

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

# **DECATUR HOUSING AUTHORITY**

## **PHA Plans**

5 Year Plan for Fiscal Years 2000 - 2004  
Annual Plan for Fiscal Year 2000

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

**PHA Plan  
Agency Identification**

**PHA Name:** Decatur Housing Authority

**PHA Number:** AR095v02

**PHA Fiscal Year Beginning: (10/2000)**

**Public Access to Information**

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

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

**Display Locations For PHA Plans and Supporting Documents**

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

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

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

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

**5-Year Plan**  
**PHA Fiscal Years 2000 - 2004**

[24 CFR Part 903.5]

**A. Mission**

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

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

The PHA's mission is: The goal of the Decatur Housing Authority is to provide drug free, decent, safe, affordable, and sanitary housing for eligible families and provide opportunities and promote self-sufficiency and economic independence for all residents without discrimination.

In order to achieve this mission, we will (1) Provide, preserve and improve housing stock through a strong maintenance and modernization program; (2) Serve our residents with high quality housing that is clean, safe and affordable; (3) provide supportive services, opportunities for educational, economical development.

**B. Goals**

The goals and objectives listed below are derived from HUD's strategic Goals and Objectives and those emphasized in recent legislation. PHAs may select any of these goals and objectives as their own, or identify other goals and/or objectives. Whether selecting the HUD-suggested objectives or their own, **PHAs are strongly encouraged to identify quantifiable measures of success in reaching their objectives over the course of the 5 Years.** (Quantifiable measures would include targets such as: numbers of families served or PHAS scores achieved.) PHAs should identify these measures in the spaces to the right of or below the stated objectives.

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

PHA Goal: Expand the supply of assisted housing

Objectives:

Apply for additional rental vouchers:

X Reduce public housing vacancies:

- Leverage private or other public funds to create additional housing opportunities:
    - Acquire or build units or developments
    - Other (list below)
- X Continue to maintain and improve the quality of housing
- PHA Goal: Improve the quality of assisted housing
- Objectives:
  - X Improve public housing management: (PHAS score) 90
  - Improve voucher management: (SEMAP score)
  - X Increase customer satisfaction:
    - Concentrate on efforts to improve specific management functions: (list; e.g., public housing finance; voucher unit inspections)
  - X Renovate or modernize public housing units:
    - Demolish or dispose of obsolete public housing:
    - Provide replacement public housing:
    - Provide replacement vouchers:
    - Other: (list below)

PHA Goal: Increase assisted housing choices

Objectives:

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

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

- X PHA Goal: Provide an improved living environment
- Objectives:
  - X Implement measures to deconcentrate poverty by bringing higher income public housing households into lower income developments:
  - X Implement measures to promote income mixing in public housing by assuring access for lower income families into higher income developments:
  - X Implement public housing security improvements:
  - X Designate developments or buildings for particular resident groups (elderly, persons with disabilities)
  - Other: (list below)

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

- X PHA Goal: Promote self-sufficiency and asset development of assisted households
- Objectives:
  - X Increase the number and percentage of employed persons in assisted families:
  - X Provide or attract supportive services to improve assistance recipients' employability:
  - X Provide or attract supportive services to increase independence for the elderly or families with disabilities.
- Other: (list below)

**HUD Strategic Goal: Ensure Equal Opportunity in Housing for all Americans**

- X PHA Goal: Ensure equal opportunity and affirmatively further fair housing
- Objectives:
  - X Undertake affirmative measures to ensure access to assisted housing regardless of race, color, religion national origin, sex, familial status, and disability:
  - X 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:
  - X Undertake affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required:
- Other: (list below)

**Other PHA Goals and Objectives: (list below)**

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

**i. Annual Plan Type:**

Select which type of Annual Plan the PHA will submit.

**Standard Plan**

**Streamlined Plan:**

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

**Troubled Agency Plan**

**ii. Executive Summary of the Annual PHA Plan**

[24 CFR Part 903.7 9 (r)]

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

The Housing Authority of the City of Decatur has taken the new Quality of Housing and Work Responsibility Act of 1998 as an exceptional event requiring an exceptional response on the part of all concerned. In order to assure that the Decatur Housing Authority makes a proper response extensive planning has gone into this plan.

**The Five-Year Plan**

The DHA has developed a plan that is consistent with Housing Authority and HUD's stated missions and goals. It has also developed a plan that provides for measurable standards against which plan objectives can be measured. As a step towards its own improved management, the DHA has keyed these standards to requirements of the Public Housing Management Assessment Program. The DHA has established five fundamental goals. These are to assure good quality housing for its residents, to encourage residents responsibility for their living space, to provide self-sufficiency opportunities for residents, to assure equal opportunity for housing, and to provide current, sound management policies and practices to its operations.

### **The Annual Plan**

The DHA is a small and a high performer agency and chooses to submit a "streamline" Annual Plan. It has chosen to submit its plan under the requirements for a small public housing agency.

The DHA met with its residents to gain their submissions and thoughts on the plan. Although very few attended, resident input was essential in gaining information about needs of the agency in management, operations and maintenance.

The DHA staff has a parttime Executive Director and Maintenance person. The agency has revised all its policies and practices in order to meet the QHWRA requirements. The following policies have been amended and adopted: Utility Allowances, Pet Policy, Grievance Procedure, Admissions and Occupancy Policy, Ceiling Rents, Mission Statement, Lease, Capitalization Policy, and Minimum Rents and Hardship Exemptions. The agency realizes that some of the policies may need to be further amended in light of further changes, and is willing to accomplish those tasks as time and resources permit.

### **iii. Annual Plan Table of Contents**

[24 CFR Part 903.7 9 (r)]

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

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**Attachments**

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

**Required Attachments:**

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

**Optional Attachments:**

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

**Supporting Documents Available for Review**

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

**List of Supporting Documents Available for Review**

Applicable & On Display	Supporting Document	Applicable Plan Component	
X	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations and Annual Plans		5 Year
X	State/Local Government Certification of Consistency with the Consolidated Plan and Annual Plans		5 Year
X	Fair Housing Documentation:  require the PHA's involvement. and annual plans		5 Year
			Records reflecting th
X	Consolidated Plan for the jurisdiction/s in which the PHA is located (which includes the Analysis of Impediments to Fair Housing Choice (AI))) and any additional backup data to		

