

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: Alice Housing Authority

PHA Number: TX 178

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)

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:

It is the intent of the Housing Authority to ensure decent, safe and sanitary housing for families of limited income. Further, it is the intent to provide a suitable living environment which fosters economic and social diversity and upward mobility.

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.

PHA Goal: Expand the supply of assisted housing
Objectives:

- Apply for additional rental vouchers:
- Reduce public housing vacancies:

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

- Acquire or build units or developments
- Other (list below)

The Housing Authority is in the infancy stages of forming a Non-Profit entity whereby private and public funds will be utilized to create homeownership opportunities. Within the next five year period, the goal is to move 3-5 assisted families into homeownership.

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 received an overall actual score of 82.4 out of a maximum 100 on the PHAS advisory score. The Physical and Financial components focused the need for improvement. The Physical component scored 17.8 out of a maximum 30; while the Financial component scored 24.6 out of a maximum 30. Through the use of Capital Funds the Housing Authority will address the physical needs. The Housing Authority will work with residents to improve the days receivable outstanding which currently calculates to 19.

Given improvement in these two areas, the Housing Authority is determined to increase the overall score by no less than 10 points.

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)

The Housing Authority currently enjoys a healthy selection of housing within its jurisdiction. As mentioned above, the goal is to assist 3-5 families with homeownership within the next five years.

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)

The Housing Authority adopted a deconcentration and income mixing policy effective April 1, 1999. The Housing Authority strongly participates in community affairs. Cooperative agreements with the police department, the school district, the counseling center, the community action agency are a few of the arrangements already in place. Within the next 5 years, the Housing Authority hopes to make arrangements for its residents to attend community college through outreach programs. These efforts will also promote income mixing.

Although the Housing Authority is not currently eligible to receive Drug Elimination Funds, an active pursuit of funding for security improvements is planned.

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

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

The Housing Authority has started a "Project Step-Up" program where working residents who participate in educational programs qualify for private sector units owned and operated by the Housing Authority. In addition, ceiling rents were established as an incentive.

Through the use of the GED classes and planned college outreach courses, the Housing Authority hopes to increase employability of its residents.

Further, the Housing Authority is addressing the elderly and disabled needs through cooperative agreements with community agencies. The plan is to maintain these services throughout the next five years.

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:
- 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:
 - 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 undeniable supports equal opportunity in housing for all Americans as evidenced not only by written polices by actual practices.

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.

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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 PDF file, provide the file name in parentheses in the space to the right of the title.

Required Attachments:
Hold Admissions Policy for

Deconcentration

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

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.

Table of Supporting Documents Available for Review

Applicable & On Display	Supporting Document	Applicable Plan Component
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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 A & O Policy	Annual Plan: Rent Determination

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
N/A	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
On Display	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
N/A	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	Annual Plan: Capital Needs
N/A	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans or any other approved proposal for development of public housing	Annual Plan: Capital Needs
N/A	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
N/A	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
N/A	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act	Annual Plan: Conversion of Public Housing
N/A	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership

N/A	Policies governing any Section 8 Homeownership program check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
N/A	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
N/A	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
N/A	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
N/A	The most recent Public Housing Drug Elimination Program (PHEDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)	Annual Plan: Safety and Crime Prevention
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	Troubled PHAs
	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)

1. Statement of Housing Needs

[24 CFR Part 903.79 (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 by Family Type

Family Type	Overall	Affordability	Supply	Quality	Accessibility	Size	Location
Income <= 30% of AMI	565	5	5	3	4	3	3
Income >30% but <=50% of AMI	335	3	3	3	3	3	3
Income >50% but <80% of AMI	130	3	3	3	3	3	3
Elderly	166	3	3	3	3	3	3
Families with Disabilities	N/A	--	--	--	--	--	--
Race/Ethnicity Black	0	--	--	--	--	--	--
Race/Ethnicity Hispanic	1013	3	3	3	3	3	3

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

Consolidated Plan of the Jurisdiction/s

Indicate year:

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

American Housing Survey data

Indicate year:

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

Housing Needs of Families on the Waiting List

Waiting list
type: (select
one)

