

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

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**

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

**PHA Plan
Agency Identification**

PHA Name: Harris County Community Development Department Section 8
Rental Assistance Program

PHA Number: FW5865

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

Public Access to Information

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

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

Display Locations For PHA Plans and Supporting Documents

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

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

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

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

5-YEAR PLAN
PHA FISCAL YEARS 2000 - 2004

[24 CFR Part 903.5]

A. Mission

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

- The mission of the PHA is the same as that of the Department of Housing and Urban Development: To promote adequate and affordable housing, economic opportunity and a suitable living environment free from discrimination.
- The PHA's mission is: (state mission here)

The mission of the HA is to provide safe, decent and sanitary housing conditions for very low- and extremely-low income families and to manage resources efficiently. The HA will promote personal, economic and social upward mobility by providing families housing assistance while making the transition from subsidized to non-subsidized housing and achieving economic independence.

B. Goals

The goals and objectives listed below are derived from HUD's strategic Goals and Objectives and those emphasized in recent legislation. PHAs may select any of these goals and objectives as their own, or identify other goals and/or objectives. Whether selecting the HUD-suggested objectives or their own, **PHAS ARE STRONGLY ENCOURAGED TO IDENTIFY QUANTIFIABLE MEASURES OF SUCCESS IN REACHING THEIR OBJECTIVES OVER THE COURSE OF THE 5 YEARS.** (Quantifiable measures would 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 **250 additional rental vouchers upon reaching a consistent 95% lease-up rate**
 - Reduce public housing vacancies:
 - Leverage private or other public funds to create additional housing opportunities:

Move approximately 1% of clients per program year to alternative opportunity providers over the next 5 years.

Strategic Objectives:

- a. **Increase the number of existing Section 8 rental vouchers that become available in a given year by .5% annually for the next 5 years through efforts to move current Section 8 recipients toward homeownership. This will be done by referring recipients and families on the waiting list to homeownership programs such as:**
- **Housing Opportunities of Houston**
 - **Houston Housing Finance Corporation**
 - **Mortgage Credit Certificate Program**
 - **Texas First-Time Homebuyer Program**
- b. **Increase the number of existing Section 8 rental vouchers that become available in a given year by an additional .5% annually for the next 5 years through efforts to move Section 8 recipients toward self-sufficiency. This will be done by referring recipients and families on the waiting list to programs such as:**
- **Family Self-Sufficiency Program (only available to section 8 recipients), which provides services including creation of escrow accounts for Section 8 Rental Assistance recipients as well as educational opportunities, individualized training plans, assistance in finding gainful employment, and information about child care, transportation, and clothing assistance.**
 - **Gulf Coast Careers, which provides services including personal assessment, training and education information, job search and placement, career counseling, employment information, and unemployment insurance information.**
 - **At such time as a significant number (approximately 100) of recipients or families on the waiting list have been assisted in achieving self-sufficiency or homeownership the waiting list will be re-opened**

***NOTE:**

Recipients of section 8 rental assistance will be referred to homeownership and self-sufficiency programs annually (during the orientation workshop at the time of admission, then during the workshop conducted in conjunction with each subsequent annual re-certification). Families on the waiting list will be referred to homeownership opportunity providers upon initial application.

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

- PHA Goal: Improve the quality of assisted housing
- Objectives:
- Improve public housing management: (PHAS score)
 - Improve voucher management: (SEMAP score)
SEMAP evaluation began Sept 1, 1999. Upon receipt of SEMAP score, the section 8 rental assistance program will assess its position and determine an improvement objective if necessary.
 - Increase customer satisfaction: (see Attachment B. Service Improvements Table items 1A, 1B, 1C, 2B, 3A, 3C, 4A, and 5A.)
 - Concentrate on efforts to improve specific management functions: (list; e.g., public housing finance; voucher unit inspections) (see Attachment B. Service Improvements Table Solutions 6 - 16)
 - Renovate or modernize public housing units:
 - Demolish or dispose of obsolete public housing:
 - Provide replacement public housing:
 - Provide replacement vouchers:
 - Other: (list below)

- **Improve quality of housing stock by increasing the percentage of units that pass High Quality Standards (HQS) inspections by 10% per year for the next 5 years. This will be accomplished by decreasing the number of necessary reinspections of failed units. The section 8 program will encourage owners to better prepare for inspections by sending them a checklist of specific items which will have to be checked and repaired 10-14 days prior to initial HQS inspections.**

- PHA Goal: Increase assisted housing choices
- Objectives:
- Provide voucher mobility counseling **by providing information at all admissions briefings, orientation workshops, and reorientation workshops.**
 - Conduct outreach efforts to potential voucher landlords **by conducting annual marketing efforts.**
 - Increase voucher payment standards
 - Implement voucher homeownership program **by amending Section 8 Administrative Plan so as to allow vouchers to be used for mortgage payments prior to the 2005 program year.**
 - Implement public housing or other homeownership programs:
 - Implement public housing site-based waiting lists:
 - Convert public housing to vouchers:
 - Other: (list below)

- **Develop and market a lease-to-purchase option to landlords by the end of the 2001 program year.**

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 **by conducting analyses by geographic location and marketing the section 8 program and its clients to underserved areas. Study will be conducted and strategy implemented by the end of the 2000 program year.**
 - 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) **by identifying which developments are best designed for senior and/or disabled persons and making relevant information available to newly admitted section 8 recipients who are in search of an available unit.**
 - Other: (list below)

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 (**heads of household**) in assisted families **by 1% annually over the next 5 years.**
 - Provide or attract supportive services to improve assistance recipients' employability **by providing opportunities through the HCCDD Family Self-Sufficiency program and Gulf Coast Careers job training and education opportunities.**
 - Provide or attract supportive services to increase independence for the elderly or families with disabilities **by providing opportunities through the HCCDD Family Self-Sufficiency Program and Gulf Coast Careers job training and education opportunities.**
 - Other: (list below)

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 **by continuing to select recipients in a non-biased way. This is done by selecting applicants from the waiting list according to:**
 - (1) **income bracket: (must meet QHWRA regulation stating that a minimum of 75% of new admissions be designated for families with extremely low income.)**
 - (2) **date and time of original application.**
 - 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 **by continuing to grant recipients the freedom to choose their own units and conducting HQS inspections in a non-biased manner.**
 - Undertake affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required
 - Other: (list below)
- **Monitor a fair housing policy in the rent to lease application (RLA) as part of the landlord's obligation to participate in the Section 8 rental assistance program.**

Other PHA Goals and Objectives: (list below)

1. GOAL

Provide extremely low- and very low-income families with access to high quality rental housing units and to insure that these families pay fair and affordable rents.