- support statement of housing needs in the jurisdiction. Annual Plan: Housing Needs
- X Most recent board-approved operating budget for the public housing program Annual Plan: Financial Resources;
- X Public Housing Admissions and (Continued) Occupancy Policy (A&O), which includes the Tenant Selection and Assignment Plan [TSAP] Annual Plan: Eligibility, Selection, and Admissions Policies
- NA Section 8 Administrative Plan Annual Plan: Eligibility, Selection, and Admissions Policies  
Public Housing Deconcentration and Income Mixing Documentation:  
1.PHA board certifications of compliance with deconcentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/99 *Quality Housing and Work Responsibility Act Initial Guidance; Notice* and any further HUD guidance) and  
2.Documentation of the required deconcentration and income mixing analysis Annual Plan: Eligibility, Selection, and Admissions Policies
- X Public housing rent determination policies, including the methodology for setting public housing flat rents X check here if included in the public housing A & O Policy Annual Plan: Rent Determination
- Schedule of flat rents offered at each public housing development check here if included in the public housing A & O Policy Annual Plan: Rent Determination
- NA Section 8 rent determination (payment standard) policies check here if included in Section 8 Administrative Plan Annual Plan: Rent Determination
- X Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation) Annual Plan: Operations and Maintenance
- X Public housing grievance procedures X check here if included in the public housing A & O policy Annual Plan: Grievance Procedure
- X Section 8 informal review and hearing procedures check here if included in Section 8 Administrative Plan Annual Plan: Grievance Procedures
- X The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) f or the active grant year Annual Plan: Capital Needs
- X Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant Annual Plan: Capital Needs
- X Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option) Annual Plan: Capital Needs
- NA Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans or any other approved proposal for development of public housing Annual Plan: Capital Needs
- NA Approved or submitted applications for demolition and/or disposition of public housing Annual Plan: Demolition and Disposition
- NA Approved or submitted applications for designation of public housing (Designated Housing Plans) Annual Plan: Designation of Public Housing

- X or Approved or submitted assessments of reasonable revitalization of public housing and approved submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act  
Annual Plan: Conversion of Public Housing
- X Approved or submitted public housing homeownership programs/plans Annual Plan: Homeownership
- NA Policies governing any Section 8 Homeownership program check here if included in the Section 8 Administrative Plan Annual Plan: Homeownership
- Any cooperative agreement between the PHA and the TANF agency Annual Plan: Community Service & Self-Sufficiency
- Self- FSS Action Plan/s for public housing and/or Section 8 Annual Plan: Community Service & Sufficiency
- Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports Annual Plan: Community Service & Self-Sufficiency
- The most recent Public Housing Drug Elimination Program (PHEDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan) Annual Plan: Safety and Crime Prevention
- X The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U. S.C. 1437c(h)), the results of that audit and the PHA's response to any findings  
Annual Plan: Annual Audit
- Troubled PHAs: MOA/Recovery Plan Troubled PHAs
- Other supporting documents (optional) (list individually; use as many lines as necessary) (specify as needed)

## **1. Statement of Housing Needs**

[24 CFR Part 903.7 9 (a)]

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

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

### **Housing Needs of Families in the Jurisdiction by Family Type**

Family Type	Overall	Afford-ability	Supply	Quality	Access-ibility	Size	Loca-tion
Income <= 30% of AMI	3	na	na	1	1	1	1
Income >30% but <=50% of AMI	2	na	na	1	1	1	1
Income >50% but <80% of AMI	0	na	na	1	1	1	1
Elderly	3	na	na	1	1	1	1
Families with Disabilities	0	na	na	1	1	1	1
Race/Ethnicity	6w	na	na	1	1	1	1
Race/Ethnicity							
Race/Ethnicity							
Race/Ethnicity							

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

Consolidated Plan of the Jurisdiction/s

Indicate year:

U.S. Census data: the Comprehensive Housing Affordability Strategy ("CHAS") dataset

American Housing Survey data

Indicate year:

X Other housing market study :housing survey 1999

Indicate year:

X Other sources: (list and indicate year of information) Attempted to get information from U S Postal Service and Census Bureau.

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

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

### **Housing Needs of Families on the Waiting List**

Waiting list type: (select one)

Section 8 tenant-based assistance

Public Housing

Combined Section 8 and Public Housing

Public Housing Site-Based or sub-jurisdictional waiting list (optional) If used, identify which development/subjurisdiction:

	# of families	% of total families	Annual Turnover
Waiting list total	5		
Extremely low income <=30% AMI	3	60	
Very low income (>30% but <=50% AMI)	2	40	
Low income (>50% but <80% AMI)	0	0	
Families with children	3	60	
Elderly Families	2	40	
Families with Disabilities	3	60	
Race/ethnicity White		100	
Race/ethnicity			
Race/ethnicity			
Race/ethnicity			

Characteristics by Bedroom Size (Public Housing Only)

1BR	2	40
2 BR	3	60
3 BR		
4 BR		
5 BR		
5+ BR		

Is the waiting list closed (select one)?  No  Yes If yes: How long has it been closed (# of months)? Does the PHA expect to reopen the list in the PHA Plan year?  No  Yes Does the PHA permit specific categories of families onto the waiting list, even if generally closed?  No  Yes

### C. Strategy for Addressing Needs

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

The housing needs of the low, very low and extremely low-income families on our waiting list consist of two main issues, affordability and supply. With regards to affordability, the Housing Authority's low income public housing program has made it possible for these families to rent units that they could not otherwise have afforded.

The supply of rental housing is adequate at this time to meet the needs of our applicants as they come into our jurisdiction. Our waiting list is very small. Most are housed in a short time.

The quality of the Housing Authority's housing stock is comparable to the private sector. We have units that are adaptable to Handicapped tenants. Unit sizes are adequate for the demand of our applicants.

The needs of our elderly are primarily maintenance, social and transportation. The housing authority addresses these needs through meals on wheels and our maintenance dept.

The need in our family development is one of breaking the cycle of dependency. We have encouraged our residents to obtain a GED through the local school system. Provide information about Adult Education, Computer Skills, and Literacy from the local Adult Education Program. We encourage employment as a self-value and post job openings on our bulletin board.

### **(1) Strategies**

#### **Need: Shortage of affordable housing for all eligible populations**

#### **Strategy 1. Maximize the number of affordable units available to the PHA within its current resources by:**

Select all that apply

- X      Employ effective maintenance and management policies to minimize the number of public housing units off-line
- X      Reduce turnover time for vacated public housing units  
Reduce time to renovate public housing units
- X      Seek replacement of public housing units lost to the inventory through mixed finance development  
Seek replacement of public housing units lost to the inventory through section 8 replacement housing resources  
Maintain or increase section 8 lease-up rates by establishing payment standards that will enable families to rent throughout the jurisdiction
- X      Undertake measures to ensure access to affordable housing among families assisted by the PHA, regardless of unit size required  
Maintain or increase section 8 lease-up rates by marketing the program to owners, particularly those outside of areas of minority and poverty concentration  
Maintain or increase section 8 lease-up rates by effectively screening Section 8 applicants to increase owner acceptance of program

Participate in the Consolidated Plan development process to ensure coordination with broader community strategies  
Other (list below)

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

Select all that apply

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

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

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

Select all that apply

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

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

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

Select all that apply

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

**Need: Specific Family Types: The Elderly**

**Strategy 1: Target available assistance to the elderly:**

Select all that apply

- X      Seek designation of public housing for the elderly  
Apply for special-purpose vouchers targeted to the elderly, should they become available  
Other: (list below) Provide services to the elderly to allow them to live independently as long as possible.

