

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

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# 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**

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HUD 50075  
OMB Approval No: 2577-0226  
Expires: 03/31/2002

**PHA Plan  
Agency Identification**

**PHA Name: Archer City Housing Authority**

**PHA Number: TX094001**

**PHA Fiscal Year Beginning: 04/2000**

**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

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

- Main business office of the PHA

**5-YEAR PLAN**  
**PHA FISCAL YEARS 2000 - 2004**

[24 CFR Part 903.5]

**A. Mission**

- ⊗ 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.

**B. Goals**

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

- ⊗ PHA Goal: Expand the supply of assisted housing  
Objectives:
  - ⊗ Reduce public housing vacancies:
- ⊗ PHA Goal: Improve the quality of assisted housing  
Objectives:
  - ⊗ Improve public housing management: (PHAS score)
  - ⊗ Concentrate on efforts to improve specific management functions:  
(list; e.g., public housing finance; voucher unit inspections)
  - ⊗ Renovate or modernize public housing units:

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

- ⊗ PHA Goal: Provide an improved living environment  
Objectives:
  - Ä Implement measures to deconcentrate poverty by bringing higher income public housing households into lower income developments:
  - ⊗ Implement measures to promote income mixing in public housing by assuring access for lower income families into higher income developments:

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

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

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

- ⊗ PHA Goal: Ensure equal opportunity and affirmatively further fair housing  
Objectives:
  - ⊗ Undertake affirmative measures to ensure access to assisted housing regardless of race, color, religion national origin, sex, familial status, and disability:
  - ⊗ Undertake affirmative measures to provide a suitable living environment for families living in assisted housing, regardless of race, color, religion national origin, sex, familial status, and disability:

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

**The Archer City Housing Authority has initiated independent inspections of all property and units to determine existing needs. The ACHA has determined based on information from these inspections that it should:**

- 1. Add dryer connections to all units that don't have them. (So all will have connections approx.6 units).**
- 2. Caulk all windows and doors of all units.**
- 3. Address the need for security fencing/ landscaping, fencing around compressors of each unit.**
- 4. Meet safety standards for all electrical outlets.**
- 5. Add additional parking for units 11, 12, 13,14**
- 6. Install gutters and downspouts around all 5 buildings**
- 7. Address need for playground area.**
- 8. Add carbon dioxide detectors.**
- 9. Purchase freon recovery system to repair a/c units by maintenance personnel**

**10. Put fire extinguishers in each unit.**

**Other goals include:**

- 1. Improve communications between residents and Archer City Housing Authority staff.**
- 2. To keep the apartments well maintained by improving their environment to make a nice place to live so the residents will be proud of their homes and therefore they will feel more like a part of the community.**
- 3. To complete work items and reach goals that will coordinate and maximize dollars to avoid waste.**
- 4. To try to get residents involved as much as possible.**
- 5. Improve communications and working relationships with community organizations and charitable institutions.**

**Annual PHA Plan**  
**PHA Fiscal Year 2000**

[24 CFR Part 903.7]

**i. Annual Plan Type:**

**Streamlined Plan:**

- ⊗ **High Performing PHA**
- ⊗ **Small Agency (<250 Public Housing Units)**

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

[24 CFR Part 903.7 9 (r)]

**iii. Annual Plan Table of Contents**

[24 CFR Part 903.7 9 (r)]

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### Attachments

#### Required Attachments:

- ⊗ Admissions Policy for Deconcentration
- ⊗ 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)

