

PHA Plans

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

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

**PHA Plan
Agency Identification**

PHA Name: Robstown Housing Authority

PHA Number: TX 163

PHA Fiscal Year Beginning: (mm/yyyy) 04/2000

Public Access to Information

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

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

Display Locations For PHA Plans and Supporting Documents

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

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

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

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

5-YEAR PLAN
PHA FISCAL YEARS 2000 - 2004

[24 CFR Part 903.5]

A. Mission

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

X The

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

_____ The PHA's mission is: (state mission here)

B. Goals

Goals and objectives listed below are derived from HUD's strategic Goals and Objectives and those established in recent legislation. PHAs may select any of these goals and objectives as their own, or identify other goals and/or objectives. Whether selecting the HUD-suggested objectives or their own, PHAs ARE STRONGLY ENCOURAGED TO IDENTIFY QUANTIFIABLE MEASURES OF SUCCESS IN ACHIEVING THEIR OBJECTIVES OVER THE COURSE OF THE 5 YEARS. (Quantifiable measures should include targets such as: numbers of families served or PHAS scores achieved.) PHAs should identify these measures in the spaces to the right of or below the stated objectives.

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

X PHA Goal: Expand the supply of assisted housing
Objectives:

_____ Apply for additional rental vouchers:

_____ Reduce public housing vacancies:

X Leverage private or other public funds to create additional housing opportunities:

X Acquire or build units or developments

_____ Other (list below)

The Housing Authority has started two Non-Profit Corporations in order to leverage resources and create additional housing. Through this process, the Housing Authority has afforded two families the opportunity of homeownership. It is the intent of the Housing Authority to continue leveraging resources, acquiring houses, and affording residents the opportunity of homeownership.

Further, the Housing Authority, through the Non-Profit Corporations, has acquired three houses which are leased under the Section 8 Voucher Program. This not only increases the housing stock from which applicants may choose, but also provides the Non-Profit Corporations a means of income to continue as a player in the financial leveraging market.

PHA Goal: Improve the quality of assisted housing

Objectives:

- Improve public housing management: (PHAS score)
- Improve voucher management: (SEMAP score)
- Increase customer satisfaction:
- Concentrate on efforts to improve specific management functions:
(list; e.g., public housing finance; voucher unit inspections)
- Renovate or modernize public housing units:
- Demolish or dispose of obsolete public housing:
- Provide replacement public housing:
- Provide replacement vouchers:
- Other: (list below)

The Housing Authority is awaiting the PHAS Advisory Scores in order to establish baseline improvement data.

PHA Goal: Increase assisted housing choices

Objectives:

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

As described above, through the avenue of Non-Profit Corporations, the Housing Authority is implementing homeownership programs as funds allow. Considering voucher payment standards, the Housing Authority annually updates the Fair Market Rents in accordance with published HUD guidelines.

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

PHA Goal: Provide an improved living environment

Objectives:

- Implement measures to deconcentrate poverty by bringing higher income public housing households into lower income developments:
- Implement measures to promote income mixing in public housing by assuring access for lower income families into higher income developments:
- Implement public housing security improvements:

- Designate developments or buildings for particular resident groups (elderly, persons with disabilities)
- Other: (list below)

To the maximum extent possible, the Housing Authority promotes deconcentration and income mixing; however, the limited job market and economic conditions within the jurisdiction often hinder upward mobility.

The continued Drug Elimination Grants have allowed the Housing Authority to address security issues and curtail crime and drug related activity within the developments. The Police Department provides a monthly report for all service calls to Housing Authority properties. In the continued efforts to promote safe and secure housing, the Housing Authority and the Police Department have teamed up. Long terms goals include assisting the Police Department in all viable ways to ensure the continued working relationship.

The Housing Authority currently has designated two developments as elderly/disabled sites. Through written comments, it is clear that the residents are taking full advantage of the community services available to them. Such services include transportation, adult day care, senior citizens center and home health care to mention a few. The Housing Authority hopes to further strengthen the cooperative arrangements with the various agencies in order to prevent premature institutional confinement.

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

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

As addressed in the Drug Elimination Program, the Housing Authority firmly believes

that education is the key to not only drug prevention but also future employability.

With this belief in mind, the Housing Authority implemented a scholarship program in association with the Drug Elimination Program. It is the intent to continue awarding scholarships throughout the next five years or as funding permits. Further, the Housing Authority hopes to continue various educational programs such as Camp Genesis, Memberships to the local Boys & Girls Club, and Intercession Camps.

During the next five year period, the Housing Authority hopes to reduce the number of resident students dropping out of school while at the same time increasing the number of resident students attending institutes of higher education. Quantitatively, in association to the School District's goals, the Housing Authority hopes to assist in promoting attendance from the current level of 94.5% to 97%; assist in decreasing the dropout rate from 1.6% to 1.0%; assist in increasing the number of students taking college admissions test from 57.8% to 68.0%.

Concerning supportive services for elderly and families with disabilities, approximately 20% of the Housing Authority's residents require these services. The Housing Authority wishes to continue the cooperative efforts with the Nueces County Community Action Agency, the Adult Day Care Center, the Nueces County Senior Center, the Care "B" transportation system, as well as St. Anthony's Social Services, a faith based organization. Based on resident comments, the Housing Authority believes that the level of supportive services is satisfactory; however, maintaining the current level is essential.

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

X PHA Goal: Ensure equal opportunity and affirmatively further fair housing

Objectives:

X Undertake affirmative measures to ensure access to assisted housing regardless of race, color, religion national origin, sex, familial status, and disability:

X Undertake affirmative measures to provide a suitable living environment for families living in assisted housing, regardless of race, color, religion national origin, sex, familial status, and disability:

X Undertake affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required:

_____ Other: (list below)

The Housing Authority actively promotes diversity through written polices as well as through practices. Through staff development programs, the Housing Authority's employees and commissioners will obtain a heighten awareness of affirmative action issues and measures to ensure equal housing opportunities.

Further, the grievance procedures afford any resident the right to a due process determination except for criminal activity that threatens the health and safety of other residents or employees or drug related criminal activity.

Other PHA Goals and Objectives: (list below)

Annual PHA Plan PHA Fiscal Year 2000

[24 CFR Part 903.7]

Annual Plan Type:

Select which type of Annual Plan the PHA will submit.