**Need: Specific Family Types: Families with Disabilities**

**Strategy 1: Target available assistance to Families with Disabilities:**

Select all that apply

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

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

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

Select if applicable

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

**Strategy 2: Conduct activities to affirmatively further fair housing**

Select all that apply

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

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

**(2) Reasons for Selecting Strategies**

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

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

## **2. Statement of Financial Resources**

[24 CFR Part 903.7 9 (b)]

List the financial resources that are anticipated to be available to the PHA for the support of Federal public housing and tenant-based Section 8 assistance programs administered by the PHA during the Plan year.

Note: the table assumes that Federal public housing or tenant based Section 8 assistance grant funds are expended on eligible purposes; therefore, uses of these funds need not be stated. For other funds, indicate the use for those funds as one of the following categories: public housing operations, public housing capital improvements, public housing safety/security, public housing supportive services, Section 8 tenant-based assistance, Section 8 supportive services or other.

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
<b>1. Federal Grants (FY 2000 grants)</b>		
)Public Housing Operating Fund	\$41305	operations
)Public Housing Capital Fund	\$53,768	
)HOPE VI Revitalization	n/a	
)HOPE VI Demolition	n/a	
)Annual Contributions for Section 8 Tenant-Based Assistance	n/a	
)Public Housing Drug Elimination Program (including any Technical Assistance funds)	n/a	
)Resident Opportunity and Self-Sufficiency Grants	n/a	
)Community Development Block Grant	n/a	
)HOME	n/a	
Other Federal Grants (list below)	n/a	
<b>2. Prior Year Federal Grants (unobligated funds only) (list below)</b>		
1999 CIAP	\$4,000	Improvements
<b>3. Public Housing Dwelling Rental Income</b>	<b>\$41,750</b>	Operations

4. **Other income** (list below)                      \$19,123              Operations

4. **Non-federal sources** (list below)

**Total resources**                                      \$159,946

### **3. PHA Policies Governing Eligibility, Selection, and Admissions**

[24 CFR Part 903.7 9 (c)]

#### **A. Public Housing**

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

##### **(1) Eligibility**

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

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

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

X      Other: (describe) Applications processed as received

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

X      Criminal or Drug-related activity

X      Rental history

X      Housekeeping

Other (describe)

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

d. Yes    No: X Does the PHA request criminal records from State law enforcement agencies for screening purposes?

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

## **(2)Waiting List Organization**

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

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

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

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

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

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

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

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

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

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

## **(3) Assignment**

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

- One  
Two

X Three or More

b. X Yes No: Is this policy consistent across all waiting list types?

c. If answer to b is no, list variations for any other than the primary public housing waiting list/s for the PHA:

#### **(4) Admissions Preferences**

a. Income targeting:

Yes No: X Does the PHA plan to exceed the federal targeting requirements by targeting more than 40% of all new admissions to public housing to families at or below 30% of median area income?

b. Transfer policies:

In what circumstances will transfers take precedence over new admissions? (list below)

X Emergencies

X Overhoused

X Underhoused

X Medical justification

X Administrative reasons determined by the PHA (e.g., to permit modernization work)

Resident choice: (state circumstances below)

Other: (list below)

. Preferences

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

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

Former Federal preferences:

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

Victims of domestic violence

Substandard housing

Homelessness

High rent burden (rent is > 50 percent of income)

Other preferences: (select below)

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

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

Date and Time

Former Federal preferences:

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

Other preferences (select all that apply)

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

4. Relationship of preferences to income targeting requirements:

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

**(5) Occupancy**

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

- x The PHA-resident lease
- x The PHA's Admissions and (Continued) Occupancy policy
- x PHA briefing seminars or written materials-walk through inspections and briefing
- x Other source (list) Resident Guide

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

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

**(6) Deconcentration and Income Mixing**

a. Yes x No: Did the PHA's analysis of its family (general occupancy) developments to determine concentrations of poverty indicate the need for measures to promote deconcentration of poverty or income mixing?

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

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

Adoption of site-based waiting lists

If selected, list targeted developments below:

Employing waiting list "skipping" to achieve deconcentration of poverty or income mixing goals at targeted developments

If selected, list targeted developments below:

Employing new admission preferences at targeted developments

If selected, list targeted developments below:

Other (list policies and developments targeted below)

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

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

Additional affirmative marketing

Actions to improve the marketability of certain developments

Adoption or adjustment of ceiling rents for certain developments

Adoption of rent incentives to encourage deconcentration of poverty and income-mixing

Other (list below)

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

x Not applicable: results of analysis did not indicate a need for such efforts

List (any applicable) developments below:

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

Not applicable: results of analysis did not indicate a need for such efforts

List (any applicable) developments below:

## **B. Section 8**

Exemptions: PHAs that do not administer section 8 are not required to complete sub-component 3B.

**Unless otherwise specified, all questions in this section apply only to the tenant-based section 8 assistance program (vouchers, and until completely merged into the voucher program, certificates).**

### **(1) Eligibility**

a. What is the extent of screening conducted by the PHA? (select all that apply)

Criminal or drug-related activity only to the extent required by law or regulation

Criminal and drug-related activity, more extensively than required by law or regulation

More general screening than criminal and drug-related activity (list factors below)

Other (list below)

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

**(2) Waiting List Organization**

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

**(3) Search Time**

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

If yes, state circumstances below:

**(4) Admissions Preferences**

- a. Income targeting

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

b. Preferences

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

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

Former Federal preferences

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

Other preferences (select all that apply)

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

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

Date and Time

Former Federal preferences

- Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- Victims of domestic violence

Substandard housing  
Homelessness  
High rent burden

Other preferences (select all that apply)

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

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

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

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

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

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

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

#### **(5) Special Purpose Section 8 Assistance Programs**

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

The Section 8 Administrative Plan  
Briefing sessions and written materials

Other (list below)

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

Through published notices

Other (list below)

#### **4. PHA Rent Determination Policies**

[24 CFR Part 903.7 9 (d)]

##### **A. Public Housing**

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

##### **(1) Income Based Rent Policies**

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

a. Use of discretionary policies: (select one)

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

---or---

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

b. Minimum Rent

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

\$0

\$1-\$25

x \$26-\$50

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

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

Families assisted under the Public Housing Program pay a monthly "minimum rent" of not more than \$50 per month. The HA has the discretion to establish the minimum rent from \$0 to \$50. The minimum rent established by the HA is \$50.

