

Advocate

Public Housing Authorities Directors Association

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Uncertainty remains with HUD appropriations bill

May include new housing production program

As the *Advocate* went to press, action on a final FY 2001 VA/HUD appropriations bill was still pending. The new fiscal year began October 1, but Congress passed a continuing resolution (CR) to keep the government running until all of the budget bills can be completed.

The House and Senate must still resolve differences in their HUD spending bills before a final version can be sent to the White House for

Washington to go home and campaign. All 435 seats in the House of Representatives are up for election as are one-third of all Senate seats.

PHADA is continuing to advocate for more funding for public housing, especially operating subsidy and capital funds. The appropriations amounts in the House and Senate bills and PHADA's recommendations are listed on the chart accompanying this article.

Members should look for updates on the association's web site and in special alerts that will be sent out as soon as more information is available.

FY 2001 House and Senate Funding Levels and PHADA Recommendations

Budget Item	Senate Bill	House Bill	PHADA Recommendation
Operating Fund	\$3.192 b	\$3.138 b	\$3.55 b
Capital Fund	\$2.95 b	\$2.80 b	\$3.50 b
Drug Elimination	\$310 m	\$300 m	\$410 m
HOPEVI	\$575 m	\$565 m	\$625 m
Section 8 Incremental Units	0	10,000	Fully fund public housing first. Use remainder to raise Fair Market Rents.

approval. Staffers for the House and Senate reportedly have reached an agreement on a bill, but the measure is still subject to review and approval of both chambers. Congressional staff were hopeful the package would be considered before the CR expired on October 6.

The staff agreement reportedly contains a plan that would authorize a new housing production program, which would provide most of the money to the states through a new formula for affordable housing development. A limited amount of the funds would be open to a competition administered by HUD. The agreement is also said to include about 60,000 incremental Section 8 vouchers. No other information on funding levels or other authorizing provisions was available at press time.

If the bill is not completed soon, it might be folded into a large "omnibus" spending package since lawmakers are anxious to leave

Rule sets requirements for Section 8 homeownership

The Department of Housing and Urban Development published the final rule on the Section 8 homeownership program September 12. Implementing Section 8(y) of the Quality Housing and Work Responsibility Act, the rule provides the guidelines under which a Section 8 participant or voucher holder can use the housing assistance payment to pay for a mortgage rather than as a rental payment.

This flexibility will allow Section 8 participants the option of purchasing a home. Each housing authority which administers Section 8 vouchers is free to choose whether or not it wishes to establish a Section 8 homeownership program.

HAs wishing to participate must demonstrate their capacity to run the program. According to HUD, this capacity can be demonstrated one of three ways — either by adopting a requirement that the down payment be at least 3 percent of the purchase price, with 1 percent coming from the family's own resources; having the financing come from a federal program or comply with generally-accepted private sector underwriting standards; or having an HA demonstrate in its annual plan that it has the capacity to operate a successful homeownership program.

The housing assistance payment (HAP) can be used to repay a mortgage for fifteen years, if the duration of the mortgage is twenty years or longer. Otherwise the HAP can only be used for ten years to pay off a mortgage. HUD believes that the homeownership option is a step towards self-sufficiency and that at these cutoffs participants must either become self-sufficient or revert back to the rental program. The limits on duration do not apply, however, to elderly or disabled families. The resident must arrange his or her own financing for the home purchase.

The HAP will be the lower of the payment standard minus the total tenant payment, or homeownership expenses minus the total

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Public Housing Authorities Directors Association

President's Forum

Let us know about your interest in serving PHADA

Later this autumn, I will name an eleven-member committee that will nominate candidates for PHADA Trustee and officer positions whose terms begin next May at our Annual Convention in Portland, Oregon. I wanted to bring this to the attention of all PHADA members who may have an interest in running for one of these positions. I also want to, again, encourage all members to become more involved in PHADA even

if you are not interested in serving as part of the elected leadership. Indeed, I cannot stress enough how open and inclusive PHADA's leadership is to more involvement on the part of its members.



*PHADA President
James Tabron of
Durham, North
Carolina*

The nominating process is required and spelled-out in PHADA's official bylaws, which is available to all members on our web site. In brief, the nominating committee consists of one member from each of the ten HUD regions. The eleventh member chairs the panel, but only votes in the event of a tie.

The committee will meet next January to select candidates for twenty Trustee slots. In addition, the panel will select eight individuals to run for the officer positions, which are

listed on the left side of this page (the Parliamentarian and Sergeant-at-Arms are chosen by the President and the Immediate Past President remains an officer for two years following his or her term's expiration).

After the nominating committee makes its selections in January, ballots will be mailed to all members to elect the Trustees. The Trustees subsequently elect the officers. Any PHADA member who is not nominated, but is still interested in serving on the Board, may petition to be placed on the ballot. If you are interested in being considered for a Trustee position, all you have to do is let me know and I will pass that request along to the nominating committee. My phone number and address is listed on the left of this page and my e-mail address is jrtabron@dha-nc.org.

I want to make it clear that you do not necessarily have to run for officer or Trustee to have a say in PHADA's affairs or its overall policy direction. In fact, the Board and I welcome — and want — your active participation in the association. We believe this is essential to make sure PHADA is effectively reflecting your views on Capitol Hill and at HUD.

Over the past few years, PHADA has made progress in getting more members involved as we have traveled around the country to attend various state association meetings. In addition to giving us the chance to fill you in on important developments affecting the industry, these appearances have had the added benefit of giving the leadership and staff the opportunity to hear what is on your mind, further enabling us to better represent your views in Washington.

Any PHADA member in good standing is welcome to join one of our standing committees. These committees are responsible for all of the association's official legislative and regulatory positions, as well as for the professional development offerings at our conferences. You should be aware that, our four major committees, listed on this page, contain a number of non-Trustees, who have made valuable contribu-

tions to the association over the years. Again, all you have to do is let me or the Washington office know if you would like to serve on one of these panels. We look forward to hearing from you.

On another subject, I would like to encourage all members to submit written policies and related documents to PHADA's resource library, another member service available on our web site. These policies can serve as useful models that can be tailored for the use of other HAs around the country. In addition, they often provide HAs with good ideas and different perspectives on how to implement HUD policies and procedures in their communities.

This is a particularly good time to submit materials since several HUD rules have recently become effective, including the work requirement and the pet regulation. Thus, I strongly encourage you to submit your materials to the Washington staff. The instructions for submitting materials may be found on the web site. You can also contact Norma Capko of the Washington office (ncapko@phada.org) for further information.

Lastly, I wanted to mention that PHADA will be losing three of its longtime and most valuable members in the coming months. Jack McAvaddy (Atlantic City, NJ), Dawn Shepherd (Littleton, CO) and John Collier (Evansville, IN) have all decided to move on to other endeavors. We are fortunate, however, that they will remain with their respective HAs for at least a few more months so PHADA will have the benefit of their input and continued presence.

I cannot do justice in this space to make you aware what these three individuals have meant to PHADA over the years. I will not try to do so now. They will all be with us a while longer, so I will hold the well-deserved accolades for another time closer to their actual departure. In the meantime, you may want to pass along your best wishes to these three industry leaders who, I can assure you, will be sorely missed.

Take care.