Strategic Objectives:

- a. **Inspect all units according to HQS guidelines at the time of admission to the Section 8 Rental Assistance program and re-certification prior to the anniversary month of the contract.**
- b. **Conduct special/ complaint inspections upon notification by the family or owner that the unit does not meet HQS guidelines.**

2. GOAL

Increase the percentage of actual leased units relative to units under the Annual Contribution Contract to 95% by March, 2000, so as to continue the ability of the Section 8 program to retain existing vouchers and apply for new vouchers.

Strategic Objectives:

- a. **Assist families who have vouchers, but have not been able to locate a unit. The following services will be performed by case managers and administrative assistant:**
 - **Maintain a comprehensive database containing available housing units along with information on each unit, including location, rent, number of bedrooms, size, amenities, handicapped accessibility, and photographs of interior/exterior.**
 - **Act as a liaison between landlords and prospective residents.**
- b. **The section 8 administrative plan will be amended to include a provision that all families will (with the assistance of section 8 employees) be expected to locate a unit within 60 days of the date of admission to the program.**

3. GOAL

Limit the number of delinquent or non-compliant re-certifications to a monthly rate of 5% or lower (71 delinquent re-certifications) over the next 5 years.

Strategic Objectives:

- a. **Encourage Section 8 case managers to find a balance between re-certifying previously delinquent accounts and preparing for upcoming deadlines for re-certifications.**
- b. **Send letters to families 90 days in advance of re-certification dates.**
- c. **Terminate contracts for families who are non-compliant with re-certification requirements.**

4. GOAL

Maintain an MTCS reporting rate of 100% during the next 5 years.

Strategic Objectives:

Maintain accurate and current family information on all Section 8 recipients.

This will be achieved by:

- **Gathering all required information from families transferred or admitted into the Section 8 Rental Assistance Program within 60 days of the date of admission.**

5. GOAL

To administer an efficient program through improved customer relations, professionalism, support systems, and commitment to the development of Section 8 staff members.

Strategic Objectives:

Adopt a series of service improvements that focus on improved customer service and internal management efficiency (see Attachment B. Service Improvements).

Annual PHA Plan
PHA Fiscal Year 2000

[24 CFR Part 903.7]

i. 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

ii. 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.

The main initiatives set forth by the Annual PHA Plan for the Harris County Community Development Department Section 8 Rental Assistance Program include a set of strategic goals and objectives that will direct the program to a significant reduction of the number of families on the Section 8 waiting list, a consistent 95% lease-up rate, consistent limitation of the number of delinquent or non-compliant re-certifications, and improvement of the quality of services provided to Section 8 recipients.

HOUSING NEEDS

Factors such as affordability, size, and location of housing naturally have a severe impact on housing needs of families with low incomes, disabilities, health problems, and/or lack of mobility and are rated accordingly in the Housing Needs of Families in the Jurisdiction by Family Type table.

The Section 8 Rental Assistance waiting list consists mainly of families of extremely low-income (489 families have income less than or equal to 30% AMI). This is followed by families in the very low-income bracket (113 families have income greater than 30% but less than or equal to 50% AMI). Strategies which will be used to address the housing needs for extremely- and very-low income families include improving lease-up rates and increasing the number of affordable housing units within HCCDD's service area.

FUNDING SOURCES

Funding sources for FY 2000 of the Section 8 Rental Assistance program included \$9,404,222.00 from annual contributions for Section 8 Tenant-Based Assistance and \$33,835.00 from Section 8 Family Self-Sufficiency Federal Grant monies.

As of November 1, 1999 the payment standards as outlined in the Section 8 Rental Assistance Administrative Plan were the same as the Fair Market Rate (FMR) for one, two, three, and four bedroom homes in Harris County. In determining this payment standard, the PHA considered factors such as the success rates and rent burdens of assisted families, increased market rates, and availability of units.

PHA POLICIES

The PHA screens its Section 8 Rental Assistance applicants for criminal and drug related activity through the Harris County Sheriff's Department, State law enforcement agencies, and the FBI. Upon adoption of the PHA 5-Year Plan, the PHA will begin development of a plan to provide home-location assistance to newly admitted families in search of an available unit. With this service addition, all families will be expected to locate a unit within 60 days of the date of admission. The PHA targets 75% of all new admissions to families at or below 30% of the median area income.

COMMUNITY SERVICE AND SELF-SUFFICIENCY PROGRAMS

A wide range of community service and self-sufficiency programs is offered by HCCDD, specifically under the Gulf Coast Careers division. Programs include the Wealth Building Initiative for Self-Enhancement (WISE) program, as well as training services, support services, and services for youth offered by the Workforce Investment Act (WIA).

The Family Self-Sufficiency (FSS) program is also administered by the Gulf Coast Careers division of HCCDD. The FSS program's participant enrollment is currently short of the 50 available slots. However, an agreement between the FSS program and the Section 8 Rental Assistance program is currently being drafted. The primary goal of this agreement will be to insure the referral of Section 8 Rental Assistance recipients to the FSS program and to enroll as many of these Section 8 families as is possible, given the current capacity of the program.