#### Minimum Rent Hardship Exemptions:

1. The HA shall immediately grant an exemption from application of the minimum monthly rent to any family making a proper request in writing who is unable to pay because of financial hardship, which shall include:

- a. The family has lost eligibility for or is awaiting an eligibility determination from a federal, state, or local assistance program, including a family that includes a member who is an alien lawfully admitted for permanent residence under the immigration and nationalization act who would be entitled to public benefits but for title IV of the Personal Responsibility and Work Opportunity Reconciliation act of 1996.
- b. The family would be evicted as a result of implementation of the minimum rent ( this exemption is only applicable for the initial implementation of a minimum rent or increase to the existing minimum rent).
- c. The income of the family has decreased because of changed circumstances, including loss of employment.
- d. A death in the family has occurred which affects the family circumstances.
- e. Other circumstances which may be decided by the HA on a case by case basis.

2. If a resident requests a hardship exemption (prior to the rent being delinquent) under this section, and the HA reasonably determines the hardship to be of a temporary nature, exemption shall not be granted during a ninety day period beginning upon the making of the request for the exemption. A resident may not be evicted during the ninety day period for non-payment of rent. In such a case, if the resident thereafter demonstrates that the financial hardship is of a long term basis, the HA shall retroactively exempt the resident from the applicability of the minimum rent requirement for such ninety day period. This paragraph does not prohibit the HA from taking eviction for other violations of the lease.

. Rents set at less than 30% than adjusted income

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

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

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

For the earned income of a previously unemployed household member

For increases in earned income

Fixed amount (other than general rent-setting policy)

If yes, state amount/s and circumstances below:

Fixed percentage (other than general rent-setting policy)

If yes, state percentage/s and circumstances below:

For household heads

For other family members

For transportation expenses

For the non-reimbursed medical expenses of non-disabled or non-elderly families

Other (describe below)

e. Ceiling rents

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

Yes for all developments

Yes but only for some developments

X No

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

For all developments

For all general occupancy developments (not elderly or disabled or elderly only)

For specified general occupancy developments

For certain parts of developments; e.g., the high-rise portion

For certain size units; e.g., larger bedroom sizes

Other (list below)

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

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

f. Rent re-determinations:

1. Between income reexaminations, how often must tenants report changes in income or family composition to the PHA such that the changes result in an adjustment to rent? (select all that apply)

Never

At family option

Any time the family experiences an income increase

Any time a family experiences an income increase above a threshold amount or percentage: (if selected, specify threshold)\_\_\_\_\_

x Other (list below) Yearly unless job changes occur or family composition changes.

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

**(2) Flat Rents**

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

The section 8 rent reasonableness study of comparable housing

Survey of rents listed in local newspaper

Survey of similar unassisted units in the neighborhood

Other (list/describe below)

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

Exemptions: PHAs that do not administer Section 8 tenant-based assistance are not required to complete sub-component 4B. **Unless otherwise specified, all questions in this section apply only to the tenant-based**

**section 8 assistance program (vouchers, and until completely merged into the voucher program, certificates).**

**(1) Payment Standards**

Describe the voucher payment standards and policies .

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

At or above 90% but below 100% of FMR

100% of FMR

Above 100% but at or below 110% of FMR

Above 110% of FMR (if HUD approved; describe circumstances below)

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

FMRs are adequate to ensure success among assisted families in the PHA's segment of the FMR area

The PHA has chosen to serve additional families by lowering the payment standard

Reflects market or submarket

Other (list below)

c. If the payment standard is higher than FMR, why has the PHA chosen this level? (select all that apply)

FMRs are not adequate to ensure success among assisted families in the PHA's segment of the FMR area

Reflects market or submarket

To increase housing options for families

Other (list below)

d. How often are payment standards reevaluated for adequacy? (select one)

Annually

Other (list below)

e. What factors will the PHA consider in its assessment of the adequacy of its payment standard? (select all that apply)

Success rates of assisted families

Rent burdens of assisted families

Other (list below)

**(2) Minimum Rent**

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

\$0

\$1-\$25

x \$26-\$50

b. x Yes No: Has the PHA adopted any discretionary minimum rent hardship exemption policies? (if yes, list below)

**5. Operations and Management**

[24 CFR Part 903.7 9 (e)]

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

**A. PHA Management Structure**

Describe the PHA's management structure and organization.

(select one)

An organization chart showing the PHA's management structure and organization is attached.

A brief description of the management structure and organization of the PHA follows:

The HA is governed by a board of directors. The Executive Director answers to and follows the directions, policies and practices established by the board. All other staff and contractors answer to the ED. The ED is a parttime position. The maintenance person is a parttime position.

**B. HUD Programs Under PHA Management**

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

<b>Program Name</b>	<b>Units or Families Served at Year Beginning</b>	<b>Expected Turnover</b>
Public Housing	34	20
Section 8 Vouchers	na	
Section 8 Certificates	na	
Section 8 Mod Rehab	na	
Special Purpose Section 8 Certificates/Vouchers		
(list individually)		

Public Housing Drug                      na  
Elimination Program (PHDEP)

Other Federal Programs(list individually)

### **C. Management and Maintenance Policies**

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

(1) Public Housing Maintenance and Management: (list below)

**ATPC - Pest Control -Renewable yearly**

(2) Section 8 Management: (list below)

## **6.PHA Grievance Procedures**

[24 CFR Part 903.7 9 (f)]

Exemptions from component 6: High performing PHAs are not required to complete component 6. Section 8- Only PHAs are exempt from sub-component 6A.

### **A. Public Housing**

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

If yes, list additions to federal requirements below:

2. Which PHA office should residents or applicants to public housing contact to initiate the PHA grievance process? (select all that apply)

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

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

1. Yes No: Has the PHA established informal review procedures for applicants to the Section 8 tenant-based assistance program and informal hearing procedures for families assisted by the Section 8 tenant-based assistance program in addition to federal requirements found at 24 CFR 982?

If yes, list additions to federal requirements below:

2. Which PHA office should applicants or assisted families contact to initiate the informal review and informal hearing processes? (select all that apply)
  - x PHA main administrative office
  - Other (list below)

## **7. Capital Improvement Needs**

[24 CFR Part 903.7 9 (g)]

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

### **A. Capital Fund Activities**

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

#### **(1) Capital Fund Program Annual Statement**

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

Select one:

- x The Capital Fund Program Annual Statement is provided as an attachment to the PHA Plan at Attachment (state name)

-OR-

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

**(2) Optional 5-Year Action Plan**

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

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

b.  If yes to question a, select one:  
The Capital Fund Program 5-Year Action Plan is provided as an attachment to the PHA Plan at Attachment (state name

-or-

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

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

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

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

1. Development name:
2. Development (project) number:
3. Status of grant: (select the statement that best describes the current status)
  - Revitalization Plan under development
  - Revitalization Plan submitted, pending approval
  - Revitalization Plan approved
  - Activities pursuant to an approved Revitalization Plan underway

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

Yes x No: d) Will the PHA be engaging in any mixed-finance development activities for public housing in the Plan year?

