

<b>1.0</b>	<b>PHA Information</b> PHA Name: <u>Charles City Housing &amp; Redevelopment Authority</u> PHA Code: <u>IA002</u> PHA Type: <input checked="" type="checkbox"/> Small <input type="checkbox"/> High Performing <input type="checkbox"/> Standard <input type="checkbox"/> HCV (Section 8) PHA Fiscal Year Beginning: (MM/YYYY): <u>07/01/2015</u>				
<b>2.0</b>	Inventory (based on ACC units at time of FY beginning in 1.0 above) Number of PH units: <u>148</u> Number of HCV units: <u>197</u>				
<b>3.0</b>	<b>Submission Type</b> <input type="checkbox"/> 5-Year and Annual Plan <input type="checkbox"/> Annual Plan Only <input checked="" type="checkbox"/> 5-Year Plan Only				
<b>4.0</b>	<b>PHA Consortia</b> <input type="checkbox"/> PHA Consortia: (Check box if submitting a joint Plan and complete table below.)				
	Participating PHAs	PHA Code	Program(s) Included in the Consortia	Programs Not in the Consortia	No. of Units in Each Program
					PH      HCV
	PHA 1:				
	PHA 2:				
	PHA 3:				
<b>5.0</b>	<b>5-Year Plan.</b> Complete items 5.1 and 5.2 only at 5-Year Plan update.				
<b>5.1</b>	<b>Mission.</b> 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 for the next five years:  Be a leader in providing quality housing to eligible families in a professional, financially responsible manner and be a positive force in our community by working with others to assist these families with appropriate supportive services.				

5.2

**Goals and Objectives.** Identify the PHA's quantifiable goals and objectives that will enable the PHA to serve the needs of low-income and very low-income, and extremely low-income families for the next five years. Include a report on the progress the PHA has made in meeting the goals and objectives described in the previous 5-Year Plan.

**CCHRA Goal: Increase the availability of decent, safe and affordable housing.**

**Expand the supply of assisted housing**

*Objectives:*

- 1) Leverage private or other public funds to create additional housing opportunities.
- 2) Assist the City of Charles City with preparation of its Comprehensive Plan.
- 3) Ensure development meets with goals and objectives in the Consolidated Plan.

**Improve the quality of assisted housing**

*Objectives:*

- 1) Improve public housing management score on SEMAP/PHAS.
- 2) Continue to modernize public housing units.
- 3) Continue to work with City on its implementation of the rental housing code.

**Increase assisted housing choices**

*Objectives:*

- 1) Conduct outreach to potential landlords.
- 2) Increase voucher payment standards as needed based on market conditions.

**Improve public perception/acceptance of assisted housing programs**

*Objectives:*

- 1) Promote programs to civic/religious groups and organizations.
- 2) Provide education to the public in the form of news articles and publications.
- 3) Work with City to address nuisance issues.
- 4) Continue partnership with local police department.

**CCHRA Goal: Promote self-sufficiency and asset development of families and individuals**

**Promote self sufficiency and asset development of assisted households**

*Objectives:*

- 1) Continue to promote the Homeownership Program.
- 2) Attract supportive services to increase independence for the elderly or families with disabilities.

**CCHRA Goal: Ensure Equal Opportunity in Housing for all Americans.**

**Ensure equal opportunity and affirmatively further fair housing.**

*Objectives:*

- 1) Undertake affirmative measures to ensure access to assisted housing regardless of race, color, religion, national origin, sex, familial status, and disability.
- 2) 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.

**Progress Report on Goals Outlined in last 5-year plan.**

We have continued the use of Capital Funds to improve the quality of assisted units in addition to achieving High Performer for most recent PHAS/SEMAP reporting periods. During the past five years we have continued operation of the homeownership program and have had two closings. We have improved the living environment by addressing security by the continued partnership with the local police department and installed additional security cameras. We partnered with the City to prepare an updated Housing Needs Assessment and assisted with the development of a Rental Inspection Code. Staff continues training to keep up-to-date on regulations and efforts to fully utilize funding continues, in addition to efforts to ensure equal opportunity.

	<p><b>PHA Plan Update</b></p> <p>(a) Identify all PHA Plan elements that have been revised by the PHA since its last Annual Plan submission.  (b) Identify the specific location(s) where the public may obtain copies of the 5-Year and Annual PHA Plan. For a complete list of PHA Plan elements, see Section 6.0 of the instructions.</p> <p><b><u>Locations for public review and access to the 5-Year Plan</u></b></p> <p>CCHRA Administrative Office at 501 Cedar Terrace South, Charles City, Iowa 50616</p> <p>City website at <a href="http://cityofcharlescity.org">cityofcharlescity.org</a></p>
6.0	
7.0	<p><b>Hope VI, Mixed Finance Modernization or Development, Demolition and/or Disposition, Conversion of Public Housing, Homeownership Programs, and Project-based Vouchers.</b> <i>Include statements related to these programs as applicable.</i></p>
8.0	<p><b>Capital Improvements.</b> Please complete Parts 8.1 through 8.3, as applicable.</p> <p>Refer to 50075.2 for planned capital improvements</p>
8.1	<p><b>Capital Fund Program Annual Statement/Performance and Evaluation Report.</b> As part of the PHA 5-Year and Annual Plan, annually complete and submit the <i>Capital Fund Program Annual Statement/Performance and Evaluation Report</i>, form HUD-50075.1, for each current and open CFP grant and CFFP financing.</p>
8.2	<p><b>Capital Fund Program Five-Year Action Plan.</b> As part of the submission of the Annual Plan, PHAs must complete and submit the <i>Capital Fund Program Five-Year Action Plan</i>, form HUD-50075.2, and subsequent annual updates (on a rolling basis, e.g., drop current year, and add latest year for a five year period). Large capital items must be included in the Five-Year Action Plan.</p>
8.3	<p><b>Capital Fund Financing Program (CFFP).</b></p> <p><input type="checkbox"/> Check if the PHA proposes to use any portion of its Capital Fund Program (CFP)/Replacement Housing Factor (RHF) to repay debt incurred to finance capital improvements.</p>
9.0	<p><b>Housing Needs.</b> Based on information provided by the applicable Consolidated Plan, information provided by HUD, and other generally available data, make a reasonable effort to identify the housing needs of the low-income, very low-income, and extremely low-income families who reside in the jurisdiction served by the PHA, including elderly families, families with disabilities, and households of various races and ethnic groups, and other families who are on the public housing and Section 8 tenant-based assistance waiting lists. The identification of housing needs must address issues of affordability, supply, quality, accessibility, size of units, and location.</p>
9.1	<p><b>Strategy for Addressing Housing Needs.</b> 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. <b>Note: Small, Section 8 only, and High Performing PHAs complete only for Annual Plan submission with the 5-Year Plan.</b></p>

