

PHA Plans

5 Year Plan for Fiscal Years 2000 - 2004

Annual Plan for Fiscal Year 2000

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

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

Annual Plan Type:

Streamlined Plan:

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

**PHA Plan
Agency Identification**

PHA Name: Housing Authority of the City of Calvert

PHA Number: TX150001

PHA Fiscal Year Beginning: *January 1, 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:

Main administrative office of the PHA

PHA Plan Supporting Documents are available for inspection at:

Main business office of the PHA

**PHA Certifications of Compliance with the PHA Plans
and Related Regulations
Board Resolution to Accompany the PHA Plan**

Acting on behalf of the Board of Commissioners of the Public Housing Agency (PHA) listed below, as its Chairman or other authorized PHA official if there is no Board of Commissioners, I approve the submission of the 5-Year Plan and Annual Plan for PHA fiscal year beginning January 1, 2000 hereinafter referred to as the Plan of which this document is a part and make, the following certifications and agreements with the Department of Housing Development (HUD) in connection with the submission of the Plan and implementation thereof:

1. The Plan is consistent with the applicable comprehensive housing affordability strategy (or any plan incorporating such strategy) for the jurisdiction in which the PHA is located.
2. The Plan contains a certification by the appropriate State or local officials that the Plan is consistent with the applicable consolidated Plan, which includes the Analysis of Impediments to Fair Housing Choice, for the PHA's jurisdiction and a description of the manner in which the PHA Plan is consistent with the applicable Consolidated Plan.
3. The PHA has established a Resident Advisory Board or Boards, the membership of which represents the residents assisted by the PHA, consulted with this Board or Boards in developing the Plan, and considered the recommendations of the Board or Boards (24 CFR 903-13). The PHA has included in the Plan submission a copy of the recommendations made by the Resident Advisory Board or Boards and a description of the manner in which the Plan addresses these recommendations.
4. The PHA made the proposed Plan and all information relevant to the public hearing available for public inspection at least 45 days before the hearing, published a notice that a hearing would be held and conducted a hearing to discuss the Plan and invited public comment.
5. The PHA will carry out the Plan in conformity with Title VI of the Civil Rights Act of 1964, the Fair Housing Act, section 504 of the Rehabilitation Act of 1973, and title U of the Americans with Disabilities Act of 1990.
6. The PHA will affirmatively further fair housing by examining their programs or proposed programs, identify any impediments to fair housing choice within those programs, address those impediments in a reasonable fashion in view of the resources available and work with local jurisdictions to implement any of the jurisdiction's initiatives to affirmatively further fair housing that require the PHA's involvement and maintain records reflecting these analyses and actions.
7. For PHA Plan that includes a policy for site based waiting lists:
 - The PHA regularly submits required data to HUD's MTCS in an accurate, complete and timely manner (as specified in PH4 Notice 99-2);
 - The system of site-based waiting lists provides for full disclosure to each applicant in the selection of the development in which to reside, including basic information about available sites; and an estimate of the period of time the applicant would likely have to wait to be admitted to units of different sizes and types at each site;
 - Adoption of site-based waiting list would not violate any court order or settlement agreement or be inconsistent with a pending complaint brought by HUD;
 - The PHA shall take reasonable measure to assure that such waiting list is consistent with affirmatively furthering fair housing;
 - The PHA provides for review of its site-based waiting list policy to determine if it is consistent with civil rights laws and certifications, as specified in 24 CFR part 903.7(c)(1).

PHA Certifications of Compliance with the PHA Plans and Related Regulations to Accompany the HUD 50075

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

8. The PHA will comply with the prohibitions against discrimination on the basis of age Pursuant to the Age Discrimination Act of 1975.
9. The PHA will comply with the Architectural Barriers Act of 1968 and 24 CFR Part 41, Policies and procedures for the Enforcement Of Standards and Requirements for Accessibility by the Physically Handicapped.
10. The PHA will comply with the requirements of section 3 of the Housing and Urban Development Act of 1968, Employment Opportunities for Low- or Very-Low Income Persons, and with its implementing regulation at 24 CFR Part 135.
11. The PHA has submitted with the Plan a certification with regard to a drug free workplace required by 24 CFR Part 24, Subpart F.

Executive Summary

In accordance with Section 511 of the Quality Housing and Work Responsibility Act of 1998, the **Calvert** Housing Authority is pleased to submit the Agency Plan.

The Agency Plan is presented in two sections:

Section 1: Five Year Plan

This section includes the PHA's Mission Statement, goals and objectives. The housing authority has considered the Mission Statement, goals and objectives of HUD in developing the Five Year Plan.

Section 2: Annual Plan

This section includes the components required to be submitted by a small housing authority (less than 250 public housing units) that is designated a high performing housing authority.

Please refer to the Table of Contents for the components included. Any required components that are not included in this submission are so indicated in the Table of Contents along with the location of the applicable materials and the date submitted to HUD, if required.

In this first year of required submission, the housing authority has elected to continue to operate its programs in an efficient, cost effective manner and to explore the options authorized by the QHWRA, e.g., mortgaging of public housing properties. These options will be explored primarily as methods to provide safe, decent, affordable housing for eligible residents of the City of Calvert.

The Five Year and Annual Plans were available for review by the public on **November 19, 1999** as noted in the public notice published November 13, 1999 (posted in Post Office and City Hall) and November 16, 1999 (in local newspaper). An attendance sheet for the public hearing as well as minutes, including resident/public comments are available for review in the housing authority's file on the Annual Plan. All comments received have been considered and addressed by the housing authority and the Board of Commissioners approved the Five Year and Annual Plans for submission to HUD on **November 29, 1999**.

Questions or approval notification should be addressed to the Executive Director, Sandra D. Greaves, of the housing authority.

Respectfully submitted,

Sandra Greaves

Executive Director

PLAN COMPONENTS

Component and Title	Submitted(Y/ N)	Page #	If no, location of applicable material
Executive Summary	Yes	6	
Table of Contents	Yes	7	
Progress Report	No		Forthcoming through year
Five Year Plan	Yes	9	
Annual Plan:	Yes	13	
A. Statement of Housing Needs	Yes	14	
B. Statement of Financial Resources	Yes	22	
C. Statement of Policies on Eligibility	Yes	25	
D. Statement of Rent Determination Policies	Yes	43	
E. Statement of Operations and Management	No		Not Required
F. Statement of Grievance Procedures	No		In Main Office of Authority
G. Statement of Capital Improvements Needed	Yes	49	
H. Statement of Demolition/Disposition	Yes	54	
I. Statement of Public Housing Designated for Elderly or Disabled Families	Yes	55	
J. Statement of Conversion of Public Housing to Tenant based Housing.	Yes	56	
K. Statement of Home Ownership Programs	Yes	57	

	Component and Title	Submitted(Y/ N)	Page #	If no, location of applicable material
L.	Statement of Community Service and Self-Sufficiency Program	No		Not Required
M.	Statement of Safety & Crime Prevention Measures	Yes	58	
N.	Statement of Pet Policies	Yes	59	
O.	Civil Rights Certification	Yes	62	
P.	Audit	No	63	
Q.	Statement of Asset Management	No		Not Required
R.	Other Information and attachments	Yes	64	
	Statement of Resident Advisory Board Recommendations and attachments concerning these recommendations	Yes	64	

Five Year Plan

FIVE-YEAR PLAN FOR

Housing Authority of the City of Calvert

December 1, 1999

Approved by the PHA Board of Commissioners: November 29, 1999

Five Year Plan

Following are:

1. The Housing Authority's Mission Statement for serving the needs of low income and very low-income families in the PHA's jurisdiction during the next five fiscal years.
2. The Housing Authority's goals and objectives that will enable the PHA to serve the needs of the low income and very low-income families as identified by the PHA for the next five fiscal years.

1. **MISSION STATEMENT**

"To provide safe, decent, affordable housing for eligible residents of the City of Calvert."

Five Year Plan

2. PHA GOALS & OBJECTIVES

HUD's Strategic Goals applicable to housing authorities include:

1. Increase the availability of decent safe and affordable housing in American communities;
2. Ensure equal opportunity in housing for all Americans;
3. Promote self sufficiency and asset development of families and individuals;
4. Improve community quality of life and economic vitality

The City of Calvert Housing Authority has designated the following to be the goals and objectives:

Goal	Objective
Retain current, and attract potential residents with a sufficient occupancy period to enable them to become self-sufficient.	Standardize high occupancy rate by Decmeber 31, 2000 . Develop support systems such as drug abuse prevention, education and treatment programs by December 31, 2005 .
Manage the housing authority's programs in a manner that results in being recognized as a high performer.	Increase occupancy rate to 95 % by end of the fiscal year.
Maintain the housing authority's physical assets in a manner that is both efficient and more cost effective.	The housing authority will implement a preventive maintenance program by June 1 in this fiscal year.
Administer all programs in compliance with the Annual Contributions Contract, all regulations and laws.	By January 30, 2000, the PHA will assign the duties of compliance to Executive Director to ensure that full compliance is achieved.
Strive to address the housing needs of the Housing Authority of the City of Calvert through identification of housing needs and implementation of a marketing strategy.	By June30,2000, the PHA will complete an analysis of the housing needs in City of Calvert and identify the population(s) most in need of affordable housing. By December 31, 2002, the PHA will prepare a marketing plan specific to the identified population and begin an active marketing program.