... "Homeownership," cnt'd

Continued from page 1

tenant payment. Homeownership expenses include not only the mortgage payment, but taxes, insurance, utility and maintenance costs. Should a family's size be reduced during the program, the original payment standard will continue to be applied, guaranteeing a stable income stream.

National Criteria for Eligibility

HUD has established several national criteria for eligibility in the program. These national criteria cannot be changed by individual HAs. First of all, the family must have an earned income equal to 2,000 hours paid at the federal minimum wage. Secondly, at least one family member must work full-time, defined as at least thirty hours per week for a one-year period. Finally, the family must be a first-time homebuyer.

A first-time homebuyer is defined as one in which no family member has had any ownership interest in a residence during the past three years. A single parent, or a displaced homemaker, who, while married, owned a home with his or her spouse, is also considered to be a first-time homebuyer.

Although they cannot alter these criteria, housing authorities can add additional requirements if they wish. For instance, an HA might

require participation in a family self-sufficiency program or it might restrict eligibility to existing participants, rather than applicants.

Elderly and disabled families have different eligibility requirements. For one, the employment requirement does not apply to them. A second variance is that elderly and disabled families may include welfare assistance in satisfying the minimum income requirement.

Other Elements of the Regulation

The final rule lists a variety of additional features which will be part of administering the homeownership program. The house purchased must be a single-family house (condominium or cooperative) and therefore cannot be a two or three-family house. Before purchasing a house, participants must attend a homeownership counseling program either approved by HUD or following HUD-selected subject matter. Portability is allowed, provided that the receiving HA has a homeownership program.

Should a house be sold, the housing authority will recapture the lesser of either the amount of homeownership assistance provided by the authority or the profit made on the sale. One-tenth of the amount of homeownership assistance will be forgiven each year the house is owned, until, after ten years, the entire amount is forgiven.

Upon sale of a house, the proceeds can be used to purchase another house without any recapture by the authority. A family may also return to the rental voucher program after sale of a house. Should a family default on a mortgage, the authority can decide whether or not to allow the family to return to the rental program.

The rule gives HAs the ability to review all loans and establish guidelines concerning what loan practices are acceptable and which are not. For instance, an authority might decide that balloon payments are unacceptable. HAs may also review the debt load and determine whether or not it falls within an approvable range.

No Additional Administrative Fee

One important aspect of the program for HAs is that there are no additional administrative fees. HUD justifies this lack of additional fees by saying certain requirements will no longer be necessary, such as annual HQS inspections and rent reasonableness assessments.

As housing officials know, however, administering a homeownership program is difficult and time consuming. The mandatory counseling program, alone, with its nine different topics, will be costly to run, especially as it must be provided to all candidates, even if they enroll in the program sporadically, or one at a time.

Then HAs are to examine each loan and determine whether the financing arrangements and the debt load are within program parameters and will not be an excessive burden to the family. The HA is also supposed to review the inspection done by the independent home inspector to make sure that the buyers can handle any maintenance issues which exist in their prospective house. In other words, the HA's role is not that different from the homeowner itself in complexity and responsibility. First-time low-income homebuyers generally need a great deal of support and reassurance as well to assuage their concerns as they embark on a new way of life. Clearly for this program to reach its potential, HAs need to be reimbursed for the very real administrative costs they will assume.

Despite this flaw, PHADA believes the Section 8 homeownership program is an important initiative which could assist many low-income Americans become homeowners.

HUD issues revised annual plan submission requirements

Plan update is streamlined for small agencies

PIH Notice 2000-43, issued in September, revises the annual plan submission requirements for all housing authorities starting with fiscal years beginning January 1, 2001. In addition, the notice further streamlines the submission requirements for small HAs, except that the definition of the small HAs eligible for the streamlined update has changed.

Streamlined update for small HAs

This notice announces that small HAs may submit a streamlined update for the second and fourth years of their five-year plan cycle. Since the first year of the cycle has already been submitted, it means that the next submission can be made using the checklist provided in the notice. HAs should be careful to note, however, that the definition of a small HA has changed for purposes of this update. To be eligible to use the update, a housing authority must now have fewer than 250 public housing units and fewer than 250 Section 8 vouchers, rather than simply fewer than 250 public housing units, which was the definition of a small HA in the Quality Housing and Work Responsibility Act.

A senior HUD official explained the Department's rationale for this change by noting that there are HAs which have small public

housing programs, but large Section 8 ones. HUD wanted these authorities to continue to assess their housing needs annually and certify that their plans were consistent with their communities' consolidated plan.

The checklist is made up of these components.

Checklist for Small HA Plan Update

Section	Explanation
1. Summary of policy and program changes	A brief narrative of any major changes discussed in last year's HA plan, but not covered in the small HA plan update
2. Capital fund program submissions	The capital fund program annual statement and 5-year action plan
3. Demolition and disposition	Section 8 of annual plan if applicable
4. Section 8 homeownership capacity statement	As described in notice, only if HA plans to implement such a program
5. PHDEP plan	If eligible
6. RAB recommendations and HA response	Resident advisory board recommendations and how HA addressed those comments in plan
7. Statement of consistency with consolidated plan	Statement of how HA plan is consistent
8. Criteria for substantial deviation from 5-year plan	Required only if not previously contained in plan
9. Required attachments	Resident membership on governing board and membership of RABs (as described in notice)

Supporting documents must continue to be made available to the public and a table listing them must be submitted as an attachment. Hard copies of forms HUD-50070, 50071 and Standard Form-LL must still be sent to the field offices for capital fund or PHDEP grants the authority may receive. Note, however, that these small HAs do not have to submit a certification of consistency with the consolidated plan signed by the appropriate local or state official.

The small HA plan update can be submitted using either a special template HUD is currently developing, or a narrative including, however, the PHDEP and capital fund tables provided in the template, or the current template edited to fit these new requirements.

Instructions applicable to all HAs

PIH Notice 2000-43 also provides instruction on a number of other issues related to the annual plan which are applicable to all authorities. For instance, the template includes a place to submit a five-year plan. Since authorities are not required to change their previously submitted five-year plans, they may delete this section of the template or simply resubmit it unchanged from last year.

In addition, the Department reminds authorities that references to grants in their second annual plan should use the amounts from federal fiscal year (FFY) 2001. If the FFY 2001 numbers are not available, the authority may use the FFY 2000 numbers or another reasonable estimate. The capital fund program five-year plan must use numbers

from FFY 2002-2005.

Authorities which have implemented site-based waiting lists are also reminded that they must report on demographic changes in the developments in question in their annual plans. They should use MTCS data as their source and report it either in narrative or table form, including it as an attachment.

Reporting on new policies not included in template

The other changes in 2000-43 refer mostly to new policies which HUD has instituted since the template was created. These reports must generally be included as attachments and listed in the table of contents.

The first of these new policies is the Section 8 Homeownership Program. The final rule for Section 8 homeownership was published in the Federal Register September 12 (see accompanying article in this edition), and HAs which wish to develop a program must include a statement of capacity to administer it.

This statement follows technical guidelines described in the rule. The HA must either require a 3 percent down payment, 1 percent of which must come from the family's own resources; a mortgage financed, insured, or guaranteed by a federal program or one which meets generally accepted private sector underwriting; or demonstrate capacity in its annual plan.

A statement that the HA is employing one of these provisions is all that is required. HAs showing capacity by utilizing one of the first two methods are eligible to begin the program prior to plan approval, but HAs utilizing the third method may not commence until their plan has been approved.

