

# 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:**           Taft Housing Authority          

**PHA Number:**           TX191 (001 and 002)          

**PHA Fiscal Year Beginning: (mm/yyyy)**           01/2000            
**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 that reside 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 to provide a living environment that is safe for our tenants as well as our community; to encourage self-sufficiency and above all provide decent and affordable housing free from discrimination.

**B. Goals**

The 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 modify 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: **If Available.**
- Reduce public housing vacancies:
- Leverage private or other public funds to create additional housing opportunities:
- Acquire or build units or developments: **As Funding Permits.**
- Other (list below)

**Specific Objective 1.1 - Based on an analysis of the Housing Authority's waiting list as well as a market study of the community demographics, it appears that a void in housing exists with respect to the elderly and disabled. The Housing Authority plans to consult with economic/housing developers to consider the options available.**

**Currently, the Housing Authority is unable to house 32 elderly/disabled families due to lack of appropriate units. This represents 28% of the total waiting list. Further, the market study of the community demographics indicate that 30% of the total population of the jurisdiction is over the age of 50 years old. Given the birth and death rate statistics for the jurisdiction, it is reasonable to assume that within five years that**

percentage will increase.

**With 72% of the current rental stock in the jurisdiction being 1-2 Bedroom units, the Housing Authority hopes that through a combination of rental vouchers and acquisition/building, the elderly/disabled population will be better served.**

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)

**Specific Objective 2.1 - Review and update all Housing Authority polices and procedures in order to improve management functions ( ie, maintenance plans, admissions and occupancy policies, pet policies); to promote deconcentration and income mixing; and to comply with anticipated changes in housing legislation.**

**Specific Objective 2.2 - Continue to apply for Capital Funds in order to improve the physical component of the PHAS scores. The physical inspection indicated erosion areas, overgrown vegetation, walkway cracks as well as numerous interior repairs that needed to be addressed. Approximately 74 families will be affected by this estimated \$700,000 five year action. See component 7 of the plan for a detailed needs assessment and action plan.**

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)

**Specific Objective 3.1 - Through the efforts to expand the supply of assisted housing, the Housing Authority intends to contact potential landlords should vouchers become available. These efforts, are however, contingent upon securing vouchers and/or acquiring/building additional housing units. In order to adequately meet the needs, an estimated 30 units devoted to the elderly/disabled will be required.**

**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)

**Specific Objective 4.1 - The Housing Authority has adopted a deconcentration and income mixing policy. In addition, flat rent determinations have also been adopted. The implementation of these policies will be reviewed at least annually in order to achieve the maximum benefit possible. Currently, between 4-5 families or 6% of the current residents are positively affected by this action.**

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

PHA Goal: Promote self-sufficiency and asset development of assisted households

Objectives:

- \_\_\_\_\_ Increase the number and percentage of employed persons in assisted families:
- Provide or attract supportive services to improve assistance recipients' employability:
- Provide or attract supportive services to increase independence for the elderly or families with disabilities.
- \_\_\_\_\_ Other: (list below)

**Specific Objective 5.1 - Explore resources necessary to attract and/or maintain supportive services for the elderly and/or disabled currently residing with the Housing**

Authority as well as the approximately 30 waiting assistance. The total benefitting will be approximately 60 elderly/disabled families.

**Specific Objective 5.2 - Conduct a resident survey of the supportive services needed in order to improve employability. Through the community demographics study of the jurisdiction, 45% of the population are non high school graduates and 31% of the population have high school diplomas but no college.**

Further, the employment statistics of the jurisdiction indicate that a large number of the population are commuting an average of 24 minutes to work. This reveals that the employment opportunities within the jurisdiction are limited. Therefore, in the absence of public transportation, “employability” not only means skills and qualifications of the individuals but also availability of transportation.

