Type and Number Capital Fund Program Grant No: Replacement Housing Factor Grant No: | | | | Federal FY of Grant: 2002 | | | |
|--|--|---|---------------|----------|----------------------|---------------------------|-------------------|----------|----------------|
| Development Number Name/HA-Wide Activities | General Description of Major Work Categories | | Dev. Acct No. | Quantity | Total Estimated Cost | | Total Actual Cost | | Status of Work |
| | | | | | Original | | Obligated | Expended | |
| 49,1 | Install backflow valve | | 1461.5 | | 3,500 | | | | |
| 49,1 | New windows 3 buildings | | 1460 | | 30,000 | | | | |
| 49,1 | Replace gutters | | 1460 | | 15,000 | | | | |
| 49,1 | Replace unit entry lightning | | 1460 | | 5,000 | | | | |
| 49,1 | Remodel 10 apartments | | 1460 | | 25,000 | | | | |
| 49,1 | Replacement reserves | | 1490 | | 41,500 | | | | |
| 49,1 | Management improvements | | 1408 | | 5,000 | | | | |
| 49,4 | Exterior painting | | 1460 | | 25,000 | | | | |
| 49,4 | Remodel entrance/Lobby | | 1460 | | 8,000 | | | | |
| 49,4 | Replace 2 exterior stair way doors | | 1460 | | 3,000 | | | | |
| 49,4 | Replace 10 exterior benches | | 1460 | | 5,000 | | | | |
| 49,4 | Remodel 5 apartments | | 1460 | | 5,000 | | | | |
| 49,4 | Install backflow valve | | 1465.1 | | 4,000 | | | | |
| 49,4 | Management improvements | | 1408 | | 5,000 | | | | |
| 49,4 | Replacement reserves | | 1490 | | 50,000 | | | | |
| | | | | | | | | | |
| Totals | | | | | 230,000 | | | | |

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

| PHA Name: Muscatine Municipal Housing Agency | | | Grant Type and Number Capital Fund Program No: Replacement Housing Factor No: | | | | Federal FY of Grant: 2002 |
|---|---|---------|---|---|---------|--------|----------------------------------|
| Development Number Name/HA-Wide Activities | All Fund Obligated (Quarter Ending Date) | | | All Funds Expended (Quarter Ending Date) | | | Reasons for Revised Target Dates |
| | Original | Revised | Actual | Original | Revised | Actual | |
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CapitalFundProgramFive -YearActionPlan
PartI:Summary

| PHAName:Muscatine MunicipalHousing Agency | | | | | | <input checked="" type="checkbox"/> Original5 -YearPlan <input type="checkbox"/> RevisionNo: |
|---|-------------------------|---|--|--|--|---|
| Development Number/Name/ HA-Wide | Year1 | WorkStatementf orYear2 FFYGrant:2003 PHAFY:2004 | WorkStatementforYear3 FFYGrant:2004 PHAFY:2005 | WorkStatementfor Year4 FFYGrant:2005 PHAFY:2006 | WorkStatementfor Year5 FFYGrant:2006 PHAFY:2007 | |
| | Annual State ment | | | | | |
| 49,1 | | 120,000 | 104,000 | 114,000 | 92,000 | |
| 49,4 | | 115,000 | 131,000 | 121,000 | 143,000 | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| TotalCFP Funds(Est.) | 230,000 | 235,000 | 235,000 | 235,000 | 235,000 | |
| Total Replacement HousingFactor Funds | | | | | | |
| | | | | | | |
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CapitalFundProgramFive-YearActionPlan