Five Year Plan

Goal	Objective
<p>Improve the security and safety of public housing sites.</p>	<p>By March 31, 2000, the PHA will meet with the persons in charge of the police precinct(s) in which public housing sites are located to establish a working relationship.</p> <p>By December 31, 2000, the PHA in conjunction with the appropriate police officials shall develop a plan to reduce crime at public housing site(s).</p> <p>.</p>
<p>Maintain the PHA's physical assets in a manner that meets the established physical condition standards.</p>	<p>By June 30, 2000 develop a preventive maintenance plan and schedule for the public housing inventory.</p> <p>Reduce the number of work orders generated by residents by 5% by December 31, 2001.</p> <p>By December 31, 2002 establish inventory control points to ensure that items frequently needed by maintenance staff are always available.</p>
<p>Ensure all applicants, residents, employees and program participants have full access to the programs and benefits offered by the Calvert housing authority.</p>	<p>By December 31, 2003 develop written procedures to address requests for reasonable accommodation.</p>
<p>Ensure the PHA is fiscally responsible.</p>	<p>By December 31, 2004 identify program areas which may be duplicative. By December 31, 2005 conduct process analysis on identified areas to improve overall cost effectiveness.</p> <p>Maintain current level of operation over a five-year period with no more than 10% increase in costs.</p>

Annual Plan

ANNUAL PLAN FOR THE YEAR OF January 1, 2000 through December 31, 2000

Housing Authority of the City of Calvert

December 1, 1999

Approved by the PHA Board of Commissioners: November 29, 1999

Component A – Statement of Housing Needs

STATEMENT OF HOUSING NEEDS

HOUSING AUTHORITY OF THE CITY OF CALVERT

The PHA has analyzed the housing needs of low-income and very low-income families who reside in the PHA's jurisdiction. Included in the analysis are housing needs of extremely low-income families, elderly families and families with disabilities, and households of various races and ethnic groups residing in the jurisdiction.

The housing needs of each of these groups have been identified separately. The identification of housing needs took into account issues of affordability, supply, quality, accessibility, size of units and location.

The PHA is not located in a city or county with its own Consolidated Plan. However, the State's Consolidated Plan accurately describes the housing needs of the jurisdiction. Applicable portions of the State's Consolidated Plan are attached.

The PHA's analysis of housing needs was obtained by the following method:

Through the use of the Internet and the census information for 1995 State and County Income and Poverty, and, also, by accessing the baseline information on household characteristics for small areas. The Web Page of HUD was accessed for the income limits and fair market housing.

Component A – Statement of Housing Needs

WAITING LIST

The PHA has analyzed the housing needs of low-income and very low-income families on the PHA's public housing waiting lists. Included in the analysis are housing needs of extremely low-income families, elderly families and families with disabilities, and households of various races and ethnic groups on the PHA's waiting lists.

The housing needs of each of these groups have been identified separately. The identification of housing needs took into account issues of affordability, supply, quality, accessibility, size of units and location.

The PHA has conducted an analysis of its public housing waiting list analysis. Table is attached.

NEEDS ASSESSMENT

Through analysis of the PHA's jurisdiction and waiting lists, the PHA believes that extremely low-income families, very low-income families, low-income families, working poor families, persons with disabilities, and elderly persons households are least well-served in the PHA's jurisdiction. As required, the information provided includes:

Households with incomes below 30% of area median (extremely low income)

Elderly households and households with disabilities

Identification of household race and ethnicity

BARRIERS TO AFFORDABLE HOUSING

There are barriers in the PHA's jurisdiction with impact the PHA's ability to provide affordable housing to these needy populations. The population group(s) identified extremely low-income families, very low-income families, low-income families, working poor families, persons with disabilities, and elderly persons households faces the following barriers to obtaining affordable housing:

Affordability

Supply of housing resources

Quality of available housing

Accessibility

Component A – Statement of Housing Needs

STRATEGIES TO ADDRESS NEEDS

The PHA intends, to the maximum extent practicable, to address the community housing needs described above. . The PHA efforts over the next year will center on addressing affordability and accessibility.

Other strategies to be considered include:

- respond to HUD Notices of Funding Availability for additional funds

- develop partnerships with nonprofit homeless shelters, transitional housing providers, and affordable housing providers.

Component A – Statement of Housing Needs

Household Income/Affordability
Housing Payment Worksheet

	FACTOR	1 person	2 person	3 person	4 person	5 person	6 person	7 person	8 or more
1	Median Family Income								
2	VL <30%								
3	Income	7350	8400	9450	10500	11350	12200	13000	13850
4	Home Value	2.5 18375	21000	23625	26250	28400	30500	32500	34625
5	Rent	0.3 183.76	210	236.25	262.5	284	305	325	346.25
6	Low 30-50%								
7	Income	12250	14000	15750	17500	18900	20300	21700	23100
8	Home Value	2.5 30625	35000	39375	43750	47250	50750	54250	57750
9	Rent	0.3 306.25	350	393.75	437.5	472.5	507.5	542.5	577.5
10	low-moderate 50-80%								
11	Income	19600	22400	25200	28000	30250	32500	34700	36950
12	Home Value	2.5 49000	56000	63000	70000	75625	81250	86750	92375
13	Rent	0.3 490	560	630	700	756.25	812.5	867.5	923.75
14	Moderate 80-median								
15	Income								
16	Home Value	2.5							
17	Rent	0.3							
18	Median-125%								
19	Income								
20	Home Value	2.5							
21	Rent	0.3							

Component A – Statement of Housing Needs

Household Income/Affordability Housing Payment Worksheet

	FACTOR	1 person	2 person	3 person	4 person	5 person	6 person	7 person	8 or more
1	Median Family Income								
2	VL <30%								
3	Income		13350	15250	17150	19100	20600	22150	23650
4	Home Value	2.5	33375	38125	42875	47750	51500	55375	59125
5	Rent	0.3	333.75	381.25	428.75	477.5	515	553.75	591.25
6	Low 30-50%								
7	Income		22250	25450	28600	31800	34350	36900	39450
8	Home Value	2.5	55625	63625	71500	79500	85875	92250	98625
9	Rent	0.3	556.25	636.25	715	795	858.75	922.5	986.25
10	low-moderate 50-80%								
11	Income		33450	38250	43000	47800	51600	55450	59250
12	Home Value	2.5	83625	95625	107500	119500	129000	138625	148125
13	Rent	0.3	836.25	956.25	1075	1195	1290	1386.25	1481.25
14	Moderate 80%-median								
15	Income		41812.5	47812.5	53750	59750	64500	69312.5	74062.5
16	Home Value	2.5	104531.25	119531.25	134375	149375	161250	173281.25	185156.25
17	Rent	0.3	1045.3125	1195.3125	1343.75	1493.75	1612.5	1732.8125	1851.5625
18	Median-125%								
19	Income		52265.625	59765.625	67187.5	74687.5	80625	86640.625	92578.125
20	Home Value	2.5	130664.0625	149414.0625	167968.75	186718.75	201562.5	216601.5625	231445.3125
21	Rent	0.3	1306.640625	1494.140625	1679.6875	1867.1875	2015.625	2166.015625	2314.453125

Home value is ownership market value at 2.5 times the annual salary

Rent is monthly rent payment at 30% of income

Component A – Statement of Housing Needs

Households by Income and Target Groups

	1 person	2 person	3 person	4 person	5 person	6 person	7 person	8 or more
1	Households by Income							
2	VL <30%							
3	7044	7554	7207	10459	9240			
4	13	6	5	3	1			
5	Households							
6	low-moderate 50-80%							
7		23430						
8		1						
9	Households							
10	Moderate80-median							
11	Households							
11	Households							
12	Ethnic Households by Income							
13	VL <30%							
14	6937	7468	7388	9689	9240			
15	10	4	3	2	1			
16	Households							
17	Low 30-50%							
18		14604						
19		1						
20	Households							
21	low-moderate 50-80%							
22	Households							
22	Moderate80-median							
23	Households							
23	Median-125%							
24	Households							
23	Elderly Households by Income							

Component A – Statement of Housing Needs

24	VL <30%	5970	14742	7008
25	Households	9	3	1
26	Low 30-50%			
27	Households			
28	low-moderate 50-80%			
29	Households			
30	Moderate 80-median			
31	Households			
32	Median-125%			
33	Households			
34	Disabled Households by Income			
35	VL <30%	7134	10041	7536
36	Households	2	4	1
37	Low 30-50%			
38	Households			
39	low-moderate 50-80%			
40	Households			
41	Moderate 80-median			
42	Households			
43	Median-125%			
44	Households			

Housing Supply
Rental and
Ownership Units
by Cost by Size

	1 BR	2 BR	3 BR	4 BR	5 BR	6 plus BR	Total
Rental <30%		158	151				
Rent \$ Number		335	345				
Vacant		16	14				
		1					

Dilapidated

0

0

Component A – Statement of Housing Needs

Component A – Statement of Housing Needs

Household Size	Income Groups	Wait List Households Public Housing						Elderly and Disabled			Ethnic Groups		
		<30%	30-50%	50-80%	80%-median	<30%	30-50%	50-80%	80%-median	<30%	30-50%	50-80%	80%-median
1	2												
2	1					1							1
3	1												
4													
5													
6													
7													
8 plus													
Total	4					1							1
Strategies													
Affordability													
Supply	None					None				None			
Quality	Good					Good				Good			
Accessibility	None					Yes				Yes			
Size	2BR					2BR				2BR			
Location	CHA					CHA				CHA			

Crowding

0

Component A – Statement of Housing Needs

0

0

Component B – Statement of Financial Resources

STATEMENT OF FINANCIAL RESOURCES

As required under the Quality Housing and Work Responsibility Act of 1998, the The Housing Authority of the City of Calvert is submitting a Statement of Financial Resources. The Statement includes projected income and expense for the operation of the public housing and tenant-based assistance programs for the fiscal year beginning January 1, 2000, and ending December 31, 2000.

The agency uses a governmental fund for budgeting and financial reporting in the public housing program.

For the plan year, total income projected for the public housing program is \$143050. This is \$4789 more than for the previous plan year. Total expenses for the public housing program for the plan year are estimated at \$80200. This is \$1130 more than for the previous plan year. Undesignated Fund Balance/Retained Earnings is estimated to increase by \$62850. This represents a 1.91% increase from the previous year.