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

PHA Goal: Ensure equal opportunity and affirmatively further fair housing

Objectives:

- \_\_\_\_\_ Undertake affirmative measures to ensure access to assisted housing regardless of race, color, religion national origin, sex, familial status, and disability:
- \_\_\_\_\_ Undertake affirmative measures to provide a suitable living environment for families living in assisted housing, regardless of race, color, religion national origin, sex, familial status, and disability:
- \_\_\_\_\_ Undertake affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required:
- \_\_\_\_\_ Other: (list below)

**Specific Objective 6.1 - The Housing Authority will utilize current and future Capital and Operating Funds to continue ensuring equal opportunity for all Americans.**

**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

[24 CFR Part 903.7 9 (r)]

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

## Annual Plan Table of Contents

[24 CFR Part 903.7 9 (r)]

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

### Table of Contents

#### Page #

#### **Annual Plan**

Executive Summary	n/a
i. Table of Contents	1
Housing Needs	6
1. Financial Resources	12
2. Policies on Eligibility, Selection and Admissions	14
3. Rent Determination Policies	24
4. Operations and Management Policies-Exempt	29
5. Grievance Procedures-Exempt	30
6. Capital Improvement Needs	31
7. Demolition and Disposition	39
8. Designation of Housing-Exempt	40
9. Conversions of Public Housing-Exempt	42
10. Homeownership-Exempt	44
11. Community Service Programs-Exempt	46
12. Crime and Safety-Exempt	49
13. Pets (Inactive for January 1 PHAs)	51
14. Civil Rights Certifications (included with PHA Plan Certifications)	57
15. Audit	58
16. Asset Management-Exempt	59

**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
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	Annual Plan: Housing Needs

	housing needs in the jurisdiction	
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
N/A	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</i> ; <del>Not</del> 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
N/A	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
N/A	Section 8 informal review and hearing procedures check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
On Display	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the	Annual Plan: Capital Needs

	active grant year	
On Display	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
On Display	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	Annual Plan: Capital Needs
N/A	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans or any other approved proposal for development of public housing	Annual Plan: Capital Needs
N/A	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
N/A	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
N/A	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act	Annual Plan: Conversion of Public Housing
N/A	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
N/A	Policies governing any Section 8 Homeownership 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  Other supporting documents (optional)	Troubled PHAs  (specify as needed)

(list individually; use as many lines as necessary)

## **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	Afford- ability	Supply	Quality	Access- ibility	Size	Location
Income <= 30% of AMI	1139	5	4	4	5	4	1
Income >30% but <=50% of AMI	599	4	4	4	5	4	1
Income >50% but <80% of AMI	461	3	4	4	5	4	1
Elderly	240	5	5	5	5	5	5
Families with Disabilities	N/A	5	5	5	5	5	5
Race/Ethnicity Black	121	5	5	5	5	5	1
Race/Ethnicity Hispanic	1478	5	5	5	5	5	1

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

- Consolidated Plan of the Jurisdiction/s  
Indicate year: \_\_\_\_\_
- 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  
assistance

**X** Public  
Housing  
\_\_\_\_\_ Combined

Section 8 and  
Public Housing

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

If used,  
identify  
which  
development/sub  
jurisdiction:  
on:

# of families

% of total families

Annual Turnover

Waiting list total 114

10%

Extremely low  
income <=30%  
AMI

Very low income (>30% but <=50% AMI)	114	100%
Low income (>50% but <80% AMI)		
Families with children	82	72%
Elderly families	31	27%
Families with Disabilities	1	1%
Race/ethnicity Black	9	8%
Race/ethnicity Hispanic	105	92%

Characteristics by Bedroom Size (Public Housing Only)

1BR	32	28%
2 BR	82	72%
3 BR		
4 BR		
5 BR		

5+ BR

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

If yes:

**B.** How long has it been closed

(# of months)?

Does the PHA expect to reopen the list in the PHA

Plan year? No Yes

Does the PHA permit

specific categories of families

onto the waiting list, even if

generally closed? No Yes

### C. Strategy for Addressing Needs

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

#### (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)

**As mentioned in the five year strategies, the Housing Authority is anticipating approximately \$700,000 in Capital Funds over the next five years. Given the renovations that will be necessary, the Authority recognizes the need to employ effective maintenance and management polices, reduce turnover time for vacated units and reduce the renovation time. These will be crucial to the financial aspects as well as the physical component.**

**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.
- Other: (list below)

**The Housing Authority will begin exploring resources available to expand the supply of housing units to the elderly and disabled during the first year. By consulting with economic and housing developers, the initial phases should begin during the first year.**

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

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

ct all that apply

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

**The Housing Authority has already adopted deconcentration and income mixing policies as well as flat rent determinations. During the first year, the Authority will closely monitor the families affected to determine long term benefits as well as positive reinforcements.**