The community service requirement must be described in a narrative, one page or shorter. This narrative should include how an agency's written description of the program was developed, how the residents were notified of their eligibility, who is administering the program and any cooperative agreements developed with TANF agencies. HUD reminds small HAs (those meeting the original definition of having fewer than 250 public housing units) and high performers that they are exempted from including this information in their plan, although they must include their community service information as a supporting document available locally.

Pet ownership is another new policy. An HA's pet policy must be described in a short narrative, one page or less. Implementation of the policy begins with the approval of plans for fiscal years beginning January 1, 2001. High-performing and small HAs need not submit this attachment.

For PHDEP, HAs implementing a gun-buyback program need to identify it by adding a specific budget line item to the template. HAs participating in PHDEP consortia should contact their field offices for instructions on how to submit their drug elimination plans.

Authorities must also now list the members of their Resident Advisory Boards as an attachment to the plan. They must also list the resident membership on their governing boards, with the name, method of selection and term. If a housing authority does not have a resident on its governing body, it must explain why a resident has not been appointed, when the next opportunity for appointment will arise and who the appointing official is. Not complying with the requirement of resident membership on the governing board will be grounds for rejecting the plan.

HAs must also submit as an attachment a narrative, one page or shorter, of the progress made in meeting the five-year plan's mission

and goals.

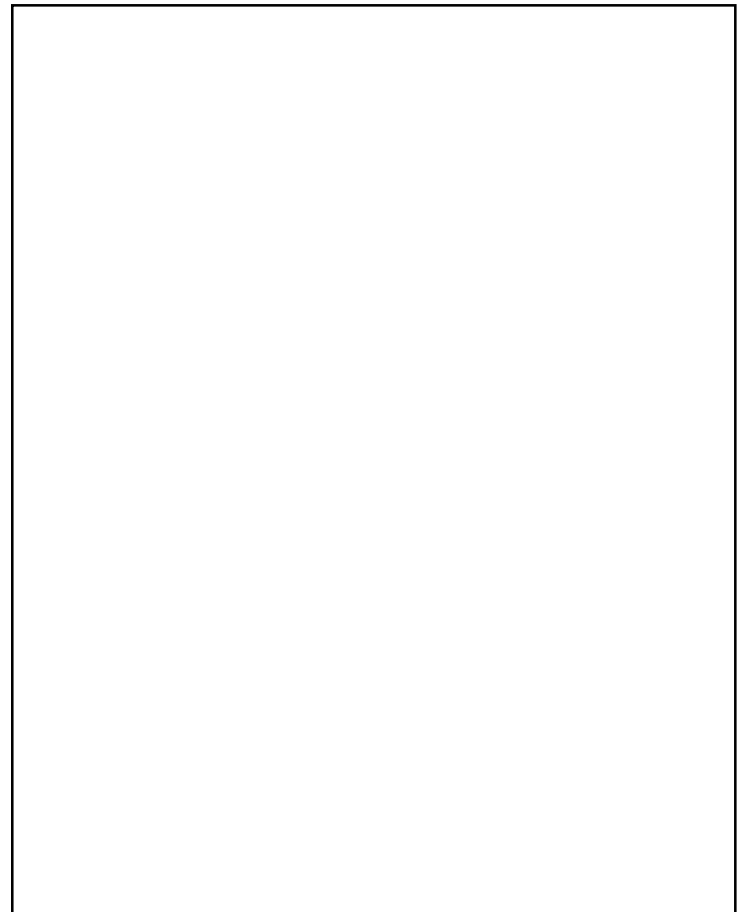
Should an HA be part of a consortium, the lead agency must submit the annual plan and list all participating agencies. As these agencies are still receiving grants individually, these grants must be treated separately and all required certifications submitted for each grant.

Consequences of failure to submit an approvable plan

Notice 2000-43 also spells out the consequences for not submitting an approvable plan. Capital funds will not be released until a plan has been approved. Furthermore, HUD may withhold operating subsidy or Section 8 payments. Starting with HAs with fiscal years beginning January 1, 2001, HUD may begin imposing sanctions if the HA has not submitted a plan within seventy-five days of the due date.

Finally, the notice discusses fungibility. For a housing authority to use capital funds on a work item, it must include the work item on its capital fund five-year plan. Therefore, HAs which wish to exercise fungibility should include as many work items as necessary, even if some of them are not large items. If an HA wants to fund a non-emergency work item which has not been included in a previously approved plan, it must amend its plan through the significant amendment process.

Although HAs are eligible to use capital funds for operating costs, these funds must only be used for non-capital operating costs (i.e. not listed in line 7540, Property Betterments and Additions). To use capital funds on a capital item, it must be listed in the capital funds five-year plan.



State housing associations call for PHAS delay

Lay out problems incurred by housing authorities

Three state housing organizations have recently written very strong letters to Secretary Cuomo and members of Congress describing the problems their members are having with the Public Housing Assessment System (PHAS) and asking that its official implementation be delayed. The three organizations are the Texas Housing Association, the Texas Chapter of NAHRO, and the Florida Association of Housing and Redevelopment Officials (FAHRO).

The Florida association opened its letter thusly: "It is with great concern that the undersigned file this letter of objection with you. We, as a group, can no longer accept the mass confusion being generated by and emanating from the Real Estate Assessment Center (REAC) department of HUD." FAHRO President Sam Brunson goes on to explain to Secretary Cuomo the litany of difficulties HAs in Florida are having interacting with REAC.

These include: An inordinate number of reports supersized beyond practicality; too many passwords, making accessibility to computers difficult; computer programs which do not work and frequent computer downtime; correspondence which is outdated; the threat of sanctions which accompanies every item of correspondence from REAC; and a scoring system that is too complicated.

According to Linda Bryant, Executive Director of the Texas Housing Association, representing more than 350 HAs, "HUD... has created a 'monster' the likes of which I personally have not seen in the 25+ years I have been working with public housing authorities."

She continues by writing Senator Phil Gramm (R-TX) that "the program... has been plagued from the onset with technological problems, communication problems, staffing problems, inconsistencies, misinterpretations and unworkable and/or flawed formulas." Despite all the protests made by members, "the HUD/REAC steamroller persists on its confused, convoluted, and out-of-control course."

With the independent assessments of the National Academy of Public Administration (NAPA) and the General Accounting Office (GAO) now available, she writes that "it is time that the Texas Housing Association join the national organizations in taking a formal stand and enter our official plea to Congress to order HUD to delay full implementation of the Public Housing Assessment System until it has sufficiently resolved problems with the system, to the satisfaction of the industry."

In an eloquent letter penned by President Abraham Rodriguez, Jr., the Texas NAHRO chapter laid out its concerns with PHAS to congressional leaders. He writes, "Rather than accurately and objectively assessing the quality of HUD's housing stock through a centralized inspection process as intended, PHAS has driven up administrative costs and forced compliance with an arbitrary inspection protocol that causes housing authorities to direct resources from essential activities that are central to their residents' needs."

Reiterating the conclusions of the NAPA and GAO reports, he states, "As yet, PHAS inspections fail to yield consistent and reliable results." Reminding Congress that HUD had to change the first protocol considerably, Texas NAHRO notes that the amended proto-

col also "contains persistent flaws." As an example, the Austin Housing Authority was cited for health and safety violations for allowing their residents to have air conditioners in their units, despite the 112 degree temperatures reached over Labor Day.