### Supporting Documents Available for Review

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
X	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
X	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans
X	Fair Housing Documentation: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions' initiatives to affirmatively further fair housing that require the PHA's involvement.	5 Year and Annual Plans
X	Consolidated Plan for the jurisdiction/s in which the PHA is located (which includes the Analysis of Impediments to Fair Housing Choice (AI)) and any additional backup data to support statement of housing needs in the jurisdiction	Annual Plan: Housing Needs
X	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources;
X	Public Housing Admissions and (Continued) Occupancy Policy (A&O), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
N/A	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
X 1.	Public Housing Deconcentration and Income Mixing Documentation: PHA board certifications of compliance with deconcentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/99 <i>Quality Housing and Work Responsibility Act Initial Guidance; Notice</i> and any further HUD guidance) and 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 <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X	Schedule of flat rents offered at each public housing development <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
N/A	Section 8 rent determination (payment standard) policies <input type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
X	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	Annual Plan: Operations and Maintenance
X	Public housing grievance procedures <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
N/A	Section 8 informal review and hearing procedures <input type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
N/A	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
X	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
N/A	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	Annual Plan: Capital Needs
N/A	Approved 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
N/A	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
N/A	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
N/A	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act	Annual Plan: Conversion of Public Housing
N/A	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
N/A	Policies governing any Section 8 Homeownership program <input type="checkbox"/> check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
N/A	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
N/A	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
N/A	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
N/A	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
N/A	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
N/A	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)

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

[24 CFR Part 903.79 (a)]

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

<b>Housing Needs of Families in the Jurisdiction by Family Type</b>							
Family Type	Overall	Afford-ability	Supply	Quality	Access-ibility	Size	Loca-tion
Income <= 30% of AMI	52	4	3	3	3	2	3
In come >30% but <=50% of AMI	40	3	5	2	3	3	3
Income >50% but <80% of AMI	18	3	4	2	3	3	3
Elderly	40	3	3	3	3	3	3
Families with Disabilities		No	CHAS	Data			
African/American	0	2	3	3	4	3	4
Hispanic	13	2	3	3	4	3	4

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.)

- U.S. Census data: the Comprehensive Housing Affordability Strategy (“CHAS”) dataset

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

<b>Housing Needs of Families on the Waiting List</b>			
Waiting list type: (select one)			
<input checked="" type="checkbox"/> Public Housing			
	# of families	% of total families	Annual Turnover
Waiting list total	12	100%	6

<b>Housing Needs of Families on the Waiting List</b>			
Extremely low income <=30% AMI	6	100%	
Very low income (>30% but <=50% AMI)	4	100%	
Low income (>50% but <80% AMI)	2	100%	
Families with children	10	100%	
Elderly families	0		
Families with Disabilities	0		
Race/ethnicity	0		
Race/ethnicity	0		
Race/ethnicity			
Race/ethnicity			
Characteristics by Bedroom Size (Public Housing Only)			
1BR	3		
2 BR	6		
3 BR	2		
4 BR	1		
5 BR			
5+ BR			
Is the waiting list closed (select one)? <input type="radio"/> No			

**C. Strategy for Addressing Needs**

**(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:**

- ⊗ Employ effective maintenance and management policies to minimize the number of public housing units off-line
- ⊗ Reduce turnover time for vacated public housing units
- ⊗ Reduce time to renovate public housing units

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

- ⊗ Leverage affordable housing resources in the community through the creation of mixed - finance housing

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

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

- ⊗ Exceed HUD federal targeting requirements for families at or below 30% of AMI in public housing

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

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

- ⊗ Adopt rent policies to support and encourage work

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

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

- ⊗ Seek designation of public housing for the elderly
- ⊗ Apply for special-purpose vouchers targeted to the elderly, should they become available

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

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

- ⊗ Seek designation of public housing for families with disabilities
- ⊗ Apply for special-purpose vouchers targeted to families with disabilities, should they become available
- ⊗ Other: Establish working relationship with local service organizations

**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:**

- ⊗ Other: Work with local service agencies

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

- ⊗ Other: Work with local service agencies

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

**(2) Reasons for Selecting Strategies**

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

- ⊗ Funding constraints
- ⊗ Staffing constraints

**2. Statement of Financial Resources**

[24 CFR Part 903.7 9 (b)]

<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>		
a) Public Housing Operating Fund	20,120.00	
b) Public Housing Capital Fund	28,315.00	
c) HOPE VI Revitalization		
d) HOPE VI Demolition		
e) Annual Contributions for Section 8 Tenant-Based Assistance		
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)		
g) Resident Opportunity and Self-Sufficiency Grants		