**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)

**Currently, none of the residents or the families on the waiting list fall into this income range; however, the Housing Authority already has policies in place to provide for these families should the need arise.**

**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)

**As mentioned in the five year strategies, research has proven a need exists for families in this category; therefore, the Housing Authority will begin the process during the first year to secure assistance as resources become available.**

**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)

**The Housing Authority has modified units to comply with Section 504 and will continue to accommodate special requests as funds and resources are available. The Authority is also seeking vouchers and/or acquisition/building to meet the needs of disabled families as discussed in the Need above.**

**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)

**The Housing Authority will continue to market its programs to all families of the jurisdiction to ensure equal opportunity. Currently, the Housing Authorities residents are proportionate to the entire jurisdiction, racially referencing. No significant changes are anticipated during the first year.**

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

ct all that apply

- Counsel section 8 tenants as to location of units outside of areas of poverty or minority concentration and assist them to locate those units
- Market the section 8 program to owners outside of areas of poverty /minority

\_\_\_\_\_ concentrations  
 \_\_\_\_\_ Other: (list below)

**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 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**

<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
<b>1. Federal Grants (FY 2000 grants)</b>		
a) Public Housing Operating Fund	76,500	
b) Public Housing Capital Fund	350,000	
c) HOPE VI Revitalization		

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

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

<b>3. Public Housing Dwelling Rental Income</b>	101,000	PHA Operations
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**4. Other income (list below)**

Tenant Fees, Interest	5,000	PHA Operations
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**4. Non-federal sources** (list below)

**Total resources** 532,500

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

[24 CFR Part 903.79 (c)]

**A. Public Housing**

**(1) Eligibility**

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

**(2) Waiting List Organization**

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

If yes, how many lists?

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

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

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

### **(3) Assignment**

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

- \_\_\_ One
- \_\_\_ Two
- \_\_\_ Three or More

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

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

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

a. Income targeting:

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

b. Transfer policies:

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

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

a. Preferences

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

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

Former Federal preferences:

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

Other preferences: (select below)

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

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

Date and Time

Former Federal preferences:

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

Other preferences (select all that apply)

- Working families and those unable to work because of age or disability  
 Veterans and veterans' families  
 Residents who live and/or work in 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)

4. Relationship of preferences to income targeting requirements:

- 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 source (list)

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)

**Flat rent determinations were made and implemented.**

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:

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 - The Housing Authority Does Not Administer

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

**(2) Waiting List Organization**

a. With which of the following program waiting lists is the section 8 tenant-based assistance waiting list merged? (select all that apply)

- None
- Federal public housing
- Federal moderate rehabilitation
- Federal project-based certificate program
- Other federal or local program (list below)

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

- PHA main administrative office
- Other (list below)

**(3) Search Time**

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

If yes, state circumstances below:

**(4) Admissions Preferences**

a. Income targeting

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

b. Preferences

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

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

Former Federal preferences

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

Other preferences (select all that apply)

- Working families and those unable to work because of age or disability

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

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

Date and Time

Former Federal preferences

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

Other preferences (select all that apply)

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

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

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

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

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

6. Relationship of preferences to income targeting requirements: (select one)
- The PHA applies preferences within income tiers
  - Not applicable: the pool of applicant families ensures that the PHA will meet income targeting requirements

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

- a. In which documents or other reference materials are the policies governing eligibility, selection, and admissions to any special-purpose section 8 program administered by the PHA contained? (select all that apply)
- The Section 8 Administrative Plan
  - Briefing sessions and written materials
  - Other (list below)
- a. How does the PHA announce the availability of any special-purpose section 8 programs to the public?
- Through published notices
  - Other (list below)

**4. PHA Rent Determination Policies**

### A. Public Housing

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

#### (1) Income Based

#### Rent Policies

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

a. Use of discretionary policies: (select one)

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

---or---

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

#### b. Minimum Rent

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

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

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

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

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

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

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

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

- For the earned income of a previously unemployed household member
- For increases in earned income

- Fixed amount (other than general rent-setting policy)  
If yes, state amount/s and circumstances below:
- Fixed percentage (other than general rent-setting policy)  
If yes, state percentage/s and circumstances below:
- For household heads
- For other family members
- For transportation expenses
- For the non-reimbursed medical expenses of non-disabled or non-elderly families
- Other (describe below)

e. Ceiling rents

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

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

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

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

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

- Market comparability study
- Fair market rents (FMR)
- 95<sup>th</sup> percentile rents
- 75 percent of operating costs
- 100 percent of operating costs for general occupancy (family) developments
- Operating costs plus debt service