Section 8
tenant-
based
assisted
housing
program

Public
Housing

Combined
Section 8 and
Public Housing

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

If used,
identify
which
development
men-
tioned in the
jurisdictional

sdic tion:	# of families	% of total families	Annual Turnover
Waiting list total	112		1.5
Extremely low income <=30% AMI	43	38%	
Very low income (>30% but <=50% AMI)	43	38%	
Low income (>50% but <80% AMI)	26	24%	
Families with children	77	69%	
Elderly families	3	3%	
Families with Disabilities	13	12%	
Race/ethnicity Hispanic	99	88%	
Race/ethnicity Non-Hispanic	13	12%	

Characteristics by
Bedroom Size
(Public Housing
Only)

1BR	37
2 BR	52

3 BR 20

4 BR 3

5 BR

5+ BR

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

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
assista
nce
- Public
Housin
g
- Combined
Section 8 and

Public Housing
 _____ Public
 Housing Site-
 Based or sub-
 jurisdictional
 waiting list
 (optional)
 If used,
 identify
 which
 develo
 pment/
 subjuri
 sdictio
 n:

	# of families	% of total families	Annual Turnover
Waiting list total	246		1
Extremely low income <=30% AMI	49	20%	
Very low income (>30% but <=50% AMI)	62	25%	
Low income (>50% but <80% AMI)	135	55%	
Families with children	205	83%	
Elderly families	8	4%	
Families with Disabilities	33	13%	
Race/ethnicity Hispanic	216	88%	
Race/ethnicity Non-Hispanic	30	12%	

Characteristics by
Bedroom Size
(Public Housing
Only)

1BR	40
2 BR	113
3 BR	83
4 BR	10
5 BR	0
5+ BR	0

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

If yes:

B.

Ho
w 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
 categor
 ies of
 families
 onto
 the
 waiting
 list,
 even if
 general
 ly
 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:

Select 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
- 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 will seek to keep abreast of all changes in the upcoming year prescribed by HUD. Further, the Authority will seek to effectively implement those changes in an effort to best serve the residents while at the same time increasing productivity and rental income as well as reducing turnover and vacancy time.

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

ct 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.
- X** Other: (list below)

Although the Housing Authority’s long term goals include pursuing other housing resources as well as leveraging private funds, the upcoming year will be utilized to explore all resources available in order to maximize benefits.

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
- X** 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 seek to maintain current programs such as GED classes and community college outreach services in order to assist families with self-sufficiency.

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)

Again, the Authority will seek to maintain current programs.

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)

Based on the waiting list statistics, the Housing Authority is fulfilling the needs of the elderly and will only seek to maintain the current status.

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)

Although the Housing Authority has already retrofitted public housing units for ADA accessibility, certain ADA work items are included in the five year capital plan in order to improve and ease day to day living.

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)

Based on the U. S. Census data, the Housing Authority will seek to maintain the statistical ratios between races/ethnicities on the waiting list and residency in accordance with the jurisdiction's makeup.

Strategy 2: Conduct activities to affirmatively further fair housing

select all that apply

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

The Housing Authority not only support fair housing with adopted policies but also with day to day procedures and will continue to do so.

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 903.7 9 (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 if funds are expended on eligible purposes; therefore, uses of these funds need not be stated. For other funds, indicate the use for those funds as one of the following categories: public housing operations, public housing capital improvements, public housing safety/security, public housing supportive services, Section 8 tenant-based assistance, Section 8 supportive services or other.

**Financial
Resources:
Planned Sources
and Uses**

Sources	Planned \$	Planned Uses
----------------	-------------------	---------------------

1. Federal Grants (FY 2000 grants)

a) Public Housing Operating Fund	\$270,000	
----------------------------------	-----------	--

b) Public Housing Capital Fund	\$450,000	
--------------------------------	-----------	--

c) HOPE VI Revitalization

d) HOPE VI Demolition

e) Annual Contributions for Section 8 Tenant-Based Assistance	\$355,000	
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f) Public Housing Drug Elimination Program (including any Technical Assistance funds)

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	\$280,000	PHA Operations
4. Other income (list below)		
Section 8 Administrative Fee	\$40,000	Section 8 Operations
Interest, Fees, Commissions	\$17,000	PHA Operations
4. Non-federal sources (list below)		
Total resources	\$1,412,000	

3. PHA Policies Governing Eligibility, Selection, and Admissions

[24 CFR Part 903.79 (c)]

A. Public Housing

Options: PHAs that do not administer public housing are not required to complete subcomponent

(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: **120 days**
- Other: (describe)
- 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: **History of destruction of property and/or neighborhood disturbance**
- 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 X 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?