According to Mr. Rodriguez, there are "impractical and indeed illogical distinctions among potential deficiencies." He notes that the protocol does not provide for allowances for tenant caused deficiencies and points out that failure can arise from deficiencies totaling only 1.4 percent of the possible universe of potential deductions.

Like the Texas Housing Association, Texas NAHRO calls for a prolongation of the advisory period. "We respectfully request your assistance in extending the advisory period governing PHAS so that we may be part of a solution that truly serves the interest of American taxpayers."

PHADA supports the initiative of these three important state organizations and hopes that this grassroots appeal from housing practitioners to delay the implementation of PHAS will convince HUD and members of Congress to "reexamine," as FAHRO writes, "all aspects of (REAC's) operation."

Notices detail reporting, close-out requirements for PHDEP

HAs allowed to conduct own surveys for program

At the end of August, HUD issued PIH Notice 2000-38 regarding performance reporting requirements and grant closeout procedures for the Public Housing Drug Elimination Program (PHDEP). Each HA is required to submit a semi-annual performance report along with the financial status report (SF 269A) for each open or active PHDEP grant. Deadline dates for submission are each July 30 for the January-June period and each January 31 for the July-December period. Also in regard to PHDEP, HUD has issued PIH Notice 2000-39 with advice and instructions for the required resident survey.

Reporting

The annual performance report must be submitted online through the PHDEP Semi-Annual Performance Reporting System (DERS). The notice makes clear that grant funds will be *suspended* if the required report (using the electronic method) is not submitted by the deadline. Local HUD offices will directly monitor HA reporting through DERS, advises the notice, and will apply necessary sanctions for non-compliance. In addition, the DERS will not accept electronic reports that come in after the deadline without approval of HUD's Community Safety and Conservation Division (CSCD).

According to the notice, the semi-annual financial report (hard copy, not electronic) must be submitted to the local HUD office by the deadline, and will also result in a suspension of funds if delinquent. The notice points out that "a 100% submission rate by grantees is required."

In furthering the objectives of the notice, local HUD offices are to provide front-end attention to the HAs to assure timely and accurate submissions, and to identify any potential problems in the HA programs or reporting. Any such problems or "extraordinary circumstances" (undefined) will be forwarded by the local HUD office to the CSCD desk officer for any intervention needed.

The notice also puts responsibility on the local HUD office for reconciling financial reports with information in the line of credit control system (LOCCS). Any suspensions of payments for late reporting may only be removed by the CSCD, and late reporting methods will be determined by that office.

Close-Out

Close-out reports are required at completion of grant activities, or ninety days after the grant termination date. As required by the notice, close-out reports are also to be submitted electronically through DERS. In cases where the close-out occurs between reporting cycles, the notice advises HAs to inform their local HUD offices in writing, but to submit the electronic report in the next semi-annual cycle.

The notice requires a set of narrative descriptions to be included in the electronic close-out report. Currently, DERS includes only two narrative sections — problems encountered and success stories/best practices. Problems encountered includes overall performance against the HA plan, changes or lack of changes in crime or other indicators, and a description of any problems.

The success stories/best practices portion as described by the notice is for outlining any successfully completed actions or strategies from the HA plan. In addition, however, the notice now requires two additional narrative segments, a discussion of the HA's efforts toward resident participation, and a description of any other programs started or expanded as a result of the PHDEP grant.

Unfortunately, as the notice explains, the DERS is only equipped to accept the problem and success story portions of the narrative, so that the additional elements will have to be squeezed into the existing format. CSCD notes that the DERS has a capacity of only 1,200 characters in the two sections, so the remaining narrative will have to be concise. In the close-out process, the notice also reminds HAs that any completed grants must be included in the agency's independent public audit.

Resident Survey

On a related matter, HUD has also issued PIH notice 2000-39, which provides instructions and clarifications regarding the annual resident survey required for the PHDEP program.

In a critical policy change, HUD has removed the requirement that the resident survey be conducted by an independent survey organization, and permits the HAs to conduct their own surveys, using the questionnaire in appendix 1 of the current guidebook for PHDEP. However, CSCD staff inform PHADA that HAs may still employ the independent survey group if they prefer.

The survey notice stresses the importance of achieving at least a 25 percent response rate to the surveys sent out, and further provides advice for addressing potential problems in coverage, sampling, measurement, and non-responses.

The notice provides a table showing the number of surveys to send out and the number of responses needed, broken down by unit count. In addition, HUD provides advice on the best method of conducting the surveys — first a mail out, then a telephone or face-to-face interview.

The notices are at www.phada.org/notice00.html. In addition, at HUD's web site HAs can get information and updates to the DERS, the guidebook with appendices, and a brief training module online for the DERS program. Go to www.hud.gov/pih/programs/ph/de/prs.html.

EXPANDING OUR HORIZONS



About the Conference

Please join us at PHADA's 2001 Commissioners Conference scheduled for January 21-24 in St. Pete Beach, Florida. PHADA's Professional Development Committee and staff are busy putting together the conference agenda to reflect the needs of housing authority Executive Directors, Commissioners and staff. The sessions will challenge attendees to expand their horizons — beyond traditional approaches to housing management and oversight. At the same time, some of our sessions will explore ways to enhance traditional PHA responsibilities through new technology and innovation. Finally, in what has become a trademark of PHADA conferences, we'll provide the detailed analysis and information that is essential for housing professionals and board members to keep up with the ever-changing landscape of low-income housing.

Below are general descriptions of just some of the sessions we're planning for St. Pete. More agenda details will be provided in the coming weeks. Check PHADA's web site (www.phada.org) for schedule updates.

Private sector housing development. This in-depth course presented by Bank One will address housing development through private sources and through the use of tax credits and innovative financing techniques. The two-part course will be presented in morning and afternoon sessions. Intended for Executive Directors, Commissioners and staff.

Web clinics for housing authorities. Members of the HUD web site team will be on hand to share what they've learned about building web sites; tell you how you can produce a web site on a shoestring budget; and help you create sites that deliver services to citizens. Intended for Executive Directors and staff.

Current events in housing. In the constantly changing landscape of low-income housing, having the latest information and high-quality analysis is imperative to success. In this session, PHADA staff members and committee members will provide valuable insights about legislative and regulatory issues facing housing agencies. All delegates should attend.

Lead Paint Rule. Presenters will discuss HUD's lead paint final rule, its transition strategy for implementing the rule, and the affect of these requirements on housing authorities and Section 8 owners. Intended for Executive Directors and staff.

PHAS. This session will provide the latest news on the Public Housing Assessment System; will relate ongoing problems with the system; and discuss independent reports and alternatives. Intended for all delegates.

SEMAP. HUD's recently-implemented assessment tool for Section 8 will be covered in detail. For all delegates.

Procurement. In a session targeted to HA staff and leadership, presenters will discuss ways agencies can improve their procurement practices and policies.

Commissioner courses. Informing board members of the regulatory requirements facing housing agencies is the focus of this program. The session will cover the numerous mandates of the Quality Housing and Work Responsibility Act (some of which are now just becoming effective) and other requirements.

Pets in public housing. This timely session (first pet plans are due in January) addresses the development and implementation of effective plans to accommodate the requirements for pets in family public housing.

Focus on Newer Commissioners. This session is targeted at the unique needs of newer commissioners and others who want to sharpen their skills.