- The "rental value" of the unit
- Other (list below)

f. Rent re-determinations:

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

- Never
- At family option
- Any time the family experiences an income increase
- Any time a family experiences an income increase above a threshold amount or percentage: (if selected, specify threshold) \_\_\_\_\_
- 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 - The Housing Authority**  
**Does Not Administer**

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)

## **5. Operations and Management**

[24 CFR Part 903.79 (e)]

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

### **A. PHA**

#### **Management Structure**

Describe the PHA's management structure and organization.

(select one)

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

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

#### **B. HUD Programs Under PHA Management**

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

**Program Name**

**Units or Families Served at  
Year Beginning**

**Expected  
Turnover**

Public Housing

Section 8 Vouchers

Section 8 Certificates

Section 8 Mod Rehab

Special Purpose Section 8  
Certificates/Vouchers (list  
individually)

Public Housing Drug Elimination  
Program (PHDEP)

Other Federal Programs(list  
individually)

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

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

and Management: (list below)

(2) Section 8 Management: (list below)

(1) Public  
Housing  
Maintenance

## **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 903.7.9 (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**

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

Select one:

The Capital Fund Program Annual Statement

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

-or-

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

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

**Annual  
I  
State  
ment**

**Capital  
I Fund  
Program  
am  
(CFP)  
Part  
I:  
Summ  
ary**

**Capital  
Fund**

Grant  
 Number  
 of  
 Grant  
 Approval:  
 (MM/  
 YYYY  
 )

Original  
 Annual  
 Statement

Line No.	Summary by Development Account	Total Estimated Cost
1	Total Non-CGP Funds	
2	1406 Operations	10,000.00
3	1408 Management Improvements	8,500.00
4	1410 Administration	2,000.00
5	1411 Audit	
6	1415 Liquidated Damages	
7	1430 Fees and Costs	5,976.00
8	1440 Site Acquisition	
9	1450 Site Improvement	10,000.00
10	1460 Dwelling Structures	67,000.00

11	1465.1	Dwelling Equipment-Nonexpendable	
12	1470	Nondwelling Structures	
13	1475	Nondwelling Equipment	
14	1485	Demolition	
15	1490	Replacement Reserve	
16	1492	Moving to Work Demonstration	
17	1495.1	Relocation Costs	
18	1498	Mod Used for Development	
19	1502	Contingency	
20	<b>Amount of Annual Grant (Sum of lines 2-19)</b>		103,476.00
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	10,000.00
	Upgrade Computer Hardware/Software	1408	5,500.00
	Review/Update Policies	1408	3,000.00
	Administration Costs	1410	2,000.00
	Fees/Costs	1430	5,976.00
TX 191-001	Replace Sanitary Sewer Lines	1450	10,000.00
	Install Security Window Screens	1460	11,880.00
	Replace Termite Damaged Exterior	1460	16,720.00
TX 191-002	Install Security Window Screens	1460	5,400.00
	Install Central Air Units	1460	33,000.00

## Annual Statement

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

Development Number/Name HA-Wide Activities	All Funds Obligated (Quarter Ending Date)	All Funds Expended (Quarter Ending Date)
Agency Wide	December 2000	December 2001
TX 191-001	December 2000	December 2001
TX 191-002	December 2000	December 2001

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

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

s 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-

X  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 191	Agency Wide	n/a	n/a
	<b>Description of Needed Physical Improvements or Management Improvements</b>	<b>Estimated Cost</b>	<b>Planned Start Date (HA Fiscal Year)</b>
	Operations	40,000	01/01/2001-2004
	Management Training	1,000	01/01/2001

Maintenance Training	1,000	01/01/2001
Travel Costs Associated With Training	1,000	01/01/2001
Purchase Copy Machine	4,500	01/01/2001
Administration Costs Associated With Capital Projects	8,000	01/01/2001-2004
Fees and Costs	36,000	01/01/2001-2004
Purchase Maintenance Tools	5,000	01/01/2001-2004
<b>Total estimated cost over next 5 years</b>	<b>96,500</b>	