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
h) Community Development Block Grant		
i) HOME		
Other Federal Grants (list below)		
<b>2. Prior Year Federal Grants (unobligated funds only) (list below)</b>		
<b>3. Public Housing Dwelling Rental Income</b>		
	7,450.00	
<b>4. Other income (list below)</b>		
Other income	1,180.00	
<b>4. Non-federal sources (list below)</b>		
<b>Fmha/RD</b>	24,120.00	
Section 8 New Construction	71,930.00	
<b>Total resources</b>	151,909.00	

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

[24 CFR Part 903.7 9 (c)]

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

##### **(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)

- b. Which non-income (screening) factors does the PHA use to establish eligibility for admission to public housing (select all that apply)?
- Criminal or Drug-related activity
  - Rental history
- c.  Yes Does the PHA request criminal records from local law enforcement agencies for screening purposes?
- d.  Yes Does the PHA request criminal records from State law enforcement agencies for screening purposes?
- e.  No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)

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

- a. Which methods does the PHA plan to use to organize its public housing waiting list (select all that apply)
- Community-wide list
- b. Where may interested persons apply for admission to public housing?
- PHA main administrative office
- 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**

N/A

### **(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
- b.  Yes: 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:

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

b. Transfer policies:

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

- ⊗ Emergencies
- ⊗ Overhoused
- ⊗ Underhoused
- ⊗ Medical justification
- ⊗ Administrative reasons determined by the PHA (e.g., to permit modernization work)

c. Preferences

1. ⊗ 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**)

#### **(5) Occupancy**

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

- ⊗ The PHA-resident lease
- ⊗ The PHA’s Admissions and (Continued) Occupancy policy
- ⊗ PHA briefing seminars or written materials
- ⊗ Other source: New Resident Orientation

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

- ⊗ At an annual reexamination and lease renewal
- ⊗ Any time family composition changes
- ⊗ At family request for revision

**(6) Deconcentration and Income Mixing**

a.  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.  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?

N/A

d.  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?

N/A

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?

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

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

**B. Section 8**

**(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
- b.  Yes: Does the PHA request criminal records from local law enforcement agencies for screening purposes?
- c.  Yes: Does the PHA request criminal records from State law enforcement agencies for screening purposes?
- d.  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)  
any other screening results

**(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
- b. Where may interested persons apply for admission to section 8 tenant-based assistance?

**N/A**

**(3) Search Time**

- a. N/A : 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

- ⊗ 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.N/A: 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

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

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 (not a preference)

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
4. Among applicants on the waiting list with equal preference status, how are applicants selected? (select one)
- ⊗ Date and time of application
5. If the PHA plans to employ preferences for “residents who live and/or work in the jurisdiction” (select one)
- ⊗ The PHA requests approval for this preference through this PHA Plan
6. Relationship of preferences to income targeting requirements: (select one)
- ⊗ 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)
- b. How does the PHA announce the availability of any special-purpose section 8 programs to the public?

N/A

**4. PHA Rent Determination Policies**

[24 CFR Part 903.7 9 (d)]

**A. Public Housing**

**(1) Income Based Rent Policies**

- a. Use of discretionary policies: (select one)
- ⊗ 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)

\$26-\$50

2.  Yes: Has the PHA adopted any discretionary minimum rent hardship exemption policies?

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

Rent adjustments include a provision for hardship cases, detailed in A&O policy

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

1.  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 the non-reimbursed medical expenses of non-disabled or non-elderly families

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

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

For all developments

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

- 100 percent of operating costs for general occupancy (family) developments

f. Rent re-determinations:

1. Between income re examinations, 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)

- Any time the family experiences an income increase

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

## **(2) Flat Rents**

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

- The section 8 rent reasonableness study of comparable housing

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

N/A

### **(1) Payment Standards**

#### **(2) Minimum Rent**

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

- \$26-\$50

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

## **5. Operations and Management**

[24 CFR Part 903.7 9 (e)]

N/A

## **6. PHA Grievance Procedures**

[24 CFR Part 903.7 9 (f)]

N/A

## **7. Capital Improvement Needs**

[24 CFR Part 903.7 9 (g)]

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

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

Select one:

- The Capital Fund Program Annual Statement is provided as an attachment to the PHA Plan as Attachment 1

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

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

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

N/A

- 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)
- 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:
- 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:

- ⊗ 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)]

- ⊗ 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.)