If yes, list developments or activities below:

Yes x No: e) Will the PHA be conducting any other public housing development or replacement activities not discussed in the Capital Fund Program Annual Statement?

If yes, list developments or activities below:

## **8. Demolition and Disposition**

[24 CFR Part 903.7 9 (h)]

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

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

### 2. Activity Description

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

### **Demolition/Disposition Activity Description**

1a. Development name: 1b. Development (project) number:

2. Activity type: Demolition Disposition

3. Application status (select one) Approved Submitted, pending approval Planned application

4. Date application approved, submitted, or planned for submission: (DD/MM/YY)

5. Number of units affected: 6. Coverage of action (select one) Part of the development Total development

7. Timeline for activity: a. Actual or projected start date of activity: b. Projected end date of activity:

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

[24 CFR Part 903.7 9 (i)]

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

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

2. Activity Description

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

**Designation of Public Housing Activity Description**

1a. Development name:

1b. Development (project) number:

2. Designation type:

Occupancy by only the elderly

Occupancy by families with disabilities

Occupancy by only elderly families and families with disabilities

3. Application status (select one)

Approved; included in the PHA's Designation Plan

Submitted, pending approval

Planned application

4. Date this designation approved, submitted, or planned for submission: (DD/MM/YY)

5. If approved, will this designation constitute a (select one)

New Designation Plan

Revision of a previously-approved Designation Plan?

. Number of units affected:

7. Coverage of action (select one)

Part of the development

Total development

## **10. Conversion of Public Housing to Tenant-Based Assistance**

[24 CFR Part 903.7 9 (j)]

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

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

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

#### 2. Activity Description

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

### **Conversion of Public Housing Activity Description**

1a. Development name:

1b. Development (project) number:

2. What is the status of the required assessment?

Assessment underway

Assessment results submitted to HUD

Assessment results approved by HUD (if marked, proceed to next question)

Other (explain below)

3. Yes No: Is a Conversion Plan required? (If yes, go to block 4; if no, go to block 5.)

4. Status of Conversion Plan (select the statement that best describes the current status)

Conversion Plan in development

Conversion Plan submitted to HUD on: (DD/MM/YYYY)

Conversion Plan approved by HUD on: (DD/MM/YYYY)

Activities pursuant to HUD-approved Conversion Plan underway

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

Units addressed in a pending or approved demolition application (date submitted or approved:

Units addressed in a pending or approved HOPE VI demolition application (date submitted or approved: )

Units addressed in a pending or approved HOPE VI Revitalization Plan (date submitted or approved: )

Requirements no longer applicable: vacancy rates are less than 10 percent Requirements no longer applicable: site now has less than 300 units

Other: (describe below)

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

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

**11. Homeownership Programs Administered by the PHA**

[24 CFR Part 903.7 9 (k)]

**A. Public Housing**

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

1. Yes  No: Does the PHA administer any homeownership programs administered by the PHA under an approved section 5(h) homeownership program (42 U.S.C. 1437c(h)), or an approved HOPEI program (42 U.S.C. 1437aaa) or has the PHA applied or plan to apply to administer any homeownership programs under section 5(h), the HOPE I program, or section 32 of the U.S. Housing Act of 1937 (42 U.S.C. 1437z-4). (If "No", skip to component 11B; if "yes", complete one activity description for each applicable program/plan, unless eligible to complete a streamlined submission due to **small PHA** or **high performing PHA** status. PHAs completing streamlined submissions may skip to component 11B.)

2. Activity Description

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

**Public Housing Homeownership Activity Description (Complete one for each development affected)**

1a. Development name:

1b. Development (project) number:

2. Federal Program authority:

HOPE I

5(h)

Turnkey III

Section 32 of the USHA of 1937 (effective 10/1/99)

3. Application status: (select one)

Approved; included in the PHA's Homeownership Plan/Program

Submitted, pending approval

Planned application

4. Date Homeownership Plan/Program approved, submitted, or planned for submission:

(DD/MM/YYYY)

. Number of units affected:

6. Coverage of action: (select one)

Part of the development

Total development

## B. Section 8 Tenant Based Assistance

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

2. Program Description:

a. Size of Program

Yes No:

Will the PHA limit the number of families participating in the section 8 homeownership option?

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

25 or fewer participants

26 - 50 participants

51 to 100 participants

more than 100 participants

b. PHA-established eligibility criteria

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

If yes, list criteria below:

## **12. PHA Community Service and Self-sufficiency Programs**

[24 CFR Part 903.7 9 (1)]

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

### **A. PHA Coordination with the Welfare (TANF) Agency**

1. Cooperative agreements:

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

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

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

Client referrals

Information sharing regarding mutual clients (for rent determinations and otherwise)

Coordinate the provision of specific social and self-sufficiency services and programs to eligible families

Jointly administer programs

Partner to administer a HUD Welfare-to-Work voucher program

Joint administration of other demonstration program

Other (describe)

### **B. Services and programs offered to residents and participants**

#### **(1) General**

a. Self-Sufficiency Policies

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

Public housing rent determination policies

Public housing admissions policies

Section 8 admissions policies

Preference in admission to section 8 for certain public housing families

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

b. Economic and Social self-sufficiency programs

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

Program Name & Description (including location, if appropriate)	<b>Services and Programs</b>			
	Estimated Size	Allocation method	Access	Eligibility
GED	5	as needed	PHA Comm. room	anyone in need
Drug Awareness	PHA Wide	PHA Wide	PHA Comm. Rm	anyone
Job Openings	PHA Wide	PHA Wide	PHA Office	anyone
Nutrition Program	14	PHA Wide	PHA Comm Rm	elderly

**(2) Family Self Sufficiency program/s**

a. Participation Description

Program	<b>Family Self Sufficiency (FSS) Participation</b>	
	Required Number of Participants (start of FY 2000 Estimate)	Actual Number of Participants (As of: DD/MM/YY)
Public Housing		

Section 8

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

**C. Welfare Benefit Reductions**

1. The PHA is complying with the statutory requirements of section 12(d) of the U.S. Housing Act of 1937 (relating to the treatment of income changes resulting from welfare program requirements) by: (select all that apply)
- x Adopting appropriate changes to the PHA's public housing rent determination policies and train staff to carry out those policies
  - x Informing residents of new policy on admission and reexamination
  - x Actively notifying residents of new policy at times in addition to admission and reexamination.
- Establishing or pursuing a cooperative agreement with all appropriate TANF agencies regarding the exchange of information and coordination of services  
Establishing a protocol for exchange of information with all appropriate TANF agencies  
Other: (list below)

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

**13. PHA Safety and Crime Prevention Measures**

[24 CFR Part 903.79 (m)]

Exemptions from Component 13: High performing and small PHAs not participating in PHDEP and Section 8 Only PHAs may skip to component 15. High Performing and small PHAs that are participating in PHDEP and are submitting a PHDEP Plan with this PHA Plan may skip to sub-component D.