**Additional Information.** Describe the following, as well as any additional information HUD has requested.

- (a) Progress in Meeting Mission and Goals. Provide a brief statement of the PHA's progress in meeting the mission and goals described in the 5-Year Plan.
- (b) Significant Amendment and Substantial Deviation/Modification. Provide the PHA's definition of "significant amendment" and "substantial deviation/modification"

**Progress Report on Mission and Goals Outlined in 5-year plan.**

We have several projects under way utilizing Capital Funds to improve the quality of assisted units and Section 504 compliance. We continue to take applications for the homeownership program and anticipate one closing during this fiscal year. We have improved the living environment by addressing security by the continued partnership with the local police department. We will be working with the City to improve access to affordable accessible housing. We continuously work with outside agencies to provide support to our participants and residents. In addition, we provide programs to civic and religious groups to help foster education of PHA programs. Staff continues training to keep up-to-date on regulations and efforts to fully utilize funding continues, in addition to efforts to ensure equal opportunity.

**Substantial Deviation from the 5-Year Plan:**

Creation of new activities not contained in the current goals or elimination of goals unless mandated by the Department of Housing and Urban Development.

**Significant Amendment or Modification to the Annual Plan:**

Changes to rent or admission policies or organization of waiting list; or change in use of replacement reserve funds; any change with regard to demolition or disposition, designation, homeownership programs or conversion activities that are not mandated by the Department of Housing and Urban Development.

10.0

11.0

**Required Submission for HUD Field Office Review.** In addition to the PHA Plan template (HUD-50075), PHAs must submit the following documents. Items (a) through (g) may be submitted with signature by mail or electronically with scanned signatures, but electronic submission is encouraged. Items (h) through (i) must be attached electronically with the PHA Plan. **Note:** Faxed copies of these documents will not be accepted by the Field Office.

- (a) Form HUD-50077, *PHA Certifications of Compliance with the PHA Plans and Related Regulations* (which includes all certifications relating to Civil Rights)
- (b) Form HUD-50070, *Certification for a Drug-Free Workplace* (PHAs receiving CFP grants only)
- (c) Form HUD-50071, *Certification of Payments to Influence Federal Transactions* (PHAs receiving CFP grants only)
- (d) Form SF-LLL, *Disclosure of Lobbying Activities* (PHAs receiving CFP grants only)
- (e) Form SF-LLL-A, *Disclosure of Lobbying Activities Continuation Sheet* (PHAs receiving CFP grants only)
- (f) Resident Advisory Board (RAB) comments. Comments received from the RAB must be submitted by the PHA as an attachment to the PHA Plan. PHAs must also include a narrative describing their analysis of the recommendations and the decisions made on these recommendations.
- (g) Challenged Elements
- (h) Form HUD-50075.1, *Capital Fund Program Annual Statement Performance and Evaluation Report* (PHAs receiving CFP grants only)
- (i) Form HUD-50075.2, *Capital Fund Program Five-Year Action Plan* (PHAs receiving CFP grants only)

This information collection is authorized by Section 511 of the Quality Housing and Work Responsibility Act, which added a new section 5A to the U.S. Housing Act of 1937, as amended, which introduced 5-Year and Annual PHA Plans. The 5-Year and Annual PHA plans provide a ready source for interested parties to locate basic PHA policies, rules, and requirements concerning the PHA's operations, programs, and services, and informs HUD, families served by the PHA, and members of the public of the PHA's mission and strategies for serving the needs of low-income and very low-income families. This form is to be used by all PHA types for submission of the 5-Year and Annual Plans to HUD. Public reporting burden for this information collection is estimated to average 12.68 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. HUD may not collect this information, and respondents are not required to complete this form, unless it displays a currently valid OMB Control Number.

**Privacy Act Notice.** The United States Department of Housing and Urban Development is authorized to solicit the information requested in this form by virtue of Title 12, U.S. Code, Section 1701 et seq., and regulations promulgated thereunder at Title 12, Code of Federal Regulations. Responses to the collection of information are required to obtain a benefit or to retain a benefit. The information requested does not lend itself to confidentiality

## Instructions form HUD-50075

**Applicability.** This form is to be used by all Public Housing Agencies (PHAs) with Fiscal Year beginning April 1, 2008 for the submission of their 5-Year and Annual Plan in accordance with 24 CFR Part 903. The previous version may be used only through April 30, 2008.