Transitioning to a new Congress and Administration. With the 2000 elections approaching, many changes are possible in Washington. This program will discuss these changes, their effect on current HUD programs and future appropriations, and alternatives to current housing policy, such as "PHADA's Vision for Housing in the 21st Century."

Please use the form on the following page to register early and qualify for our "Early Bird" discount conference rate.

2001 COMMISSIONERS CONFERENCE

Registration Form


Register for the Conference:

Register for the conference by filling out the form below and mailing it, along with the registration fee to:

 **PHADA Commissioners Conference**
511 Capitol Court, NE
Washington, DC 20002-4937

Registrations may be faxed to 202-543-4381. Please include credit card payment information with faxed registrations. Direct questions to 202-546-5445. There will be a \$50 processing fee deducted from all refunds.

Trustees and committee members should plan to arrive Saturday, January 20. Other attendees should plan to arrive by Sunday afternoon, January 21. All attendees should plan to depart Thursday, January 25.

 Please contact the hotel in advance of your check-in if you require special services or assistance because of a disability.

Register with the Hotel:

Register for the hotel by calling **800-808-9833** and asking for the Public Housing Authorities Directors Association room block. The cutoff date for the special rate is **December 20, 2000**. After December 20, any unsold rooms in the PHADA room block will be released for sale to the public.

TradeWinds Resort, 5500 Gulf Blvd., St. Pete Beach, Florida 33706.
Room rates are per night plus applicable tax.

TradeWinds Island Grand - Standard Room: \$149 sgl/dbl
 TradeWinds Island Grand - Standard One Bedroom Suite: \$159 sgl/dbl
 TradeWinds Island Grand - Deluxe Suite prt'l ocean view: \$169 sgl/dbl
 TradeWinds Island Grand - Luxury Suites full ocean view: \$179 sgl/dbl
All events will be held at the TradeWinds Island Grand.

Sandpiper - Standard Room: \$139 sgl/dbl
 Sandpiper - One Bedroom Suite: \$159 sgl/dbl
The Sandpiper is part of the TradeWinds Resort and is a 5-minute walk from the Island Grand. A complimentary shuttle is provided.

A nightly resort amenity fee of \$8 for each TradeWinds room or one-bedroom suite (\$5 for Sandpiper) will be added as an incidental charge and is subject to 11% tax. The fee for multiple-bedroom units (TradeWinds only) is \$12 per night. A portion of the room rate is being used to offset convention costs.

Please fill out separate form for each registrant, including spouses

Name _____ First Name for Name Badge _____

Housing Authority _____ Position _____

Street Address _____

City/State/Zip _____

Phone _____ Is this your first PHADA Conference? Yes No

CHECK PAYMENT CATEGORY:

- Early Bird**
On or Before December 21
- Member — \$365
 - Non-Member — \$470
 - Spouse — \$135

- Standard Rate**
After December 21
- Member — \$390
 - Non-Member — \$495
 - Spouse — \$145

- On-Site**
- Member — \$415
 - Non-Member — \$520
 - Spouse — \$155

PAYMENT METHOD:

Check or money order enclosed in the following amount: \$ _____

Please bill my MasterCard Visa American Express

Account# _____ Signature _____ Exp. Date _____

HUD seeks comments on its draft strategic plan

HUD has issued a draft strategic plan for fiscal years 2001 to 2006 in compliance with the Government Performance and Results Act (GPRA). The current draft is the Department's second such effort; the first was in 1997 for fiscal years 1998 to 2003.

According to the introduction of the plan, it is the Department's intention to "build upon the successes and lessons learned during the past 3 years." The plan makes the assumption that HUD's budgets will be modestly larger throughout the six years covered by the document.

The Department's plan presents five separate but related goals on which it will focus. The goals are:

- Increase the availability of decent, safe, and affordable housing in American communities.
- Ensure equal opportunity in housing for all Americans.
- Promote self-sufficiency and asset development by families and individuals.
- Improve community quality of life and economic vitality.
- Ensure public trust in HUD.

The plan also identifies ten key functions which the Department says are accomplished by "working closely with our partners." One of these functions (the last of the list of ten) is described as "supporting the

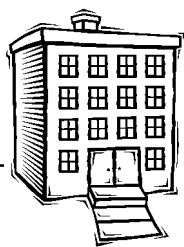
nation's public housing authorities so they can provide housing for poor and disadvantaged families."

Some of the Department's claims as to its accomplishments and methods do not bear up well under closer scrutiny. The many references to partnering and partnerships, while responsive to the requirements of GPRA, are not borne out in experience, at least as far as public housing is concerned. The best example of such shortcomings is in the recent draft findings of the National Academy of Public Administration (NAPA) on HUD's assessment systems. NAPA provided a scathing critique of the Department's unwillingness to genuinely partner and consult with HA's, clinging instead to the traditional "supervisory" relationship.

Likewise, the Department's claims to success with the public housing assessment system contained in the plan are put to serious doubt by the independent analysis done by NAPA. NAPA's draft findings were surely available to those preparing the plan.

In another example, the Department claims to have "streamlined operations, and built real accountability into our programs and our internal management systems." There is ample evidence from the General Accounting Office and from HUD's Inspector General to demonstrate that such claims fall short of reality.

The Department has invited comments on the draft strategic plan, and PHADA will be submitting more detailed observations soon. When available, PHADA's comments will be posted on its web site. The draft of the strategic plan is available on HUD's web site at www.hud.gov/strategicplan.html.



Public Housing NEWS TO USE



Non-English Speakers

by Joseph G. Schiff, President of The Schiff Group, Inc

When you pause to think about our civil rights responsibilities, you typically think about how you and your agency treat people of varying races, ethnicities, national origins, familial status, disabilities, etc. and the responsibilities you have for the physical shape for your properties. Whether or not your units are accessible and visitable is a primary concern.

You are properly concerned that everyone be treated the same and opportunity not be unintentionally denied to a single public housing resident, Section 8 participant, or applicant for assisted housing.

If you live in a section of the country where there are major groups of people with limited English proficiency (i.e. Miami, San Diego, New York City, etc.), you are very conscious to either have people who speak their languages on your staff or readily available. The U. S. Office of Civil Rights estimates the non-English speaking population of the country at 5 percent.

The question I want to address in this column is what are you doing if you reside outside of a center of people with limited proficiency in speaking English? Have you thought about how alienated non-English speaking residents are from our society and the potential benefits they cannot take advantage of? They are very much in the position of a person who could not hear or speak before the development of sign language or the more modern mechanical and electronic means of communications.

I am not talking about the legal question of complying with various statutes and regulations starting with Title VI of the 1964 Civil Rights Act that require housing authorities and others that distribute federal funds to provide translation services. I am not talking about the potential impact of Executive Order 13166 issued on August 11, 2000. I am discussing the moral imperative of the situation. How do you address the situation?

Recently I read a newspaper article in the Courier Journal where the community of Louisville, Kentucky is working on establishing a network of interpreters to avoid this problem.

The head of the City's Office of International and Cultural Affairs is spearheading an effort to identify translators and create a "Language Bank" that anyone could tap. This is something you could take the lead on in your community.

You, in partnership with numerous other local organizations, could try to identify people who are proficient in as many different languages as possible in your community. They could be listed in a central registry and be called upon by those needing their services.