Component B – Statement of Financial Resources

Statement of Financial Resources

Calvert Housing Authority

For the Plan Year Beginning January 1, 2000 and
Ending December 31, 2000

<u>Line No.</u>	<u>Revenues & Other Financial Sources</u>	<u>Public Housing Program</u>
1	Tenant Rental Revenue	\$43,468
2	HUD PHA Operating Grants (current year)	\$21,924
3	HUD PHA Operating Grants (prior year)	\$12,842
4	Other Governmental Grants	\$60,707
5	Investment Income	\$1,109
6	Other Income (program generated)	\$3,000
7	Donations	0
8	Loan Proceeds	0
9	Total Revenues:	<hr/> \$143,050
	 <u>Expenses</u>	
10	Administrative	\$26,860
11	Tenant Services	\$330
12	Utilities	\$9,900

Component B – Statement of Financial Resources

13	Ordinary Maintenance & Operation		\$32,950
14	Protective Services		0
15	General Expenses		\$8,660
16	Extraordinary Maintenance		\$1,500
17	Depreciation Expense		0
18	Housing Assistance Payments		0
19	Capital Outlays		\$60,707
20	Debt Principal Payments		0
21		Total Expenses:	<hr/> \$80,200 <hr/>
22	Excess of Revenues Over Expenses:		<hr/> \$62,850 <hr/> <hr/>
MEMO Information:			
23		Capital Outlays	\$60,707
24		Debt Principal Payments	0

Component C: Eligibility, Selection and Admission Policies for Public Housing

PUBLIC HOUSING

1. ELIGIBILITY

A. QUALIFICATION FOR ADMISSION

It is the PHA's policy to admit qualified applicants only. An applicant is qualified if he or she meets the following criteria:

Is a family as defined in this Chapter;

Heads a household where at least one member of the household is either a citizen or eligible non-citizen. (24 CFR Part 200 and Part 5, Subpart E).

Has an Annual Income at the time of admission that does not exceed the low income limits for occupancy established by HUD and posted separately in the PHA offices.

The Quality Housing and Work Responsibility Act of 1998 authorizes PHAs to admit families whose income does not exceed the low-income limit (80% of median area income) once the PHA has met the annual 40% targeted income requirement of extremely low-income families (families whose income does not exceed 30% of median area income).

Provides a Social Security number for all family members, age 6 or older, or will provide written certification that they do not have Social Security numbers;

Meets or exceeds the tenant Selection and Suitability Criteria as set forth in this policy.

Timing for the Verification of Qualifying Factors

The qualifying factors of eligibility, other than citizenship status, will be verified before the family is placed on the waiting list.

B. FAMILY COMPOSITION

Definition of Family

The applicant must qualify as a Family. A Family may be a single person or a group of persons.

Discrimination on the basis of familial status is prohibited, and a group of persons may not be denied solely on the basis that they are not related by blood, marriage or operation of law. For occupancy standards purposes, the applicant may claim a spousal relationship.

A group of persons is defined by the PHA as two or more persons who intend to share residency whose income and resources are available to meet the family's needs, and will live together in PHA housing.

Head of Household

Emancipated minors who qualify under State law will be recognized as head of household if there is a court order recognizing them as an emancipated minor.

Persons who are married are legally recognized as adults under State law.

Component C: Eligibility, Selection and Admission Policies for Public Housing

A family may designate an elderly or disabled family member as head of household solely to qualify the family as an Elderly Family, provided that the person is at least partially responsible for paying the rent.

Over Income Families

The PHA will rent units to over-income families on a month-to-month basis, if there are no eligible families applying for assistance that month.

Over-income families must agree to vacate the unit with at least 30 day's notice provided by the PHA, if the unit is needed for an income-eligible family.

The PHA will publish a 30-day notice in **The Calvert Tribune** if the PHA determines the need to house over-income families.

C. MANDATORY SOCIAL SECURITY NUMBERS

Families are required to provide verification of Social Security Numbers for all family members age 6 and older prior to admission, if they have been issued a number by the Social Security Administration. This requirement also applies to persons joining the family after admission to the program.

Failure to furnish verification of social security numbers is grounds for denial of admission or termination of tenancy.

If a member does not have a Social Security Number they must sign a certification stating that they do not have one. The certification shall:

state the individual's name;

state that the individual has not been issued a Social Security Number;

state that the individual will disclose the Social Security Number, if they obtain one at a later date;

be signed and dated.

D. CITIZENSHIP/ELIGIBLE IMMIGRATION STATUS

In order to receive assistance, a family member must be a U.S. citizen or eligible immigrant. Individuals who are neither may elect not to contend their status. Eligible immigrants are persons who are in one of the six immigrant categories as specified by HUD.

For the Citizenship/Eligible Immigration requirement, the status of each member of the family is considered individually before the family's status is defined.

No individual or family applying for financial assistance may receive such financial assistance prior to the affirmative establishment and verification of eligibility of at least one individual or family member.

E. OTHER ELIGIBILITY CRITERIA

Denial of Admission for Previous Debts to This or Any Other PHA

Component C: Eligibility, Selection and Admission Policies for Public Housing

Previous outstanding debts to this PHA or any PHA resulting from a previous tenancy in the public housing or Section 8 program must be paid in full prior to admission. No Payment Agreement will be accepted.

At the time of initial application, the applicant must pay any previous debt prior to being placed on the waiting list.

Either spouse is responsible for the entire debt incurred as a previous PHA tenant. Children of the head or spouse who had incurred a debt to the PHA will not be held responsible for the parent's previous debt.

F. ONE STRIKE POLICY

Denial of Admission for Drug-Related and/or Other Criminal Activity

Screening for "One Strike"

In an effort to prevent drug related and other criminal activity, as well as other patterns of behavior that pose a threat to the health, safety or the right to peaceful enjoyment of the premises by other residents, the PHA will endeavor to screen applicants as thoroughly and fairly as possible.

If in the past the PHA initiated a lease termination, which may or may not have resulted in eviction for any reason cited under the One Strike Notice, for a family, as a prior resident of public housing, the PHA shall have the discretion to consider all circumstances of the case regarding the extent of participation by non-involved family members.

The PHA will not be obligated to ferret out information concerning a family's criminal activities as part of the processing of an application for assistance. Initial screening will be limited to routine inquiries of the family and any other information provided to the PHA regarding this matter. The inquiries will be standardized and directed to all applicants by inclusion in the application form.

If as a result of the standardized inquiry, or the receipt of a verifiable referral, there is indication that the family or any family member is engaged in drug-related criminal or violent criminal activity, the PHA will conduct closer inquiry to determine whether the family should be denied admission.

If the screening indicates that any family member has been arrested or convicted within the prior three years for drug-related or violent criminal activity, the PHA shall obtain verification through police/court records.

Law Enforcement Records

The PHA will do a name check only through its local law enforcement agency to access limited information from the NCIC.

The PHA acknowledges that a name check only may result in an inconclusive result without a positive fingerprint comparison. The results of an inconclusive name check will not be used to deny an applicant admission to housing.

Standard for Violation

Persons evicted from public housing, Indian housing, Section 23, or any Section 8 program because of drug-related criminal activity are ineligible for admission to Public Housing for a three-year period beginning on the date of such eviction.

The PHA will waive this requirement.

The PHA will waive this requirement if:

The person demonstrates successful completion of a rehabilitation program approved by the PHA, or

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The circumstances leading to the eviction no longer exist. For example, the individual involved in drugs is no longer in the household because the person is incarcerated.

No member of the applicant's family may have engaged in drug related or violent criminal activity within the past three years.

The PHA will permanently deny admission to public housing persons convicted of manufacturing or producing methamphetamine on the premises of the assisted housing project in violation of any Federal or State law. "Premises" is defined as the building or complex in which the dwelling unit is located, including common areas and grounds.

The PHA will deny participation in the program to applicants where the PHA determines there is reasonable cause to believe that the person is illegally using a controlled substance or engages in drug-related or other criminal activity. The same will apply if it is determined that the person abuses alcohol in a way that may interfere with the health, safety or right to peaceful enjoyment of the premises by other residents. This includes cases where the PHA determines that there is a pattern of illegal use of controlled substances or a pattern of alcohol abuse.

The PHA will consider the use of a controlled substance or alcohol to be a *pattern* if there is more than one incident during the previous 12 months.

"Engaged in or engaging in or recent history of" drug related criminal activity means any act within the past two years by applicants or participants, household members, or guests which involved drug-related criminal activity including, without limitation, drug-related criminal activity, possession and/or use of narcotic paraphernalia, which did or did not result in the arrest and/or conviction of the applicant or participant, household members, or guests.

"Engaged in or engaging in or recent history of" criminal activity means any act within the past two years by applicants or participants, household members, or guests which involved criminal activity that would threaten the health, safety or right to peaceful enjoyment of the public housing premises by other residents or employees of the PHA, which did or did not result in the arrest and/or conviction of the applicant or participant, household members, or guests.

In evaluating evidence of negative past behavior, the PHA will give fair consideration to the seriousness of the activity with respect to how it would affect other residents, and/or likelihood of favorable conduct in the future which could be supported by evidence of rehabilitation.

The PHA will waive the requirement regarding drug-related criminal activity if:

The person demonstrates successful completion of a credible rehabilitation program approved by the PHA, or

The individual involved in drug-related criminal activity is no longer in the household because the person is incarcerated.

The PHA may permit eligibility for occupancy and impose conditions that the involved family member(s) does not reside in the unit. The PHA will consider evidence that the person is no longer in the household such as divorce decree, incarceration, death, copy of a new lease with the owner's telephone number and address, or other substantiating evidence.

Other Criminal Activity

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"Other criminal activity" means a history of criminal activity involving crimes of actual or threatened violence to persons or property, or a history of other criminal acts, conduct or behavior which would adversely affect the health, safety, or welfare of other residents.

For the purposes of this policy, this is construed to mean that a member of the current family has been convicted of any criminal or drug-related criminal activity within the past 36 months.

HUD defines violent criminal activity as any criminal activity that has as one of its elements the use, attempted use, or threatened use of physical force against a person or property, and the activity is being engaged in by any family member.

No family member may have engaged in or threatened abusive or violent behavior toward PHA personnel at any time.

No family member may have engaged in or threatened abusive or violent behavior toward PHA personnel within the past 30 days.

No family member may have committed fraud, bribery, or any other corrupt or criminal act in connection with any federal housing program in the last 30 days.

Evidence

Obtaining Information From Drug Abuse Treatment Centers

The PHA will inquire of all applicants whether they are currently using or in the past have ever engaged in the illegal use of a controlled substance.