**Optional 5-Year Action Plan Tables**

<b>Development Number</b>	<b>Development Name (or indicate PHA wide)</b>	<b>Number Vacant Units</b>	<b>% Vacancies in Development</b>
TX 191	Project 001	n/a	n/a
	<b>Description of Needed Physical Improvements or Management Improvements</b>	<b>Estimated Cost</b>	<b>Planned Start Date (HA Fiscal Year)</b>
	Exterior Paint	26,400	01/01/2001-2002
	Replace Balance of Sewer Lines	32,400	01/01/2001
	Replace Water Heaters	7,140	01/01/2001-2004
	Construct Playground With Equipment	20,000	01/01/2004
	Replace Porch Lights	5,720	01/01/2001
	Replace Damaged Interior Doors With Hardware	4,800	01/01/2001
	Install New Closet Doors	5,500	01/01/2002
	Replace Rotted/Damaged Exterior Utility Room Doors	21,000	01/01/2001
	Install Ramps At Front Entry Of Apartments	5,500	01/01/2003
	Replace Interior Doors With Wider Doors	11,000	01/01/2003
	Replace Window Blinds	8,800	01/01/2003
	Replace Missing/Damaged Interior Door Hardware	3,960	01/01/2002
	Replace Worn/Damaged Screen Door Closures	7,040	01/01/2002
	Replace Worn/Damaged Water Closets. Supply Lines, And Floor Flanges	4,620	01/01/2001

Paint Complete Interior Of Apartments	39,600	01/01/2001-2002
Purchase Refrigerators	8,100	01/01/2002
Purchase Ranges With New Electronic Ignition Type	17,600	01/01/2001-2002
Convert Maintenance Area to Community Room	32,340	01/01/2001
Construct New Maintenance Building	115,200	01/01/2002
Purchase Land For New Maintenance Building	20,000	01/01/2001
Replace Floor Tile	37,271	01/01/2001-2004

**Total estimated cost over next 5 years** 433,991

**Optional 5-Year Action Plan Tables**

<b>Development Number</b>	<b>Development Name (or indicate PHA wide)</b>	<b>Number Vacant Units</b>	<b>% Vacancies in Development</b>
---------------------------	--	------------------------------------	---------------------------------------

TX 191	Project 002	n/a	n/a
<b>Description of Needed Physical Improvements or Management Improvements</b>		<b>Estimated Cost</b>	<b>Planned Start Date (HA Fiscal Year)</b>

Exterior Paint	31,500	01/01/2002-2003
Replace Sanitary Sewer Lines	44,100	01/01/2001-2002
Water Heaters	6,300	01/01/2001-2004
Replace/Repair Window Includes Weatherstrips, Locks	15,000	01/01/2001-2002
Replace Bathroom Heaters	2,250	01/01/2001
Replace Porch Lights	3,900	01/01/2001
Replace Damaged/Missing Interior Light Fixtures	4,500	01/01/2001
Replace Termite Damaged Exterior Wood	11,400	01/01/2002
Install Ramps At Front Entry Of Apartments	4,000	01/01/2003
Replace Interior Doors With Wider Doors	8,000	01/01/2003
Replace Damaged Interior Doors/Hardware	2,200	01/01/2002
Install New Closet Doors (where none exists)	2,500	01/01/2004
Replace Damaged And/Or Missing Toilet Accessories	2,160	01/01/2004
Replace Rotted/Damaged Exterior Utility Room Doors	15,000	01/01/2001
Replace Window Blinds	6,000	01/01/2004
Replace Missing/Damaged Interior Door Hardware	2,025	01/01/2004
Replace Damaged/Missing Screen Door Closures	4,800	01/01/2002

Paint Complete Interior Of Apartments	27,000	01/01/2001-2002
Purchase Refrigerators	5,400	01/01/2001-2002
Purchase Gas Ranges With Electronic Ignition	12,000	01/01/2001-2002
Replace Floor Tile	32,886	01/01/2001-2004
<b>Total estimated cost over next 5 years</b>	<b>242,921</b>	

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

Eligibility 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 and Program Annual Statement.

  X  

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

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

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

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

\_\_\_ Yes   X   No: d) Will the PHA be engaging in any mixed-finance development activities for public housing in the Plan year?  
 If yes, list developments or activities below:

\_\_\_ Yes X No: e) Will the PHA be conducting any other public housing development or replacement activities not discussed in the Capital Fund Program Annual Statement?  
If yes, list developments or activities below:

## **8. Demolition and Disposition**

[24 CFR Part 903.79 (h)]

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

X 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.