### **1.0 PHA Information**

Include the full PHA name, PHA code, PHA type, and PHA Fiscal Year Beginning (MM/YYYY).

### **2.0 Inventory**

Under each program, enter the number of Annual Contributions Contract (ACC) Public Housing (PH) and Section 8 units (HCV).

### **3.0 Submission Type**

Indicate whether this submission is for an Annual and Five Year Plan, Annual Plan only, or 5-Year Plan only.

### **4.0 PHA Consortia**

Check box if submitting a Joint PHA Plan and complete the table.

### **5.0 Five-Year Plan**

Identify the PHA's Mission, Goals and/or Objectives (24 CFR 903.6). Complete only at 5-Year update.

**5.1 Mission.** A statement of the mission of the public housing agency for serving the needs of low-income, very low-income, and extremely low-income families in the jurisdiction of the PHA during the years covered under the plan.

**5.2 Goals and Objectives.** Identify quantifiable goals and objectives that will enable the PHA to serve the needs of low income, very low-income, and extremely low-income families.

**6.0 PHA Plan Update.** In addition to the items captured in the Plan template, PHAs must have the elements listed below readily available to the public. Additionally, a PHA must:

- (a) Identify specifically which plan elements have been revised since the PHA's prior plan submission.
- (b) Identify where the 5-Year and Annual Plan may be obtained by the public. At a minimum, PHAs must post PHA Plans, including updates, at each Asset Management Project (AMP) and main office or central office of the PHA. PHAs are strongly encouraged to post complete PHA Plans on its official website. PHAs are also encouraged to provide each resident council a copy of its 5-Year and Annual Plan.

### **PHA Plan Elements. (24 CFR 903.7)**

1. **Eligibility, Selection and Admissions Policies, including Deconcentration and Wait List Procedures.** Describe the PHA's policies that govern resident or tenant eligibility, selection and admission including admission preferences for both public housing and HCV and unit assignment policies for public housing; and procedures for maintaining waiting lists for admission to public housing and address any site-based waiting lists.

2. **Financial Resources.** A statement of financial resources, including a listing by general categories, of the PHA's anticipated resources, such as PHA Operating, Capital and other anticipated Federal resources available to the PHA, as well as tenant rents and other income available to support public housing or tenant-based assistance. The statement also should include the non-Federal sources of funds supporting each Federal program, and state the planned use for the resources.
3. **Rent Determination.** A statement of the policies of the PHA governing rents charged for public housing and HCV dwelling units.
4. **Operation and Management.** A statement of the rules, standards, and policies of the PHA governing maintenance management of housing owned, assisted, or operated by the public housing agency (which shall include measures necessary for the prevention or eradication of pest infestation, including cockroaches), and management of the PHA and programs of the PHA.
5. **Grievance Procedures.** A description of the grievance and informal hearing and review procedures that the PHA makes available to its residents and applicants.
6. **Designated Housing for Elderly and Disabled Families.** With respect to public housing projects owned, assisted, or operated by the PHA, describe any projects (or portions thereof), in the upcoming fiscal year, that the PHA has designated or will apply for designation for occupancy by elderly and disabled families. The description shall include the following information: 1) development name and number; 2) designation type; 3) application status; 4) date the designation was approved, submitted, or planned for submission, and; 5) the number of units affected.
7. **Community Service and Self-Sufficiency.** A description of: (1) Any programs relating to services and amenities provided or offered to assisted families; (2) Any policies or programs of the PHA for the enhancement of the economic and social self-sufficiency of assisted families, including programs under Section 3 and FSS; (3) How the PHA will comply with the requirements of community service and treatment of income changes resulting from welfare program requirements. (Note: applies to only public housing).
8. **Safety and Crime Prevention.** For public housing only, describe the PHA's plan for safety and crime prevention to ensure the safety of the public housing residents. The statement must include: (i) A description of the need for measures to ensure the safety of public housing residents; (ii) A description of any crime prevention activities conducted or to be conducted by the PHA; and (iii) A description of the coordination between the PHA and the appropriate police precincts for carrying out crime prevention measures and activities.

9. **Pets.** A statement describing the PHAs policies and requirements pertaining to the ownership of pets in public housing.
10. **Civil Rights Certification.** A PHA will be considered in compliance with the Civil Rights and AFFH Certification if it can document that it examines its programs and proposed programs to identify any impediments to fair housing choice within those programs; addresses those impediments in a reasonable fashion in view of the resources available; works with the local jurisdiction to implement any of the jurisdiction's initiatives to affirmatively further fair housing; and assures that the annual plan is consistent with any applicable Consolidated Plan for its jurisdiction.
11. **Fiscal Year Audit.** The results of the most recent fiscal year audit for the PHA.
12. **Asset Management.** A statement of how the agency will carry out its asset management functions with respect to the public housing inventory of the agency, including how the agency will plan for the long-term operating, capital investment, rehabilitation, modernization, disposition, and other needs for such inventory.
13. **Violence Against Women Act (VAWA).** A description of: 1) Any activities, services, or programs provided or offered by an agency, either directly or in partnership with other service providers, to child or adult victims of domestic violence, dating violence, sexual assault, or stalking; 2) Any activities, services, or programs provided or offered by a PHA that helps child and adult victims of domestic violence, dating violence, sexual assault, or stalking, to obtain or maintain housing; and 3) Any activities, services, or programs provided or offered by a public housing agency to prevent domestic violence, dating violence, sexual assault, and stalking, or to enhance victim safety in assisted families.