The PHA will inquire of all applicants who respond in the affirmative whether they are currently receiving treatment or have ever received treatment at a drug abuse treatment facility.

All applicants who respond in the affirmative will be required to sign a written consent authorizing the PHA to receive information from the drug abuse treatment facility stating only whether the facility has reasonable cause to believe that the applicant is currently engaging in the illegal use of a controlled substance.

The authorization will be sent to the drug abuse treatment facility with a PHA postage paid return addressed envelope addressed to the attention of the executive director.

The PHA will maintain such information received from a drug abuse treatment facility in a manner that respects its confidentiality.

Such confidential information will be reviewed by the executive director who will make a decision as to the outcome of the review.

Such confidential information will not be misused or improperly disseminated and will be destroyed not later than 5 days after the date on which the PHA gives final approval for admission.

If the application is denied, the information will be destroyed within 30 days following the date on which the statute of limitations for commencement of a civil action from the applicant based upon the denial of admission has expired.

Confidentiality of Criminal Records

The PHA will ensure that any criminal record received is maintained confidentially, not misused or improperly disseminated, and destroyed once the purpose for which it was requested is accomplished.

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All criminal reports, while needed by executive director for screening for criminal behavior, will be housed in a locked file with access restricted to individuals responsible for such screening.

Misuse of the above information by any employee will be grounds for termination of employment.

If the family is determined eligible for initial or continued assistance, the PHA's copy of the criminal report shall be shredded as soon as the information is no longer needed for eligibility or continued assistance determination.

If the family's assistance is denied or terminated, the criminal record information shall be shredded immediately upon completion of the review or hearing procedures and a final decision has been made.

The PHA will document in the family's file that the family was denied admission or the tenancy was terminated due to findings in the Criminal History Report

Disclosure of Criminal Records to Family

Before the PHA takes any adverse action based on a criminal conviction record, the applicant will be provided with a copy of the criminal record and an opportunity to dispute the record . Applicants will be provided an opportunity to dispute the record at an informal hearing. Tenants may contest such records at the court hearing in the case of evictions.

G. SCREENING FOR SUITABILITY [24 CFR 960.204, 960.205]

The PHA's minimum age for admission as head of household is 18 or emancipated minor, to avoid entering into leases which would not be valid or enforceable under applicable law.

The PHA does not permit a parent or legal guardian to co-sign the lease on the applicant's behalf if the head of household is under 18.

As a part of the final eligibility determination, the PHA will screen each applicant household to assess their suitability as renters.

The PHA will complete a rental history check on all applicants.

The PHA shall rely upon sources of information which may include, but not be limited to, PHA records, personal interviews with the applicant or tenant, interviews with previous landlords, employers, family social workers, parole officers, criminal and court records, clinics, physicians or the police department, and home visits for persons who have had negative landlord reference(s) for poor housekeeping habits.

This will be done in order to determine whether the individual attributes, prior conduct, and behavior of a particular applicant is likely to interfere with other tenants in such a manner as to diminish their enjoyment of the premises by adversely affecting their health, safety or welfare.

Factors to be considered in the screening are housekeeping habits, rent paying habits, prior history as a tenant, criminal records, the ability of the applicant to maintain the responsibilities of tenancy, and whether the conduct of the applicant in present or prior housing has been such that admission to the program would adversely affect the health, safety or welfare of other residents, or the physical environment, or the financial stability of the project.

Rent Paying Habits

The PHA will examine any Housing Authority records from a prior tenancy, and will request written references from the applicant's current landlord and may request written references from former landlords for up to the past 3 years.

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Based upon these verifications, the PHA will determine if the applicant was chronically late with rent payments, was evicted at any time during the past 3 years for nonpayment of rent, or had other legal action initiated against him/her for debts owed. Any of these circumstances could be grounds for an ineligibility determination, depending on the amount of control the applicant had over the situation.

Applicants will not be considered to have a poor credit history if they were late paying rent because they were withholding rent due to substandard housing conditions in a manner consistent with a local ordinance; or had a poor rent paying history clearly related to an excessive rent relative to their income (using 50% of their gross income as a guide,) and responsible efforts were made by the family to resolve the nonpayment problem.

The lack of credit history will not disqualify a family, but a poor credit history will, with the exceptions noted above.

Where past rent paying ability cannot be documented, the PHA will check with the utility company(s) to determine whether the family has been current and timely on their payments.

Applicants Who Claim Mitigating Circumstances

Applicants who have requested a reasonable accommodation as a person with a disability and who have been determined eligible, but fail to meet the Applicant Selection Criteria, will be offered an opportunity for a second meeting to have their cases examined to determine whether mitigating circumstances or reasonable accommodations will make it possible for them to be housed in accordance with the screening procedures.

Documenting Findings

An authorized representative of the PHA shall document any pertinent information received relative to the following:

Criminal Activity - includes the activities listed in the definition of criminal activity in this section.

Pattern of Violent Behavior - includes evidence of repeated acts of violence on the part of an individual, or a pattern of conduct constituting a danger to peaceful occupancy of neighbors.

Pattern of Drug Use - includes a determination by the PHA that the applicant has exhibited a pattern of illegal use of a controlled substance which might interfere with the health, safety, or right to peaceful enjoyment of the premises by other residents.

Drug Related Criminal Activity - includes a determination by the PHA that the applicant has been involved in the illegal manufacture, sale, distribution, use or possession of a controlled substance.

Pattern of Alcohol Abuse - includes a determination by the PHA that the applicant's pattern of alcohol abuse might interfere with the health, safety or right to peaceful enjoyment of the premises by other residents.

Initiating Threats - or behaving in a manner indicating an intent to assault employees or other tenants.

Abandonment of a Public Housing Unit - without advising PHA officials so that staff may secure the unit and protect its property from vandalism.

Non-Payment of Rightful Obligations - including rent and/or utilities and other charges owed to the PHA [or any other PHA].

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Intentionally Falsifying an Application for Leasing - including uttering or otherwise providing false information about family income and size, using an alias on the application for housing, or making any other material false statement or omission intended to mislead.

Record of Serious Disturbances of Neighbors, Destruction of Property or Other Disruptive or Dangerous Behavior - consists of patterns of behavior which endanger the life, safety, or welfare of other persons by physical violence, gross negligence or irresponsibility; which damage the equipment or premises in which the applicant resides, or which are seriously disturbing to neighbors or disrupt sound family and community life, indicating the applicant's inability to adapt to living in a multi-family setting. Includes judicial termination of tenancy in previous housing on the grounds of nuisance or objectionable conduct, or frequent loud parties, which have resulted in serious disturbances of neighbors.

Grossly Unsanitary or Hazardous Housekeeping - includes the creation of a fire hazard through acts such as hoarding rags, papers, or other materials; severe damages to premises and equipment, if it is established that the family is responsible for the condition; seriously affecting neighbors by causing infestation, foul odors, depositing garbage in halls; or serious neglect of the premises. This category does not include families whose housekeeping is found to be superficially unclean or due to lack of orderliness, where such conditions do not create a problem for neighbors.

Destruction of Property from previous rentals.

Whether Applicant or Tenant is Capable of Maintaining the Responsibilities of Tenancy - The applicant's present living arrangements and a statement obtained from applicant's physician, social worker, or other health professional will be among factors considered in making this determination. The availability of a live-in attendant will be considered in making this determination.

In the event of the receipt of unfavorable information with respect to an applicant, consideration shall be given to the time, nature, and extent of the applicant's conduct and to factors which might indicate a reasonable probability of favorable future conduct or financial prospects.

The PHA may waive the policies prohibiting admission in these circumstances if the person demonstrates to the PHA's satisfaction that the person is no longer engaging in illegal use of a controlled substance or abuse of alcohol and has successfully completed a supervised drug or alcohol rehabilitation program.

Prohibited Criteria for Denial of Admission

Applicants will NOT be rejected because they:

Have no income;

Are not employed;

Do not participate in a job training program;

Will not apply for various welfare or benefit programs;

Have children;

Have children born out of wedlock;

Are on welfare;

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Are students.

2. TENANT SELECTION AND ASSIGNMENT PLAN

(Includes Preferences and Managing the Waiting List)

INTRODUCTION

It is the PHA's policy that each applicant shall be assigned an appropriate place on a jurisdiction-wide waiting list. Applicants will be listed in sequence based upon date and time the application is received, the size and type of unit they require, and factors of preference or priority. In filling an actual or expected vacancy, the PHA will offer the dwelling unit to an applicant in the appropriate sequence. The PHA will offer the unit until it is accepted. This Chapter describes the PHA's policies with regard to the number of unit offers that will be made to applicants selected from the waiting list.

PHA's Objectives

PHA policies will be followed consistently and will affirmatively further HUD's fair housing goals.

When appropriate units are available, families will be selected from the waiting list in their preference-determined sequence.

A. MANAGEMENT OF THE WAITING LIST

All applicants in the pool will be maintained in order of date and time of application receipt.

Applications equal in preference will be maintained by date and time sequence.

Opening and Closing the Waiting Lists

The PHA may open or close the list by local preference category.

The decision to close the waiting list will be based on the number of applications available for a particular size and type of unit the number of applicants who qualify for a local preference, and the ability of the PHA to house an applicant in an appropriate unit within a reasonable period of time.

When the PHA opens the waiting list, the PHA will advertise through public notice in the following newspapers, minority publications and media entities. location(s), and program(s) for which applications are being accepted in the local paper of record, "minority" newspapers, and other media including:

The Calvert Tribune

The notice will contain:

The dates, times, and the locations where families may apply.

The programs for which applications will be taken.

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A brief description of the program.

Limitations, if any, on who may apply.

When Application Taking is Suspended

The PHA may suspend the acceptance of applications if there are enough local Preference holders to fill anticipated openings for the next 24 months.

During the period when the waiting list is closed, the PHA **will not** maintain a list of individuals who wish to be notified when the waiting list is open.

The PHA will not announce suspension of application-taking.

The open period shall be long enough to achieve a waiting list adequate to cover projected turnover over the next 24 months.

The PHA will give at least three days' notice prior to closing the list.