SECTION 8 RENTAL ASSISTANCE SERVICE IMPROVEMENTS

In order to best serve the rental assistance needs of the recipients in the Section 8 program, a list of actions has been included as Attachment C. Section 8 Service Improvements which will serve to address the concerns expressed by the Residential Advisory Board (RAB) and an internal examination of the program. This list includes proposed solutions to increase the efficiency of communication between staff and recipients, send all notices on time, and increase organization within the program.

iii. Annual Plan Table of Contents

[24 CFR Part 903.79 (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

	<u>Page #</u>
Annual Plan	
i. Executive Summary.....	1
ii. Table of Contents	
1. Housing Needs.....	6
2. Financial Resources.....	11
3. Policies on Eligibility, Selection and Admissions.....	12
4. Rent Determination Policies.....	21
5. Operations and Management Policies.....	25
6. Grievance Procedures.....	26
7. Capital Improvement Needs.....	27
8. Demolition and Disposition.....	28
9. Designation of Public Housing for Occupancy by Elderly Families or Families with Disabilities or Elderly Families and Families with Disabilities.....	29
10. Conversion of Public Housing to Tenant-Based Assistance.....	30
11. Homeownership Programs Administered by the PHA.....	31
12. Community Service Programs.....	33
13. PHA Safety and Crime Prevention Measures.....	33
14. Pet Policy.....	38
15. Civil Rights Certifications (included with PHA Plan Certifications).....	38
16. Audit.....	38
17. PHA Asset Management.....	38
18. Other Information.....	39
Attachment A (Residential Advisory Board Comments).....	42
Attachment B (Section 8 Service Improvements).....	45
Attachment C (Section 8 Management Organization Chart).....	49
Attachment D (Certifications).....	50

Attachments

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

Required Attachments:

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

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)

Attachment A. Residential Advisory Board Comments and Recommendations

Attachment B. Section 8 Service Improvements

Attachment C. Section 8 Management Organization Chart

Supporting Documents Available for Review

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

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
Yes	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
Yes	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans
Yes	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
Yes	Consolidated Plan for the jurisdiction/s in which the PHA is located (which includes the Analysis of Impediments to Fair Housing Choice (AI)) and any additional backup data to support statement of housing needs in the jurisdiction	Annual Plan: Housing Needs
Yes	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources;
Yes	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
Yes	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies

List of Supporting Documents Available for Review

Applicable & On Display	Supporting Document	Applicable Plan Component
Yes	Public Housing Deconcentration and Income Mixing Documentation: 1. PHA board certifications of compliance with deconcentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/ 99 <i>Quality Housing and Work Responsibility Act Initial Guidance; Notice</i> and any further HUD guidance) and 2. Documentation of the required deconcentration and income mixing analysis	Annual Plan: Eligibility, Selection, and Admissions Policies
N/A	Public housing rent determination policies, including the methodology for setting public housing flat rents <input type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
N/A	Schedule of flat rents offered at each public housing development <input type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
Yes	Section 8 rent determination (payment standard) policies <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
N/A	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
N/A	Public housing grievance procedures <input type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
Yes	Section 8 informal review and hearing procedures <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
N/A	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
N/A	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
N/A	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	Annual Plan: Capital Needs
N/A	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans or any other approved proposal for development of public housing	Annual Plan: Capital Needs
N/A	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
Yes	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
Yes	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
Upon Completion and Amendment	Policies governing any Section 8 Homeownership program <input type="checkbox"/> check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
Upon Completion	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
Yes	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
Yes	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
Yes	The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	Annual Plan: Annual Audit
N/A	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)

1. Statement of Housing Needs

[24 CFR Part 903.79 (a)]

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

Based upon the information contained in the Consolidated Plan/s applicable to the jurisdiction, and/or other data available to the PHA, provide a statement of the housing needs in the jurisdiction by completing the following table. In the "Overall" Needs column, provide the estimated number of renter families that have housing needs. For the remaining characteristics, rate the impact of that factor on the 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	Loca-tion
Income <= 30% of AMI	11,789	5	5	5	5	4	5
Income >30% but <=50% of AMI	12,331	5	5	4	5	3	5
Income >50% but <80% of AMI	23,273	4	4	4	5	3	5
Elderly	6,002	5	5	5	5	5	5
Families with Disabilities	6,848	5	5	5	5	5	5

Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Overall	Afford-ability	Supply	Quality	Access-ibility	Size	Loca-tion
White	37,202	5	5	5	5	5	5
Black	5,070	5	5	5	5	5	5
Hispanic	3,034	5	5	5	5	5	5
Asian	1,932	5	5	5	5	5	5
American Indian	152	5	5	5	5	5	5

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: 1995
- U.S. Census data: the Comprehensive Housing Affordability Strategy (“CHAS”) dataset
- American Housing Survey data
Indicate year: 1991
- Other housing market study
Indicate year:
- Other sources: (list and indicate year of information)
U.S. Census data according to HUD Community 2020 software.

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

State the housing needs of the families on the PHA’s waiting list/s . **Complete one table for each type of PHA-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)			
<input checked="" type="checkbox"/>	Section 8 tenant-based assistance		
<input type="checkbox"/>	Public Housing		
<input type="checkbox"/>	Combined Section 8 and Public Housing		
<input type="checkbox"/>	Public Housing Site-Based or sub-jurisdictional waiting list (optional)		
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	602		120

Housing Needs of Families on the Waiting List			
Extremely low income <=30% AMI	489	82	
Very low income (>30% but <=50% AMI)	113	18	
Low income (>50% but <80% AMI)	0		
Families with children	552	92	
Elderly families	21	3.5	
Families with Disabilities	69	11.5	
African-American	584	97	
Caucasian	4	.67	
Hispanic	12	2	
Asian	2	.33	
Characteristics by Bedroom Size (Public Housing Only)	N/A	N/A	
1BR			
2 BR			
3 BR			
4 BR			
5 BR	-		
5+ BR	-		
Is the waiting list closed (select one)? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes If yes: How long has it been closed (# of months)? 37 Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input checked="" type="checkbox"/> No <input type="checkbox"/> 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)

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

Select 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)

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

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

Select 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 (**Refer to Strategic Objectives for PHA Goal 1. “Expand the supply of existing housing”, located on Annual Plan page 1.**)
- Other: (list below)

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

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

Select all that apply

- Employ admissions preferences aimed at families who are working
- Adopt rent policies to support and encourage work (**Refer to Strategic Objectives for PHA Goal 1. “Expand the supply of existing housing”, located on Annual Plan page 1.**)
- Other: (list below)

Need: Specific Family Types: The Elderly

Strategy 1: Target available assistance to the elderly:

Select all that apply

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

Need: Specific Family Types: Families with Disabilities

Strategy 1: Target available assistance to Families with Disabilities:

Select 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)

- **Establish partnership with local MHMRA.**

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:

Select if applicable

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

Strategy 2: Conduct activities to affirmatively further fair housing

Select all that apply

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

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)]

List 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 Plan year.