The Housing Authority adopted a deconcentration and income mixing policy effective April 1, 1999.

b. Transfer policies:

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

X Emergencies

___ Overhoused

___ Underhoused

X Medical justification

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

___ Resident choice: (state circumstances below)

___ Other: (list below)

a. Preferences

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

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:

X ___ Involuntary Displacement (Disaster, Government Action, Action of Housing

___ Owner, Inaccessibility, Property Disposition)

X Victims of domestic violence

X Substandard housing

X Homelessness

X 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.

1 Date and Time

Former Federal preferences:

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

Other preferences (select all that apply)

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

4. Relationship of preferences to income targeting requirements:

- n/a The PHA applies preferences within income tiers
- 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)

- The PHA-resident lease
- The PHA's Admissions and (Continued) Occupancy policy
- PHA briefing seminars or written materials
- Other sources: **Maintenance Procedures, Services provided by the Housing Authority, Grievance Procedures, Residents' Rights, Responsibilities and Obligations, and Operation of appliances and equipment in the unit.**

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

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

(6) Deconcentration and Income Mixing

a. 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:

Employing new admission preferences at targeted developments
If selected, list targeted developments below:

Other (list policies and developments targeted below)

d. Yes No: Did the PHA adopt any changes to **other** policies based on the

results of the required analysis of the need for deconcentration of poverty and income mixing?

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

- Additional affirmative marketing
- Actions to improve the marketability of certain developments
- Adoption or adjustment of ceiling rents for certain developments
- Adoption of rent incentives to encourage deconcentration of poverty and income-mixing
- Other (list below)

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

- Not applicable: results of analysis did not indicate a need for such efforts
- List (any applicable) developments below: **Heritage, Grace/Pierce, Woodlawn, Arlington, Third Street**

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 (1) Eligibility assistance program (vouchers, and until completely merged into the voucher program, certificates).

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)

Xb. 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 X 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)

X 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
X 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)

X PHA main administrative office
___ Other (list below)

(3) Search Time

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

If yes, state circumstances below: **Due to availability of suitable rental housing units.**

(4) Admissions Preferences

a. Income targeting

X ___ 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. X 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.

1 Date and Time

Former Federal preferences

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

Other preferences (select all that apply)

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

4. Among applicants on the waiting list with equal preference status, how are applicants

selected? (select one)

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

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

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

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

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

(5) Special Purpose Section 8 Assistance Programs

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

- The Section 8 Administrative Plan
 Briefing sessions and written materials
 Other (list below)

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

- Through published notices
 Other (list below)

Radio, Outreach Services, Newspaper, Local Agencies

4. PHA Rent Determination Policies

[24 CFR Part 903.79 (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:

The family may apply for a waiver of the minimum rent if: (1) the family lost eligibility for or is awaiting federal, state, or local assistance; (2) income has

decreased because of change in circumstances including loss of employment; (3) a family member has died.

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:

The Housing Authority rents are the greatest of 10% annual gross income, 30% adjusted income or the established minimum rent of \$50.

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)
- c. If the payment standard is higher than FMR, why has the PHA chosen this level? (select all that apply)
- FMRs are not adequate to ensure success among assisted families in the PHA's segment of the FMR area
- Reflects market or submarket
- To increase housing options for families
- Other (list below)
- d. How often are payment standards reevaluated for adequacy? (select one)
- Annually
- Other (list below)
- e. What factors will the PHA consider in its assessment of the adequacy of its payment standard? (select all that apply)
- Success rates of assisted families
- Rent burdens of assisted families
- Other (list below)

(2) Minimum Rent

- a. What amount best reflects the PHA's minimum rent? (select one)
- \$0
- \$1-\$25
- \$26-\$50

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

Families may request hardship exemptions due to sudden illnesses, work loss, deaths, etc. Each request is reviewed on a case by case basis and is subject to the appeal and grievance procedures.

5. Operations and Management

[24 CFR Part 903.7.9 (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.