**A. Need for measures to ensure the safety of public housing residents**

1. Describe the need for measures to ensure the safety of public housing residents (select all that apply)
- High incidence of violent and/or drug-related crime in some or all of the PHA's developments
  - High incidence of violent and/or drug-related crime in the areas surrounding or adjacent to the PHA's developments

Residents fearful for their safety and/or the safety of their children  
Observed lower-level crime, vandalism and/or graffiti  
People on waiting list unwilling to move into one or more developments due to perceived and/or actual levels of violent and/or drug-related crime  
Other (describe below)

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

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

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

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

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

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

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

**C. Coordination between PHA and the police**

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

Police involvement in development, implementation, and/or ongoing evaluation of drug-elimination plan

Police provide crime data to housing authority staff for analysis and action

Police have established a physical presence on housing authority property (e.g., community policing office, officer in residence)

Police regularly testify in and otherwise support eviction cases

Police regularly meet with the PHA management and residents

Agreement between PHA and local law enforcement agency for provision of above-baseline law enforcement services

Other activities (list below)

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

#### **D. Additional information as required by PHDEP/PHDEP Plan**

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

Yes No: Is the PHA eligible to participate in the PHDEP in the fiscal year covered by this PHA Plan?

Yes No: Has the PHA included the PHDEP Plan for FY 2000 in this PHA Plan?

Yes No: This PHDEP Plan is an Attachment. (Attachment Filename: \_\_\_\_)

### **14. RESERVED FOR PET POLICY**

[24 CFR Part 903.7 9 (n)]

Attachment

### **15. Civil Rights Certifications**

[24 CFR Part 903.7 9 (o)]

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

### **16. Fiscal Audit**

[24 CFR Part 903.7 9 (p)]

1. Yes  No: Is the PHA required to have an audit conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h))?  
(If no, skip to component 17.)
2.  Yes No: Was the most recent fiscal audit submitted to HUD?
3. Yes  No: Were there any findings as the result of that audit?
4. Yes  No: If there were any findings, do any remain unresolved?  
If yes, how many unresolved findings remain? \_\_\_\_\_
5. Yes No: Have responses to any unresolved findings been submitted to HUD?  
If not, when are they due (state below)?

## **17. PHA Asset Management**

[24 CFR Part 903.7 9 (q)]

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

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

## **18. Other Information**

[24 CFR Part 903.7 9 (r)]

### **A. Resident Advisory Board Recommendations**

1. Yes  No: Did the PHA receive any comments on the PHA Plan from the Resident Advisory Board/s?
2. If yes, the comments are: (if comments were received, the PHA **MUST** select one)

Attached at Attachment (File name)  
Provided below:

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

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

1. Yes  No: Does the PHA meet the exemption criteria provided section 2(b)(2) of the U.S. Housing Act of 1937? (If no, continue to question 2; if yes, skip to sub-component C.)
2. Yes  No: Was the resident who serves on the PHA Board elected by the residents? (If yes, continue to question 3; if no, skip to sub-component C.)
3. Description of Resident Election Process
- a. Nomination of candidates for place on the ballot: (select all that apply)  
Candidates were nominated by resident and assisted family organizations  
Candidates could be nominated by any adult recipient of PHA assistance  
Self-nomination: Candidates registered with the PHA and requested a place on ballot  
Other: (describe)
- b. Eligible candidates: (select one)  
Any recipient of PHA assistance  
Any head of household receiving PHA assistance  
Any adult recipient of PHA assistance  
Any adult member of a resident or assisted family organization  
Other (list)
- c. Eligible voters: (select all that apply)  
All adult recipients of PHA assistance (public housing and section 8 tenant-based assistance)  
Representatives of all PHA resident and assisted family organizations  
Other (list)

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

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

1. Consolidated Plan jurisdiction: (provide name here) Arkansas Finance and Development Agency and City of Decatur..
2. The PHA has taken the following steps to ensure consistency of this PHA Plan with the Consolidated Plan for the jurisdiction: (select all that apply)

The PHA has based its statement of needs of families in the jurisdiction on the needs expressed in the Consolidated Plan/s.

The PHA has participated in any consultation process organized and offered by the Consolidated Plan agency in the development of the Consolidated Plan.

The PHA has consulted with the Consolidated Plan agency during the development of this PHA Plan.

Activities to be undertaken by the PHA in the coming year are consistent with the initiatives contained in the Consolidated Plan. (list below)

- x Other: (list below) There is presently no consolidated plan for our jurisdiction

4. The Consolidated Plan of the jurisdiction supports the PHA Plan with the following actions and commitments: (describe below)

### **D. Other Information Required by HUD**

#### **Component 19 SUBSTANTIAL DEVIATION**

The Housing Authority will consider the following to be changes to its Agency Plan necessary and sufficient to require a full review by the Resident Advisory Board before a corresponding change in the Agency Plan can be adopted:

20. Any alteration to the PHA's Mission Statement
21. Any change or amendment to a stated Strategic Goal
22. Any change or amendment to stated Strategic Objective except in a case where the change results from the objective having been met.
23. Any introduction of a new Strategic Goal or new Strategic Objective

24. Any alteration in the Capital Fund Program that affects an expenditure greater than twenty percent of the CFP Annual Budget for that year

In defining the above, the Housing Authority intends by "Strategic Goal" and "Strategic Objective" specifically those items in its Five Year Plan and any change in the above items will be considered a "substantial deviation" from the plan. Furthermore, the PHA considers the following changes to require a public process before amending said changes and that these items are "significant amendments or modifications" to the Agency Plan:

- 1) Changes to rent or admission policies or organization of the waiting list
- 2) Additions of non-emergency work-items (items not included in the current Annual Statement or 5-Year Action Plan) or changes in use of replacement reserves funds under the Capital Fund.
- 3) Additions of new activities not included in any PHEP Plan
- 4) Any change with regard to demolition or disposition, designation, homeownership programs or conversion activities.

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

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

### **Attachments**

## **Community Service Statement**

The Decatur Housing Authority plans to enter into an agreement with the local community action agency to provide for opportunities for those that are required to provide community services.

## **COMMENTS OF RESIDENT ADVISORY BOARD**

At the meeting held on July 10, 2000 residents had no comments that would require changes to the Annual or 5 YR Plan.