Standard Plan

Streamlined Plan:

High Performing PHA

Small Agency (<250 Public Housing Units)

Administering Section 8 Only

Troubled Agency Plan

Executive Summary of the Annual PHA Plan - Optional

[24 CFR Part 903.7 9 (r)]

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

Annual Plan Table of Contents

[24 CFR Part 903.7 9 (r)]

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

Table of Contents

Page

Annual Plan

Executive Summary		N/A
i. Table of Contents		1
Housing Needs		6
1. Financial Resources		15
2. Policies on Eligibility, Selection and Admissions	17	
3. Rent Determination Policies		27
4. Operations and Management Policies	32	
5. Grievance Procedures	34	
6. Capital Improvement Needs		35
7. Demolition and Disposition		42
8. Designation of Housing	43	
9. Conversions of Public Housing	45	
10. Homeownership		47
11. Community Service Programs	50	
12. Crime and Safety		53
13. Pets (Inactive for January 1 PHAs)		55
14. Civil Rights Certifications (included with PHA Plan Certifications)	61	
15. Audit		62
16. Asset Management		63

Attachments

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

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

Optional Attachments:

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

Supporting Documents Available for Review

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

List of Supporting Documents Available for Review

Applicable &	Supporting Document	Applicable Plan Component
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On Display

On Display	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
On Display	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans
On Display	Fair Housing Documentation: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions' initiatives to affirmatively further fair housing that require the PHA's involvement.	5 Year and Annual Plans
On Display	Consolidated Plan for the jurisdiction/s in which the PHA is located (which includes the Analysis of Impediments to Fair Housing Choice (AI)) and any additional backup data to support statement of housing needs in the jurisdiction	Annual Plan: Housing Needs
On Display	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources;
On Display	Public Housing Admissions and (Continued) Occupancy Policy (A&O), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies
On Display	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
On Display	Public Housing Deconcentration and Income Mixing Documentation: PHA board certifications of compliance with deconcentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/99 <i>Quality Housing and Work Responsibility Act Initial Guidance; Notice</i> and any further HUD guidance) and 18. Documentation of the required deconcentration and income mixing analysis	Annual Plan: Eligibility, Selection, and Admissions Policies
On Display	Public housing rent determination policies, including the methodology for setting public housing flat rents check here if included in the public housing	Annual Plan: Rent Determination

A & O Policy

On Display	Schedule of flat rents offered at each public housing development check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
On Display	Section 8 rent determination (payment standard) policies check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
On Display	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	Annual Plan: Operations and Maintenance
On Display	Public housing grievance procedures check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
On Display	Section 8 informal review and hearing procedures check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
On Display	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
N/A	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
On Display	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	Annual Plan: Capital Needs
N/A	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans or any other approved proposal for development of public housing	Annual Plan: Capital Needs
N/A	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
N/A	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
N/A	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act	Annual Plan: Conversion of Public Housing
N/A	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
N/A	Policies governing any Section 8 Homeownership	Annual Plan:

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

1. Statement of Housing Needs

[24 CFR Part 903.79 (a)]

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

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

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

Family	Overall	Afford-ability
Type Supply	Quality	Accessibility

Size	Location							
Income <= 30% of AMI	6830	5	4	4	5	4	1	
Income >30% but <=50% of AMI	4555	4	4	4	5	4	1	
Income >50% but <80% of AMI	3974	3	4	4	5	4	1	
Elderly	2365	5	5	5	5	5	5	
Families with Disabilities	N/A	5	5	5	5	5	5	
Race/Ethnicity Black	1214	5	5	5	5	5	1	
Race/Ethnicity Hispanic	9555	5	5	5	5	5	1	

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

_____ Consolidated Plan of the Jurisdiction/s

Indicate year: _____

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

_____ American Housing Survey data

Indicate year: _____

_____ Other housing market study

Indicate year: _____

_____ Other sources: (list and indicate year of information)

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

Complete one table for each type of A-wide waiting list administered by the PHA. PHAs may provide separate tables for site-based or jurisdictional public housing waiting lists at their option.

Housing Needs of Families on the Waiting List

Waiting list type:
(select one)

Section 8
tenant
-
based
assistance

_____ Public

Housing

_____ Combined

Section 8 and
Public Housing

_____ Public

Housing Site-
Based or sub-
jurisdictional
waiting list

(optional)

If used,

identify
which
development/
subjurisdiction:

	# of families	% of total families	Annual Turnover
Waiting list total	73		1
Extremely low income <=30% AMI	0	0%	
Very low income (>30% but <=50% AMI)	73	100%	

Low income (>50% but <80% AMI)	0	0%
Families with children	73	100%
Elderly families	0	0%
Families with Disabilities	0	0%
Race/ethnicity Hispanic	73	100%

Characteristics by
Bedroom Size
(Public Housing
Only)

1BR

2 BR

3 BR

4 BR

5 BR

5+ BR

Is the waiting list

closed (select one)? No Yes

If yes:

B.

How long has it been closed (# of months)?

Does the PHA expect to reopen the list in the PHA Plan year?
No
Yes

Does the PHA permit specific categories of families onto the waiting list, even if generally closed?
No
Yes

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

Waiting list type:
(select one)

Section 8
tenant-
based
assistanc
e

Public
Housing

Combined
Section 8 and
Public Housing

Public
Housing Site-
Based or sub-
jurisdictional
waiting list
(optional)

If used,
identify
which
develop
ment/su
bjurisdic
tion:

	# of families	% of total families	Annual Turnover
Waiting list total	33		1
Extremely low income <=30% AMI	0	0%	
Very low income (>30% but <=50% AMI)	33	100%	
Low income (>50% but <80% AMI)	0	0%	
Families with children	22	67%	
Elderly families	4	12%	
Families with Disabilities	0	0%	
Race/ethnicity Hispanic	33	100%	

Characteristics by
Bedroom Size
(Public Housing
Only)

1BR	11
2 BR	12
3 BR	7
4 BR	3
5 BR	0
5+ BR	0

Is the waiting list closed (select one)? No Yes

If yes:

B.

How long has it been closed (# of months)?

Does the PHA expect to reopen the list in the PHA Plan year?

No
Yes

Does the PHA permit specific categories of families onto the waiting list, even

if
generally
closed?
No
Yes

C. Strategy for Addressing Needs

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

(1) Strategies
Need: Shortage of affordable housing

for all eligible populations

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

Check all that apply

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

The Housing Authority has experienced a shortage of affordable housing especially in the Section 8 Program; therefore, efforts in the upcoming year will include soliciting landlords as well as explore other funding resources.

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

Check all that apply

- Apply for additional section 8 units should they become available
- Leverage affordable housing resources in the community through the creation of mixed - finance housing
- Pursue housing resources other than public housing or Section 8 tenant-based

assistance.

Other: (list below)

The Housing Authority will continue pursuing affordable housing units through its Non-Profit Entities.

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

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

ct all that apply

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

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

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

ct all that apply

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

The Housing Authority has adopted policies to support and encourage work. Further, the Authority will continue to implement and monitor the policies in order to achieve maximum effectiveness.

B. Need: Specific Family Types: The Elderly

Strategy 1: Target available assistance to the elderly:

ct all that apply

- Seek designation of public housing for the elderly
- Apply for special-purpose vouchers targeted to the elderly, should they become available
- Other: (list below)

Need: Specific Family Types: Families with Disabilities

Strategy 1: Target available assistance to Families with Disabilities:

ct all that apply

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

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

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

ct if applicable

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

Strategy 2: Conduct activities to affirmatively further fair housing

ct all that apply

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

The Housing has not and does not anticipate any disproportionate difficulties housing the elderly, the disabled or any certain race/ethnicity. However, monitoring will occur for any changes.