Maintenance and Management: (list below)

(1) Public Housing

(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 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 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
Table Library**

**Component 7
Capital Fund Program**

**Annual Statement
Parts I, II, and III**

**Annual
Statement
ent**

**Capital
Fund
Program
m
(CFP)**

**Part I:
Summary**

Capital
Fund
Grant
Number

FFY of
Grant
Approval:
(MM/Y
YYY)

Original
Annual
Statement

Line No.	Summary by Development Account	Total Estimated Cost
1	Total Non-CGP Funds	
2	1406 Operations	80,000
3	1408 Management Improvements	28,700
4	1410 Administration	90,170
5	1411 Audit	
6	1415 Liquidated Damages	
7	1430 Fees and Costs	98,775
8	1440 Site Acquisition	
9	1450 Site Improvement	451,160

10	1460	Dwelling Structures	934,665
11	1465.1	Dwelling Equipment-Nonexpendable	
12	1470	Nondwelling Structures	
13	1475	Nondwelling Equipment	3,000
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)		1,686,470
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
Agency Wide	Operations 1406	1406	80,000
	Upgrade Computer Software	1408	15,700
	Management Training	1408	5,500
	Maintenance Training	1408	3,500
	Travel for Training	1408	4,000
	Administrative Costs W/CFP	1410	40,250
	Security Guard Employment (2)	1410	49,920
	Upgrade Computer Hardware	1475	3,000
	Fees/Costs	1430	98,775
TX 178 001			
Heritage	Replace gas fire gas heaters	1460	14,500
	Replace front porch lights	1460	4,900
	Replace gas fire wall furnaces	1460	12,000
	Replace Front Entry Doors W/Secure	1460	33,000
	Replace Edging/Siding To Roof Gut.	1460	271,250
	Replace Bathroom Shower Faucets	1460	24,750
TX 178 001			
TX T			
Highrise	Replace Security Fences	1450	18,060
HighHigHihhHHHHH			18,060
HHHHHHHHHi			

	Replace Parking Area	1450	18,060
	Replace Shower Valves/Building	1460	6,300
	Replace Shower Valves/Units	1460	15,750
	Install Air Conditioning Units	1460	175,000
	Replace Cabinet Counter Tops	1460	122,500
	Replace Ceramic Floor Tile	1460	84,000
TX 178 002			
Woodlawn/Arlington	Replace Sanitary Sewer Lines	1450	248,000
	Replace Water Lines	1450	124,000
	Install Central Heat and Air	1460	108,000
	Replace Front & Rear Porch Lights	1460	4,500
	Replace Interior Doors	1460	1,680
TX 178 004			
Third Street	Replace Security Fence	1450	11,040
	Replace Mail Boxes	1450	32,000
	Add 220V Outlet For A/C	1460	6,800
	Replace Ceramic Floor Tile	1460	19,200
TX 178 006			
Scattered Sites	Replace Security Screen Doors	1460	2,550
	Replace Security Window Screens	1460	3,960

TX 178 008	Repair Security Fences	1460	17,625
	Central Air/Heat Replacement	1460	5,600
	Improve ADA Units (Bathroom)	1460	800

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)
--	--	---

Agency Wide	09/2001	09/2002
TX 178 001	09/2001	09/2002
TX 178 002	09/2001	09/2002
TX 178 004	09/2001	09/2002
TX 178 006	09/2001	09/2002
TX 178 008	09/2001	09/2002

(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 or the PHA template **OR** by completing and attaching a properly updated HUD-52834. a. Yes No: I

Does 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	% Vacancies in Development
TX 178	Agency Wide	N/A	N/A

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

Operations	200,000	04/01/2001-2004
Training & Travel To Training	52,000	04/01/2001-2004
Administrative Costs Associated With CFP	161,000	04/01/2001-2004
Security Guard Employment (2)	199,680	04/01/2001-2004
Fees/Costs	395,100	04/01/2001-2004
Purchase Two Maintenance Truck With Power Lift	56,000	04/01/2001

Total estimated cost over next 5 years	1,063,780
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Optional 5-Year Action Plan Tables

Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development
---------------------------	--	--------------------------------	---------------------------------------

TX 178 001	Heritage/Highrise	N/A	N/A
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Description of Needed Physical Improvements or Management Improvements	Estimated Cost	Planned Start Date (HA Fiscal Year)
---	-----------------------	--

Heritage

Add Additional Parking	21,000	04/2004
Replace Playground Equipment	20,000	04/2004
Install Concrete Dumpster Pads With Fencing	36,000	04/2003
Replace Plants & Landscape	12,000	04/2001
Convert Closet In Kitchen To Pantry	22,000	04/2002
Replace Damaged Bathtubs & Ceramic Tile Walls	132,000	04/2001
Replace Living Room Light Fixtures W/Flourescent	8,800	04/2001
Replace Ceramic Floor Tiles	55,000	04/2001
Complete Interior Walls, Ceiling, Doors, Etc.	88,000	04/2002
Complete Interior Door Replacement	27,500	04/2002
Replace Back Kitchen Doors	33,000	04/2002
Replace Vinyl Floor Tiles In Units	242,000	04/2002
Replace Kitchen Counter Tops	350,000	04/2002
Install Central Heat & Air	275,000	04/2001-2004
Install 220V Outlet For Dryer	28,830	04/2001