Note: the table assumes that Federal public housing or tenant based Section 8 assistance grant funds are

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

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
1. Federal Grants (FY 2000 grants)		
a) Public Housing Operating Fund		
b) Public Housing Capital Fund		
c) HOPE VI Revitalization		
d) HOPE VI Demolition		
e) Annual Contributions for Section 8 Tenant-Based Assistance	9,404,222	Section 8 Tenant-Based Rental Assistance Program
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)		
g) Resident Opportunity and Self-Sufficiency Grants		
h) Community Development Block Grant	11,288,000	Other
i) HOME	2,864,000	Other
Other Federal Grants (list below)		
Emergency Shelter Block Grant (ESG)	403,000	Other
Workforce Investment Act	7,100,000	Other
TANF	1,700,000	Other
Welfare to Work (WTW)	1,700,000	Other
Food Stamp Employment and Training (FSET)	236,000	Other
Federal Emergency Management Agency (FEMA)	308,290	Other
Emergency Nutrition/Temporary Relief Program (ENTERP)	26,805	Other
Oil-Overcharge Program	53,806	Other
Section 8 Family Self-Sufficiency	33,835	FSS Program
2. Prior Year Federal Grants (unobligated funds only) (list below)		
Lead-Based Paint Hazard Control Program	1,810,923	Other

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
3. Public Housing Dwelling Rental Income		
4. Other income (list below)		
4. Non-federal sources (list below)		
General Harris County Funds	7,315,159	Other
Total resources	44,244,040	

3. PHA Policies Governing Eligibility, Selection, and Admissions

[24 CFR Part 903.7 9 (c)]

A. Public Housing

Exemptions: PHAs that do not administer public housing are not required to complete subcomponent 3A.

(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)

c. 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**)

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 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)

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

Exemptions: PHAs that do not administer section 8 are not required to complete sub-component 3B. **Unless otherwise specified, all questions in this section apply only to the tenant-based section 8 assistance program (vouchers, and until completely merged into the voucher program, certificates).**

(1) Eligibility

a. What is the extent of screening conducted by the PHA? (select all that apply)

- Criminal or drug-related activity only to the extent required by law or regulation
- Criminal and drug-related activity, more extensively than required by law or regulation
- More general screening than criminal and drug-related activity (list factors below)
- Other (list below)

b. Yes No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?

c. Yes No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?

d. Yes No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)

e. Indicate what kinds of information you share with prospective landlords? (select all that apply)

- Criminal or drug-related activity
- Other (describe below)

- Last Rental Unit Information

(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:*****

- **Lack of housing stock**
- **Medical reasons**
- **Loss of family**
- **Landlord withdrawal**
- **Change of family composition**
- **Loss of income**

(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.

1 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)

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

- Through published notices
- Other (list below)

- **Amendment to the Administrative Plan**
- **Approval of Commissioner Court (which acts as the PHA board)**

4. PHA Rent Determination Policies

[24 CFR Part 903.7 9 (d)]

A. Public Housing

Exemptions: PHAs that do not administer public housing are not required to complete sub-component 4A.

(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:

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

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

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

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

For the earned income of a previously unemployed household member

For increases in earned income

Fixed amount (other than general rent-setting policy)

If yes, state amount/s and circumstances below:

Fixed percentage (other than general rent-setting policy)

If yes, state percentage/s and circumstances below:

For household heads

For other family members

For transportation expenses

For the non-reimbursed medical expenses of non-disabled or non-elderly families

Other (describe below)

e. Ceiling rents

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

Yes for all developments

Yes but only for some developments

No

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

For all developments

For all general occupancy developments (not elderly or disabled or elderly only)

For specified general occupancy developments

- For certain parts of developments; e.g., the high-rise portion
- For certain size units; e.g., larger bedroom sizes
- Other (list below)

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

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

f. Rent re-determinations:

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

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

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

(2) Flat Rents

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

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

B. Section 8 Tenant-Based Assistance

Exemptions: 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 (see below)

Payment Standard (FMR) = 1 bedroom - \$479
2 bedroom - \$620
3 bedroom - \$864
4 bedroom - \$1018

- 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)
 - **Increased Market Rates**
 - **Compatibility with Private Sector**
 - **Availability of Units**

(2) Minimum Rent

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

- \$0
- \$1-\$25 (**Prior to Administration Plan, Sept. 1, 1999**)
- \$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 903.7 9 (e)]

Exemptions 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 (see Attachment E. Section 8 Management Organization Chart).
- 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	1294	43
Section 8 Certificates	128	37

Section 8 Mod Rehab	11	
Special Purpose Section 8 Certificates/Vouchers (list individually)		
Public Housing Drug Elimination Program (PHDEP)		
Other Federal Programs(list individually)		

C. Management and Maintenance Policies

List the PHA's public housing management and maintenance policy documents, manuals and handbooks 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 or eradication of pest infestation (which includes cockroach infestation) and the policies governing Section 8 management.

(1) Public Housing Maintenance and Management: (list below)

(2) Section 8 Management: (list below)

- Administrative Plan
- Standard Operating Procedures (SOP) Inspections document

6. PHA Grievance Procedures

[24 CFR Part 903.7 9 (f)]

Exemptions 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)]

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

A. Capital Fund Activities

Exemptions 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 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)

(2) Optional 5-Year Action Plan

Agencies are encouraged to include a 5-Year Action Plan covering capital work items. This statement can be completed by using the 5 Year Action Plan table provided in the table library at the end of the PHA Plan template **OR** by completing and attaching a properly updated HUD-52834.