The PHA will update the waiting list annually by removing the names of those families who are no longer interested, no longer qualify for housing, or cannot be reached by mail or telephone. At the time of initial intake, the PHA will advise families of their responsibility to notify the PHA when mailing address or telephone numbers change.

Reopening the List

If the waiting list is closed and the PHA decides to open the waiting list, the PHA will publicly announce the opening.

Any reopening of the list is done in accordance with the HUD requirements.

Even though there are enough applicants on the waiting list to fill the turnover within the next 18 months, if there are not enough applicants who claim a local preference, the PHA may elect to accept applications from applicants who claim a local preference ONLY, and continue to keep the waiting list closed.

Limits on Who May Apply

When the waiting list is open,

Depending upon the composition of the waiting list with regard to family types and preferences and to better serve the needs of the community, at times the PHA may only accept applications from:

Any family claiming disability preference(s).

Any family whose admission would further deconcentration of poverty and income-mixing.

If there are sufficient applications from elderly families, disabled families, and displaced singles, applications will not be accepted from Other Singles.

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B. SITE BASED WAITING LISTS

The PHA does not offer a system of site-based waiting lists.

Every reasonable action will be taken by the PHA to assure that applicants can make informed choices regarding the project(s) in which they wish to reside. The PHA will disclose information to applicants regarding the location of available sites, occupancy number and size of accessible units. The PHA will also include basic information relative to amenities such as day care, security, transportation, training programs, and an estimate of the period of time the applicant will likely have to wait to be admitted to units of different types.

C. WAITING LIST PREFERENCES

An applicant will not be granted any preference if any member of the family has been evicted from any federally assisted housing during the past three years because of drug-related criminal activity.

The PHA will grant an exception to such a family if:

The responsible member has successfully completed a rehabilitation program.

The evicted person was not involved in the drug related activity that occasioned the eviction.

If an applicant makes a false statement in order to qualify for a local preference, the PHA will deny admission to the program for the family.

Local Preferences

The PHA uses the following Local Preferences:

Mixed income preference: for families with incomes needed to achieve deconcentration of poverty and income-mixing goals.

Working preference (24 CFR 5.415): for families with at least one adult who is employed . This preference is extended equally to an applicant whose head or spouse are age 62 or older or are receiving social security disability, supplemental security income disability benefits, or any other payments based on an individual's inability to work

This includes families who are graduates of or participants in educational and training programs designed to prepare the individual for the job market.

Treatment of Single Applicants

All families with children, elderly families and disabled families will have an admission preference over "Other Singles".

Singles Preference will be applied. Singles preference states that applicants who are elderly, disabled, or displaced households of no more than two persons will be given a selection priority over all "Other Single" applicants regardless of preference status.

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Waiting List Preferences

Date and Time

D. FACTORS OTHER THAN PREFERENCES THAT AFFECT SELECTION OF APPLICANTS

Tenant Selection Criteria

The PHA will not admit a person whom the PHA has determined is illegally using a controlled substance or abuses alcohol in a way that may interfere with the health, safety, or right to peaceful enjoyment of the premises by other residents.

In the event the PHA receives unfavorable information with respect to an applicant, consideration shall be given to the time, nature, and extent of the applicant's conduct and to factors which might indicate a reasonable probability of favorable future conduct.

The PHA may look at:

Evidence of rehabilitation;

Evidence of family's participation in counseling service programs;

Availability of such counseling service programs;

Evidence of the applicant's efforts to attempt to increase family income

Availability of training or employment programs in the locality

Mandatory and Permanent Ineligibility

The PHA will permanently deny admission to public housing units of persons convicted of manufacturing or producing methamphetamine, (commonly referred to as "speed") on the premises of the assisted housing project in violation of any Federal or State law. HUD defines premises as the building or complex in which the dwelling unit is located, including common areas and grounds.

E. INCOME TARGETING

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The PHA will monitor its admissions to ensure that at least 40 percent of families admitted to public housing in each fiscal year shall have incomes that do not exceed 30% of area median income of the PHA's jurisdiction.

Hereafter families whose incomes do not exceed 30% of area median income will be referred to as "extremely low-income families."

The PHA shall have the discretion, at least annually, to exercise the "fungibility" provision of the QHWRA by admitting less than 40 percent of "extremely poor families" to public housing in a fiscal year, to the extent that the PHA has provided more than 75 percent of newly available vouchers and certificates to "extremely poor families." This fungibility provision discretion by the PHA is also reflected in the Tenant-Based Assistance section of *Component c*.

The fungibility credits will be used to drop the annual requirement below 40 percent of admissions to public housing for extremely poor families by the lowest of the following amounts:

The number of units equal to 10 percent of the number of newly available vouchers and certificates in the fiscal year;
or

The number of public housing units that 1) are in public housing projects located in census tracts having a poverty rate of 30% or more, and 2) are made available for occupancy by and actually occupied in that year by, families other than extremely low-income families.

The Fungibility Floor: Regardless of the above two amounts, in a fiscal year, at least 30% of the PHA's admissions to public housing will be to extremely low-income families. The fungibility floor is the number of units that cause the PHA's overall requirement for housing extremely low-income families to drop to 30% of its newly available units.

Fungibility shall only be utilized if the PHA is anticipated to fall short of its 40% goal for new admissions to public housing.

Low Income Family Admissions

Once the PHA has met the 40% targeted income requirement for new admissions of extremely low-income families, the PHA will fill the remainder of its new admission units with families whose incomes do not exceed 80% of the HUD approved area median income.

F. UNITS DESIGNATED FOR THE DISABLED

The PHA has units designed for persons with mobility, sight and hearing impairments (referred to as accessibility units). These units were designed and constructed specifically to meet the needs of persons requiring the use of wheelchairs and persons requiring other modifications.

Preference for occupancy of these units will be given to families with disabled family members who require the modifications or facilities provided in the units.

G. MIXED POPULATION UNITS

A mixed population project is a public housing project, or portion of a project that was reserved for elderly families and disabled families at its inception (and has retained that character).

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In accordance with the 1992 Housing Act, elderly families whose head spouse or sole member is at least 62 years of age, and disabled families whose head, co-head or spouse or sole member is a person with disabilities, will receive equal preference to such units.

No limit will be established on the number of elderly or disabled families that may occupy a mixed population property. All other PHA preferences will be applied.

H. GENERAL OCCUPANCY UNITS

General occupancy units are designed to house all populations of eligible families. In accordance with the PHA's occupancy standards, eligible families not needing units designed with special features or units designed for special populations will be admitted to the PHA's general occupancy units.

All families with children, elderly families and disabled families, will have an admission preference over "Other Singles".

I. DECONCENTRATION OF POVERTY AND INCOME-MIXING

The PHA's admission policy is designed to provide for deconcentration of poverty and income-mixing by bringing higher income tenants into lower income projects and lower income tenants into higher income projects.

Gross annual income is used for income limits at admission and for income-mixing purposes.

Skipping of a family on the waiting list specifically to reach another family with a lower or higher income is not to be considered an adverse action to the family. Such skipping will be uniformly applied until the target threshold is met.

The PHA will use the gathered tenant incomes information in its assessment of its public housing developments to determine the appropriate designation to be assigned to the project for the purpose of assisting the PHA in its deconcentration goals.

Deconcentration and Income-Mixing Goals

Admission policies related to the deconcentration efforts of the PHA do not impose specific quotas. Therefore, the PHA will not set specific quotas, but will strive to achieve deconcentration and income-mixing in its developments.

J. VERIFICATION OF PREFERENCE QUALIFICATION [24 CFR 5.415]

The PHA will verify all preference claims at the time they are made.

The PHA will reverify a preference claim, if the PHA feels the family's circumstances have changed, at time of selection from the waiting list.

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If the preference verification indicates that an applicant does not qualify for the preference, the applicant will be returned to the waiting list and ranked without the Local Preference and given an opportunity for a review.

If at the time the family applied, the preference claim was the only reason for placement of the family on the waiting list and the family cannot verify their eligibility for the preference as of the date of application, the family will be removed from the list.

Change in Circumstances

Changes in an applicant's circumstances while on the waiting list may affect the family's entitlement to a preference. Applicants are required to notify the PHA in writing when their circumstances change. When an applicant claims an additional preference, s/he will be placed on the waiting list in the proper order of their newly-claimed preference.

K. PREFERENCE DENIAL [24 CFR 5.415]

If the PHA denies a preference, the PHA will notify the applicant in writing of the reasons why the preference was denied and offer the applicant an opportunity for a review. The applicant will have **10 working days** to request the meeting **in writing**. If the preference denial is upheld as a result of the meeting, or the applicant does not request a meeting, the applicant will be placed on the waiting list without benefit of the preference. Applicants may exercise other rights if they believe they have been discriminated against.

If the applicant falsifies documents or makes false statements in order to qualify for any preference, they will be removed from the waiting list with notification to the family.

L. REMOVAL FROM WAITING LIST AND PURGING [24 CFR 960.204(a)]

The waiting list will be purged **at least once a year** by a mailing to all applicants to ensure that the waiting list is current and accurate. The mailing will ask for current information and confirmation of continued interest.

If an applicant fails to respond within **10 working** days s/he will be removed from the waiting list. If a letter is returned by the Post Office without a forwarding address, the applicant will be removed without further notice, and the envelope and letter will be maintained in the file. If a letter is returned with a forwarding address, it will be re-mailed to the address indicated.

If an applicant is removed from the waiting list for failure to respond, they will not be entitled to reinstatement unless a person with a disability requests a reasonable accommodation for being unable to reply with the proscribed period.

M. PLAN FOR UNIT OFFERS

The PHA plan for selection of applicants and assignment of dwelling units to assure equal opportunity and non-discrimination on grounds of race, color, sex, religion, or national origin is:

Plan "A". Under this plan the first qualified applicant in sequence on the waiting list will be made one offer of a unit of the appropriate size.

If more than one unit of the appropriate type and size is available, the first unit to be offered will be the first unit that is ready for occupancy.

The PHA will maintain a record of units offered, including location, date and circumstances of each offer, each acceptance or rejection, including the reason for the rejection.