**7.0 Hope VI, Mixed Finance Modernization or Development, Demolition and/or Disposition, Conversion of Public Housing, Homeownership Programs, and Project-based Vouchers**

- (a) **Hope VI or Mixed Finance Modernization or Development.** 1) A description of any housing (including project number (if known) and unit count) for which the PHA will apply for HOPE VI or Mixed Finance Modernization or Development; and 2) A timetable for the submission of applications or proposals. The application and approval process for Hope VI, Mixed Finance Modernization or Development, is a separate process. See guidance on HUD's website at: <http://www.hud.gov/offices/pih/programs/ph/hope6/index.cfm>
- (b) **Demolition and/or Disposition.** With respect to public housing projects owned by the PHA and subject to ACCs under the Act: (1) A description of any housing (including project number and unit numbers [or addresses]), and the number of affected units along with their sizes and accessibility features) for which the PHA will apply or is currently pending for demolition or disposition; and (2) A timetable for the demolition or disposition. The application and approval process for demolition and/or disposition is a separate process. See guidance on HUD's website at: [http://www.hud.gov/offices/pih/centers/sac/demo\\_dispo/index.cfm](http://www.hud.gov/offices/pih/centers/sac/demo_dispo/index.cfm)  
**Note:** This statement must be submitted to the extent that approved and/or pending demolition and/or disposition has changed.
- (c) **Conversion of Public Housing.** With respect to public housing owned by a PHA: 1) A description of any building or buildings (including project number and unit count) that the PHA is required to convert to tenant-based assistance or

that the public housing agency plans to voluntarily convert; 2) An analysis of the projects or buildings required to be converted; and 3) A statement of the amount of assistance received under this chapter to be used for rental assistance or other housing assistance in connection with such conversion. See guidance on HUD's website at: <http://www.hud.gov/offices/pih/centers/sac/conversion.cfm>

- (d) **Homeownership.** A description of any homeownership (including project number and unit count) administered by the agency or for which the PHA has applied or will apply for approval.
- (e) **Project-based Vouchers.** If the PHA wishes to use the project-based voucher program, a statement of the projected number of project-based units and general locations and how project basing would be consistent with its PHA Plan.

**8.0 Capital Improvements.** This section provides information on a PHA's Capital Fund Program. With respect to public housing projects owned, assisted, or operated by the public housing agency, a plan describing the capital improvements necessary to ensure long-term physical and social viability of the projects must be completed along with the required forms. Items identified in 8.1 through 8.3, must be signed where directed and transmitted electronically along with the PHA's Annual Plan submission.

**8.1 Capital Fund Program Annual Statement/Performance and Evaluation Report.** PHAs must complete the *Capital Fund Program Annual Statement/Performance and Evaluation Report* (form HUD-50075.1), for each Capital Fund Program (CFP) to be undertaken with the current year's CFP funds or with CFFP proceeds. Additionally, the form shall be used for the following purposes:

- (a) To submit the initial budget for a new grant or CFFP;
- (b) To report on the Performance and Evaluation Report progress on any open grants previously funded or CFFP; and
- (c) To record a budget revision on a previously approved open grant or CFFP, e.g., additions or deletions of work items, modification of budgeted amounts that have been undertaken since the submission of the last Annual Plan. The Capital Fund Program Annual Statement/Performance and Evaluation Report must be submitted annually.

Additionally, PHAs shall complete the Performance and Evaluation Report section (see footnote 2) of the *Capital Fund Program Annual Statement/Performance and Evaluation* (form HUD-50075.1), at the following times:

1. At the end of the program year; until the program is completed or all funds are expended;
2. When revisions to the Annual Statement are made, which do not require prior HUD approval, (e.g., expenditures for emergency work, revisions resulting from the PHAs application of fungibility); and
3. Upon completion or termination of the activities funded in a specific capital fund program year.

**8.2 Capital Fund Program Five-Year Action Plan**

PHAs must submit the *Capital Fund Program Five-Year Action Plan* (form HUD-50075.2) for the entire PHA portfolio for the first year of participation in the CFP and annual update thereafter to eliminate the previous year and to add a new fifth year (rolling basis) so that the form always covers the present five-year period beginning with the current year.

**8.3 Capital Fund Financing Program (CFFP).** Separate, written HUD approval is required if the PHA proposes to pledge any

portion of its CFP/RHF funds to repay debt incurred to finance capital improvements. The PHA must identify in its Annual and 5-year capital plans the amount of the annual payments required to service the debt. The PHA must also submit an annual statement detailing the use of the CFFP proceeds. See guidance on HUD's website at:

<http://www.hud.gov/offices/pih/programs/ph/capfund/cffp.cfm>

**9.0 Housing Needs.** Provide a statement of the housing needs of families residing in the jurisdiction served by the PHA and the means by which the PHA intends, to the maximum extent practicable, to address those needs. (Note: Standard and Troubled PHAs complete annually; Small and High Performers complete only for Annual Plan submitted with the 5-Year Plan).

**9.1 Strategy for Addressing Housing Needs.** Provide a 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. (Note: Standard and Troubled PHAs complete annually; Small and High Performers complete only for Annual Plan submitted with the 5-Year Plan).