Highrise

Complete Interior Painting (Community Room)	40,000	04/2004
Add Sign To Identify Apartments	5,000	04/2001
Replace Community Room Furniture	15,000	04/2004
Replace Roofs	105,000	04/2001
Repair/Replace Balconies	100,000	04/2001
Repair/Replace Laundry Room Sliding Glass Doors	5,000	04/2001

Energy Related– Heritage & Highrise

Replace All Windows W/Double Pane Units	214,500	04/2001-2004
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Total estimated cost over next 5 years	1,835,630	
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Optional 5-Year Action Plan Tables

Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development
TX 178 002	Woodlawn/Arlington	N/A	N/A

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

Replace Landscaping Due To Hurricane	7,000	04/2001
Remove & Replace Asphalt Parking Lot	14,400	04/2003
Replace Wood Fencing (Patio Area)	11,520	04/2003
Replace Living Room Light Fixtures W/Flourescent	4,200	04/2003
Replace Rotten/Damaged Siding	40,320	04/2003
Replace Gas Fired Ranges	5,000	04/2003
Replace Bathroom Ceramic Floor Tile	33,600	04/2003
Replace Rusted Out Bathroom Medicine Cabinets	2,700	04/2003

Energy Related

Replace All Windows With Double Pane Units	48,750	04/2003
Replace Weather Stripping On All Doors	1,250	04/2003
Replace Inefficient Forced Air Furnaces	24,000	04/2003

Total estimated cost over next 5 years 192,740

Optional 5-Year Action Plan Tables

Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development
TX 178 004	Third Street	N/A	N/A

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

Complete Interior Painting	12,000	04/2002
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Energy Related

Replace All Window With Double Pane Units	29,250	04/2002
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Total estimated cost over next 5 years 41,250

Optional 5-Year Action Plan Tables

Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development
TX 178 006/008	Scattered Sites	N/A	N/A

Description of Needed Physical Improvements or Management Improvements	Estimated Cost	Planned Start Date (HA Fiscal Year)
Replace Driveways	7,892	04/2004
Replace Clothesline Wire	1,000	04/2004
Treat Units For Termites	5,000	04/2001
Replace/Repair Rotten & Damaged Siding	5,760	04/2001
Paint Interior Of Units	5,000	04/2002
Replace Refrigerators	2,000	04/2002
Central Air & Heat	14,000	04/2002
Replace Bathroom Hardware	1,600	04/2002
Landscaping	2,000	04/2002
Roof Gutters	6,000	04/2002
Total estimated cost over next 5 years	50,252	

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

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

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

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

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

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

___ Yes 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)]

licability 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 **X** 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 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 903.79 (l)]

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

A. PHA

Coordination with the Welfare (TANF) Agency

1. Cooperative agreements:

Yes No: Has the PHA 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)
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(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)
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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 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

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: ____)**

RESERVED FOR PET POLICY

[24 CFR Part 903.7 9 (n)]

The Alice Housing Authority has adopted the following pet policy:

A. General: This policy denies the keeping of pets in family apartments. Pets will only be allowed in the Elderly projects or in elderly buildings occupied by elderly occupants.

B. Authorization: Section 227 of the Housing and Urban-Rural Recovery Act of 1983, provides for the ownership of common household pets in federally assisted rental housing units built exclusively for occupancy by the elderly and the handicapped.

C. Pet Rules: The following rules shall apply for the keeping of pets by residents living in the apartments operated by the Housing Authority of the City of Alice, hereafter referred to as the "Authority". These rules do not apply to animals that are used to assist the handicapped (seeing-eye dogs).