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N. APPLICANT STATUS AFTER FINAL UNIT OFFER

When an applicant rejects the final unit offer the PHA will:

Place the applicant's name on the bottom of the waiting list.

"Bottom of the waiting list" means that the applicant will be denied the benefits of any local preferences for 6 months.

O. TIME-LIMIT FOR ACCEPTANCE OF UNIT

Applicants must accept a unit offer within 10 working days of the date the offer is made. Offers made over the telephone will be confirmed by letter. If unable to contact an applicant by telephone, the PHA will send a **letter**.

Applicants Unable to Take Occupancy

If an applicant is willing to accept the unit offered, but is unable to take occupancy at the time of the offer for "*good cause*," the applicant will not be placed at the bottom of the waiting list.

Examples of "*good cause*" reasons for the refusal to take occupancy of a housing unit include, but are not limited to:

An elderly or disabled family makes the decision not to occupy or accept occupancy in designated housing. [24 CFR 945.303(d)]

The family demonstrates to the PHA's satisfaction that accepting the offer will result in a situation where a family member's life, health or safety will be placed in jeopardy. The family must offer specific and compelling documentation such as restraining orders, other court orders, or risk assessments related to witness protection from a law enforcement agency. The reasons offered must be specific to the family. Refusals due to the location of the unit alone are not considered to be good cause.

A qualified, knowledgeable, health professional verifies the temporary hospitalization or recovery from illness of the principal household member, other household members, or a live-in aide necessary to care for the principal household member.

The unit is inappropriate for the applicant's disabilities.

Applicants With a Change in Family Size or Status

Changes in family composition, status, or income between the time of the interview and the offer of a unit will be processed. The PHA shall not lease a unit to a family whose occupancy will overcrowd or under utilize the unit.

3. OCCUPANCY GUIDELINES

A. DETERMINING UNIT SIZE

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The PHA does not determine who shares a bedroom/sleeping room, but there must be at least one person per bedroom].The PHA's Occupancy Guideline standards for determining unit size shall be applied in a manner consistent with Fair Housing guidelines.

For occupancy standards, an adult is a person 18 years or older [or an emancipated minor].

All guidelines in this section relate to the number of bedrooms in the unit. Dwelling units will be so assigned that:

One bedroom will generally be assigned for every two family members. The PHA will consider factors such as family characteristics including sex, age, or relationship, the number of bedrooms and size of sleeping areas or bedrooms and the overall size of the dwelling unit. Consideration will also be given for medical reasons and the presence of a live-in aide.

The living room will not be used as a bedroom except at the request of the family.

GUIDELINES FOR DETERMINING BEDROOM SIZE

Bedroom Size	Persons in Household: (Minimum #)	Persons in Household: (Maximum #)
0 Bedroom	1	1
1 Bedroom	1	2
2 Bedrooms	2	4
3 Bedrooms	3	6
4 Bedrooms	4	8
5 Bedrooms	6	10
6 Bedrooms	8	12

B. EXCEPTIONS TO OCCUPANCY STANDARDS

The PHA will grant exceptions from the guidelines in cases where it is the family's request or the PHA determines the exceptions are justified by the relationship, age, sex, health or disability of family members, or other individual circumstances, and there is a vacant unit available. If an applicant requests to be listed on a smaller or larger bedroom size waiting list, the following guidelines will apply:

At the PHA's discretion the family may be offered a unit smaller than the preferred unit size, based on the PHA's occupancy standards, if in doing so the family has an opportunity to be housed earlier, or live in a preferred project.

The PHA may offer a family a unit that is larger than required by the PHA's occupancy standards, if the waiting list is short of families large enough to fill the vacancy.

In all cases, where the family requests an exception to the general occupancy standards, the PHA will evaluate the relationship and ages of all family members and the overall size of the unit.

Requests for a larger bedroom due to medical equipment must be verified by a doctor.

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The PHA will not assign a larger bedroom size due to additions of family members other than by birth, adoption, marriage, or court-awarded custody.

To avoid vacancies, the PHA may provide a family with a larger unit than the occupancy standards permit. The family must agree to move to a suitable, smaller unit when another family qualifies for the larger unit and there is a suitable smaller unit available. This requirement is a provision of the lease.

C. ACCESSIBLE UNITS

The PHA has units designed for persons with mobility, sight and hearing impairments. These units were designed and constructed specifically to meet the needs of persons requiring the use of wheelchairs and persons requiring other modifications.

Accessible units will be offered and accepted by non-mobility impaired applicants only with the understanding that such applicants must accept a transfer to a non-accessible unit at a later date if a person with a mobility impairment requiring the unit applies for housing and is determined eligible.

D. FAMILY MOVES

When a change in the circumstances of a tenant family requires another unit size, the family's move depends upon the availability of a suitable size and type of unit. If the unit is not available at the time it is requested, the family will be placed on the Transfer List.

The unit considerations in this section should be used as a guide to determine whether and when the bedroom size should be changed. If an unusual situation occurs, which is not currently covered in this policy, the case should be taken to the manager who will make determination after review of the situation, the individual circumstances, and the verification provided.

Component G- Statement of Capital Improvements Needed

STATEMENT OF THE PHA'S RENT DETERMINATION POLICIES

PUBLIC HOUSING

Option 1

The PHA has previously submitted its Admissions & Continued Occupancy Policy to HUD September, 1996 . The PHA received notification of HUD approval of relevant portions. There are additional revisions which are included below and approved by the Board of Directors on November 29, 1999.

The PHA's Admissions & Continued Occupancy Policy is available at the following locations for review by tenants, applicants and the public.

City of Calvert Housing Authority Office, 1200 Beech Street, Calvert, Texas 77837

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Component G- Statement of Capital Improvements Needed

ADMISSIONS AND OCCUPANCY POLICY

A. MINIMUM RENT

The PHA's minimum rent policies are designed to relieve public housing residents of financial hardship when changes occur in family income, which would otherwise have a negative impact on the family.

The minimum rent for the PHA is \$45.

The minimum rent refers to a minimum total tenant payment and not a minimum tenant rent.

PHA Procedures for Notification to Families of Minimum Rent Hardship Exception

The PHA will notify all families at time of leaseup and at annual recertification of their right to request a minimum rent hardship exception.

The PHA notification will advise the family that hardship exception determinations are subject to PHA grievance procedures.

The PHA will review all tenant requests for exception from the minimum rent due to financial hardships.

All requests for minimum rent exception are required to be in writing.

Requests for minimum rent exception must state the family circumstances that qualify the family for an exception.

PHA Procedures for Hardship Exceptions

The PHA will immediately grant the minimum rent exception to all families who request it.

The minimum rent will be suspended until the PHA determines whether the hardship is:

Covered by statute

Temporary or long term

HUD Criteria for Hardship Exception

In order for a family to qualify for a hardship exception, the family's circumstances must fall into one of the following criteria:

The family has lost eligibility or is awaiting an eligibility determination for Federal, State or local assistance; including a family that includes a member who is an alien lawfully admitted for permanent residences under the Immigration and Nationality Act who would be entitled to public benefits but for title IV of the Personal Responsibility and Work Opportunity Reconciliation Act of 1996;

The family would be evicted as a result of the imposition of the minimum rent;

The income of the family has decreased because of changed circumstance, including loss of employment;

A death in the family has occurred; and

Component G- Statement of Capital Improvements Needed

Other situations as may be determined by HUD or the PHA.

If the PHA determines that the minimum rent is not covered by statute, the PHA will impose a minimum rent including payment for minimum rent from the time of the suspension.

The PHA will use its standard verification procedures to verify circumstances which have resulted in financial hardship, such as loss of employment, death in the family, etc.

Temporary Hardship

If the PHA determines that the hardship is temporary, a minimum rent will be imposed, including back payment from time of suspension, but the family will not be evicted for nonpayment of rent during the 90 day period commencing on the date of the family's request for exemption.

Repayment Agreements for Temporary Hardship

The PHA will offer a reasonable repayment agreement to the family for any such rent not paid during the temporary hardship period.

If the family owes the PHA money for rent arrears incurred during the minimum rent period, the PHA will calculate the total amount owed.

If the family goes into default on the repayment agreement for back rent incurred during a minimum rent period, the PHA will reevaluate the family's ability to pay the increased rent amount and:

Determine whether the family has the means to meet the obligation and if so determined, initiate eviction proceedings for nonpayment of rent; or

Determine that the repayment agreement is a financial hardship to the family and if so, restructure the existing repayment agreement.

Retroactive Determination

The PHA will reimburse the family for minimum rent charges which took effect after October 21, 1998 that qualified for one of the mandatory exceptions.

B. INCOME CHANGES FROM WELFARE PROGRAM

Families will not have their rents reduced (to the extent that the decrease in income is a result of the benefit reduction) if welfare or public assistance is reduced due to:

Fraud; or

Any failure of any member of the family to comply with conditions under the assistance program requiring participation in an economic self-sufficiency program; or

Component G- Statement of Capital Improvements Needed

Any failure of any member of the family to comply with conditions under the assistance program imposing a work activities requirement.

This section is not applicable for reduction in benefits as a result of:

The expiration of a lifetime time limit; or

Where the family has complied with welfare program requirements but is unable to obtain employment.

C. FAMILY CHOICE IN RENTS

Authority for Family to Select

The PHA shall provide for each family residing in a public housing unit to elect annually whether the rent paid by such family shall be determined under clause (1) or (2) of paragraph B. The PHA may not at any time fail to provide both such rent options for any public housing unit owned, assisted or operated by the PHA.

Annual choice: The PHA shall provide for families residing in public housing units to elect annually whether to pay income-based rent or flat rent.

Allowable Rent Structures

Flat Rents

The PHA has established, for each dwelling unit in public housing, a flat rental amount for the dwelling unit, which:

Is based on the rental value of the unit, as determined by the PHA; and

Is designed so that the rent structures do not create a disincentive for continued residency in public housing by families who are attempting to become economically self-sufficient through employment or who have attained a level of self-sufficiency through their own efforts.

Does not exceed the actual monthly costs to the PHA attributable to providing and operating the dwelling unit.