Think of the benefits:

- You gain access to potentially important translation services.
- You comply with a variety of federal requirements.
- You build better rapport with your residents who have limited English proficiency.
- You become known as a leader in your community.
- You become known in your community as a caring organization that thinks about immigrants.
- You have an opportunity to work with numerous other organizations and build stronger bonds.

With a little effort, it is a win-win situation.

Send your ideas for Public Housing News to Use topics to: News to Use, The Schiff Group, Inc.
501 Church St., Suite 309, Vienna, VA 22180. You may also fax ideas and comments to 703-938-8558 or e-mail to jschiff@cpug.org.

HELP WANTED

Experienced, intelligent person, energetic, good language skills, computer experience helpful but not necessary. Apply in person.

Job Opportunities

Email job listings and RFPs to PHADA at:
ldmartin@phada.org.

Director of Finance and Administration: Meridian, MS. This Housing Authority, located in East Central Mississippi on Interstate 20/59 is seeking an experienced professional who will be responsible for the operation of the Authority's financial and purchasing functions. Duties will include establishing and maintaining the system of administrative and accounting internal controls, specifically: budget administration, cash management, systems management, grant administration, purchasing and procurement, maintenance and monitoring of investments and fixed assets. The MHA operates 1,297 conventional units throughout the city housing 3000 plus residents. Candidate must have a strong knowledge of a general ledger system and a thorough knowledge of the fiscal operation of housing authorities, including relevant statutes, rules, and regulations pertaining to HUD; considerable knowledge of generally accepted accounting principles (GAAP); excellent communication, analytical and computer skills including knowledge of software programs. Minimum qualifications include a Bachelor's Degree in Accounting, Business Administration, Finance, or some closely related field, and four years of increasingly responsible experience in financial management; MBA or CPA preferred. Salary to \$68,909DOE. Excellent benefits. **Please send letter requesting application package to: Finance Director Search, Housing Authority of the City of Meridian, P.O. Box 870, Meridian, MS 39302-0870. (No phone calls please). Applications close October 31, 2000. EOE.**

Key Management Positions: A large, northeastern housing authority located in a highly livable city seeks two candidates who can join its staff and make a difference.

Director of Property Management: This position performs a variety of complex, managerial duties pertaining to the overall efficiency of the agency in the area of housing management. The successful candidate will have a proven track record (5 years) of having supervised an effective, high quality housing management program. The degree held should be in either business or public administration; a working knowledge of governmental policies/regulations plus strong leadership skills comprise the requisite skills set.

Director of Maintenance: This position performs administrative and managerial and core competencies associated with the planning, organizing, and directing of an efficient maintenance department that is customer focused and quality oriented. The candidate's degree should be in either building construction, engineering, or some technically related field plus some coursework in business administration. One must have a knowledge of all aspects of the maintenance field and its associated functions: purchasing, inventory and work order system. Computer skills are required for both of these positions. A market pay salary (the established minimum is \$66,000) with comparable benefits can be expected.

Each position requires a four-year degree from an accredited college or university; a Masters Degree is preferred. If you think you qualify for either position, please send your resume to Floyd T. Carter c/o The Schiff Group; 2854 Wycliff Road, Raleigh, NC 27607. The fax number is 919-781-3608 and email address is ftcarter@bellsouth.net; the deadline for all applications is October 31, 2000.

Executive Director: El Paso, Texas (approx. 700,000 population). Seeks proven public housing executive to lead nationally recognized, "High Performer" designated Housing Authority of the City of El Paso (HACEP). Director responsible for \$80 million budget and workforce of 670 serving a population of approximately 45,000 in 60 developments (approx. 10,560 units of public housing, privately-owned properties, certificates and vouchers) throughout the city and a variety of successful programs/services. HACEP is the 16th largest public housing authority in the United States and the 3rd largest in the state of Texas. Significant managerial experience required. Spanish (verbal and written) skills highly desirable. Applicants must possess excellent supervisory, planning, administrative and public relations skills; must have demonstrated ability to work with people; possess written and oral communications skills, and experience in program development, staff management and financial management. Responsibilities include a wide-range of public administration activities, including liaison with federal, state and local governmental agencies, grants management, working with community and groups on housing issues, and redevelopment programs. Salary negotiable, depending on experience, education and accomplishments. Excellent benefits. No unsolicited resumes or faxed applications will be accepted. Applications can be obtained from: Virginia B. Tena, SPHR, Director of Human Resources, HA of the City of El Paso, 5300 E. Paisano Drive, El Paso, TX, 79905 or calling (915) 849-3710 or by fax at (915) 849-3720. Applications must be postmarked by no later than Friday, November 3, 2000. EOE.

Housing Development Manager: City of Salem, OR. Deadline 10/20/2000. Sal Range \$47,840 - \$60,801/Yr. plus Excellent Fringe Benefit Package including participation in Oregon PERS Retirement. Salem Housing Authority is seeking a strong candidate to plan and implement housing development projects including assessing community's affordable housing needs, planning a wide range of housing programs, supervising programs providing capital improvement to agency-owned properties and family stabilization services to residents; coordinating housing development and management functions of affiliated non-profit corporations. Requires considerable experience in public housing development, real estate development, planning, housing rehab or real estate; 4-yr. Degree or equiv. with exp. in housing development, management, finance and state and federal housing programs. For more info & to apply, pls. contact City of Salem, Personnel Dept., 555 Liberty ST SE, Salem, OR 97301 503/588-6162 www.open.org/spersonl. EOE.

Housing Manager: (San Antonio, TX Area) Responsible for successful performance of Housing contract, which includes day-to-day management for assignment/termination of housing, referral services, inspections, maintenance oversight and managing unaccompanied housing. Bachelors degree and at least seven years experience in a related field (or an equivalent combination of education, training and professional work experience that provides the required knowledge and skills). Previous military family housing management experience is important, but not necessary.

Salary based on education and experience. Excellent benefits. Interested applicants should submit resume to Laura Cano at (661) 273-7144 or e-mail to lcano@symvionics.com (Expiration 31 Oct 2000)

Section 8 Manager: The Housing Authority of the City of Corpus Christi, Texas is seeking a Manager of Section 8 to provide administrative, managerial, and supervisory work involving the planning, organizing, and directing of the Section 8 and Housing Voucher Programs. This includes: waiting list management, eligibility determination, tenant and landlord briefing, rent determinations, voucher issuance, Housing Quality Standards (HQS) inspections, SEMAP preparation, leasing and annual re-examinations. Assist in Section 8 Budget preparation and oversight. Develops and sets methods, deadlines, priorities, objectives and assignments of the Section 8 staff. Work requires contact with the public, residents, and property owners. Performs other duties as assigned. Working knowledge of the Section 8 Housing Program operations and their role in providing community service. Thorough knowledge of principles and techniques of administrative analysis with proven skills in supervision, personnel administration and finance. Use of a personal computer with emphasis on word processing and spreadsheet software required. Bachelor's degree in Business, Public Administration or a related field and three (3) years of related experience required, one (1) year of which must have been in a supervisory/managerial capacity. An equivalent combination of directly related education and experience may be substituted for the degree. Must be certified as a Section 8 Housing Manager or become certified within one (1) year of hire. Applications are available at: Central Office, 3701 Ayers St., Corpus Christi, Texas 78415 for local applicants, or call (361) 884-3801 for applicants out of city or state. Application deadline is October 26, 2000 at 12:00 P.M. (noon) CST. **Resumes will not be accepted.** Equal Opportunity Employer.