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?

6. 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 903.79(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 1937**

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

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

[24 CFR Part 903.7 9 (k)]

### **A. Public Housing**

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

1. \_\_\_ Yes \_\_\_ No: Does the PHA administer any homeownership programs administered by the PHA under an approved section 5(h) homeownership program (42 U.S.C. 1437c(h)), or an approved HOPE I program (42 U.S.C. 1437aaa) or has the PHA applied or plan to apply to administer any homeownership programs under section 5(h), the HOPE I program, or section 32 of the U.S. Housing Act of 1937 (42 U.S.C. 1437z-4). (If "No", skip to component 11B; if "yes",

complete one activity description for each applicable program/plan, unless eligible to complete a streamlined submission due to **small PHA** or **high performing PHA** status. PHAs completing streamlined submissions may skip to component 11B.)

2. Activity Description

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

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

1a. Development name:

1b. Development (project) number:

2. Federal Program authority:

\_\_\_ HOPE I

\_\_\_ 5(h)

\_\_\_ Turnkey III

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

3. Application status: (select one)

\_\_\_ Approved; included in the PHA’s  
Homeownership Plan/Program

\_\_\_ Submitted, pending approval

\_\_\_ Planned application

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

(DD/MM/YYYY)

5. Number of units affected:

6. Coverage of action: (select one)

\_\_\_ Part of the development

\_\_\_ Total development

## B. Section 8 Tenant Based Assistance

1.  Yes  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 participant s or both)
---	----------------	---	---	---

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

a. Participation Description

**Family Self Sufficiency  
(FSS) Participation**

Program	Required Number of Participants (start of FY 2000 Estimate)	Actual Number of Participants (As of: DD/MM/YY)
---------	--	--

Public Housing

Section 8

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

**C. Welfare Benefit Reductions**

1. The PHA is complying with the statutory requirements of section 12(d) of the U.S. Housing Act of 1937 (relating to the treatment of income changes resulting from welfare program requirements) by: (select all that apply)

- Adopting appropriate changes to the PHA's public housing rent determination policies and train staff to carry out those policies
- Informing residents of new policy on admission and reexamination
- Actively notifying residents of new policy at times in addition to admission and reexamination.
- Establishing or pursuing a cooperative agreement with all appropriate TANF agencies regarding the exchange of information and coordination of services
- Establishing a protocol for exchange of information with all appropriate TANF agencies
- Other: (list below)

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

[24 CFR Part 903.7 9 (m)]

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

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

#### **housing residents**

1. Describe the need for measures to ensure the safety of public housing residents (select all that apply)
  - \_\_\_\_\_ High incidence of violent and/or drug-related crime in some or all of the PHA's developments
  - \_\_\_\_\_ High incidence of violent and/or drug-related crime in the areas surrounding or adjacent to the PHA's developments
  - \_\_\_\_\_ Residents fearful for their safety and/or the safety of their children
  - \_\_\_\_\_ Observed lower-level crime, vandalism and/or graffiti
  - \_\_\_\_\_ People on waiting list unwilling to move into one or more developments due to perceived and/or actual levels of violent and/or drug-related crime
  - \_\_\_\_\_ Other (describe below)
  
2. What information or data did the PHA used 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 Housing Authority has adopted the following Pet Ownership Policy.

**A. Pet Rules**

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

1. Common household pets as authorized by this policy means domesticated animals, such as cats, dogs, fish, birds, rodents (including rabbits) and turtles, that are traditionally kept in the home for pleasure rather than for commercial purposes.
2. Residents will register their pets with the Authority **BEFORE** it is brought onto the Authority premises, and will update the registration annually. The registration will include:
  - a. Information sufficient to identify the pet and to demonstrate that it is a common household pet and a picture.
  - b. A certificate signed by a licensed veterinarian or a State or Local Authority empowered to inoculate animals, stating that the pet has received all inoculations required by applicable State and Local Law.
  - c. The name, address, and telephone number of one or more responsible parties who will care for the pet if the pet owner dies, is incapacitated, or is otherwise unable to care for the pet.