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

(2) Reasons for Selecting Strategies

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

- Funding constraints
- Staffing constraints
- Limited availability of sites for assisted housing
- Extent to which particular housing needs are met by other organizations in the community
- Evidence of housing needs as demonstrated in the Consolidated Plan and other information available to the PHA
- Influence of the housing market on PHA programs
- Community priorities regarding housing assistance

- _____ Results of consultation with local or state government
- _____ Results of consultation with residents and the Resident Advisory Board
- _____ Results of consultation with advocacy groups
- _____ Other: (list below)

2. Statement of Financial Resources

[24 CFR Part 903.79 (b)]

the financial resources that are anticipated to be available to the PHA for the support of Federal public housing and tenant-based Section 8 assistance programs administered by the PHA during the year. Note: the table assumes that Federal public housing or tenant based Section 8 assistance funds are expended on eligible purposes; therefore, uses of these funds need not be stated. For other funds, indicate the use for those funds as one of the following categories: public housing capital improvements, public housing safety/security, public housing supportive services, Section 8 tenant-based assistance, Section 8 supportive services or other.

Financial Resources:

Planned Sources and Uses

Sources	Planned \$	Planned Uses
1. Federal Grants (FY 2000 grants)		
a) Public Housing Operating Fund	450,000	
b) Public Housing Capital Fund	300,000	
c) HOPE VI Revitalization		

- d) HOPE VI Demolition
- e) Annual Contributions for Section 8 Tenant-Based Assistance 725,000
- f) Public Housing Drug Elimination Program (including any Technical Assistance funds) 60,000
- g) Resident Opportunity and Self-Sufficiency Grants
- h) Community Development Block Grant
- i) HOME

Other Federal Grants (list below)

2. Prior Year Federal Grants (unobligated funds only) (list below)

3. Public Housing Dwelling Rental Income 187,000 PHA Operations

4. Other income (list below)

Section 8 Administrative Fee 84,000 Section 8 Administration

Interest, Fees, Commissions 77,000 PHA Operations

4. Non-federal sources (list below)

Total resources 1,883,000

3. PHA Policies Governing Eligibility, Selection, and Admissions

[24 CFR Part 903.79 (c)]

A. Public Housing

(1) Eligibility

- a. When does the PHA verify eligibility for admission to public housing? (select all that apply)
- When families are within a certain number of being offered a unit: (state number)
- When families are within a certain time of being offered a unit: (state time)
- Other: (describe) **Two weeks after application is submitted to the PHA.**
- b. Which non-income (screening) factors does the PHA use to establish eligibility for admission to public housing (select all that apply)?
- Criminal or Drug-related activity
- Rental history
- Housekeeping
- Other (describe)
- c. Yes No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?
- d. Yes No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?
- e. Yes No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)

(2)Waiting List Organization

- a. Which methods does the PHA plan to use to organize its public housing waiting list (select all that apply)
- Community-wide list
- Sub-jurisdictional lists
- Site-based waiting lists
- Other (describe)
- b. Where may interested persons apply for admission to public housing?
- PHA main administrative office
- PHA development site management office
- Other (list below)
- c. If the PHA plans to operate one or more site-based waiting lists in the coming year, answer each of the following questions; if not, skip to subsection **(3) Assignment**
1. How many site-based waiting lists will the PHA operate in the coming year?
2. Yes No: Are any or all of the PHA's site-based waiting lists new for the upcoming year (that is, they are not part of a previously-HUD-approved site based waiting list plan)?
If yes, how many lists?

3. Yes No: May families be on more than one list simultaneously
If yes, how many lists?
4. Where can interested persons obtain more information about and sign up to be on the site-based waiting lists (select all that apply)?
- PHA main administrative office
 - All PHA development management offices
 - Management offices at developments with site-based waiting lists
 - At the development to which they would like to apply
 - Other (list below)

(3) Assignment

- a. How many vacant unit choices are applicants ordinarily given before they fall to the bottom of or are removed from the waiting list? (select one)
- One
 - Two
 - Three or More
- b. Yes No: Is this policy consistent across all waiting list types?
- c. If answer to b is no, list variations for any other than the primary public housing waiting list/s for the PHA:

(4) Admissions Preferences

- a. Income targeting:
- Yes No: Does the PHA plan to exceed the federal targeting requirements by targeting more than 40% of all new admissions to public housing to families at or below 30% of median area income?
- b. Transfer policies:
- In what circumstances will transfers take precedence over new admissions? (list below)
- Emergencies
 - Overhoused
 - Underhoused

- Medical justification
- Administrative reasons determined by the PHA (e.g., to permit modernization work)
- _____ Resident choice: (state circumstances below)
- _____ Other: (list below)

a. Preferences

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

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

Former Federal preferences:

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

Other preferences: (select below)

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

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

 7 Date and Time

Former Federal preferences:

- 1 Involuntary Displacement (Disaster, Government Action, Action of Housing)

- 4 _____ Owner, Inaccessibility, Property Disposition)
- 3 _____ Victims of domestic violence
- 5 _____ Substandard housing
- 2 _____ Homelessness
- 6 _____ High rent burden

Other preferences (select all that apply)

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

4. Relationship of preferences to income targeting requirements:

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

(5) Occupancy

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

- X _____ The PHA-resident lease
- X _____ The PHA's Admissions and (Continued) Occupancy policy
- X _____ PHA briefing seminars or written materials
- _____ Other source (list)

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

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

(6) Deconcentration and Income Mixing

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

poverty or income mixing?

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

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

___ Adoption of site-based waiting lists

___ If selected, list targeted developments below:

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

If selected, list targeted developments below: **All PHA Sites.**

___ Employing new admission preferences at targeted developments

If selected, list targeted developments below:

___ Other (list policies and developments targeted below)

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

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

___ Additional affirmative marketing

___ Actions to improve the marketability of certain developments

___ Adoption or adjustment of ceiling rents for certain developments

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

___ Other (list below)

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

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

___ List (any applicable) developments below:

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

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

___ List (any applicable) developments below:

B. Section 8

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

Unless otherwise specified, all questions in this section apply only to the tenant-based section 8 assistance program (vouchers, and until completely merged into the voucher program, certificates). **(1) Eligibility**

- a. What is the extent of screening conducted by the PHA? (select all that apply)
- Criminal or drug-related activity only to the extent required by law or regulation
- Criminal and drug-related activity, more extensively than required by law or regulation
- More general screening than criminal and drug-related activity (list factors below)
- Other (list below)
- b. Yes No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?
- c. Yes No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?
- d. Yes No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)
- e. Indicate what kinds of information you share with prospective landlords? (select all that apply)
- Criminal or drug-related activity
- Other (describe below)

(2) Waiting List Organization

- a. With which of the following program waiting lists is the section 8 tenant-based assistance waiting list merged? (select all that apply)
- None
- Federal public housing