**10.0 Additional Information.** Describe the following, as well as any additional information requested by HUD:

- (a) **Progress in Meeting Mission and Goals.** PHAs must include (i) a statement of the PHAs progress in meeting the mission and goals described in the 5-Year Plan; (ii) the basic criteria the PHA will use for determining a significant amendment from its 5-year Plan; and a significant amendment or modification to its 5-Year Plan and Annual Plan. (Note: Standard and Troubled PHAs complete annually; Small and High Performers complete only for Annual Plan submitted with the 5-Year Plan).
- (b) **Significant Amendment and Substantial Deviation/Modification.** PHA must provide the definition of "significant amendment" and "substantial deviation/modification". (Note: Standard and Troubled PHAs complete annually; Small and High Performers complete only for Annual Plan submitted with the 5-Year Plan.)

- (c) PHAs must include or reference any applicable memorandum of agreement with HUD or any plan to improve performance. (Note: Standard and Troubled PHAs complete annually).

**11.0 Required Submission for HUD Field Office Review.** In order to be a complete package, PHAs must submit items (a) through (g), with signature by mail or electronically with scanned signatures. Items (h) and (i) shall be submitted electronically as an attachment to the PHA Plan.

- (a) Form HUD-50077, *PHA Certifications of Compliance with the PHA Plans and Related Regulations*
- (b) Form HUD-50070, *Certification for a Drug-Free Workplace (PHAs receiving CFP grants only)*
- (c) Form HUD-50071, *Certification of Payments to Influence Federal Transactions (PHAs receiving CFP grants only)*
- (d) Form SF-LLL, *Disclosure of Lobbying Activities (PHAs receiving CFP grants only)*
- (e) Form SF-LLL-A, *Disclosure of Lobbying Activities Continuation Sheet (PHAs receiving CFP grants only)*
- (f) Resident Advisory Board (RAB) comments.
- (g) Challenged Elements. Include any element(s) of the PHA Plan that is challenged.
- (h) Form HUD-50075.1, *Capital Fund Program Annual Statement/Performance and Evaluation Report (Must be attached electronically for PHAs receiving CFP grants only)*. See instructions in 8.1.
- (i) Form HUD-50075.2, *Capital Fund Program Five-Year Action Plan (Must be attached electronically for PHAs receiving CFP grants only)*. See instructions in 8.2.

**Capital Fund Program—Five-Year Action Plan**

U.S. Department of Housing and Urban Development  
 Office of Public and Indian Housing  
 Expires 4/30/2011

**Part I: Summary**

PHA Name/Number IA002 – Charles City Housing & Redevelopment Authority		Locality (City/County & State) Charles City, Floyd County, Iowa			<input checked="" type="checkbox"/> Original 5-Year Plan <input type="checkbox"/> Revision No:	
A.	Development Number and Name	Work Statement for Year 1 FFY ____ 2015 ____	Work Statement for Year 2 FFY ____ 2016 ____	Work Statement for Year 3 FFY ____ 2017 ____	Work Statement for Year 4 FFY ____ 2018 ____	Work Statement for Year 5 FFY ____ 2019 ____
B.	Physical Improvements Subtotal	Annual Statement	145,000	130,000	100,000	145,000
C.	Management Improvements					
D.	PHA-Wide Non-dwelling Structures and Equipment			15,000	45,000	
E.	Administration		5,000	5,000	5,000	5,000
F.	Other					
G.	Operations					
H.	Demolition					
I.	Development					
J.	Capital Fund Financing – Debt Service					
K.	Total CFP Funds					
L.	Total Non-CFP Funds					
M.	Grand Total		150,000	150,000	150,000	150,000





IA002a15

### Violence Against Women Act

The Violence Against Women Act (VAWA), requires PHA's to describe any goals, objectives, policies, or programs that will enable them to serve the needs of child and adult victims of domestic violence, dating violence, sexual assault or stalking. (Sec. 603)

- The CCHRA supports the goals of the VAWA Amendments and will comply with its requirements.
- The CCHRA will continue to administer its housing programs in ways that support and protect residents, participants, and applicants who may be victims of domestic violence, dating violence, sexual assault, or stalking.
- The CCHRA will not take any adverse action against a resident, participant, or applicant solely on the basis of his or her being a victim of such criminal activity, including threats of such activity. "Adverse action" in this context includes denial or termination of housing assistance.
- The CCHRA will not subject a victim of domestic violence, dating violence, sexual assault or stalking to a more demanding standard for lease compliance than other residents.
- The CCHRA will work with North Central Iowa Crisis Intervention Services to provide referrals to victims and to continue to work with and maintain partnerships with social services and non-profit agencies within our jurisdiction for continued services and enhancement of the safety of assisted children who are victims of domestic violence, dating violence, sexual assault, or stalking.

IA002b15

## Resident Advisory Board Summary

March 10, 2010

Three residents were in attendance. The topic was how to try to get more applicants to the Terraces and how to get more participation on the Resident Advisory Board. No one had any specific ideas other than try various places to advertise/promote. For the RAB it was suggested to inform program participants annually, have members bring a guest, try a different meeting time.

June 2, 2010

Two residents were in attendance. Items discussed were: can Public Housing residents have a vehicle parked in the lot if they do not have a driver's license (decided to not make this a policy), guest policy (created an excessive guest policy), live-in aids convicted of a violent or drug related crime (decided they would need to be replaced), establish guideline for length of time for repayments (established a repayment agreement plan), fine tune the HQS complaint inspection process (created a step-by-step process for complaint HQS issues), establish a policy on BBQ grills in Public Housing (decided on a minimum 10ft from building policy for grilling, and a no fire pit and/or open burning allowed), possible solutions to parking lot issues at South Cedar Terrace (no changes at this time).