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

b. If yes to question a, select one:

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

-or-

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

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

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

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

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

1. Development name:

2. Development (project) number:

3. Status of grant: (select the statement that best describes the current status)

Revitalization Plan under development

Revitalization Plan submitted, pending approval

Revitalization Plan approved

Activities pursuant to an approved Revitalization Plan underway

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

If yes, list development name/s below:

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

If yes, list developments or activities below:

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

If yes, list developments or activities below:

8. Demolition and Disposition

[24 CFR Part 903.7 9 (h)]

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

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

2. Activity Description

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

Demolition/Disposition Activity Description	
1a. Development name:	
1b. Development (project) number:	
2. Activity type: Demolition <input type="checkbox"/> Disposition <input type="checkbox"/>	
3. Application status (select one) Approved <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/>	
4. Date application approved, submitted, or planned for submission: <u>(DD/MM/YY)</u>	
5. Number of units affected:	
6. Coverage of action (select one) <input type="checkbox"/> Part of the development <input type="checkbox"/> 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)]

Exemptions 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 <input type="checkbox"/> Occupancy by families with disabilities <input type="checkbox"/> Occupancy by only elderly families and families with disabilities <input type="checkbox"/>
3. Application status (select one) Approved; included in the PHA’s Designation Plan <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/>
4. Date this designation approved, submitted, or planned for submission: (DD/MM/YY)
5. If approved, will this designation constitute a (select one) <input type="checkbox"/> New Designation Plan <input type="checkbox"/> Revision of a previously-approved Designation Plan?
6. Number of units affected: 7. Coverage of action (select one) <input type="checkbox"/> Part of the development <input type="checkbox"/> Total development

10. Conversion of Public Housing to Tenant-Based Assistance

[24 CFR Part 903.79(j)]

Exemptions 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? <input type="checkbox"/> Assessment underway <input type="checkbox"/> Assessment results submitted to HUD <input type="checkbox"/> Assessment results approved by HUD (if marked, proceed to next question) <input type="checkbox"/> Other (explain below)
3. <input type="checkbox"/> Yes <input type="checkbox"/> 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) <input type="checkbox"/> Conversion Plan in development <input type="checkbox"/> Conversion Plan submitted to HUD on: (DD/MM/YYYY) <input type="checkbox"/> Conversion Plan approved by HUD on: (DD/MM/YYYY) <input type="checkbox"/> 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)

B. Reserved for Conversions pursuant to Section 22 of the U.S. Housing Act of 1937

C. 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

Exemptions 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:	<input type="checkbox"/> HOPE I <input type="checkbox"/> 5(h) <input type="checkbox"/> Turnkey III <input type="checkbox"/> Section 32 of the USHA of 1937 (effective 10/1/99)
3. Application status: (select one)	<input type="checkbox"/> Approved; included in the PHA's Homeownership Plan/Program <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> 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)	<input type="checkbox"/> Part of the development <input type="checkbox"/> 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 903.7 9 (1)]

Exemptions 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?

On September 1, 1999 the TANF program merged with the Gulf Coast Careers Division of HCCDD. An agreement will be drafted and signed between the TANF agency (under Gulf Coast Careers) and the Section 8 rental assistance program by March, 2000.

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 recipients

(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)

• **Section 8 Housing rent determination policies (QHWRA)**

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 recipients or both)
<i>Wealth Building Initiative for Self-Enhancement (WISE) program – provides microloans for low- and moderate-income persons to start home-based businesses.</i>	<i>100</i>	<i>Specific Criteria</i>	<i>Gulf Coast Careers offices (28 regional offices)</i>	<i>Both</i>
<i>Workforce Investment Act (WIA) Training Services – provides a wide range of training for adults and dislocated workers.</i>	<i>2,600</i>	<i>Specific Criteria</i>	<i>Gulf Coast Careers offices</i>	<i>Both</i>
<i>WIA Supportive Services – services for adults and dislocated workers including transportation, child care, housing, cash payments, and other needed services.</i>	<i>700</i>	<i>Specific Criteria</i>	<i>Gulf Coast Careers Offices</i>	<i>Both</i>
<i>WIA Services for Youth – includes such services as tutoring, study skills, summer employment, leadership development, adult mentoring, guidance and counseling, and other services.</i>	<i>1,025</i>	<i>Specific Criteria</i>	<i>Gulf Coast Careers offices</i>	<i>Both</i>

<i>Temporary Assistance for Needy Families (TANF) Services-provides work-related activities and support to assist eligible recipients (adults and youth) to prepare for and retain employment and avoid becoming or remaining on public assistance.</i>	1,625	<i>Specific Criteria</i>	<i>Gulf Coast Careers Offices</i>	<i>Both</i>
<i>Food Stamps E&T Services-assists adult and youth food stamp recipients in obtaining employment and training activities that will promote long-term self-sufficiency</i>	400	<i>Specific Criteria</i>	<i>Gulf Coast Careers Offices</i>	<i>Both</i>
<i>Welfare-to-Work Services-provides services to move hard-to-employ TANF recipients off welfare and into productive jobs including the following: job readiness, placement, and post-employment; job creation through public or private sector employment wage subsidies; on-the-job training; job retention and support services; community service or work experience</i>	1,250	<i>Specific Criteria</i>	<i>Gulf Coast Careers Offices</i>	<i>Both</i>

(2) Family Self Sufficiency program

a. Participation Description

Family Self Sufficiency (FSS) Participation		
Program	Required Number of Recipients (start of FY 2000 Estimate)	Actual Number of Recipients (As of: 10/7/99)
Public Housing		
Section 8	50	31

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?