The PHA shall review the income of families paying flat rent not less than once every 3 years.

Income-Based Rents

The monthly Total Tenant Payment amount for a family shall be an amount, as verified by the PHA, that does not exceed the greatest of the following amounts:

30 percent of the family's monthly adjusted income;

10 percent of the family's monthly income; or

The PHA's Minimum TTP of \$45.

Switching Rent Determination Methods Because Of Hardship Circumstances

In the case of a family that has elected to pay the PHA's flat rent, the PHA shall immediately provide for the family to pay rent in the amount determined under income-based rent, during the period for which such choice was made, upon a determination that the family is unable to pay the flat rent because of financial hardship, including :

Component G- Statement of Capital Improvements Needed

Situations in which the income of the family has decreased because of changed circumstances, loss of or reduction of employment, death in the family, and reduction in or loss of income of other assistance;

An increase, because of changed circumstances, in the family's expenses for medical costs, child care, transportation, education, or similar items; and

Such other situations as may be determined by the PHA.

The rental policy developed by the PHA encourages and rewards employment and self-sufficiency.

D. PHA'S FLAT RENT METHODOLOGY

The PHA has set a flat rent for each public housing unit, based on the reasonable market value of the unit, using the following methodology:

The PHA's flat rents are identical to the current ceiling rents utilized by the PHA, as follows:

The PHA will use the Fair Market Rent as flat rent for each unit, as follows:

The PHA will use 95% of the Fair Market Rent as flat rent for each unit, as follows:

The PHA has adopted the following flat rents:

Public Housing Development		Flat Rent
Development	TX 150001	
2 BR		\$345
3 BR		\$386

E. CEILING RENTS

The PHA chooses to adopt/continue ceiling rents for all public housing units instead of adopting flat rents. Ceiling rents reflect reasonable market value.

Public Housing Development		Flat Rent
Development	TX150001	
2 BR		\$335
3 BR		\$345
]		

F. DISALLOWANCE OF EARNED INCOME FROM RENT DETERMINATIONS

Under the Quality Housing and Work Responsibility Act of 1998 (QHWRA), the rent for eligible families may not be increased as a result of the increased income due to such employment during the 12-month period beginning on the date on which the employment begins.

A family eligible for the earned income exclusion is a family that occupies a dwelling unit in a public housing project; and

Component G- Statement of Capital Improvements Needed

whose income increases as a result of employment of a member of the family who was previously unemployed for one or more years;

whose earned income increases during the participation of a family member in any family self-sufficiency or other job training program; or

who is or was, within six months, assisted under any State program for TANF and whose earned income increases.

Upon the expiration of the 12-month period referred to above, the rent payable by an eligible family may be increased due to the continued employment of the family member described in above, except that during the 12-month period beginning upon such expiration the amount of the increase may not be greater than 50 percent of the amount of the total rent increase that would be applicable except for this exclusion.

As an incentive to help public housing residents achieve economic self-sufficiency, the PHA does not require that public housing residents report any increases in income until the following annual reexamination. For families eligible under the QHWRA, the earned income exclusion will begin on the annual reexamination date following the date employment begins.

The PHA will change the date of the annual reexamination to coincide with the application of the earned income exclusion and subsequent 12-month phase-in of rent increase.

G. INDIVIDUAL SAVINGS ACCOUNTS

The PHA chooses not to establish a system of individual savings accounts for families who qualify for the disallowance of earned income.

H. PHA PERMISSIVE DEDUCTIONS TO PROMOTE SELF-SUFFICIENCY

The PHA chooses not to offer permissive deductions.

Component G- Statement of Capital Improvements Needed

A STATEMENT OF CAPITAL IMPROVEMENTS NEEDED

CAPITAL IMPROVEMENT NEEDS

As required under the Quality Housing & Work Responsibility Act of 1998, the **Housing Authority of the City of Calvert** is submitting its Capital Improvement Plan. This submission includes both the long term capital improvements needed as well as the capital improvements planned for the fiscal year beginning **January 1, 2000**.

Exhibit 1 includes:

A list of capital improvements needed over the fiscal year from January 1, 2000 through December 31, 2000

Exhibit 2 includes:

A list of capital improvements needed over the next five years ending December 31, 2004.

This information has been developed based on an analysis of the:

work orders received by the housing authority over the last 18 months

trends identified through analysis of the work orders and preventive maintenance programs

inspection reports completed on all public housing units during the last 12 month period

recommendations and requests received from residents of public housing units

Capital improvements accomplished in the next fiscal year will depend on the level of funding available to the housing authority under the Capital Fund. At this time, the level of funding has been issued at \$2023.57 per unit. Depending on funding available, the capital improvements will be undertaken in the order shown, which indicates the priority need.

Component G- Statement of Capital Improvements Needed

Exhibit 1 and 2 – Capital Improvements Needed over the Next Five Years

**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 TX24P150904-1999 FFY of Grant Approval: (01/2000)

Original Annual Statement

Line No.	Summary by Development Account	Total Estimated Cost
1	Total Non-CGP Funds	\$60,707
2	1406 Operations	\$3380
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	\$207
10	1460 Dwelling Structures	\$57,120
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	Amount of Annual Grant (Sum of lines 2-19)	\$60,707
21	Amount of line 20 Related to LBP Activities	
22	Amount of line 20 Related to Section 504 Compliance	

Component G- Statement of Capital Improvements Needed

23	Amount of line 20 Related to Security	\$207
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
HA	Level and repair foundations on 3 buildings Security Lighting Administration		\$57,120 \$207 \$3380

Component G- Statement of Capital Improvements Needed

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)
HA	3/2000- \$60,707	3/2000-\$60,707

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 PHA wide)	Number Vacant Units	% Vacancies in Development	
TX150	PHA Wide	2	5%	
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
Level and Repair Buildings			\$300,000	2000
Parking area, curb, and road repairs			\$75,000	2001
Heating Units Replaced as Determined by Inspection			\$45,000	2001
			\$60,000	2001
Refurbish kitchen and bathroom cabinets and with new laminate			\$30,000	2001
Recoat enamel bathtubs				
Total estimated cost over next 5 years			\$456,000	

Component H - Statement of Demolition and/or Disposition

STATEMENT OF DEMOLITION AND/OR DISPOSITION OF PUBLIC HOUSING UNITS OWNED BY THE HOUSING AUTHORITY **DEMOLITION/DISPOSITION PLANNED**

No demolition and/or disposition of public housing units owned/managed by the Housing Authority of the City of Calvert is planned for the next fiscal year beginning January 1, 2000.

Component I – Statement of Public Housing Designated for Elderly and Disabled

Component I - STATEMENT OF PUBLIC HOUSING PROJECTS DESIGNATED FOR

ELDERLY FAMILIES OR FAMILIES WITH DISABILITIES OR ELDERLY AND DISABLED FAMILIES

At this time, and in accordance with the analysis of the housing needs shown in the Consolidated Plan of **The State of Texas**, the PHA does not plan to designate any of the public housing units in the housing authority inventory for occupancy only by elderly families or families with disabilities. This decision is consistent with the PHA's needs assessment and Consolidated Plan.

Component J - STATEMENT OF THE CONVERSION OF PUBLIC HOUSING TO TENANT-BASED ASSISTANCE

The Housing Authority of the City of Calvert is not required under the 1996 HUD Appropriations Act, nor does the housing authority intend, to convert any of the public housing units/buildings/developments to tenant based assistance.

Component K - Statement of Home Ownership Programs

A STATEMENT OF ANY HOMEOWNERSHIP PROGRAMS ADMINISTERED BY THE PHA

PUBLIC HOUSING

The PHA chooses not plan to carry out a homeownership program at this time.

Component M - Statement of Safety and Crime Prevention Measures

A STATEMENT OF THE PHA'S SAFETY AND CRIME PREVENTION MEASURES

SAFETY AND CRIME PREVENTION PLAN

The PHA has no significant safety or crime problems and has no plans to apply for Public Housing Drug Elimination Program funds this fiscal year.

Goals and Objectives

The goals and objectives of the PHA's Safety and Crime Prevention Plan are:

Examine the nature, frequency and severity of the overall safety, crime and drug problem in and around the PHA's public housing properties.

Conduct a resident survey of crime and safety issues.

Carefully analyze results of HUD's Resident Service and Satisfaction Survey.

Work with local law enforcement agencies to identify any gang involvement in and around the PHA's public housing properties and develop a gang abatement strategy.

Make physical improvements to enhance security. Resources to be applied include Capital Fund and CIAP funds.

The PHA plans to institute the following measures in order to ensure the continued safety of public housing residents:

The PHA involves resident in the identification of any potential or actual safety and security problems, the development of effective measures to prevent or resolve potential or actual problems, and feedback in monitoring effectiveness.

The PHA completes or abates all emergency work orders within 24 hours.

The PHA handles after-hour emergency calls by ensuring that key maintenance or property management staff are on call at all times.

The PHA shall visit each development at least monthly in order to assess general condition of the development, including any potential safety and security problems.

The PHA checks to ensure that all smoke detectors are operable each time any maintenance or management staff enters a unit.

The PHA involves resident in the identification of any potential or actual crime problems, the development of effective measures to prevent or resolve potential or actual problems, and feedback in monitoring effectiveness.

The PHA conducts after-hours inspections to check outside lights, possible drug or gang activity, lease violations at least monthly.

The PHA shall ensure that outside lighting is adequate at each development.

The PHA shall make physical improvements as necessary to enhance security.

The PHA shall install speed bumps at the following developments: West Texas Street

Component M - Statement of Safety and Crime Prevention Measures

The PHA shall visit each development at least monthly in order to assess general condition of the development, including ensuring that no drug- or gang-related activity is occurring.

The PHA shall inspect vacant units at timely intervals in order to ensure that vandalism, illegal entry, or use for illegal activities is not occurring.

Maintenance staff is trained to monitor for possible drug activity, gang activity, crime, and lease violations, including unauthorized persons residing in public housing. The PHA maintenance staff is crucial to lease enforcement since this staff is most frequently inside the units and at the developments. Maintenance staff reports all suspected drug, gang or crime activity, and unauthorized persons, promptly to management staff for follow up.