September 15, 2010

Five residents and one S8 participant present. Feedback was asked about how to improve a sense of community at the terraces. Various social activities, information sessions, and putting in a suggestion box were suggested. Also, it was suggested that the parking lot lines get repainted and to check to see if any sidewalks have cracks that need repaired.

December 8, 2010

One resident and one S8 participant present. Items discussed were: do we have a "No Soliciting Policy" at the terraces (it was decided that we do not have a significant problem at this time to create a policy), develop a policy to deny participants to port to another agency if they owe us money (a policy was created including denial of portability for debts owed and other failed obligations such as required treatment programs), added to the Public Housing lease that blankets are not allowed as window coverings, discuss extended absences for Section 8 participants (it was decided that a form needs to be completed for absences of 10 days or more, prior notice given. Failure to cooperate could be cause for termination), define an Absent Student Policy to determine when to remove a student from a household (a policy was created that the student will be considered part of the household until they establish a separate household or the family no longer claims them as a dependent).

March 23, 2011

One resident and one S8 participant present. Items discussed were: setting a policy regarding drinking/open containers on public housing properties (the policy created is that alcohol is not allowed in common areas and to be limited to their apartment and patio area), discuss increasing the flat rent amount at North and South Cedar Terrace (since the flat rate has not been increased for over 15 years it was decided to raise it to \$350), discussed creating an open record policy for when people come in and request information from tenant files.

June 29, 2011

Two residents and one S8 participant present. Items discussed were: reviewed "outdoor furniture policy" (decided it is good and to keep in place), should we do housekeeping inspections on all new PH leases (quarterly inspections will now be done on all new leases), review the criminal background policy for assaults (it was amended that any assault with a weapon and/or bodily injury will not be eligible for the 2<sup>nd</sup> chance treatment program), the Money Follows the Person program was explained that anyone on this program will already be in the quicker processing category due to their disabled status.

September 21, 2011

Two residents and one S8 participant present. Items discussed were: should an applicant be allowed to add someone to their application while on the waiting list or should they be required to reapply (it was decided that it would be ok to add them, no need to reapply), how to handle applications from someone "homeless" (it was decided that applicants must have at minimum a mailing address of some kind, however, without a physical address and verification they cannot claim local preference), when a child turns 18 and has previously shared a bedroom with a sibling should they be granted their own room (it was decided if the family requests it, at annual review they can be issued a new voucher with an additional bedroom. Also, if an adult child wants to move back into the home it is allowable as long as that does not make them over-housed according to HUD's guideline.

December 7, 2011

Three residents present. Today's meeting was an open forum to bring any suggestions/ideas/comments to discuss. A couple ideas were to install outdoor outlets at North Cedar Terrace near their patio doors, concerns about the laundry room door at South Cedar Terrace (lock issues and the heaviness-laundry room doors have since been replaced), and a few social ideas, which will be considered.

March 14, 2012

Thirteen residents present. The main discussion topic was the possibility of converting all units to "smoke free". At this time it is not a requirement from HUD but has been a topic of conversation. Nothing was decided at this time, discussion only. Additional suggestions were to put "drive slow" signs in the parking lots, do a curb cut-out for motorized chairs, both which have been done.

June 13, 2012

Four residents present. Items discussed were: review local preference requirements and whether or not a hotel would be an acceptable address (a list of criteria to implement at application time and at processing time was created. This will be added to the application. Hotels would be acceptable as long as all other local preference requirements are met.), suggestions were asked for to minimize terminations due to unauthorized people living in assisted units (all that was discussed was to continue to emphasize every time we have contact with participants about following the rules).

September 26, 2012

One resident and one S8 participant present. Items discussed were: review and adopt a Security Camera Usage Policy (it was adopted as written), and whether we should adopt a Vehicle Registration Policy for public housing (it was decided it was a good idea to create a plan so one was going to be created).

March 20, 2013

One resident was present. Items discussed were whether we should continue to require a marriage license if applicable (having a marriage license does not affect the eligibility or amount of assistance so that requirement will be removed), revisited the idea of making all the public housing units non-smoking (this discussion was tabled until the June meeting so more information will be available).

June 19, 2013

Two residents present. Items discussed were: should we continue to do credit checks (it was decided to only do them for public housing because it could potentially show previous tenancy issues with former landlords), review how we are handling zero income individuals (it was discovered we had been figuring zero income incorrectly so a new form has been created to use, and zero income will be re-verified monthly unless this becomes an administrative burden, then it will be readdressed).

September 18, 2013

No members present so no meeting was held.

December 18, 2013

Two residents present. Items discussed were: should we allow public housing tenants to burn candles due to the fire risk and black spots on the ceilings from burning so much (at this time this is not a huge issue so no policy will be made), how do we address homelessness and applying for rental assistance requirements (at this time we have only had a few truly homeless people come into the office so it was decided to not change anything with the application process), should we continue the housekeeping inspections after the first 3 months (since there has not been any significant housekeeping issues we will go back to only annual inspections. If an apartment is having issues it will be addressed).