***NOTE**

The Family Self-Sufficiency (FSS) Program was begun in March of 1999. Seven hundred eligible people initially received a mailout informing them of a mandatory meeting concerning the program. Of those 700, fifty individuals attended the meeting. At the meeting, thirty-one of the fifty attendees followed through with the application, thus thirty-one people are currently receiving FSS services. However, efforts to fill the remaining nineteen available slots are currently underway.*****

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)

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

13. PHA Safety and Crime Prevention Measures

[24 CFR Part 903.79 (m)]

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

A. Need for measures to ensure the safety of public housing residents

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

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

2. What information or data did the PHA 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

PHAs 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: ____)

14. RESERVED FOR PET POLICY

[24 CFR Part 903.7 9 (n)]

15. Civil Rights Certifications

[24 CFR Part 903.7 9 (o)]

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

16. Fiscal Audit

[24 CFR Part 903.7 9 (p)]

- 1. Yes 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)]

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

1. Yes No: Is the PHA engaging in any activities that will contribute to the long-term asset management of its public housing stock , including how the Agency will plan for long-term operating, capital investment, rehabilitation, modernization, disposition, and other needs that have **not** been addressed elsewhere in this PHA Plan?
2. What types of asset management activities will the PHA undertake? (select all that apply)
- Not applicable
- Private management
- Development-based accounting
- Comprehensive stock assessment
- Other: (list below)
3. Yes No: Has the PHA included descriptions of asset management activities in the **optional** Public Housing Asset Management Table?

18. Other Information

[24 CFR Part 903.7 9 (r)]

A. Resident Advisory Board Recommendations

1. Yes No: Did the PHA receive any comments on the PHA Plan from the Resident Advisory Board/s?
2. If yes, the comments are: (if comments were received, the PHA **MUST** select one)
- Attached at Attachment (File name)
- Provided below:
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:
- **More housing stock**
 - **Re-certification concerns**
 - **Exception Rule for staying in a unit after a failed inspection**
- Other: (list below)

- **Included problems identified by the Residential Advisory Board and solutions to be implemented in the Services Improvement Table.**

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

***This component is non-applicable because:**

- 1. No public housing is owned, operated, or managed by HCCDD.**
- 2. The Commissioners Court of Harris County serves as the PHA board for the Section 8 Rental Assistance Program.**

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: Harris County
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)

Improving the living conditions of extremely low-, low-, and moderate-income persons in Harris County by providing housing rental assistance.

***See Section 12 (PHA Community Service and Self-Sufficiency Programs) Services and Programs Table**

- Other: (list below)

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

Five-Year Goal for Assisted Housing:

To improve the living conditions of extremely low-, low-, and moderate-income households in the HCCDD service area by providing quality assisted housing.

Five-Year Goal for Rental Assistance:

To provide quality, affordable, accessible rental housing to extremely low-, low-, and moderate-income citizens, with special emphasis on rental housing for seniors and large related-family households.

Five-Year Goal for Family Self-Sufficiency

To provide a network of support services which enable low-income families to move from a state of welfare dependence to economic independence.

Strategy One: HCCDD will support and maintain the Family Self-Sufficiency Program in conjunction with its Assisted Housing Program.

Strategy Four: HCCDD will encourage and support other organizations in pursuit of moving families toward economic independence.

Source: 1995 HCCDD Consolidated Plan

Attachments

Attachment A. Residential Advisory Board Comments and Recommendations

HARRIS COUNTY COMMUNITY DEVELOPMENT DEPARTMENT NOTES FROM RESIDENT ADVISORY BOARD MEETING TUESDAY, OCTOBER 5, 1999, 7:00 PM

Attendees:

Assisted Housing Recipients:

Burleson, Brenda
Fleming, Melonese
Fleming, Moses
Hudson, Freddie
Lewis, Alphelia
Lewis, Serena
Mitchell, Cynthia
Naylor, Donna

Harris County Employees:

Austin, Bruce - Director
Allender, Tony – Division Chief
Tullos, Marta – Assisted Housing Mgr.
Chacon, Arturo – Sr. Case Mgr
Ross, Brandon - Planner
Benitez, Miguelina – FSS Program
Bezdek, Cindy – Intake Specialist

Does the Section 8 Staff seem to be disorganized or do they seem to be consistent and organized?

1. Very helpful, but case manager was very rude from the very beginning.

Do you have problems (or have you had problems with) staff miscommunication?

1. Case Manager – Big help to her very nice – never had a problem.
2. Case Manager – Explains very well –has been a blessing.
3. Does not know who her case manager is.

Does the recertification process seem to run smoothly?

1. Re-certification Late
2. Did not notify him of new case manager.

Have complaints about units been followed up on or corrected in a timely manner?

No one indicated that they had made any formal or informal complaints

Has the staff provided you with information regarding the merger of the certificate to voucher program?

1. Yes
2. No
3. Yes, at the date of re-certification

Have the units been kept in good condition?

1. "I keep up with my unit."
2. "I had to move because Landlord did not take care of my unit. They tried to blame it on me, but it is not my fault."
"But my case manager very helpful and we worked it out together."
3. House will never stay the same after a year. Inspectors need to please take that into consideration. Even if you're not messy, it's just normal wear and tear.
4. Been in same apartment for 12 years. Say "HUD" and they run.

Have you been treated fairly and courteously by Section 8 Staff?

1. Yes
2. Yes
3. No
4. Good Case Manager

Are there any services that you feel would better assist you to become self-sufficient?

1. Need a list of services
2. Job Placement
3. Ownership (home)
4. Education – Training
5. Do we have a service of childcare?
TANF Funds available for persons seeking employment or skills training when funds are available for childcare. However, they do run out of funds.
6. Discussion on welfare reform
7. Brief discussion of education issue
8. Disability – 56 years old – back injury/prostate cancer last year. Now, it is very difficult to get employment because of illness.
9. Job placement/Training (Limited) Ownership – Bad Credit
10. Where do we go?
Staff explained Gulf Coast Career services and what's available for "everyone"
11. How to finance if he wants to start a business?
Client referred to Section 8 Manager (WISE Program)

12. Filled out survey last year; never heard anything.
Referred to FSS coordinator to look up survey of FSS.
13. Inspectors have 2 different answers – One year inspection passes, next year it fails.