The PHA plans to continue the following coordination between the PHA and the appropriate police precincts for carrying out crime prevention measures and activities:

The Calvert Police shall conduct neighborhood patrols at both sites at least one daily.

The PHA shall supply the Calvert Police with information concerning any incident, evidence or crime-related lease violation at any public housing development.

The Calvert Police shall supply the PHA with information concerning any apprehension, incident or arrest at any public housing development.

The Calvert Police] shall assist the PHA in enforcing the list of unauthorized persons 'banned' from public housing, due to suspected drug, gang, or crime-related activity, from entering public housing property at any public housing development.

Component N - Statement of Pet Policies

PET POLICY

Families residing in a Public Housing unit are allowed to keep common household pets in their apartments as stated in their lease and in accordance with the Code of Federal Regulations. Families may request permission to keep a common household pet. Households may keep **only one** common household pet if it is registered with the Housing Authority before it is brought onto the premises, and if registration is updated each year at annual reexamination.

No vicious or intimidating animal or pet is to be kept on the premises.

The resident will be responsible for all reasonable expenses directly related to the presence of the animal or pet on the premises, including the cost of repairs and replacement in the apartment, and the cost of animal care facilities if needed. These charges are due and payable within 30 days of written notification

Limitations

PHA authorization for pet(s) will be given on a year-by-year basis.

No pet will be allowed if weight exceeds 25 pounds.

No dangerous animal or pet will be allowed. Dangerous pets or animals include, but are not limited to:

Snakes, poisonous reptiles, and vicious dogs

No pets will be allowed in buildings at which there is no green space.

Registration

Registration is not required.

All animals are to be spayed or neutered. If animals are not spayed or neutered and have offspring, the resident household is in violation of this rule.

No animal or pet may be kept in violation of humane or health laws.

Animal Restraint

A common household pet must be effectively restrained and under the control of a responsible person when passing through a common area, from the street to the apartment, etc.

Sanitation Standards

Residents will take adequate precautions to eliminate any animal or pet odors within or around the apartment and maintain the apartment in a sanitary condition at all times.

If a litter box is used in the apartment, it must be emptied every 2 days and contents placed in a heavy plastic bag into the garbage container immediately.

Component N - Statement of Pet Policies

All common household pets are to be fed inside the apartment. Feeding is not allowed on porches, sidewalks, patios or other outside area.

Tenants are prohibited from feeding stray animals.

The feeding of stray animals will constitute having a pet without permission of the Housing Authority.

Residents will not alter their unit, patio or unit area to create an enclosure for a common household pet.

Potential Problems and Solutions

Residents will not permit any disturbances by their pets which would interfere with the quiet enjoyment of other tenants; whether by loud barking, howling, biting, scratching, chirping or other such activities.

The Housing Authority may enter the owner's apartment to inspect the premises when circumstances so warrant, to investigate a complaint that there is a violation, and/or to check on a nuisance or threat to health and safety of other residents.

The action may include also placing the pet in a facility to provide care and shelter for a period not to exceed 30 days.

If the pet is threatened by the incapacitation or death of the owner, (or by extreme negligence,) and the designated alternate is unwilling or unable to care for the pet, the Housing Authority may place the pet in proper facility for up to 30 days. If there is no other solution at the end of 30 days, the manager may donate the pet to a humane society. Cost of this professional care will be borne by the pet owner.

Excluded from the premises are all animals and/or pets not owned by residents, except for service animals.

The authorization for a common household pet may be revoked at any time subject to the Housing Authority's grievance procedure if the pet becomes destructive or a nuisance to others, or if the tenant fails to comply with this policy.

Residents who violate these rules are subject to:

Mandatory removal of the pet from the premises within 30 days of notice by the Housing Authority; or if for a threat to health and safety, removal within 24 hours of notice.

Lease termination proceedings.

This policy will be incorporated by reference into the Dwelling Lease signed by the resident, and therefore, violation of the above Policy will be grounds for termination of the lease.

Component O – Civil Rights Certification

CIVIL RIGHTS CERTIFICATION

January 1, 2000

The Housing Authority of the City of Calvert hereby certifies that all programs and activities included in the Authority's Five Year and Annual Plans will be carried out in full compliance with Title VI of the Civil Rights Act of 1964, The Fair Housing Act, Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act of 1990.

In addition, the Housing Authority confirms that to affirmatively further fair housing, the Authority has reviewed programs and activities to identify any impediments to fair housing choice and finding none, further certifies that it will continue to be cognizant of any impediments and work with the City to implement initiatives to further fair housing in the jurisdiction.

Housing Authority of the City of Calvert

By: Sandra D. Greaves Date: 11/29/99

HOUSING AUTHORITY's FISCAL YEAR AUDIT

The 1999 Audit for The Housing Authority of the City of Calvert.

Will be completed and submitted to the Houston HUD Field Office on or before June 30, 2000.

This audit covers the fiscal years beginning January 1, 1997 and ending December 31, 1999. The audit is available for public review during normal business hours at The City of Calvert Housing Authority Office at 1200 Beech Street, Calvert, Texas.

Component R – Other Information

[24CFR Part 903.7 9 ©]

A. Resident Advisory Board Recommendations

The PHA did not receive any comments on the PHA Plan from the Resident Advisory Board.

The PHA sent out a newsletter inviting the residents to come to the office to view the plan before the board meeting. No one came to do so. The newsletter is attached.

The PHA, again, sent out a newsletter advising the residents of the availability of the revised plan to be reviewed and no one showed to do so.

Newsletters are attached for verification of invitation.

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

The PHA meets the exemption criteria provided in section 2(b)(2) of the U. S. Housing Act of 1937.

Component R – Other Information and Attachments

ATTACHMENTS:

Copies of the newsletter of October 30, 1999 and April 11, 2000 are attached. These were passed out to all apartments as a flier that we do with our newsletter. Within these newsletters there is a notice about the five-year and one year plan asking residents to come read the plan and offer any suggestions that they might have.

There was a notice posted at the City Hall and the Post Office and in the newspapers. Again, no one came to review and offer suggestions.

Housing Authority of the City of Calvert

October 30, 1999

Newsletter

RESIDENT SERVICE AND SATISFACTION SURVEY

You recently received a flyer that said, “HUD needs to Hear from you!” This was an explanation concerning a survey that you may receive through the mail. HUD’s Real Estate Assessment Center is trying to hear from residents, which they have randomly selected using a computer program, to help evaluate the physical condition, finances, management operations and resident services of Public Housing agencies.

Each year Public Housing Agencies receive a grade on their performance based on certain criteria. This year residents are being asked to answer a survey and to return it to the HUD offices. The answers that residents give will be used to help develop a plan of action for the agency.

Do not write your name any where on the survey. This survey is considered to be very confidential. Just answer the questions and mail it in to HUD as they have requested.

Again, not everyone will receive a survey. There will be a few people who will be randomly selected to receive this survey.

Supervision of Children Visiting or Living with You.

Please tell the children who are living with you or visiting with you to be careful where they are playing. We have a group playing football on the West side that is tearing up the yards of residents and hitting windows and doors with the football. Remember in your lease that you stated you would not infringe on the peaceful living of your neighbors.

I know that the kids need a place to play, but they do not need to disturb the older residents. I have told residents, if the children are bothering them or if there is “rough play” going on, to call the police. The police have been informed to write the children up. They will give me a copy of the notice and I will put it in the file in my office. If there are a whole lot of these notices filed against one family, you may be asked to move because you have broken your lease.

FIRE ALARMS

Please do not take the batteries out of your fire alarms. Raymond will be coming around to check your alarms and replace the batteries if they are not working. It is especially important that we keep them working during cold weather because of the operation of our furnaces.

Do not use your stove or oven to heat your house. This is very dangerous. If you are having problems with your heater, please let Raymond know. We can get in touch with some one who can repair it.

OFFICE HOURS

Component R – Other Information and Attachments

Remember that the Office Hours are from 3:30 PM to 5:30 PM, Monday through Friday.

PHA FIVE YEAR AND ONE YEAR PLAN

Public housing authorities have been requested to formulate plans for the next five years. We have done this and our plan is available at the office for your approval and comments. The board meeting for this plan to be approved is scheduled for November 30, 1999. Please come by the office during office hours from 3:30 to 5:30 PM, Monday through Friday and tell us what you think.

THINGS TO REMEMBER

Rent is due on the tenth of the month. If you have problems with this, please call me at the office or come by the office and let me know. We probably can work something out to help you keep your housing and not get behind.

Usually rent is picked up on the West side on the 4th or 5th of the month. If we miss you, you can always put it in an envelope with your name on the front of the envelope and put it in the drop box at the office.

The office will be closed November 1 through November 4, as I have to go to a Housing Authority Training meeting in Wichita, KS. If you have any problems, call Raymond Ramirez at 364-3739. He will fix what is wrong or call a repairperson that can.

We will begin sending out the information for recertification of your rent about the middle of December. Please fill out all the information and return the forms to the office when you receive them.

Raymond and I will be doing apartment inspections sometime in December. Please remember that everything needs to be clean, lights in all of your fixtures, and all utilities turned on. If your utilities are not turned on, you are not in compliance with your lease and can be evicted.

Housing Authority of the City of Calvert

Newsletter

April 11, 2000

FIVE YEAR PLAN

Our five year-plan was recently reviewed and we were requested to revise several parts. The revisions have been made and the plan is on display in the office for your approval or suggestions. Please come by the office before the 17th of April to make your comments.

PLAYGROUND EQUIPMENT

Please do not play on the playground equipment after 9:00 PM. This keeps the residents who live near this equipment awake if they are early-to-bed people. Remember that we need to get along with the other residents in the area and this is one way of showing your consideration.

THINGS TO REMEMBER

Office Hours: 3:30 to 5:30 PM, Monday - Friday

Phone Numbers:

Office: 979/364-2844

Sandra Greaves: 979/364-3657

Raymond Ramirez: 979/364-3739

Component R – Other Information and Attachments

FAX Number: 979/364-3674