## **PET POLICY**

Section 227 of the Housing and Urban-Rural recovery Act of 1983 provides that no owner or manager of federally rental housing for the elderly may prohibit or prevent a tenant from owning or having common household pets living in the tenants dwelling unit. To this end, Decatur Housing Authority has adopted "reasonable" pet rules governing the ownership of pets by

tenants residing at the above project on Site A. All state and local laws governing pets supersede any and all rules as set out in this policy.

### **Exclusion for animals that assist the handicapped:**

Animals that assist the handicapped are excluded from pet size, type and weight limitations, pet deposits and any limitations that could result in serious harm to the handicapped individual's ability to function independently and effectively.

### **Definitions:**

1. Common household pet- a domesticated animal, such as a dog, cat, bird, rodent (including a rabbit), fish, or anything that is traditionally kept in the home for pleasure rather than for commercial purposes. This does not include reptiles (except turtles).
2. Projects for the elderly and handicapped - any project assisted under the United States Housing Act of 1937, including any building within a mixed-use project, that was designated for occupancy by the elderly or handicapped at its inception or, although not so designated, but for which the PHA gives preference in tenant selection for all units in the project ( or for a building within a mixed-use project) to elderly or handicapped families.
3. Elderly household - A family whose head, spouse, or sole member is 62 years of age or older, handicapped or disabled.
4. Project Owner - Means an owner ( including HUD, where HUD is the owner) or manager of a project for the elderly or handicapped, or an agent authorized to act for an owner or manager of such housing.

### **PET SIZE, WEIGHT AND TYPE LIMITATIONS:**

1. Dogs - at full grown size can not exceed the following limitations:
  - a. Weight - no more than 25 pounds
  - b. Size - no more than 18" high
  - c. Type - excluded are all guard dogs, such as German Shepherds, Dobermans, Pit bulls, all Huskeys, Retrievers, etc.
2. Puppies - whose full grown size would exceed the above size limitations would not be allowed.
3. Cats - Not to exceed 19 pounds.

4. Turtles - Not to exceed 1 1/2 pounds, excluding all snapping turtles.
5. Rabbits - Not to exceed 5 pounds.
6. Fish - Not to exceed 1 pound, excluded are ex-large Oscars.
7. Birds - Only birds in a cage.

### PET REGISTRATION:

1. Pet must be registered with Decatur Housing Authority before it is brought on the premises.
2. Registration must be updated annually at annual recertification of tenants lease.
3. Contents of Registration:
  - a. Certificate signed by a licensed veterinarian for required Inoculation and licensing.
  - b. Proof of per spaying and neutering (where applicable).
  - c. Information to identify the pet (picture, size, weight, sex, and type information).
  - d. Name, address, and phone number of the two parties who will provide care for the pet if owner dies, is incapacitated, etc. In the event that the owner fails to give names of party(s) who would provide care for the pet or if project owner cannot reach responsible party, the project owner will take animal to an animal control shelter - if the owner became incapacitated or died.
4. Criteria which may result in Project Owner's Refusal to register a pet:
  - a. Tenant's ability to fulfill his/her past obligations as a tenant.
  - b. Ability of tenant to adhere to the lease, house pet rules/other house rules and temperament of the animal;
  - c. Ability of animal to meet the definition of a "common" household pet.

### INOCULATION AND LICENSING:

1. Owner must provide, when registering pet, a certificate from a qualified veterinarian stating that the pet has been inoculated as required by State and Local Law.
  - a. Under 3 months - Must have a rabies shot when dog is under 3 months; and
  - b. Over 3 months - Must have another rabies shot when dog is over 3 months; and
  - c. Any other shots that are required for the Health and Safety of the animal and for people.

### SANITARY STANDARDS:

1. Pet exercise:

- a. pet exercise will be limited to the sidewalks and streets. Pets are not allowed on the lawns.
- b. Pet exercise will be limited to the sidewalks and parking areas.

2. Disposal of Pet Waste:

- a. All pet waste must be properly disposed of in the trash dumpsters on the project. It is the responsibility of the owner to properly dispose of his/her pet waste.
- b. Litter Boxes - The pet owner is required to change the litter at least once a week, and separate the waste from the litter at least once a day.
- c. Disposal of the pet waste and used litter - the pet owner is required to place pet waste in a plastic bag and put in outside dumpsters.

PET RESTRAINT:

1. The pet owner is required to have his/her 4-legged warm blooded pet appropriately and effectively restrained and under his/her control while on the common areas, "including shared hallways, parking lots, etc. Restraint would include having the pet on a leash or holding the pet in his/her arms and under control.

PET DENSITY:

1. 4-legged warm blooded animals (dog, cat, rabbit, etc.) - Only one 4-legged warm blooded animal per unit.
2. Birds - not to exceed 2 per household.
3. Fish - aquarium size not to exceed 20 gallons.

PET DEPOSIT:

1. One month TTP or not more than \$100.00 per month.
  - a. This is a gradual deposit of \$50.00 initially and \$10.00 per month until the full deposit is paid.
2. The pet deposit will be collected only from tenants owning or keeping cats and dogs.
3. The pet deposit will be used to pay any reasonable expenses directly attributable to the presence of the pet in the project.

4. The cost which can be deducted from the deposit, if not paid within a reasonable time, is as follows:

- a. Repairs to apartment for damages caused by the presence of a pet.
- b. Fumigation of the apartment if the owner fails to do so himself/herself in the event that fumigation is necessary.
- c. Clean up of pet waste - if pet owner fails to dispose of pet waste, then Project Owner will charge \$5.00 per occurrence for the removal of the pet waste.
- d. Board for pets that are left unattended by owner and if the owner has failed to give Project Owner the name, address and phone number of a responsible person to take care of the pet; or if the Project Owner cannot get in touch with the responsible person listed.

5. If the cost of any of the above items are deducted from the pet deposit, because of failure of pet owner to pay, then the deposit must be built back up to deposit amount required.

6. the Pet Deposit will be refunded within 30 days of move out; or within 30 days of when the pet is removed from the unit. If any charges are deducted from the deposit, the pet owner will be sent an itemized listing of items charged and the reason for the charge(s).

#### SPAYING AND NEUTERING:

1. Pet Owner's are required to have their female dogs spayed in order to prevent puppies.
2. Pet Owner's are required to have their male cats neutered in order to prevent spraying of urine on walls, carpets, curtains, etc.
3. Pet Owner's are required to have their female cats spayed in order to prevent kittens.
4. Proof of pet operation is required at registration.

#### EXCLUSION OF PETS FROM COMMON AREAS:

1. Pets are not permitted in the Community Room, Project Office, and Decatur Housing Authority Office.

#### NOISE AND ORDER:

1. Pet owner is required to control the noise and order caused by his/her pet.

#### UNATTENDED PETS:

1. Pets may not be left unattended for over a period of one day.

### PETS TEMPORARILY ON THE PREMISES:

1. Pets are prohibited from being on the project without being registered with the Project Owner (see registration requirements).
2. Project Owner will not approve the temporary keeping of Pets for more than 14 days.