What do you feel is the worst problem?

1. Paper work late for contract end – referred to Section 8 Manager
2. Had to pay late charges - referred to Section 8 Manager
3. Rude Counselor – referred to Section 8 Manager
4. Very limited housing – because they are on Section 8.
5. Less quality – only if it's passable, not really nice.

What would your recommendations be to resolve that problem?

Speak to Sr. Counselor, Manager or Chief of Staff

What recommendations do you have for better service efficiency?

1. More literature, information for referrals needs.

What do you feel is the biggest obstacle in becoming self-sufficient?

1. Education
2. Child Care
3. Training
4. Counseling
5. Location of housing

Other Comments:

Appreciates the honor to be chosen for the Board.

Recommended meeting again before time scheduled.

Recommended other recipients have a say.

Elected Advisory Chairperson – Freddie Hudson

Adjourned until Next Tuesday, October 12, 1999 same time – 7:00 PM

Need more literature - information on program and changes.

Attachment B. Section 8 Service Improvements

The following table has been created in response to comments and recommendations made by the Residential Advisory Board (see Attachment B., Residential Advisory Board Comments and Recommendations), as well as an internal investigation of Section 8 procedures. In achieving a higher-quality level of service, the idea will be instilled that the Section 8 Rental Assistance program will be managed and run more like a private-sector business, with a strict emphasis on customer service.

The stated service improvements strictly deal with procedures internal to the Section 8 Program and is designed to help achieve a smoother running and better organized program, thereby increasing the ability to provide high-quality customer service to those individuals and families who participate in the program.

Service Improvements Table

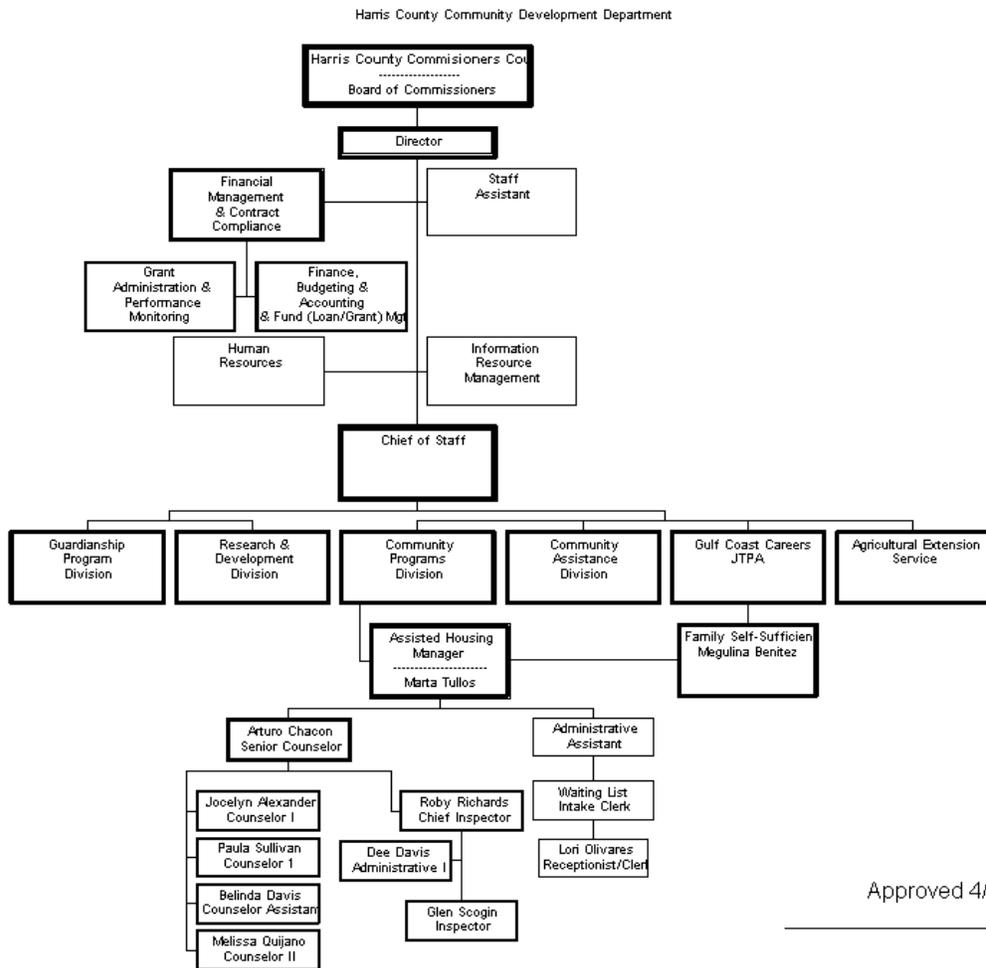
Issue Identified	Solution to be Implemented
<p>1. Communication between case manager and Section 8 participant should be more frequent and complete.</p>	<p>1A. Each case manager will send contact information updates by direct mail to all section 8 recipients undergoing any change of status or caseworker assignment within 30 days of the change.</p> <p>1B. Conduct an annual service performance review survey to be completed by all section 8 recipients at the time of initial orientation and re-certification.</p> <p>1C. When a family has had a change of case manager assignment, the new case manager will make a sincere attempt to have a personal meeting with the family in order to get to know their particular case on a personal level. This attempt will consist of sending a post card notification and making 2 phone calls if necessary. During the meeting, information will be provided about the Family Self-Sufficiency Program, alternative housing opportunity providers, and other programs as needed. The case manager will also cover re-certification policies and offer personal assistance with questions and concerns regarding all relevant programs.</p>
Issue Identified	Solution to be Implemented
<p>2. Re-certification notices should be sent on time.</p>	<p>2A. All case managers and administrative assistants will keep an up to date calendar of all upcoming re-certifications and terminations. This calendar will be maintained at the beginning of each month by the senior counselor, with the help of the administrative assistant.</p> <p>2B. Case managers and/or administrative assistants will make one phone call and send re-certification and termination notices by direct mail ninety (90) days prior to applicable date.</p>