- Federal moderate rehabilitation
- Federal project-based certificate program
- Other federal or local program (list below)

b. Where may interested persons apply for admission to section 8 tenant-based assistance?
(select all that apply)

- PHA main administrative office
- Other (list below)

(3) Search Time

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

If yes, state circumstances below: **Availability Of Units In Area.**

(4) Admissions Preferences

a. Income targeting

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

b. Preferences

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

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

Former Federal preferences

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

Other preferences (select all that apply)

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

- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes
- Other preference(s) (list below)

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

6 Date and Time

Former Federal preferences

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

Other preferences (select all that apply)

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

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

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

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

- This preference has previously been reviewed and approved by HUD

_____ The PHA requests approval for this preference through this PHA Plan

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

_____ The PHA applies preferences within income tiers

X Not applicable: the pool of applicant families ensures that the PHA will meet income targeting requirements

(5) Special Purpose Section 8 Assistance Programs

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

X The Section 8 Administrative Plan

X Briefing sessions and written materials

_____ Other (list below)

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

X Through published notices

_____ Other (list below)

4. PHA Rent Determination Policies

[24 CFR Part 903.7.9 (d)]

A. Public Housing

Options: PHAs that do not administer public housing are not required to complete sub-component

(1) Income Based

Rent Policies

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

a. Use of discretionary policies: (select one)

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

---or---

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

b. Minimum Rent

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

- \$0
- \$1-\$25
- \$26-\$50

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

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

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

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

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

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

- For the earned income of a previously unemployed household member
- For increases in earned income
- Fixed amount (other than general rent-setting policy)
If yes, state amount/s and circumstances below:

Fixed percentage (other than general rent-setting policy)
If yes, state percentage/s and circumstances below:

- For household heads
- For other family members
- For transportation expenses
- For the non-reimbursed medical expenses of non-disabled or non-elderly families
- Other (describe below)

e. Ceiling rents

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

- Yes for all developments
- Yes but only for some developments
- No

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

- For all developments
- For all general occupancy developments (not elderly or disabled or elderly only)
- For specified general occupancy developments
- For certain parts of developments; e.g., the high-rise portion
- For certain size units; e.g., larger bedroom sizes
- Other (list below)

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

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

f. Rent re-determinations:

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

- Never
- At family option
- Any time the family experiences an income increase
- Any time a family experiences an income increase above a threshold amount or percentage: (if selected, specify threshold)_____
- Other (list below)

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

(2) Flat Rents

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

- The section 8 rent reasonableness study of comparable housing
- Survey of rents listed in local newspaper
- Survey of similar unassisted units in the neighborhood
- Other (list/describe below)

B. Section 8 Tenant-Based Assistance

Options: PHAs that do not administer Section 8 tenant-based assistance are not required to complete sub-component 4B. **Unless otherwise specified, all questions in this section apply only to the tenant-based section 8 assistance program (vouchers, and until completely merged into the voucher program, certificates).**

(1) Payment Standards

Describe the voucher payment standards and policies.

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

- At or above 90% but below 100% of FMR
- 100% of FMR
- Above 100% but at or below 110% of FMR
- Above 110% of FMR (if HUD approved; describe circumstances below)

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

- FMRs are adequate to ensure success among assisted families in the PHA's segment of the FMR area
- The PHA has chosen to serve additional families by lowering the payment standard
- Reflects market or submarket
- Other (list below) **To allow for utility allowance not to exceed gross rents.**

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

- FMRs are not adequate to ensure success among assisted families in the PHA's segment of the FMR area
- Reflects market or submarket
- To increase housing options for families
- Other (list below)

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

- Annually
- Other (list below) **As Needed.**

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

- Success rates of assisted families
- Rent burdens of assisted families
- Other (list below)

(2) Minimum Rent

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

- \$0
- \$1-\$25
- \$26-\$50

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

5. Operations and Management

[24 CFR Part 903.79 (e)]

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

A. PHA

Management Structure

Describe the PHA's management structure and organization.

(select one)

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

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

B. HUD Programs Under PHA Management

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

Program Name	Units or Families Served at Year Beginning	Expected Turnover
Public Housing		
Section 8 Vouchers		
Section 8 Certificates		

Section 8 Mod Rehab

Special Purpose Section
8 Certificates/Vouchers
(list individually)

Public Housing Drug
Elimination Program
(PHDEP)

Other Federal
Programs(list
individually)

C. Management and Maintenance Policies

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

(1) Public
Housing

Maintenance and Management: (list below)

(2) Section 8 Management: (list below)

6. PHA Grievance Procedures

[24 CFR Part 903.79 (f)]

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

A. Public Housing

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

If yes, list additions to federal requirements below:

2. Which PHA office should residents or applicants to public housing contact to initiate the PHA grievance process? (select all that apply)
- PHA main administrative office
 PHA development management offices
 Other (list below)

B. Section 8 Tenant-Based Assistance

1. Yes No: Has the PHA established informal review procedures for applicants

to the Section 8 tenant-based assistance program and informal hearing procedures for families assisted by the Section 8 tenant-based assistance program in addition to federal requirements found at 24 CFR 982?

If yes, list additions to federal requirements below:

2. Which PHA office should applicants or assisted families contact to initiate the informal review and informal hearing processes? (select all that apply)

PHA main administrative office

Other (list below)

7. Capital Improvement Needs

[24 CFR Part 903.79 (g)]

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

A. Capital Fund

Activities

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

(1) Capital Fund

Program Annual Statement

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

Select one:

The Capital Fund Program Annual Statement

Statement is provided as an attachment to the PHA Plan at Attachment (state name)

-or-

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

**IA Plan
ble 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
FFY of Grant
Approval:
(MM/YYYY)

Original Annual
Statement

Line No.	Summary by Development Account	Total Estimated Cost
1	Total Non-CGP Funds	
2	1406 Operations	
3	1408 Management Improvements	2,000
4	1410 Administration	31,696
5	1411 Audit	1,000
6	1415 Liquidated Damages	
7	1430 Fees and Costs	29,000
8	1440 Site Acquisition	
9	1450 Site Improvement	62,500
10	1460 Dwelling Structures	157,489

11	1465.1	Dwelling Equipment-Nonexpendable	8,000
12	1470	Nondwelling Structures	28,000
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)	319,685
21		Amount of line 20 Related to LBP Activities	
22		Amount of line 20 Related to Section 504 Compliance	
23		Amount of line 20 Related to Security	
24		Amount of line 20 Related to Energy Conservation Measures	