March 19, 2014

One resident was present. Items discussed were: should the occupancy standard for couples who are pregnant change to allow them a 2 bedroom voucher or a 2 bedroom public housing unit just as a single pregnant woman (it was decided this should be changed), discuss goals/objectives/policies for the upcoming public hearing, and discuss the 2014 Capitol Fund award and how this money will be allocated after the needs assessment is completed this summer.

June 18, 2014

Two residents were present. Items discussed were: the preferences for the terraces (at this time nothing will change and Heidi will research it more), trying to find additional hearing officers (names were suggested and this will continue to be worked on), should we eliminate the policy allowing public housing tenants to move in after the 15<sup>th</sup> of the month rent free (no changes at this time), review second chance policy for failure to report income (it was decided that if there was income that started before application/appointment time and it was not disclosed, their lease will be terminated and a repayment agreement will be calculated), should we develop a landscaping policy for the terraces due to some residents requesting this option (a guideline to this will be needed so this will need to be discussed further at the next board meeting), should the living room be allowed to be counted as a sleeping room in the public housing units (due to the small size of the units at North and South Cedar Terrace it was decided the living room may not be used as a sleeping room which will keep the occupancy rate of 2 for a 1 bedroom unit, however at Morningside the living room will be allowed to be used, which will increase the occupancy rate by 1 for the 2 and 3 bedroom units).

September 17, 2014

One resident was present. All that was discussed was upcoming improvement ideas.

December 31, 2014

No residents attended. Nothing discussed due to no one in attendance.

**Certification by State or Local  
Official of PHA Plans Consistency  
with the Consolidated Plan**

**U.S. Department of Housing and Urban Development  
Office of Public and Indian Housing  
Expires 4/30/2011**

**Certification by State or Local Official of PHA Plans Consistency with the  
Consolidated Plan**

I, Timothy R. Waddell the Division Administrator certify that the Five Year and  
Annual PHA Plan of the Charles City Housing Authority is consistent with the Consolidated Plan of  
State of Iowa prepared pursuant to 24 CFR Part 91.



Signed / Dated by Appropriate State or Local Official

FEB 6 2015 AM 11:42

February 4, 2015

Ms. Heidi Nielsen, Director  
Charles City Housing and Redevelopment Authority  
501 Cedar Terrace South  
Charles City, IA 50616

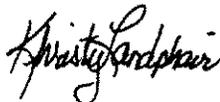
RE: HUD Form# 50077

Dear Ms. Nielsen:

Enclosed is the "Certification of Consistency with the Consolidated Plan" HUD Form 50077-SL for the Charles City Housing and Redevelopment Authority signed by Timothy R. Waddell, Division Administrator for the Community Development Division within the Iowa Economic Development Authority.

Should you need any additional documentation please contact me. My office phone number is (515) 725-3067 or email is [khristine.landphair@iowa.gov](mailto:khristine.landphair@iowa.gov).

Sincerely,



Khristy Landphair  
Closeout Coordinator

Enclosure

**PHA Certifications of Compliance with the PHA Plans and Related Regulations:  
Board Resolution to Accompany the PHA 5-Year and Annual PHA Plan**

*Acting on behalf of the Board of Commissioners of the Public Housing Agency (PHA) listed below, as its Chairman or other authorized PHA official if there is no Board of Commissioners, I approve the submission of the  5-Year and/or  Annual PHA Plan for the PHA fiscal year beginning 11/2015 hereinafter referred to as "the Plan", of which this document is a part and make the following certifications and agreements with the Department of Housing and Urban Development (HUD) in connection with the submission of the Plan and implementation thereof:*

1. The Plan is consistent with the applicable comprehensive housing affordability strategy (or any plan incorporating such strategy) for the jurisdiction in which the PHA is located.
2. The Plan contains a certification by the appropriate State or local officials that the Plan is consistent with the applicable Consolidated Plan, which includes a certification that requires the preparation of an Analysis of Impediments to Fair Housing Choice, for the PHA's jurisdiction and a description of the manner in which the PHA Plan is consistent with the applicable Consolidated Plan.
3. The PHA certifies that there has been no change, significant or otherwise, to the Capital Fund Program (and Capital Fund Program/Replacement Housing Factor) Annual Statement(s), since submission of its last approved Annual Plan. The Capital Fund Program Annual Statement/Annual Statement/Performance and Evaluation Report must be submitted annually even if there is no change.
4. The PHA has established a Resident Advisory Board or Boards, the membership of which represents the residents assisted by the PHA, consulted with this Board or Boards in developing the Plan, and considered the recommendations of the Board or Boards (24 CFR 903.13). The PHA has included in the Plan submission a copy of the recommendations made by the Resident Advisory Board or Boards and a description of the manner in which the Plan addresses these recommendations.
5. The PHA made the proposed Plan and all information relevant to the public hearing available for public inspection at least 45 days before the hearing, published a notice that a hearing would be held and conducted a hearing to discuss the Plan and invited public comment.
6. The PHA certifies that it will carry out the Plan in conformity with Title VI of the Civil Rights Act of 1964, the Fair Housing Act, section 504 of the Rehabilitation Act of 1973, and title II of the Americans with Disabilities Act of 1990.
7. The PHA will affirmatively further fair housing by examining their programs or proposed programs, identify any impediments to fair housing choice within those programs, address those impediments in a reasonable fashion in view of the resources available and work with local jurisdictions to implement any of the jurisdiction's initiatives to affirmatively further fair housing that require the PHA's involvement and maintain records reflecting these analyses and actions.
8. For PHA Plan that includes a policy for site based waiting lists:
  - The PHA regularly submits required data to HUD's 50058 PIC/IMS Module in an accurate, complete and timely manner (as specified in PIH Notice 2006-24);
  - The system of site-based waiting lists provides for full disclosure to each applicant in the selection of the development in which to reside, including basic information about available sites; and an estimate of the period of time the applicant would likely have to wait to be admitted to units of different sizes and types at each site;
  - Adoption of site-based waiting list would not violate any court order or settlement agreement or be inconsistent with a pending complaint brought by HUD;
  - The PHA shall take reasonable measures to assure that such waiting list is consistent with affirmatively furthering fair housing;
  - The PHA provides for review of its site-based waiting list policy to determine if it is consistent with civil rights laws and certifications, as specified in 24 CFR part 903.7(c)(1).
9. The PHA will comply with the prohibitions against discrimination on the basis of age pursuant to the Age Discrimination Act of 1975.
10. The PHA will comply with the Architectural Barriers Act of 1968 and 24 CFR Part 41, Policies and Procedures for the Enforcement of Standards and Requirements for Accessibility by the Physically Handicapped.
11. The PHA will comply with the requirements of section 3 of the Housing and Urban Development Act of 1968, Employment Opportunities for Low-or Very-Low Income Persons, and with its implementing regulation at 24 CFR Part 135.