<p>3. All section 8 recipients should be aware of additional HCCDD services and programs.</p>	<p>3A. Section 8 management will conduct an annual Residential Advisory Board informative meeting, providing information on all HCCDD programs, as well as information on Housing Opportunities of Houston.</p> <p>3B. Section 8 staff will assemble packets with information and contacts for all HCCDD affiliated services and programs for assisting extremely low-, very low-, and low-income households, to be made available to recipients at all orientation and re-certification meetings, as well as at the PHA main office during regular working hours.</p>
<p>4. Section 8 recipients should have an adequate understanding of program policies, such as re-certification processes.</p>	<p>4A. Section 8 recipients will attend a mandatory orientation workshop upon admission to section 8 program and a mandatory reorientation workshop in conjunction with each re-certification meeting. At these workshops, the case managers will provide information on participant obligations, the purpose of the Section 8 Rental Assistance Program, and alternative opportunities for self-sufficiency and home ownership.</p> <p>4B. After receiving information on the Section 8 program and its requirements, the participant must sign a verification of understanding of program policies, term limits, and re-certification process at orientation and re-certification meeting.</p>
<p>5. All section 8 recipients should be treated fairly and equally.</p>	<p>5A. Section 8 program will adopt and enforce a policy of fair treatment of all section 8 recipients which will be signed by all section 8 staff.</p>
<p>6. Section 8 staff should fully understand the goals of the program, have a shared understanding of what they mean, and have a shared understanding of program objectives.</p>	<p>6A. Section 8 management will hold meetings to create and update daily, weekly, and monthly goals for individual staff members, as well as for the program as a whole.</p> <p>6B. Section 8 management will monitor performance goals of individuals as well as the entire department on a monthly basis.</p> <p>6C. Case managers will turn in monthly accountability reports, which will include personal meeting reports, re-certification numbers and reports, and goals and objectives “headway” reports.</p>

Issue Identified	Solution to be Implemented
<p>7. Section 8 staff should be well informed and perform accordingly.</p>	<p>7A. Section 8 management will produce monthly reports and post in visible places, such as a central bulletin board, counselor’s workstations, and on computers.</p> <p>7B. Hold debriefing sessions as needed to discuss new rules, regulations, policies, etc.</p>
<p>8. Documentation should remain updated and easy for staff to access.</p>	<p>8A. Administrative assistant will establish a central area for job aids, manuals, rules/regulations, etc. Senior counselor and administrative assistant will collect materials and for update documents on a weekly basis.</p> <p>8B. Create and post decision guides on a central bulletin board to continually remind and inform staff of departmental processes.</p>
<p>9. Desired performance should be demonstrated; there is a need for incentives for people to do better, to do more, or to do things differently.</p>	<p>9A. Hold monthly ceremonies (within the department) that reward notable team achievements.</p> <p>9B. Establish “suggestion boxes” to encourage constructive feedback on operations.</p> <p>9C. Create an “employee of the month” award and designate a good parking space as reward for outstanding performance.</p>
<p>10. Performance evaluations should be used to motivate staff and insure successful improvements in staff performance.</p>	<p>10A. Develop weekly/monthly goals with measurable objectives. State a quantifiable outcome (expressed by % or #), date/time of completion, and items to be measured. Ex.-Staffperson will complete 95% of re-certifications by the end of each month.</p> <p>10B. Section 8 management will track variances in performance on a monthly basis and take corrective actions such as meeting with staff, re-evaluating processes that might hinder performance, etc. within the first week following the evaluation.</p>
<p>11. Consequences are needed for inadequate performance.</p>	<p>11A. Strengthen supervisory actions for inadequate performance.</p> <p>11B. Create a quality review process that reduces human error.</p> <p>11C. Embrace a “zero tolerance” mindset for non-performance of duties.</p>

<p>12. Jobs and tasks should be efficiently structured, directly oriented to the service provided, and increase staff morale.</p> <p>Issue Identified</p>	<p>12A. Reduce bottlenecks in processes, i.e. Re-certification process: eliminate or reduce time it takes for inspections to occur; reduce screening time by either spreading duties among staff or reduce workload of key person designated to perform task.</p> <p>12B. Merge functions.</p> <p>12C. Reorganize responsibilities.</p> <p>12D. Consider absorbing portabilities from other PHAs into HCCDD's Assisted Housing process. Possible savings could occur as well as improved efficiencies.</p> <p>Solution to be Implemented</p>
<p>13. Costs and inefficiencies can be cut by standardizing procedures.</p>	<p>13A. Implement uniform standards. Review work processes of each employee to determine the best procedure and institute across the board.</p>
<p>14. Staff should be encouraged to try new solutions and readily adapt to changes in the systems.</p>	<p>Develop formal and consistently scheduled activities that:</p> <p>14A. Engage staff in dialogue</p> <p>14B. Encourage staff to brainstorm on ideas that increase productivity</p> <p>14C. Create new alliances with division/departments with HCCDD and in the community</p>
<p>15. Staff should work together as a team, accepting and understanding other's roles in the organization and positively reinforce one another.</p>	<p>15A. Conduct/Offer daily/weekly/monthly meeting/sessions where staff can "vent." Assisted Housing staff deal with the public daily which can induce stress.</p> <p>15B. Consider rotating roles of certain staffpersons to provide relief and a day or two of self-renewal, i.e. receptionist's duties.</p> <p>15C. Encourage staff to participate in employee assistance programs.</p>
<p>16. Staff should update their skills and develop them for the future.</p>	<p>16A. Promote/Offer training.</p> <p>16B. Offer structured on-the-job experiences.</p>

Attachment C. Section 8 Management Organization Chart



Approved 4/9/99

Attachment D. Certifications

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

II. Certification for a Drug-Free Workplace

III. Disclosure of Lobbying Activities

IV. Certification of Payments to Influence Federal
Transactions

V. Certifications of PHA Plans Consistency with Consolidated Plans

Fort Bend County
Harris County
City of Baytown
City of Houston
City of Pasadena