Annual Statement

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

Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Total Estimated Cost
TX 163			
Agency Wide	Software Update & Training	1408	2,000
	Administrative Costs	1410	31,696
	Independent Audit	1411	1,000
	Architect Fees	1430	29,000
	Install Concrete Warehouse Parking	1470	28,000
	Replace Appliances	1465	8,000
TX 163 001			
Curtis Place	Install Clothesline	1450	2,500 48,0
	Repair/Replace Sidewalks	1450	48,000
	Install Gutters & Downspouts	1460	8,000
	Replace Water Heaters/Vent Doors	1460	2,500
	Foundation Repairs	1460	7,096
	Security Screen Doors	1460	22,893
TX 163 002			
Scattered Sites	Replace Clothesline	1450	2,000
	Re-Route Water Heaters	1450	10,000
	Replace Electrical Supply Meters	1460	30,000
	Block Attic (Duplex Firewalls)	1460	74,000
TX 163 004			
Northgate/Senior	Replace Bedroom Ceiling Fans	1460	5,000

TX 163 006

LaPosada/Calderon Install Bedroom Ceiling Fans

1460

8,000

Annual Statement

Capital Fund Program (CFP) Part III: Implementation Schedule

	Development Number/Name HA-Wide Activities	All Funds Obligated (Quarter Ending Date)
All Funds Expended (Quarter Ending Date)	TX 163	
09/30/03	Agency Wide	03/31/02
	TX 163 001	03/31/02
09/30/03	TX 163 002	03/31/02
09/30/03	TX 163 004	03/31/02
09/30/03	TX 163 006	03/31/02
09/30/03		

(2) Optional 5-Year Action Plan

agencies are encouraged to include a 5-Year Action Plan covering capital work items. This statement shall be completed by using the 5 Year Action Plan table provided in the table library at the end of the PHA Plan template **OR** by completing and attaching a properly updated HUD-52834. a. Yes No: Is the PHA

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

b. If yes to question a, select one:

The Capital Fund Program 5-Year Action Plan is provided as an attachment to the PHA Plan at Attachment (state name)

-or-

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

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	
TX 163	Agency Wide	N/A	N/A
Description of Needed Physical Improvements or Management Improvements		Estimated Cost	Planned Start Date (HA Fiscal Year)
Replace Appliances		40,000	FYE 2001-2004
Software Updates & Training		8,000	FYE 2001-2004
Administrative Costs		126,784	FYE 2001-2004

Independent Audit	4,000	FYE 2001-2004
Architect Fees	120,000	FYE 2001-2004
Contingency	8,192	FYE 2001-2002
Replace Main Office Soffit	2,500	FYE 2001

Total estimated cost over next 5 years 309,476

Optional 5-Year Action Plan Tables

Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development
TX 163 001	Curtis Place	N/A	N/A

Description of Needed Physical Improvements or Management Improvements	Estimated Cost	Planned Start Date (HA Fiscal Year)
---	-----------------------	--

Fill Dirt/Landscape	15,000	FYE 2001
Install Driveways	80,000	FYE 2001
Install Security Lights	2,500	FYE 2001
Replace Bathroom Accessories	60,000	FYE 2001
Replace Metal Door Jambs	30,000	FYE 2001
Replace Kitchen Cabinets	50,893	FYE 2001
Paint Interior & Exterior	25,000	FYE 2002
Replace Existing Floor Tile	75,893	FYE 2002
Install Playground	15,000	FYE 2003

Total estimated cost over next 5 years 354,286

Optional 5-Year Action Plan Tables

Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development
TX 163 002	Scattered Sites	N/A	N/A

Description of Needed Physical Improvements or Management Improvements	Estimated Cost	Planned Start Date (HA Fiscal Year)
---	-----------------------	--

Grade For Drainage /Fill Dirt	15,000	FYE 2003
Replace Sidewalks & Steps	20,000	FYE 2003
Repair 15 Foundations	120,000	FYE 2002
Replace Front & Rear Screen Doors	20,00	FYE 2002

Total estimated cost over next 5 years 175,000

Optional 5-Year Action Plan Tables

Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development
TX 163 004	Northgate/Senior Villa	N/A	N/A

Description of Needed Physical Improvements or Management Improvements	Estimated Cost	Planned Start Date (HA Fiscal Year)
Install Dumpster Walls	5,000	FYE 2003
Install Central Heat & Air	73,496	FYE 2003
Retrofit ADA Unit	10,000	FYE 2003
Install Firewalls	25,000	FYE 2003
Install Permanent Light Fixtures In Living Rooms	50,893	FYE 2003
Two Concrete Entrances	5,000	FYE 2003
Bathroom Renovations	20,000	FYE 2003
Replace Stove Vent Hoods	1,100	FYE 2003
Install Gutters & Downspouts	4,500	FYE 2003
Total estimated cost over next 5 years	194,989	

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

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

X _____

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

b) Status of HOPE VI revitalization grant (complete one set of questions for each grant)

1. Development name:
2. Development (project) number:
3. Status of grant: (select the statement that best describes the current status)

- Revitalization Plan under development
- Revitalization Plan submitted, pending approval
- Revitalization Plan approved
- Activities pursuant to an approved Revitalization Plan underway

Yes No: c) Does the PHA plan to apply for a HOPE VI Revitalization grant in the Plan year?

If yes, list development name/s below:

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

If yes, list developments or activities below:

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

If yes, list developments or activities below:

8. Demolition and Disposition

[24 CFR Part 903.7 9 (h)]

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

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

2. Activity Description

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

Demolition/Disposition Activity Description

1a. Development name:

1b. Development (project) number:

2. Activity type: Demolition
 Disposition
3. Application status (select one)
 Approved
 Submitted, pending approval
 Planned application
4. Date application approved, submitted, or planned for submission: (DD/MM/YY)
5. Number of units affected:
 Coverage of action (select one)
 Part of the development
 Total development
7. Timeline for activity:
 a. Actual or projected start date of activity:
 b. Projected end date of activity:

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

[24 CFR Part 903.7 9 (i)]

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

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

to complete a streamlined submission; PHAs completing streamlined submissions may skip to component 10.)

2. Activity Description

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

Designation of Public Housing Activity Description

1a. Development name:

1b. Development (project) number:

2. Designation type:

Occupancy by only the elderly

Occupancy by families with disabilities

Occupancy by only elderly families and families with disabilities

3. Application status (select one)

Approved; included in the PHA’s Designation Plan

Submitted, pending approval

Planned application

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

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

New Designation Plan
 Revision of a previously-approved
Designation Plan?

1. Number of units affected:

7. Coverage of action (select one)

Part of the development
 Total development

10. Conversion of Public Housing to Tenant-Based Assistance

[24 CFR Part 903.7 9 (j)]

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

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

1. Yes No: Have any of the PHA's developments or portions of developments

been identified by HUD or the PHA as covered under section 202 of the HUD FY 1996 HUD Appropriations Act? (If “No”, skip to component 11; if “yes”, complete one activity description for each identified development, unless eligible to complete a streamlined submission. PHAs completing streamlined submissions may skip to component 11.)