PartII:SupportingPages —WorkActivities

| Activities for Year1 | ActivitiesforYear: <u>2</u> FFYGrant:2003 PHAFY:2004 | | | ActivitiesforYear: <u>3</u> FFYGrant:2004 PHAFY:2005 | | |
|----------------------|--|-----------------------------|----------------------|--|-----------------------------|----------------------|
| | Development Name/Number | MajorWork Categories | EstimatedCost | Development Name/Number | MajorWork Categories | EstimatedCost |
| | 49,4 | Emergency generator | 40,000 | 49,4 | GarageRenovations | 9,000 |
| | 49,4 | RearConcrete | 12,500 | 49,4 | PaintingHallways (3) | 9,000 |
| | 49,4 | CarpetHallways | 7,500 | 49,4 | ReplaceAppliances (40) | 28,000 |
| | 49,4 | Remodel Apartments(5) | 5,000 | 49,4 | Remodel Apartments(5) | 5,000 |
| | 49,4 | Mgmt. Improvements | 5,000 | 49,4 | BoilerReplacement | 30,000 |
| | 49,4 | Replacement Reserves | 45,000 | 49,4 | Mgmt. Improvements | 5,000 |
| | 49,1 | Windows(5Bldgs.) | 60,000 | 49,4 | Replacement Reserves | 45,000 |
| | 49,1 | RemodelApts.(10) | 15,000 | 49,1 | Windows(2Bldgs.) | 20,000 |
| | 49,1 | Mgmt. Improvements | 15,000 | 49,1 | ReplaceAppliances (20) | 14,000 |
| | 49,1 | Replacement Reserves | 30,000 | 49,1 | RemodelApts.(10) | 15,000 |
| | | | | 49,1 | ReplaceSt orm Doors | 30,000 |
| | Totals | | 235,000 | 49,1 | Mgmt. Improvements | 15,000 |
| | | | | 49,1 | Replacement | 10,000 |

| | | | | | | |
|--|--|--|--|---------------|----------|----------------|
| | | | | | Reserves | |
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| | | | | Totals | | 235,000 |
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Capital Fund Program Five - Year Action Plan

Part II: Supporting Pages — Work Activities

| Activities for Year 1 | Activities for Year: <u>4</u> FFY Grant: 2005 PHAFY: 2006 | | | Activities for Year: <u>5</u> FFY Grant: 2006 PHAFY: 2007 | | |
|-----------------------|---|------------------------------|-----------------------|---|------------------------------|-----------------------|
| | Development Name/Number | Major Work Categories | Estimated Cost | Development Name/Number | Major Work Categories | Estimated Cost |
| | 49,4 | Painting hallways (5) | 9,000 | 49,4 | Garage Renovations | 9,000 |
| | 49,4 | Replace Appliance (30) | 18,500 | 49,4 | Painting Hallways (3) | 9,000 |
| | 49,4 | Remodel Apartments (5) | 6,000 | 49,4 | Replace Appliances (40) | 28,000 |
| | 49,4 | Carpet Hallways (3) | 7,500 | 49,4 | Remodel Apartments (5) | 5,000 |
| | 49,4 | Floor Coverings (10) | 15,000 | 49,4 | Boiler Replacement | 30,000 |
| | 49,4 | Boiler Replacement (2) | 15,000 | 49,4 | Mgmt. Improvements | 5,000 |
| | 49,4 | Mgmt. Improvements | 5,000 | 49,4 | Replacement Reserves | 45,000 |

| | | | | | | |
|--|---------------|-----------------------|----------------|---------------|----------------------|----------------|
| | 49,4 | Replacement Reserves | 45,000 | 49,1 | RearDoor Replacement | 10,000 |
| | 49,1 | RemodelApts.(10) | 15,000 | 49,1 | ReplaceRear Storms | 22,000 |
| | 49,1 | FrontDoor Replacement | 24,000 | 49,1 | RemodelApts.(10) | 15,000 |
| | 49,1 | ReplaceFront Storms | 30,000 | 49,1 | ReplaceStorm Doors | 30,000 |
| | 49,1 | Mgmt. Improvements | 15,000 | 49,1 | Mgmt. Improvements | 15,000 |
| | 49,1 | Replacement Reserves | 30,000 | 49,1 | Replacement Reserves | 30,000 |
| | | | | | | |
| | Totals | | 235,000 | Totals | | 235,000 |
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