### INSPECTIONS:

1. Inspections will be made by the Project Owner during reasonable hours, upon reasonable notice to the tenant. (Procedures for the inspection is set out in the lease).

### PET RULE VIOLATION PROCEDURES:

1. When a pet owner violates pet rules the Project Owner will:
  - a. Give the pet owner a summary of violations; and
  - b. Give the pet owner a statement requiring the pet owner to correct the violation ( including removal of the pet if appropriate) or to request a meeting within 10 days;and
  - c. Project Owner will schedule a pet rule violation meeting within 15 days of the service of the notice of the pet rule violation; and
  - d. Give the pet owner a statement indicating that failure to act within the 10 days or to appear at a scheduled meeting may result in pet removal or termination of tenancy.
  - e. If both parties fail to resolve the problem at the meeting, the Project Owner will notify the pet owner to remove the pet within 10 days of the meeting.

### EMERGENCY REMOVAL:

1. In the event that a pet is determined to constitute a threat to health and safety, the project owner will request that the pet owner remove the pet from the project premises. If the pet owner refuses to do this, then the Project Owner will have the pet removed and placed in a facility that will provide the pet with care and shelter for a period not to exceed 30 days ( the cost of the facility will be deducted from the pet deposit).

### LEASE:

1. Each pet owner will be required to amend their present lease to include an addendum to - Pet Agreement, which will incorporate by reference to the pet rules.

DATE ADOPTED: \_\_\_\_\_

EXECUTIVE DIRECTOR: \_\_\_\_\_

## CIVIL RIGHTS

The public housing authority management has become familiar with the ACRCO (Affirmative Rights Compliance Options for Public Housing Authorities) publication which covers procedures in tenant selection and assignment, tenant transfers, tenant support systems, outreach, counseling, and modernization. The housing authority strives to promote Title VI objectives and to assure nondiscrimination in the public housing program. Some of the basic steps we have taken to achieve this goal are:

- (1) prominently display our Equal Housing Opportunity signs, including the Discrimination Complaint Hotline and Title VIII of the Civil Rights Act of 1968, as amended by the Housing and Community Development Act of 1974.
- (2) re-evaluation and review of outreach policies, procedures and practices with respect to taking of applications, assigning preferences, maintaining waiting lists, determining eligibility, and making offers regardless of racial/ethnic composition of applicants and tenants.
- (3) promotion of desegregation throughout the local program
- (4) outreach includes newspaper advertisements for vacancies, posting in local businesses in the area, contact with other public housing agencies, churches, local organizations, and residents.

**Component 7**  
**Capital Fund Program Annual Statement**  
**Parts I, II, and II**

**Annual Statement**

**Capital Fund Program (CFP) Part I: Summary**

Capital Fund Grant Number AR37P09550100 FFY of Grant Approval: 10/2000

X Original Annual Statement

Line No.	Summary by Development Account	Total Estimated Cost
1	Total Non-CGP Funds	0
2	1406 Operations	\$13768
3	1408 Management Improvements	
4	1410 Administration	
5	1411 Audit	

6	1415	Liquidated Damages	
7	1430	Fees and Costs	
8	1440	Site Acquisition	
9	1450	Site Improvement	
10	1460	Dwelling Structures	\$40,000
11	1465.1	Dwelling Equipment-Nonexpendable	
12	1470	Nondwelling Structures	
13	1475	Nondwelling Equipment	
14	1485	Demolition	
15	1490	Replacement Reserve	
16	1492	Moving to Work Demonstration	
17	1495.1	Relocation Costs	
18	1498	Mod Used for Development	
19	1502	Contingency	
20	<b>Amount of Annual Grant (Sum of lines 2-19)</b>		<b>\$53,768</b>
21	Amount of line 20 Related to LBP Activities		0
22	Amount of line 20 Related to Section504Compliance		0
23	Amount of line 20 Related to Security		0
24	Amount of line 20 Related to Energy Conservation Measures		0

**Annual Statement**

**Capital Fund Program (CFP) Part II: Supporting Table**

Development Number/Name Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Total Estimated Cost
AR37095	Administration: Non-Tech Salary, Employee Benefits Sundries, and Advertisement	1410	\$ 13,768
AR37095	Site B: Replace Tub & Showers, Faucets, Drains, Surrounds, Stools Lavs and Faucets.		\$40,000

**Annual Statement**

**Capital Fund Program (CFP) Part III: Implementation Schedule**

Development Number/Name HA-Wide Activities	All Funds Obligated (Quarter Ending Date)	All Funds Expended (Quarter Ending Date)
AR37095	9/30/2001	9/30/2002

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

Complete one table for each development in which work is planned in the next 5 PHA fiscal years. Complete a table for any PHA-wide physical or management improvements planned in the next 5 PHA fiscal year. Copy this table as many times as necessary. Note: PHAs need not include information from Year One of the 5-Year cycle, because this information is included in the Capital Fund Program Annual Statement.

**Optional 5-Year Action Plan Tables**

Development Number	Development Name (or indicate wide)	Number Vacant Units	% Vacancies in Development
PHA Wide	Decatur Housing Auth.	0	0

<b>Description of Needed Physical Improvements or Management improvements</b>	<b>Estimated Cost</b>	<b>Planned Start Date (HA Fiscal Year)</b>
<b>Replace Hot Water Tanks-PHA Wide</b>	<b>\$17,000</b>	<b>10/01/2001</b>
<b>Replace Light Fixtures-PHA Wide</b>	<b>\$14,000</b>	<b>10/01/2001</b>
<b>Replace Carpet- Site A Ederly</b>	<b>\$14,000</b>	<b>10/01/2002</b>
<b>Replace Cabinets-Kitchen Sinks- Site A</b>	<b>\$24,000</b>	<b>10/01/2002</b>
<b>Replace Cabinets-Kitchen Sinks- Site B</b>	<b>\$34,000</b>	<b>10/01/2003</b>
<b>Overlay Parking Lot Site A&amp;B</b>	<b>\$40,000</b>	<b>10/01/2004</b>
<b>Total estimated cost over next 5 years</b>	<b>\$143,000</b>	

### **Optional Public Housing Asset Management Table**

See Technical Guidance for instructions on the use of this table, including information to be provided.

#### **Public Housing Asset Management**

##### **Development Identification Activity Description**

Name, Number, and Location      Number and Type of units      Capital Fund Program Parts II and III  
*Component 7a*      Development Activities *Component 7b*      Demolition / disposition *Component 8*  
Designated housing *Component 9*      Conversion *Component 10*      Home- ownership  
*Component 11a*      Other (describe) *Component 17*