2. Activity Description

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

Conversion of Public Housing Activity Description

1a. Development name:

1b. Development (project) number:

2. What is the status of the required assessment?

Assessment underway

Assessment results submitted to HUD

Assessment results approved by HUD (if marked, proceed to

_____ next question)
_____ Other (explain below)

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

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

- _____ Conversion Plan in development
- _____ Conversion Plan submitted to HUD on: (DD/MM/YYYY)
- _____ Conversion Plan approved by HUD on: (DD/MM/YYYY)
- _____ Activities pursuant to HUD-approved Conversion Plan underway

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

- _____ Units addressed in a pending or approved demolition application (date submitted or approved: _____)
- _____ Units addressed in a pending or approved HOPE VI demolition application (date submitted or approved: _____)
- _____ Units addressed in a pending or approved HOPE VI Revitalization Plan (date submitted or approved: _____)
- _____ Requirements no longer applicable: vacancy rates are less than 10 percent
- _____ Requirements no longer applicable: site now has less than 300 units
- _____ Other: (describe below)

Reserved for Conversions pursuant to Section 22 of the U.S. Housing Act of 1977

Reserved for Conversions pursuant to Section 33 of the U.S. Housing Act of 1977

11. Homeownership Programs Administered by the PHA

[24 CFR Part 903.7 9 (k)]

A. Public Housing

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

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

2. Activity Description

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

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

1a. Development name:

1b. Development (project) number:

2. Federal Program authority:

- HOPE I
 5(h)
 Turnkey III
 Section 32 of the USHA of 1937
(effective 10/1/99)

3. Application status: (select one)

- Approved; included in the PHA's
Homeownership Plan/Program
 Submitted, pending approval
 Planned application

4. Date Homeownership Plan/Program
approved, submitted, or planned for
submission: (DD/MM/YYYY)

5. Number of units affected:

6. Coverage of action: (select one)

- Part of the development
 Total development

B. Section 8 Tenant Based Assistance

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

2. Program Description:

a. Size of Program

___ Yes ___ No: Will the PHA limit the number of families participating in the section 8 homeownership option?

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

- ___ 25 or fewer participants
- ___ 26 - 50 participants
- ___ 51 to 100 participants
- ___ more than 100 participants

b. PHA-established eligibility criteria

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

If yes, list criteria below:

12. PHA Community Service and Self-sufficiency Programs

[24 CFR Part 903.7 9 (l)]

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

A. PHA

Coordination with the Welfare (TANF) Agency

1. Cooperative agreements:

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

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

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

- ___ Client referrals
- ___ Information sharing regarding mutual clients (for rent determinations and otherwise)
- ___ Coordinate the provision of specific social and self-sufficiency services and programs to eligible families
- ___ Jointly administer programs
- ___ Partner to administer a HUD Welfare-to-Work voucher program
- ___ Joint administration of other demonstration program
- ___ Other (describe)

B. Services and programs offered to residents and participants

(1) General

a. Self-Sufficiency Policies

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

- ___ Public housing rent determination policies
- ___ Public housing admissions policies
- ___ Section 8 admissions policies
- ___ Preference in admission to section 8 for certain public housing families
- ___ Preferences for families working or engaging in training or education programs for non-housing programs operated or coordinated by the PHA
- ___ Preference/eligibility for public housing homeownership option participation
- ___ Preference/eligibility for section 8 homeownership option participation
- ___ Other policies (list below)

b. Economic and Social self-sufficiency programs

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

Services and Programs

Program Name & Description (including location, if appropriate)	Estimated Size	Allocation Method (waiting list/random selection/specific criteria/other)	Access (development office / PHA main office / other provider name)	Eligibility (public housing or section 8 participants or both)
---	----------------	---	---	--

(2) Family Self Sufficiency program/s

a. Participation Description

Family Self Sufficiency (FSS) Participation

Program

Required Number of Participants (start of FY 2000 Estimate)

Actual Number of Participants (As of: DD/MM/YY)

Public Housing

Section 8

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

C. Welfare Benefit Reductions

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

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

13. PHA Safety and Crime Prevention Measures

[24 CFR Part 903.79 (m)]

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

A. Need for measures to ensure the safety of public

housing residents

1. Describe the need for measures to ensure the safety of public housing residents (select all that apply)

- High incidence of violent and/or drug-related crime in some or all of the PHA's developments
- High incidence of violent and/or drug-related crime in the areas surrounding or adjacent to the PHA's developments
- Residents fearful for their safety and/or the safety of their children
- Observed lower-level crime, vandalism and/or graffiti
- People on waiting list unwilling to move into one or more developments due to perceived and/or actual levels of violent and/or drug-related crime
- Other (describe below)

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

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

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

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

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

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

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

C. Coordination between PHA and the police

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

- Police involvement in development, implementation, and/or ongoing evaluation of drug-elimination plan
- Police provide crime data to housing authority staff for analysis and action
- Police have established a physical presence on housing authority property (e.g., community policing office, officer in residence)
- Police regularly testify in and otherwise support eviction cases
- Police regularly meet with the PHA management and residents
- Agreement between PHA and local law enforcement agency for provision of above-baseline law enforcement services
- Other activities (list below)

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

D. Additional information as required by PHDEP/PHDEP Plan

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

Yes

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

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

Yes **No: This PHDEP Plan is an Attachment.**
(Attachment Filename: TX163a01)

The Housing Authority has adopted the following pet policy.**Introduction**

Presented are the Pet Policies which form a part of the policies governing admission to and continued occupancy of Public Housing Communities operated by the Housing Authority of the City of Robstown, Texas. Section 227 of the Housing and Urban Rural Recovery Act of 1983 (Part 942.1 - Federal Register, Volume 51, No. 230 of December 1, 1986) provides that no owner or manager of federally assisted rental housing for the elderly or handicapped may, as a condition of tenancy or otherwise, prohibit or prevent elderly or handicapped tenants of housing designated specifically for occupancy by the elderly or handicapped from owning or keeping common household pets in their units or restrict or discriminate such persons in connection with admission to, or continued occupancy of, such housing because they own common household pets. The statute directs HUD to issue regulations to ensure compliance and that may prescribe reasonable rules for the keeping of pets by such applicants or tenants.

In keeping with HUD regulations and guidelines, the Housing Authority is prescribing certain house rules to address such issues as Pet Registration, Screening, Inoculation and Licensing, Sanitary Standards, Pet Restraint, Pet Density, Pet Size, Weight and Type Limitations, Financial Obligations of Pet Ownership, Standards of Pet Care, Physical Inspections, Pet Rule Violations, Pet Nuisance and Threat to Health and Safety, Pet Removal, and other related rules.

Leases are being amended for such elderly and handicapped families living or moving into such designated housing to incorporate by reference in the lease the provisions of the Pet Rules to ensure that the PHA and tenants are aware of and bound by these pet rules.