Activity Description

N/A

## **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)]

1. ⊗ 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

- N/A 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.


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

[24 CFR Part 903.7 9 (j)]

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

1.  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

N/A

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

[24 CFR Part 903.7 9 (k)]

**A. Public Housing**

No: Does the PHA administer any homeownership programs administered by the PHA under an approved section 5(h) homeownership program (42 U.S.C. 1437c(h)), or an approved

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

## 2. Activity Description

N/A

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

1.  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.)

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

[24 CFR Part 903.7 9 (l)]

Not Applicable

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

[24 CFR Part 903.7 9 (m)]

### **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)
- Residents fearful for their safety and/or the safety of their children
  - Observed lower-level crime, vandalism and/or graffiti
2. What information or data did the PHA used to determine the need for PHA actions to improve safety of residents (select all that apply).

- ⊗ Resident reports
- ⊗ PHA employee reports
- ⊗ Police reports

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

TX94001

**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)

- ⊗ Crime Prevention Through Environmental Design

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

**TX094001**

**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 provide crime data to housing authority staff for analysis and action
- ⊗ Police regularly testify in and otherwise support eviction cases
- ⊗ Police regularly meet with the PHA management and residents

2. Which developments are most affected?

**TX94001**

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

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

**14. RESERVED FOR PET POLICY**

[24 CFR Part 903.7 9 (n)]

## Addendum J PET OWNERSHIP POLICY

### A. Pet Rules

The following rules shall apply for the keeping of pets by Residents living in the units operated by the Housing Authority. These rules do not apply to animals used by persons with disabilities.

1. Common household pets as authorized by this policy means a domesticated animals, such as cats, dogs, fish, birds, rodents (including rabbits) and turtles, that are traditionally kept in the home for pleasure rather than for commercial purposes.
2. Residents will register their pets with the Authority **BEFORE** it is brought onto the Authority premises, and will update the registration annually. The registration will include: (*Appendix 1*)
  - a. Information sufficient to identify the pet and to demonstrate that it is a common household pet and a picture;
  - b. A certificate signed by a licensed veterinarian or a State or Local Authority empowered to inoculate animals, stating that the pet has received all inoculations required by applicable State and Local Law;
  - c. The name, address, and telephone number of one or more responsible parties who will care for the pet if the pet owner dies, is incapacitated, or is otherwise unable to care for the pet.
  - d. The registration will be updated annually at the annual re-examination of Residents' income.
  - e. A statement indicating that the pet owner has read the pet rules and agrees to comply with them; (*Appendix 2*)
  - f. The Authority may refuse to register a pet if:
    - 1) The pet is not a common household pet;
    - 2) The keeping of the pet would violate any applicable house pet rule;
    - 3) The pet owner fails to provide complete pet registration information;
    - 4) The pet owner fails annually to update the pet registration;
    - 5) The Authority reasonably determines, based on the pet owners' habits and practices and the pet's temperament, that the pet owner will be unable to keep the pet in compliance with the pet rules and other legal obligations;