Director of Housing: Concord, NC. Concord population 45,168. Starting Salary range: \$48,507.90 - \$56,337.08. The City of Concord, a rapidly growing community that borders Charlotte, is accepting applications for Director of Housing. The individual selected will perform difficult professional and administrative work managing the assisted housing programs for the City of Concord. Requires any combination of education and experience equivalent to graduation from an accredited college or university with major course work in business management or related field and extensive experience in assisted housing management including considerable supervisory experience. Letter of interest, resume and salary history should be sent to the Human Resources Director, City of Concord, P.O. Box 308, Concord, NC 28026. This position is open until filled. *"City of Concord is an Equal Opportunity Employer and Drug Free Work Place."*

Executive Director: The Washington, Georgia Housing Authority is seeking a high-energy, dedicated individual with vision, to be responsible to a five (5) member Board of Commissioners and oversee the daily operations of the Housing Authority, which includes 119 public housing units and 80 Section 8 units. Candidate should be knowledgeable of U.S. Department of Housing and Urban Development regulations relating to Federal housing programs, have experience in administration, management, and operation of a PHA with additional experience in negotiating, planning, funding and implementation of public sector programs. Applicant should have a positive management style, good communication skills, and ability to deal effectively with the Board, staff, residents, and city leaders. A bachelor's degree in Business Administration, Public Administration or related field and experience in public housing administration with PHM certificate required (or the ability to obtain certificate within year of hire). Candidate shall also have experience in public finance, administration, realty, or similar professional employment. Annual salary is commensurate with experience and includes fringe benefits. Qualified applicants should send resume and salary requirements (must be included) by October 25, 2000 to Housing Authority, P.O. Box 675, Washington, Georgia 30673 Attention: E. Drinkard, Housing Authority Chairman.

Relocation Specialist: The Chattanooga Housing Authority (CHA) seeks a qualified candidate to fill its Relocation Specialist position. Responsibilities include communicating and organizing CHA initiatives relative to HOPE VI relocation with CHA residents, community leaders and organizations. Successful candidates will have experience in the areas of community building, organization and evaluation. Must have strong interpersonal skills and be able to communicate clearly and concisely in writing and verbally. Bachelors Degree in Urban Studies or related field and 2-3 years working experience in a related field. Send resume and a completed CHA application to: **Chattanooga Housing Authority, P.O. Box 1486, Chattanooga, TN 37401, Attention: Human Resources or Email HR@openingdoors.org.**
An Equal Opportunity Employer.

HOPE VI Coordinator: FY 2000 HOPE VI Grantee located on Gulf Coast in the heart of the rapidly expanding gaming industry seeks a talented and experienced professional to coordinate the implementation of the \$35,000,000 grant. The position will monitor contract compliance of the Program Manager and the Developer and coordinate internal functions. Areas of responsibility include coordinating relocation, abatement, demolition, site acquisition, construction, community and resident relations, budgeting and HUD reporting. Applicant must have a thorough knowledge of HUD rules and regulations including HOPE VI demolition/disposition, relocation, acquisition, occupancy and mixed-finance requirements. Applicant must have two years of HOPE VI or mixed-finance experience, a bachelor's degree and demonstration expertise in successfully managing large scale, multi-million dollar residential construction projects. Also, the applicant must be able to effectively work with resident, community and governmental entities and be able to insure compliance with all rules and regulations, maintain records and prepare reports. Excellent employee benefits. Starting salary commensurate with experience. Submit resume to: Edward R. Jagnandan, Executive Director, Biloxi Housing Authority, Box 447, Biloxi, MS, 39533-0447 no later than October 31, 2000.

Executive Director: Cumberland, MD Housing Authority seeks an Executive Director for the daily management and direction of 435 units of public housing. The person hired will serve in the position of Assistant Director for a period of time as required to learn the operation procedures, at that time that person will assume the duties of the Executive Director. The Executive Director is responsible to a five member Board of Commissioners for both the financial and operational management of housing authority programs as authorized by HUD. Qualifications include a four year degree from an accredited college in public administration, business, social services or other appropriate program. Comparable work experience of five years or more with a public housing authority may be substituted for the college education requirement. PHM certification or be willing to obtain within 12 months of assuming the Executive Director position. Entry level: Assistant Director Grade 25: \$40,000. Promotion to Executive Director: \$49,628.

Deadline for receipt of applications is November 10, 2000. For more information and an application. Contact: Mr. Fay Mummert, e-mail cha3@mindspring.com or fax 301-724-8731.

Equal Opportunity Employer.

Community and Supportive Services Coordinator: The Chattanooga Housing Authority (CHA) seeks a qualified candidate to fill its Community and Supportive Services Coordinator position. Responsibilities include coordinating the Community and Supportive services programs and communicating with program participants. Position will serve as a client advocate, providing technical assistance and supportive counseling, and utilizing all appropriate resources in support of the families. Responsible for providing support to HOPE VI project. Successful candidates will have experience in the areas of community building, organization and evaluation. Must have strong interpersonal skills and be able to communicate clearly and concisely in writing and verbally. Bachelors Degree in Social Sciences or related field and 2-3 years working experience in a related field. Send resume and a completed CHA application to: **Chattanooga Housing Authority, P.O. Box 1486, Chattanooga, TN 37401, Attention: Human Resources or Email HR@openingdoors.org.**
An Equal Opportunity Employer.

Section 8 Programs Administrator: Albany Housing Authority, Albany, New York seeks qualified candidates for the position of Housing Administrator for Section 8 Programs. AHA presently administers over 1700 vouchers for families in Housing Choice Voucher Program, Welfare to Work, Homeless Persons with Disabilities, Mainstream Housing, SRO, Moderate Rehabilitation, Shelter Plus Care, and VASH. The Housing Administrator for Section 8 Programs is responsible for the administration and management of the Albany Housing Authority's Section 8 housing programs and the supervision of the support staff titles assigned to the Section 8 Unit within the Rental Assistance Department. Under the general direction of the Executive Director the Housing Administrator for Section 8 directs and monitors the programs in accordance with the Authority's Section 8 Administrative Plan and all applicable Federal regulations. The title develops resources for increasing the availability of housing for Section 8 clients in the private property management market. The Administrator reviews all legislation and regulations pertaining to the operation and implementation of a Public Housing Authority's Section 8 Programs.

Qualifications: BA Business, Public Administration, Planning or related field, PHM required or must acquire within one year of appointment, minimum of 5 years full time management experience. Salary range \$38,000 to \$45,000. For a copy of the complete job description and application form, please mail or fax your request to Brenda E. Brooks, Personnel Director, Albany Housing Authority, 4 Lincoln Square, Albany, NY 12202-1698. Fax number is 518-445-0725.

Deadline for applications is October 17, 2000 at 5:00 PM. Albany Housing Authority is an Equal Opportunity Employer.