12. The PHA will comply with acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 and implementing regulations at 49 CFR Part 24 as applicable.
13. The PHA will take appropriate affirmative action to award contracts to minority and women's business enterprises under 24 CFR 5.105(a).
14. The PHA will provide the responsible entity or HUD any documentation that the responsible entity or HUD needs to carry out its review under the National Environmental Policy Act and other related authorities in accordance with 24 CFR Part 58 or Part 50, respectively.
15. With respect to public housing the PHA will comply with Davis-Bacon or HUD determined wage rate requirements under Section 12 of the United States Housing Act of 1937 and the Contract Work Hours and Safety Standards Act.
16. The PHA will keep records in accordance with 24 CFR 85.20 and facilitate an effective audit to determine compliance with program requirements.
17. The PHA will comply with the Lead-Based Paint Poisoning Prevention Act, the Residential Lead-Based Paint Hazard Reduction Act of 1992, and 24 CFR Part 35.
18. The PHA will comply with the policies, guidelines, and requirements of OMB Circular No. A-87 (Cost Principles for State, Local and Indian Tribal Governments), 2 CFR Part 225, and 24 CFR Part 85 (Administrative Requirements for Grants and Cooperative Agreements to State, Local and Federally Recognized Indian Tribal Governments).
19. The PHA will undertake only activities and programs covered by the Plan in a manner consistent with its Plan and will utilize covered grant funds only for activities that are approvable under the regulations and included in its Plan.
20. All attachments to the Plan have been and will continue to be available at all times and all locations that the PHA Plan is available for public inspection. All required supporting documents have been made available for public inspection along with the Plan and additional requirements at the primary business office of the PHA and at all other times and locations identified by the PHA in its PHA Plan and will continue to be made available at least at the primary business office of the PHA.
21. The PHA provides assurance as part of this certification that:
  - (i) The Resident Advisory Board had an opportunity to review and comment on the changes to the policies and programs before implementation by the PHA;
  - (ii) The changes were duly approved by the PHA Board of Directors (or similar governing body); and
  - (iii) The revised policies and programs are available for review and inspection, at the principal office of the PHA during normal business hours.
22. The PHA certifies that it is in compliance with all applicable Federal statutory and regulatory requirements.

Charles City Housing + Redevelopment Authority      IA002  
 PHA Name      PHA Number/HA Code

5-Year PHA Plan for Fiscal Years 2015 - 2019  
 Annual PHA Plan for Fiscal Years 20     - 20    

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate. **Warning:** HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Name of Authorized Official	Title
Signature	Date February 19, 2015

Certification by State or Local  
Official of PHA Plans Consistency  
with the Consolidated Plan

U.S. Department of Housing and Urban Development  
Office of Public and Indian Housing  
Expires 4/30/2011

**Certification by State or Local Official of PHA Plans Consistency with the  
Consolidated Plan**

I, Timothy R. Waddell the Division Administrator certify that the Five Year and  
Annual PHA Plan of the Charles City Housing Authority is consistent with the Consolidated Plan of  
State of Iowa prepared pursuant to 24 CFR Part 91.

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Signed / Dated by Appropriate State or Local Official

**Civil Rights Certification**

U.S. Department of Housing and Urban Development  
Office of Public and Indian Housing  
Expires 4/30/2011

**Civil Rights Certification**

**Annual Certification and Board Resolution (01-15)**

*Acting on behalf of the Board of Commissioners of the Public Housing Agency (PHA) listed below, as its Chairman or other authorized PHA official if there is no Board of Commissioner, I approve the submission of the Plan for the PHA of which this document is a part and make the following certification and agreement with the Department of Housing and Urban Development (HUD) in connection with the submission of the Plan and implementation thereof:*

The PHA certifies that it will carry out the public housing program of the agency in conformity with title VI of the Civil Rights Act of 1964, the Fair Housing Act, section 504 of the Rehabilitation Act of 1973, and title II of the Americans with Disabilities Act of 1990, and will affirmatively further fair housing.

Charles City Housing + Redevelopment Authority  
PHA Name

IA 002  
PHA Number/HA Code

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate. Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Name of Authorized Official

Title

Board Chairperson

Signature

Jeremy Heyer

Date

2/19/2015