2.1 Definition of Terms

- A. **Elderly or Handicapped Family.** An Elderly or Handicapped person or family as defined in 24 CFR 912.2 and Section 8.8 and 8.11 of this PHA's Occupancy Policies.
- B. **Project for the Elderly or Handicapped.** Any Project assisted under the U. S. Housing Act of 1937 (other than Section 8 or 17 of the Act) including any building within a mixed-use Project that was designated specifically for occupancy by the Elderly or Handicapped at its inception or although not so designated, for which the PHA gives preference with HUD approval to elderly or handicapped.
- C. **Public Housing Agency.** "PHA" means this Housing Authority or other governmental entity or public body that is authorized to engage in or assist in the development or operation of housing for lower-income families.
- D. **Common Household Pet.** For the purpose of the Pet Policy, a common household pet means a domesticated dog, cat, bird and includes fish aquariums. A snake, turtle, lizard, rat, squirrel and other uncommon household pets, regardless of size and weight, are not considered household pets and cannot be permitted in the unit for the purpose of this pet policy.

Exception: This term does not include animals that are used to assist the handicapped,

(i.e., a trained dog to assist the blind). However, rules for inoculation, sanitation, restraint, physical inspections, and animal care are to be complied with.

2.2 Implementation Procedures

- A. Before these Pet Policies go into effect, the PHA shall serve Notice to all tenants or projects for the elderly or handicapped, stating that:
 - 1. Tenants are permitted to own and keep common household pets in their dwelling units in accordance with these pet rules.
 - 2. Animals that are used to assist the handicapped are excluded from this requirement, except as to the compliance of rules concerning inoculation, sanitation, restraint, of rules concerning inoculation, sanitation, restraint, physical inspections, animal care and potential damages.
- B. The PHA shall also provide a written notice to each elderly or handicapped applicant as specified in (1) and (2) above when the applicant is offered a dwelling unit in a Project designated for the elderly or handicapped.
- C. A copy of the Pet Rules shall be posted on the Bulletin Board of the Office of the Project designated for the elderly or handicapped and also in the Application Office of the PHA. Pet owner eligible tenants and leasing applicants may obtain a copy of the Pet Policy upon request. Additional copies of the policy can be obtained by payment of 10 cents per page for photocopying.

2.3 Nondiscrimination Provisions

Except as otherwise specifically authorized under CFR 942.10 and subject to compliance of these Pet Policies, this PHA will not, on designated elderly and handicapped Projects:

- A. As a condition of tenancy or otherwise, prohibit or prevent any tenant of such housing from owning common household pets or having such pets living in the tenant's dwelling unit; or
- B. Restrict or discriminate against any person in connection with admission to, or continued occupancy of, such housing by reason of the person's ownership of common household pets or the presence of such pets in the person's dwelling unit.

2.4 Registration Requirements

Prior to housing any kind of pet on the premises, the eligible resident or applicant shall register the pet with the PHA to obtain a Pet Permit. The PHA will screen the applicant or tenant to determine if the pet owner or prospective owner will be able to keep the pet in compliance with the house rules and other lease obligations. The PHA will check the past history of the resident/applicant regarding fulfillment of his/her past obligations, the pet temperament, etc. The following information will be required for Pet Registration Eligibility:

- A. A current license issued by the City of Robstown, Texas.
- B. Evidence that the pet (dog or cat) has been spayed or neutered, as applicable.

- C. Evidence that the pet (dog or cat) has received current rabies and distemper inoculations or boosters, as applicable.
- D. If bird or fish, bird must be caged and fish must be in special aquarium.
- E. Evidence that the pet is domesticated, is not vicious and/or intimidating.
- F. Evidence that the pet does not exceed 25 pounds (adult size).
- G. Applicant is to agree to provide an annual update of pet registration information and licensing certification at the time of the tenant's scheduled annual review of income and eligibility.
- H. Supply names and addresses of two responsible persons to care for the pet in case of emergencies.
- I. Registration eligibility is limited to only one single pet per family, except in the case of small fish.
- J. Applicant is to agree to provide a leash, in the case of dog or cat, to control pet, a cage in the case of a bird, or special aquarium in the case of fish.
- K. Before approval of Pet Permit, the pet owner must bring pet for eligibility determination to a place and time mutually agreed upon by the pet owner and the PHA.
- L. Applicants or tenants agree to comply with all the pet rules imposed by the PHA and with changes necessary from time to time.

2.5 Pet Licensing

As explained in the Registration Requirements, a valid current City License shall be obtained by pet owner showing evidence that the pet has received current rabies and distemper inoculations or boosters, as applicable. Also, evidence that the pet has been spayed or neutered, as applicable, shall be presented. Registration approval is limited to domesticated dogs, cats, birds and fish aquariums.

No animal of any kind shall be raised, bred or kept in the unit for any commercial purposes or the benefit of any other person than the resident or applicant.

2.6 Pet Size And Type

The size of a dog or cat should be small enough to be carried, or a "lap size" animal not to exceed 25 pounds (adult size). Birds should be small enough to be in a small cage 18 inches in diameter and 24 inches high, maximum. A fish aquarium should not be over 24 inches X 30 inches, maximum. Large cages or aquariums may infringe on the limited living space and will not be generally permitted.

2.7 Dwelling Unit Pet Limitation

No limitation as to the total number of pets in the whole Project is being placed. However, due to the potential sanitation and control problems, and to minimize complaints of pet noises, this

PHA is limiting pets to one single pet per eligible family, with the exception of fish aquariums. If through the fault of the resident a pet should give birth to a litter, the resident shall have all of said newborn pets removed from the premises. If the resident elects to remove the mother and litter, the resident may keep one of the baby cubs, in which case the resident will have to register the cub and abide by all the pet regulations. Residents, however, will be expected to keep their pets spayed or neutered, as applicable, as required in these pet rules in order to avoid any such instances and potential sanitation problems.

2.8 Pet Restraint

While the dogs or cats are being walked or moved through designated common areas, such as parking lots, etc., all dogs and cats must be leashed and be under the control of the individual. All dogs must be muzzled in order to protect other persons while transporting or walking the dog through designated areas. With regard to cats, these pets shall be declawed in order to prevent damages to woodwork, shades, drapes or other items in the unit, and also for protection of residents and visitors.

2.9 Pet Damages And Tenant Financial Obligations

Because of potential damages by pets to the dwelling unit and other Project areas, and because of possible carelessness by residents in pet care and possible pet sanitation noncompliance, possible additional costs associated with the pets (such as fumigation for control of fleas and ticks, waste removal, cleaning apartments, deodorizing, re-painting, etc.), may be required to be reimbursed to the management by the resident. Should it become necessary to temporarily board the pet due to illness of the resident or other emergency conditions, the resident is to be held responsible for any such costs involved.

2.10 Standard Of Pet Care And Sanitation

Residents shall keep their pets clean and groomed at all times. Dogs and cats shall remain inside the resident's unit. No animal is permitted to be loose in community rooms, yards or other areas of the facility. Residents are solely responsible for cleaning up pet droppings, if any, either inside or outside the unit or grounds. Droppings must be disposed of by placing in a sealed sack or plastic bag and then taken out and deposited in the large container outside the building. Litter boxes are to be provided for cat waste which must be kept inside the dwelling unit. However, residents shall not permit refuse from litter boxes to accumulate nor become unsightly or unsanitary. Cat waste and litter box refuse is to be removed also in sealed plastic bags and deposited in the large container outside the building. Residents shall take adequate precautions to eliminate any pet odors within or around the dwelling unit and maintain the unit in a clean and sanitary condition at all times. Residents are not allowed to alter their unit or patio area to create an enclosure for an animal. The only enclosures are limited to bird cages and fish aquariums.