- d. The registration will be updated annually at the annual re-examination of Residents' income.
  - e. A statement indicating that the pet owner has read the pet rules and agrees to comply with them.
  - f. The Authority may refuse to register a pet if:
    - 1) The pet is not a common household pet;
    - 2) The keeping of the pet would violate any applicable house pet rule;
    - 3) The pet owner fails to provide complete pet registration information;
    - 4) The pet owner fails annually to update the pet registration;
    - 5) The Authority reasonably determines, based on the pet owners' habits and practices and the pet's temperament, that the pet owner will be unable to keep the pet in compliance with the pet rules and other legal obligations;
    - 6) Financial ability to care for the pet will not be a reason for the Authority to refuse to register a pet.
  - g. The Authority will notify the pet owner if the Authority refuses to register a pet. The notice will:
    - 1) State the reasons for refusing to register the pet;
    - 2) Be served on the pet owner in accordance with procedure outlined in paragraph B1 of this policy; and
    - 3) Be combined with a notice of a pet rule violation if appropriate.
3. Cats and dogs shall be limited to small breeds where total weight shall not exceed twenty (20) pounds and total height shall not exceed twelve (12) inches. Seeing-eye dogs are excluded to height and weight.
  4. No chows, pit bulls, german police dogs, or any other known fighter breed will be allowed on the premises.
  5. All cat and dog pets shall be neutered or spayed, and verified by a veterinarian, cost to be paid by the owner. Pet owners will be required to present a certificate of health from their veterinarian verifying all required annual vaccines, initially and at re-examination.
  6. A \$75.00 pet fee per bedroom shall be made to the Housing Authority. Such fee will be a one-time fee (per pet) and shall be used to help cover cost of

- damages to the unit caused by the pet.
7. Pets shall be quartered in the Residents' unit.
  8. Dogs and cats shall be kept on a leash and controlled by a responsible individual when taken outside.
  9. No dog houses will be allowed on the premises.
  10. Pets (dogs and cats), shall be allowed to run only on the owners lawn and owners shall clean up after pets EACH day.
  11. The City Ordinance concerning pets will be complied with.
  12. Pets shall be removed from the premises when their conduct or condition is duly determined to constitute a nuisance or a threat to the health and safety of the pet owner and occupants of the Authority in accordance with paragraph B3 below.
  13. Birds must be kept in regular bird cages and not allowed to fly throughout the unit.
  14. Each resident family will be allowed to house only one (1) animal at any time. Visiting guests with pets will not be allowed.
  15. Dishes or containers for food and water will be located within the owners apartment. Food and/or table scraps will not be deposited on the owners porches or yards.
  16. Residents will not feed or water stray animals or wild animals.
  17. Pets will not be allowed on specified common areas (under clotheslines, social rooms, office, maintenance space, etc.).
  18. Each resident family will be responsible for the noise or odor caused by their pet. Obnoxious odors can cause health problems and will not be tolerated.

## **B. Pet Violation Procedure**

1. **NOTICE OF PET RULE VIOLATION:** When the Authority determines on the basis of objective facts supported by written statements, that a pet owner has violated one or more of these rules governing the owning or keeping of pets, the Authority will:
  - a. Serve a notice of the pet rule violation on the owner by sending a letter by first class mail, properly stamped and addressed to the Resident at the leased dwelling unit, with a proper return address, or serve a copy of the notice on any adult answering the door at the Residents' leased

dwelling unit, or if no adult responds, by placing the notice under or through the door, if possible, or else by attaching the notice to the door;