1. Common household pets as authorized by this policy means a domesticated animal, such as cats, dogs, fish, birds, rodents (including rabbits) and turtles, that is traditionally kept in the home for pleasure rather than commercial purposes.
2. Elderly residents will register their pets with the Authority before it is brought onto the project premises and will update the registration annually. The registration will include:
 - a. A current photograph of the pet to identify it and to demonstrate that it is a common household pet. To provide a current photograph of the pet at annual re-certification;
 - b. A certificate signed by a licensed veterinarian or a state or local authority empowered to inoculate animals, stating that the pet has received all inoculations required by applicable state and local law;
 - c. The name, address and telephone number of one or more responsible parties who will care for the pet if the pet owner dies, is incapacitated, or is otherwise unable to care for the pet;
 - d. The registration will be updated annually at the annual

- reexamination of residents' income;
- e. A statement indicating that the pet owner has read the pet rules and agrees to comply with them;
 - f. The authority may refuse to register a pet if:
 - i. The pet is not a common household pet;
 - ii. The keeping of the pet would violate any applicable house pet rules;
 - iii. The pet owner fails to provide a current photograph and complete pet registration information;
 - iv. The pet owner fails to annually provide a current photograph and to update the pet registration information;
 - v. The Authority reasonably determines, based on the pet owners' habits and practices and the pet's temperament that the pet owner will be unable to keep the pet in compliance with the pet rules and other legal obligations;
 - vi. Financial ability to care for the pet and the therapeutic value of the pet to the pet's owner will not be a reason for the Authority to refuse to register a pet.
 - g. The Authority will notify the pet owner if the Authority refuses to register a pet. The Notice will:
 - i. State the reason(s) for refusing to register the pet;
 - ii. Be served to the pet owner in accordance with procedures outlined in paragraph C1 of the policy; and
 - iii. Be combined with a notice of a pet rule violation if appropriate.
3. Cats and dogs shall be limited to small breeds where total weight shall not exceed twenty (20) pounds and total height shall not exceed twelve (12) inches, as verified annually by a licensed veterinarian or a state or local authority where inoculations are received.
 4. All cat and dog pets shall be neutered and/or spayed, as verified by a veterinarian, cost to be paid by the owner. Pet owners will be required to present, initially and at annual re-certification, a certificate of health from their veterinarian verifying all required annual vaccines.

5. Pets shall be quartered in the residents' apartment.
6. Dogs and cats shall be kept on a leash and controlled by a responsible individual when taken outside.
7. No dog houses will be allowed on the premises.
8. Pets (dogs and cats) shall be allowed to run only on the owner's lawn and the owner shall clean up after pets each day.
9. The City Ordinance concerning pets will be complied with.
10. Pets shall be removed from the premises when their conduct or condition is duly determined to constitute a nuisance or a threat to the health and safety of the pet owner and occupants of the Authority in accordance with paragraph C3, below.
11. Birds must be kept in regular bird cages and not allowed to fly throughout the apartment.
12. Each resident will be allowed to house only one animal at any time.
13. Dishes or containers for food and water will be located within the owners' apartment. Food and/or table scraps will not be deposited on the owners' porches or yard.
14. Residents will not feed or water stray animals.

D. Pet Rule Violation Procedure

1. Notice of Pet Rule Violation: When the Authority determines on the basis of objective facts supported by written statements, that a pet owner has violated one or more of these rules governing the owning or keeping of pets, the Authority will:
 - a. Serve a notice of the pet rule violation on the owner by sending a letter by first class mail, properly stamped and addressed to the resident at the leased dwelling unit, with proper return address, or serve a copy of the notice on any adult answering the door at the residents' leased dwelling unit, or if not adult responds, by attaching the notice to the door;
 - b. The notice of the pet rule violation must contain a brief statement of the factual basis for the determination and the pet rule or rules alleged to be violated;
 - c. The notice must state that the pet owner has ten (10) days from the effective date of service to correct the violation (including, in appropriate circumstances, removal of the pet) or to make a written

request for a meeting to discuss the violation, (the effective date of service is that day the notice is delivered or mailed, or in the case of service by posting, on the day that the notice was initially posted);