- 6) Financial ability to care for the pet will not be a reason for the Authority to refuse to register a pet.
- g. The Authority will notify the pet owner if the Authority refuses to register a pet. The notice will:
- 1) State the reasons for refusing to register the pet;
  - 2) Be served on the pet owner in accordance with procedure outlined in paragraph B1 of this policy; and
  - 3) Be combined with a notice of a pet rule violation if appropriate.
3. Cats and dogs shall be limited to small breeds where total weight shall not exceed twenty (20) pounds and total height shall not exceed twelve (12) inches. Seeing-eye dogs are excluded to height and weight.
  4. No chows, pit bulls, german police dogs, or any other known fighter breed will be allowed on the premises.
  5. All cat and dog pets shall be neutered or spayed, and verified by veterinarian, cost to be paid by the owner. Pet owners will be required to present a certificate of health from their veterinarian verifying all required annual vaccines, initially and at re-examination.
  6. A \$100.00 pet fee shall be made to the Housing Authority. Such fee will be a one-time fee (per pet) and shall be used to help cover cost of damages to the unit caused by the pet.
  7. Pets shall be quartered in the Residents unit.
  8. Dogs and cats shall be kept on a leash and controlled by a responsible individual when taken outside.
  9. No dog houses will be allowed on the premises.
  10. Pets (dogs and cats), shall be allowed to run only on the owners lawn and owners shall clean up after pets EACH day.
  11. The City Ordinance concerning pets will be complied with.
  12. Pets shall be removed from the premises when their conduct or condition is duly determined to constitute a nuisance or a threat to the health and safety of the pet owner and occupants of the Authority in accordance with paragraph B3 below.
  13. Birds must be kept in regular bird cages and not allowed to fly throughout the unit.
  14. Each resident family will be allowed to house only tow (21) animal at any time. Visiting guests with pets will not be allowed.
  15. Dishes or containers for food and water will be located within the owners apartment. Food and/or table scraps, will not be deposited on the owners porches or yards.
  16. Residents will not feed or water stray animals or wild animals.

17. Pets will not be allowed on specified common areas (under clotheslines, social rooms, office, maintenance space, etc.).
18. Each resident family will be responsible for the noise or odor caused by their pet. Obnoxious odors can cause health problems and will not be tolerated.

**B. Pet Violation Procedure**

1. **NOTICE OF PET RULE VIOLATION (Appendix 3):** When the Authority determines on the basis of objective facts supported by written statements, that a pet owner has violated one or more of these rules governing the owning or keeping of pets, the Authority will:
  - a. Serve a notice of the pet rule violation on the owner by sending a letter by first class mail, properly stamped and addressed to the Resident at the leased dwelling unit, with a proper return address, or serve a copy of the notice on any adult answering the door at the Residents' leased dwelling unit, or if no adult responds, by placing the notice under or through the door, if possible, or else by attaching the notice to the door;
  - b. The notice of pet rule violation must contain a brief statement of the factual basis for the determination and the pet rule or rules alleged to be violated;
  - c. The notice must state that the pet owner has ten (10) days from the effective date of service of notice to correct the violation (including, in appropriate circumstances, removal of the pet) or to make a written request for a meeting to discuss the violation, (the effective date of service is that day that the notice is delivered or mailed, or in the case of service by posting, on the day that the notice was initially posted);
  - d. The notice must state that the pet owner is entitled to be accompanied by another person on his or her choice at the meeting;
  - e. The notice must state that the pet owners' failure to correct the violation, to request a meeting, or to appear at a requested meeting may result in initiation of procedures to terminate the pet owners' residency.
2. **PET RULE VIOLATION MEETING:** If the pet owner makes a timely request for a meeting to discuss an alleged pet rule violation, the Authority shall establish a mutually agreeable time and place for the meeting to be held within fifteen (15) days from the effective date of service of the notice of pet rule violation (unless the Authority agrees to a later date).