- b. The notice of pet rule violation must contain a brief statement of the factual basis for the determination and the pet rule alleged to be violated;
  - c. The notice must state that the pet owner has ten (10) days from the effective date of service of notice to correct the violation (including, in appropriate circumstances, removal of the pet) or to make a written request for a meeting to discuss the violation, (the effective date of service is that day that the notice is delivered or mailed, or in the case of service by posting, on the day that the notice was initially posted);
  - d. The notice must state that the pet owner is entitled to be accompanied by another person on his or her choice at the meeting;
  - e. The notice must state that the pet owners' failure to correct the violation, to request a meeting, or to appear at a requested meeting may result in initiation of procedures to terminate the pet owners' residency.
2. **PET RULE VIOLATION MEETING:** If the pet owner makes a timely request for a meeting to discuss an alleged pet rule violation, the Authority shall establish a mutually agreeable time and place for the meeting to be held within fifteen (15) days from the effective date of service of the notice of pet rule violation (unless the Authority agrees to a later date).
- a. The Authority and the pet owner shall discuss any alleged pet rule violation and attempt to correct it and reach an agreeable understanding.
  - b. The Authority may, as a result of the meeting, give the pet owner additional time to correct the violation.
  - c. Whatever decision or agreements, if any, are made will be reduced to writing, signed by both parties, with one copy for the pet owner and one copy placed in the Authority's Resident file.
3. **NOTICE OF PET REMOVAL:** If the pet owner and the Authority are unable to resolve the pet rule violation at the pet rule violation meeting, or if the Authority determines that the pet owner has failed to correct the pet rule violation within any additional time provided for this purpose under paragraph B1 above (or at the meeting, if appropriate), requiring the pet owner to remove the pet. This notice must:
- a. Contain a brief statement of the factual basis for the determination and the pet rule or rules that have been violated:

- b. State that the owner must remove the pet within ten (10) days of the effective date of service of notice or pet removal (or the meeting, if the notice is served at the meeting);
  - c. State the failure to remove the pet may result in initiation of procedures to terminate the pet owners' residency.
4. **INITIATION OF PROCEDURE TO TERMINATE PET OWNERS RESIDENCY:** The Authority will not initiate procedure to terminate a pet owners' residency based on a pet rule violation unless:
- a. The pet owner has failed to remove the pet or correct the pet rule violation within the applicable time period specified in paragraph 3b above;
  - b. The pet rule violation is sufficient to begin procedures to terminate the pet owners' residency under the terms of the lease and application regulations;
  - c. Provisions of Resident's Lease, Section XV: "Termination of Lease" will apply in all cases.

**C. Protection of the Pet**

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

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

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

**E. APPLICATION OF RULES**

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

## **15. Civil Rights Certifications**

[24 CFR Part 903.79 (o)]

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

**See The Attached Certification**

**Original To Be Mailed To The San Antonio Office**

## **16. Fiscal Audit**

[24 CFR Part 903.79 (p)]

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

## **17. PHA Asset Management**

[24 CFR Part 903.7 9 (q)]

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

1. \_\_\_\_ Yes \_\_\_\_ No: Is the PHA engaged in asset management activities?

2. What types of asset management activities will the PHA undertake? (select all that apply)

- \_\_\_\_ Not applicable
- \_\_\_\_ Private management
- \_\_\_\_ Development-based accounting
- \_\_\_\_ Comprehensive stock assessment
- \_\_\_\_ Other: (list below)

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

## **18. Other Information**

[24 CFR Part 903.7 9 (r)]

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

1.  X  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:

**The residents were generally concerned with Capital projects specific to their units. Rather than comments, the Housing Authority received inquiries such as time frames and work items.**

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

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

\_\_\_ The PHA changed portions of the PHA Plan in response to comments

\_\_\_ List changes below:

\_\_\_ Other: (list below)

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

1. \_\_\_ Yes  No: Does the PHA meet the exemption criteria provided section 2(b)(2) of the U.S. Housing Act of 1937? (If no, continue to question 2; if yes, skip to sub-component C.)

2.  Yes \_\_\_ No: Was the resident who serves on the PHA Board elected by the residents? (If yes, continue to question 3; if no, skip to sub-component C.)

3. Description of Resident Election Process

a. Nomination of candidates for place on the ballot: (select all that apply)

\_\_\_ Candidates were nominated by resident and assisted family organizations

\_\_\_ Candidates could be nominated by any adult recipient of PHA assistance

\_\_\_ Self-nomination: Candidates registered with the PHA and requested a place on ballot

\_\_\_ Other: (describe)

b. Eligible candidates: (select one)

\_\_\_ Any recipient of PHA assistance

\_\_\_ Any head of household receiving PHA assistance

\_\_\_ Any adult recipient of PHA assistance

\_\_\_ Any adult member of a resident or assisted family organization

\_\_\_ Other (list)

c. Eligible voters: (select all that apply)

\_\_\_ All adult recipients of PHA assistance (public housing and section 8 tenant-based assistance)

- Representatives of all PHA resident and assisted family organizations
- Other (list)

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

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

1. Consolidated Plan jurisdiction: (provide name here)

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.