Pets shall not be left unattended for a period of over eight (8) hours. If a resident plans to be out of the unit beyond this time, the resident shall either ask a neighbor to temporarily take care of the pet or if an extended absence is planned, to make arrangements with outside friends or relatives for the care of the pet elsewhere during his/her absence. If a pet is left unattended beyond the time limit, the PHA may have to enter the apartment to remove the pet and transfer any such animal to the proper authorities at the expense of the resident. The PHA accepts no responsibility for the pet under such circumstances. It would be wise for the pet owner leaving a pet alone to notify a neighbor and the manager's office when a resident leaves the unit for

two or three hours and then to notify the neighbor and manager when he/she returns.

2.11 NUISANCE OF THREAT TO HEALTH AND SAFETY

Day-to-day care of pets rests with each individual pet owner. If owner fails to take proper care of the animal or otherwise fails to remove waste and keep his/her apartment clean, the Housing Authority may, after an informal review process, revoke the resident's pet permit by notifying the owner of such revocation.

If an animal becomes extremely vicious, display symptoms of severe illness, or demonstrates other behavior that constitutes an immediate threat to the health or safety of the tenancy as a whole, the pet owner must immediately, upon request of the Housing Authority, remove the pet and place the animal in a facility that will provide the pet with care and shelter at the expense of the pet owner.

2.12 PROHIBITION OF STRAY PETS

Residents are prohibited from feeding or harboring stray animals. The feeding of stray animals shall constitute having a pet without registration or license and placed the resident in noncompliance of pet rules, in which case the resident faces lease violation and possible eviction.

2.13 ALTERNATE CUSTODIAN

Residents must identify alternate custodians for care of pets in the event of resident illness or other absences from the dwelling unit. The identification of two responsible person must occur prior to the issuance of a Pet Registration Permit.

2.14 INSPECTIONS

Annual inspections of the dwelling unit will be made to check the condition of the equipment and repairs needed in the apartment. However, management may require more frequent inspections for tenants with pets. If the Housing Authority has received complaints or has reasonable grounds to believe that the conduct or condition of a pet in the dwelling unit constitutes a nuisance or a threat to the health or safety of the occupants of the project or of other person. The Housing Authority, Upon reasonable notice to the tenant, may enter to inspect the unit during reasonable hours, unless in case of an emergency, in which case no advance notice is required.

2.15 NONCOMPLIANCE OF PET RULE

If a resident fails to correct a pet rule violation within the time specified by the Housing Authority, the Housing Authority may serve a written to the resident requiring removal of the pet, as prescribed in this policy, and in conformance with applicable lease and grievance procedures.

2.16 NORMS ON PROXIMITY OF PETS TO NON-PET OWNERS APARTMENTS

Management recognizes the fact that some individuals will not want to live in close proximity of pets. Applicants may reject a unit offered by the PHA if the unit offered is in close proximity

to a dwelling unit in which a pet resides. Refusal by an applicant shall not affect the individual's application for tenancy, including his/her place on the project's waiting list or qualifications for any tenant selection preference. The PHA is not obligated to accommodate any such applicant after he/she becomes a tenant. (See next paragraph for provisions to existing tenants).

2.17 COMPLAINTS

Every effort will be made to resolve complaints or violations by notification to pet owners and by holding meetings and informal review with pet owners in accordance with the grievance policy.

15. Civil Rights Certifications

[24 CFR Part 903.7 9 (o)]

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

Original Mailed To The San Antonio Office

16. Fiscal Audit

[24 CFR Part 903.7 9 (p)]

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

17. PHA Asset Management

[24 CFR Part 903.7 9 (q)]

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

1. ___ Yes ___ No: Is the PHA engaging in any activities that will contribute to the long-term asset management of its public housing stock , including how the Agency will plan for long-term operating, capital investment, rehabilitation, modernization, disposition, and other needs that have **not** been addressed elsewhere in this PHA Plan?

2. What types of asset management activities will the PHA undertake? (select all that apply)
___ Not applicable
___ Private management
___ Development-based accounting
___ Comprehensive stock assessment
___ Other: (list below)

3. ___ Yes ___ No: Has the PHA included descriptions of asset management activities in the **optional** Public Housing Asset Management Table?

18. Other Information

[24 CFR Part 903.7 9 (r)]

A. Resident Advisory Board Recommendations

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

2. If yes, the comments are: (if comments were received, the PHA **MUST** select one)

___ Attached at Attachment (File name)

Provided below:

A resident meeting was held on Tuesday, October 26, 1999. The main concern was the continuation of the supportive services currently available. As mentioned early in the plan approximately 20% of the Housing Authority residents are elderly or families with disabilities; therefore, the a variety of supportive services are available. It is the objective of the Housing Authority to continue the cooperative arrangements currently in place.

The residents were generally satisfied with the Capital Programs within the exception of one residents who indicated she needed an ADA retrofit. Since ADA modifications were already in the five year plan, no changes were necessary.

3. In what manner did the PHA address those comments? (select all that apply)

Considered comments, but determined that no changes to the PHA Plan were necessary.

- The PHA changed portions of the PHA Plan in response to comments
- List changes below:
- Other: (list below)

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

- 1. Yes No: Does the PHA meet the exemption criteria provided section 2(b)(2) of the U.S. Housing Act of 1937? (If no, continue to question 2; if yes, skip to sub-component C.)
- 2. Yes No: Was the resident who serves on the PHA Board elected by the residents? (If yes, continue to question 3; if no, skip to sub-component C.)

3. Description of Resident Election Process

- a. Nomination of candidates for place on the ballot: (select all that apply)
 - Candidates were nominated by resident and assisted family organizations
 - Candidates could be nominated by any adult recipient of PHA assistance
 - Self-nomination: Candidates registered with the PHA and requested a place on ballot
 - Other: (describe)
- b. Eligible candidates: (select one)
 - Any recipient of PHA assistance
 - Any head of household receiving PHA assistance
 - Any adult recipient of PHA assistance
 - Any adult member of a resident or assisted family organization
 - Other (list)
- c. Eligible voters: (select all that apply)
 - All adult recipients of PHA assistance (public housing and section 8 tenant-based assistance)
 - Representatives of all PHA resident and assisted family organizations
 - Other (list)

C. Statement of Consistency with the Consolidated Plan

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

1. Consolidated Plan

jurisdiction: **State of Texas**

- 2. The PHA has taken the following steps to ensure consistency of this PHA Plan with the Consolidated Plan for the jurisdiction: (select all that apply)

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

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

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

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

_____ Other: (list below)

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

D. Other Information Required by HUD

this section to provide any additional information requested by HUD.

.1.2