- a. The Authority and the pet owner shall discuss any alleged pet rule violation and attempt to correct it and reach an agreeable understanding.
  - b. The Authority may, as a result of the meeting, give the pet owner additional time to correct the violation.
  - c. Whatever decision or agreements, if any, are made will be reduced to writing, signed by both parties, with one copy for the pet owner and one copy placed in the Authority's Resident file.
3. **NOTICE OF PET REMOVAL:** If the pet owner and the Authority are unable to resolve the pet rule violation at the pet rule violation meeting, or if the Authority determines that the pet owner has failed to correct the pet rule violation within any additional time provided for this purpose under paragraph B1 above (or at the meeting, if appropriate), requiring the pet owner to remove the pet. This notice must:
- a. Contain a brief statement of the factual basis for the determination and the pet rule or rules that have been violated;
  - b. State that the pet owner must remove the pet within ten (10) days of the effective date of service of notice or pet removal (or the meeting, if the notice is served at the meeting);
  - c. State the failure to remove the pet may result in initiation of procedures to terminate the pet owners' residency.
4. **INITIATION OF PROCEDURE TO TERMINATE PET OWNERS RESIDENCY:** The Authority will not initiate procedure to terminate a pet owners' residency based on a pet rule violation unless:
- a. The pet owner has failed to remove the pet or correct the pet rule violation within the applicable time period specified in paragraph 3b above;
  - b. The pet rule violation is sufficient to begin procedures to terminate the pet owners' residency under the terms of the lease and application regulations;
  - c. Provisions of Resident's Lease, Section XV: "Termination of Lease" will apply in all cases.

**C. Protection of the Pet**

- 1. If the health or safety of a pet is threatened by the death or incapacity of the pet owner, or by other factors that render the pet owner unable to care for the pet, the Authority may:
  - a. Contact the responsible party or parties listed in the registration form and ask that they assume responsibility for the pet;

- b. If the responsible party or parties are unwilling or unable to care for the pet, the Authority may contact the appropriate State or Local Authority (or designated agent of such Authority) and request the removal of the pet;
- c. If the Authority is unable to contact the responsible parties despite reasonable efforts, action as outlined in 1b above will be followed; and
- d. If none of the above actions reap results, the Authority may enter the pet owners' unit, remove the pet, and place the pet in a facility that will provide care and shelter until the pet owner or a representative of the pet owner is able to assume responsibility for the pet, but no longer than thirty (30) days. The cost of the animal care facility provided under this section shall be borne by the pet owner.

**D. NUISANCE OR THREAT TO HEALTH OR SAFETY**

Nothing in this policy prohibits the Authority or the Appropriate City Authority from requiring the removal of any pet from the Authority property. If the pet's conduct or condition is duly determined to constitute, under the provisions of State or Local Law, a nuisance or a threat to the health or safety or other occupants of the Authority property or of other persons in the community where the project is located.

**E. APPLICATION OF RULES**

- 1. Pet owners will be responsible and liable for any and all bodily harm to other residents or individuals and destruction of personal property belonging to others caused by owner's pet will be the moral and financial obligation of the pet owner.
- 2. All pet rules apply to resident and/or resident's guests.

**Appendix 1**  
**Pet Agreement**

- I. Management considers the keeping of pets a serious responsibility and a risk to each resident in the apartment. If you do not properly control and care for a pet, you will be held liable if it causes any damages or disturbs other residents.
  
- I. **Conditional Authorization for Pet.** You may keep the pet that is described below in the apartment until Dwelling Lease is terminated. Management may terminate this authorization sooner if your right of occupancy is lawfully terminated or if you or your pet, your guests or any member of your household violate any of the rules contained in the Authority's pet Policy or this Agreement.
  
- I. **Pet Fee.** The Pet Fee will be \$ 100.00 . The Pet Fee is a one-time charge for your current pet.
  - a. If, at any time in the future, this pet is replaced by another animal, another one-time fee will be charged for that animal.
  
  - b. This fee will be used to pay reasonable expenses directly attributable to the presence of the pet in the complex, including but not limited to, the cost of repairs and replacement to, and fumigation of, the apartment.
  
- I. **Liability Not Limited.** The fee under this Pet Agreement does not limit resident's liability for property damages, cleaning, deodorization, defleaing, replacements, or personal injuries.
  
- I. **Description of Pet.** You may keep only one pet as described below. The pet may not exceed twelve (12) inches in height and twenty (20) pounds in weight. You may not substitute other pets for this one without amending this agreement.