Executive Administrative Assistant: The Housing Authority of the City of Corpus Christi, Texas is seeking an Executive Administrative Assistant to perform responsible non-routine and relatively complex technical, secretarial, and administrative work assisting the Deputy Executive Director/Executive Director for the Housing Authority; makes recommendations for solving administrative problems; may supervise one or more subordinates; performs specialized administrative projects as assigned, and provides general information and assistance to the public. Work requires contact with the public. Performs other duties as assigned. Ability to type 65 w.p.m. with accuracy, skilled in shorthand and dictation. Use of a personal computer with emphasis on word processing and spreadsheet software required. Bachelor's Degree in Business or a related field and two (2) years of progressively responsible administrative experience, two (2) years of secretarial experience in the public sector preferred. An equivalent combination of directly related education and experience may be substituted for the degree. Applications are available at: Central Office, 3701 Ayers St., Corpus Christi, Texas 78415 for local applicants, or call (361) 884-3801 for applicants out of city or state. Application deadline is October 18, 2000 at 12:00 PM (noon) CST. **Resumes will not be accepted.** Equal Opportunity Employer.

Executive Director: Attleboro (MA) Housing Authority is seeking an experienced housing professional to lead a high performing housing authority. The authority manages both Federal (HUD) and State (DHCD) Housing Programs consisting of 460 units of public housing and 161 Section 8 State/Federal Vouchers. The applicant must have five (5) years experience supervising housing employees: working knowledge and skills in budgeting, personnel, tenant selection, rental assistance, maintenance systems and ability to obtain PHM Certification. A 2-4 year post secondary/degree program preferred - and may substitute for some years experience. Authority is a high performer and requires an Executive Director capable of providing outstanding leadership, forward thinking and innovative practices. Skills in contract administration, modernization management and grantwriting, preferred. A working knowledge of computers is preferred. Salary negotiable according to education, experience and skills. Position open until filled. Apply immediately and send resume to: Dower Associates, Inc., 20 Shady Lane, Needham, MA 02492. Tel. 781-449-1360 Fax 781-449-6858. Email Dower@mediaone.net.

Director of Finance: The St. Louis Housing Authority is seeking qualified candidates for Director of Finance. This is a top management position responsible for the coordination and management of the daily operations of the Finance and Warehouse Divisions. Sets priorities and gives overall direction to the divisions consistent with HUD regulations, goals and priorities established by the Board of Commissioners and the Executive Director. Responsible for maintaining satisfactory PHAS scores for Financial Management Indicators. Reviews all budgets prepared by the Division Directors and monitors actual versus budgeted expenditures and income. Directs the cash management and investment activities of the Authority. Performs complex analysis of financial accounting records, prepares reports and summaries. Oversees annual budget process. Coordinates and monitors activities of the Warehouse including ordering, receiving, storing and maintenance of proper inventory control over materials, supplies and equipment used by the St. Louis Housing Authority. Must have comprehensive knowledge of modern financial accounting principles and practices; comprehensive knowledge of specialized HUD accounting principles and reporting requirements; proficient in the use of personal computers, spreadsheets, word processing and database software. Required Qualifications: candidate should have the equivalent of a Master's and/or Bachelor's Degree in Accounting, Finance or Business Administration and at least 5-7 years of progressively responsible management experience related to the duties of this position. Interested candidates should submit a resume and cover letter to: St. Louis Housing Authority, Attn: Human Resources, 4100 Lindell Blvd., St. Louis, MO 63108. Fax: 314-286-4217, E-mail: Athomas@slha.org. A Drug Free Work Place/EOE

Director of Administration: The Biloxi Housing Authority will accept resumes for the position of Director of Administration until Friday, October 27, 2000. As Chief Financial Officer, this position performs administrative and supervisory work relating to management, administration and operations of all fiscal and administrative activities such as accounting, budgeting, financial reporting, property assets and management information systems. Also included grants, procurement, contracts, pension and employee benefits. Requires bachelors degree in accounting, business administration or equivalent, and five years experience in management in accounting for a public housing authority or PHA related accounting. The Biloxi Housing Authority is located on the Mississippi Gulf Coast, an area that is expanding rapidly, offering year round golf, fishing, hunting and dockside gaming.

Resumes may be faxed to (228) 432-8899, Attention Executive Director, or mailed to P.O. Box 447, Biloxi, MS 39533. The Biloxi Housing Authority is an Equal Opportunity Employer.

Director Leasing and Occupancy: The Central Falls Housing Authority is seeking qualified applicants for the position of Leasing and Occupancy Director. The position will direct a staff of approximately four people and will be responsible for leasing and occupancy activities for the authority, both in the conventional and leasing programs as well as resident services.

The successful applicant should have 3-5 years experience in leasing and occupancy and a full understanding of HUD guidelines and regulations pertaining to leasing and occupancy and fair housing and resident services. College degree is preferred but not required. PHM certification within first year of employment.

The Central Falls Housing Authority offers a full benefit package including full medical and dental insurance, generous vacation and holiday policy and retirement program. Salary range \$38,000-\$45,000.

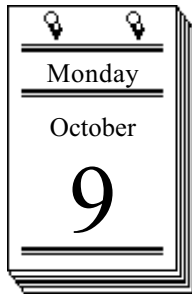
Please submit resume and three letters of reference to the Central Falls Housing Authority, 30 Washington Street, Central Falls, Rhode Island 02863, Attn: Richard Leco, Executive Director by October 20, 2000. The Central Falls Housing Authority is a fair housing equal opportunity employer.

Request for Proposals: The Wheeling Housing Authority invites proposals from interested consultants to coordinate, implement, and evaluate a three-week classroom training program for up to 30 public and assisted housing residents utilizing an attitudinal and job skills curriculum. The successful applicant will assist in the recruitment of individuals and provide technical assistance to the Wheeling Housing Authority staff prior to the implementation of the program. The successful proposer will demonstrate experience and success in implementing attitudinal and job skills programming and have a demonstrated ability to motivate and train hard-to-serve welfare populations in seeking, obtaining, and maintaining employment. **Proposals will be received until 4:30 p.m. EST, Monday, November, 6 2000 at: Angie Hanasky, The Wheeling Housing Authority, P.O. Box 2089 Wheeling, WV 26003-0289. Proposal packages and specs may be obtained by contacting Stacie Prager at (304) 242-4447 or faxing (304) 242-4495.** The Wheeling Housing Authority reserves the right to waive any formalities, to reject any or all proposals, or to re-advertise for proposals. Equal Opportunity Employers.

Housing Administrator: This employee will SHARE EQUALLY in ALL ASPECTS of the day to day administration of the EASTPOINTE HOUSING COMMISSION's elderly public housing AND Section 8 existing housing programs. This person must enjoy working with people and will share equal responsibility conducting 131 UPCS inspections. PHM and Section 8 certifications will be required within 24 months of employment. Interested parties should contact the EHC at 810-445-5099 or e-mail EHCDir@aol.com.

Email job listings and RFPs to PHADA at: ldmartin@phada.org.

Submissions will be posted on PHADA's web page (www.phada.org) unless otherwise indicated. The *Advocate* reserves the right to edit all advertisements. Placement of ads subject to space availability. It is recommended that job listings have an application due date at least 30 days from the *Advocate* publication date. Call 202-546-5445 for publication dates. Unless otherwise stated, ads will be posted for two consecutive issues (4 weeks).



PHADA 2000-2003 Calendar

January 19-20, 2001
Executive Director Education
TradeWinds Resort
St. Petersburg Beach, Florida

January 13-16, 2002
Commissioners Conference
Sheraton San Diego Hotel and Marina
San Diego, California

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TradeWinds Resort
St. Petersburg Beach, Florida

January 12-15, 2003
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