- d. The notice must state that the pet owner is entitled to be accompanied by another person of his or her choice at the meeting;
 - e. The notice must state that the pet owners' failure to correct the violation, to request a meeting, or to appear at a requested meeting, may result in initiation of procedures to terminate the pet owners' tenancy.
2. **Pet Rule Violation Meeting:** If the pet owner makes a timely request for a meeting to discuss an alleged pet rule violation, the Authority shall establish a mutually agreeable time and place for the meeting, to be held within fifteen (15) days from the effective date of service of the notice of pet rule violation (unless the Authority agrees to a later date). The Authority and the pet owner shall discuss any alleged pet rule violations and attempt to correct it and reach an agreeable understanding. The Authority may, as a result of the meeting, give the pet owner additional time to correct the violation. Whatever decisions or agreements, if any, are made will be reduced to writing, signed by both parties, with one copy for the pet owner and one copy placed in the Authority's Resident File.
 3. **Notice of Pet Removal:** If the pet owner and the Authority are unable to resolve the pet rule violation at the pet rule violation meeting, or if the Authority determines that the pet owner has failed to correct the pet rule violation within any additional time provided for this purpose under paragraph C1 above (or at the pet meeting, if appropriate), requiring the pet owner to remove the pet. The notice must:
 - a. Contain a brief statement of the factual basis for the determination and the pet rule or rules that have been violated;
 - b. State that the pet owner must remove the pet within ten (10) days of the effective date of service of the notice of pet removal (or the meeting, if notice is serviced at the meeting); and
 - c. State that failure to remove the pet may result in initiation of procedures to terminate the pet owners' tenancy.
 4. **Initiation of Procedure to Terminate Pet Owner's Tenancy:** The Authority will not initiate procedures to terminate a pet owners' tenancy based on a pet rule violation unless:
 - a. The pet owner has failed to remove the pet or correct a pet rule violation within the applicable time period specified in paragraph 3b above.
 - b. The pet rule violation is sufficient to begin procedures to terminate the

pet owners' tenancy under the terms of the lease and applicable regulations;

- c. Provisions of Resident's Lease, Section XV "Termination of Lease" will apply in all cases.
- E. Protection of the Pet: If the health or safety of a pet is threatened by the death or incapacity of the pet owner, or by other factors that render the pet owner unable to care for the pet, the Authority may:
- 1. Contact the responsible party or parties listed in the pet registration form and ask that they assume responsibility for the pet;
 - 2. If the responsible party or parties is unwilling or unable to care for the pet, the Authority may contact the appropriate state or local authority and request removal of the pet;
 - 3. If the Authority is unable to contact the responsible parties despite reasonable efforts, action as outlined in E2 above will be followed; and
 - 4. If none of the above actions reap results, the Authority may enter the pet owners' apartment, remove the pet, and place the pet in a facility that will provide care and shelter until the pet owner or representative of the pet owner is able to assume responsibility for the pet, but not longer than thirty (30) days. The cost of the animal care facility provided under this section shall be borne by the pet owner.
- F. Nuisance or Threat to Health or Safety: Nothing in this policy prohibits the Authority or the appropriate city authority from requiring the removal of any pet from the project, if the pet's conduct or condition is duly determined to constitute, under provisions of state or local law, a nuisance or a threat to the health or safety of other occupants of the project or of other persons in the community where the project is located.
- G. Pet Policy Security Deposit:
- | | |
|---------|---------|
| Elderly | \$25.00 |
| Family | \$50.00 |

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 To Be 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? 1
5. Yes ___ No: Have responses to any unresolved findings been submitted to HUD?
If not, when are they due (state below)?

As a result of the March 31, 1998 year end audit, two findings/reportable conditions were found.

The first finding related to the inadequate separation of duties; however, due to the small size of the administrative staff and lack of funding, the correction of this deficiency would not be cost effective.

The second finding related to the PHMAP documentation. Based on the documentation supplied for Indicator #2 Modernization, the auditor could not determine if the reported score was correct. The Housing Authority reviewed the requirements and made the necessary changes to its data accumulation system.

17. PHA Asset Management

[24 CFR Part 903.79 (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 903.79 (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 Tuesday, October 26, 1999 at 1:30pm. Approximately ten residents attended. Four residents commented that they are currently taking

advantage of the programs that the Housing Authority already has in place, such as the GED classes, Headstart, After-School Tutoring, and Meals-On-Wheels. Further, they expressed a desire to continue these programs. Two residents expressed interest in college counseling.

While the residents commented that they generally feel safe, nine out of the ten residents requested additional lighting and speed bumps. One resident suggested a neighborhood watch program.

Concerning the physical aspects of the apartments, four concerns were voiced as follows: kitchen counter top replacement; floor tile replacement; and more frequent trash pick-up; and low water pressure during the evening hours.

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)

The Housing Authority reviewed and amended the Capital Funds budget to include the physical aspects. Although the Housing Authority was not listed as Drug Elimination Eligible which was published in the Federal Register dated September 14, 1999, the Housing Authority plans to pursue funding sources for security issues.

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.

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

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