Pet's Name \_\_\_\_\_ Type \_\_\_\_\_  
Breed \_\_\_\_\_ Color \_\_\_\_\_ Weight \_\_\_\_\_ Age \_\_\_\_\_

Housebroken? \_\_\_\_\_ City of License \_\_\_\_\_ License No. \_\_\_\_\_  
Date of last Rabies shot \_\_\_\_\_

Name, address and phone number of person able to care for pet in case of resident's permanent or temporary inability to care for animals

Name \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

**Appendix 2**  
**Pet Policy Certification**

Attach photo of pet

By

Title

Housing Authority of City of

Resident

Resident

Resident

I have read, fully understand and will abide by the rules and regulations contained in the Housing Authority Pet Policy and in this Pet Agreement.

**Appendix 3  
Pet Policy Rules Violation Notice**

DATE:	
TIME: (IF DELIVERED)	A.M. / P.M.

TO:

NAME OF RESIDENT:	
STREET ADDRESS:	
CITY, STATE, ZIP CODE	
PET NAME OR TYPE:	

This notice hereby informs you of the following rules violation:

Factual Basis for Determination of Violation:

As pet owner you have ten (10) calendar days from the date shown on this notice (date notice delivered or mailed) in which to correct the violation or make a written request for a meeting to discuss the violation.

As pet owner you are entitled to be accompanied by another person of your choice at the meeting.

Failure to correct the violation, to request a meeting, or to appear at the requested meeting may result in initiation of procedures to terminate your tenancy.

Executive Director

## **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: 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 : Was the most recent fiscal audit submitted to HUD?
3.  Yes : Were there any findings as the result of that audit?
4.  No: If there were any findings, do any remain unresolved?

## **17. PHA Asset Management (Not Applicable)**

[24 CFR Part 903.7 9 (q)]

## **18. Other Information**

[24 CFR Part 903.7 9 (r)]

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

1.  No: Did the PHA receive any comments on the PHA Plan from the Resident Advisory Board/s?

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

1.  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.  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

N/A

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

1. Consolidated Plan jurisdiction: State of Texas
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)

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

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

To maintain and improve the City's existing housing for low-income families.

To expand economic opportunities in the community, particularly for lower income residents

**D. Other Information Required by HUD**

## Attachments

### Attachment 1 Capital Fund Program Annual Statement

## PHA Plan Table Library

### 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 TX21P0940400 FFY of Grant Approval: (04/2000)

⊗ Original Annual Statement

Line No.	Summary by Development Account	Total Estimated Cost
1	Total Non-CGP Funds	
2	1406 Operations	\$ 5,665.00
3	1408 Management Improvements	\$ 5,250.00
4	1410 Administration	\$11,200.00
5	1411 Audit	
6	1415 Liquidated Damages	
7	1430 Fees and Costs	
8	1440 Site Acquisition	
9	1450 Site Improvement	\$ 400.00
10	1460 Dwelling Structures	\$ 5,100.00
11	1465.1 Dwelling Equipment-Nonexpendable	\$ 700.00
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>\$28,315.00</b>
21	Amount of line 20 Related to LBP Activities	
22	Amount of line 20 Related to Section 504 Compliance	
23	Amount of line 20 Related to Security	
24	Amount of line 20 Related to Energy Conservation Measures	

**Annual Statement**

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

Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Total Estimated Cost
TX094001	Operations	1406	\$ 5,665.00
TX094001	Travel & Training	1408	\$ 1,250.00
TX094001	Computer Software Upgrade	1408	\$ 4,000.00
TX094001	Coordinator Salary & Benefits	1410	\$11,200.00
TX094001	Tree Trimming	1450	\$ 400.00
TX094001	Plumbing	1460	\$ 2,000.00
TX094001	Carpentry	1460	\$ 2,000.00
TX094001	Painting	1460	\$ 1,100.00
TX094001	Refrigerator	1465	\$ 400.00
TX094001	Range	1465	\$ 300.00

**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)
TX094001	03-31-02	03-31-03

**Table Library**