

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

# PHA Plan

Annual Plan for Fiscal Year 2001

**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: Paragould Housing Authority**

**PHA Number: AR121**

**PHA Fiscal Year Beginning: 04/2001**

**Public Access to Information**

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

- XX** 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)

- XX** 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)

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

**Annual PHA Plan  
PHA Fiscal Year 2001**

[24 CFR Part 903.7]

**i. Annual Plan Type:**

**XX 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)]

Since its creation, the Paragould Housing Authority has set goals. Many of these goals have been reached, but some have yet to be achieved. The recent enactment of the Quality Housing and Work Responsibility Act (QHWRA) has made many changes in public housing and tenant-based assistance. These changes have been incorporated into our policies and into our short-term and long-term goals. These goals and strategies to obtain the goals are addressed in the Five year Plan and fiscal year 2001 Annual Plan of the Paragould Housing Authority that will be submitted to HUD.

Supporting documents for all plan components that pertain to our agency will allow our clients to offer feedback about our programs and to offer suggestions for improvement. if possible, this feedback will be used in future plans.

The Paragould Housing Authority has plans to improve our present public housing units. Our plans include to continue putting new roofs on units in the Pecan Grove development. Plans have also been made to install new water heaters and install carbon monoxide detectors in every public housing unit. Other improvements and/or updates will be made as deemed necessary by the PHA from 4/01/2001 thru 3/31/2004. Funds for these improvements will come from CFP funds. An upgraded preventive maintenance plan has been implemented at both developments.

To accomplish the PHAs goal of increasing assisted housing choices, the Paragould Housing Authority Section 8 staff will provide voucher mobility counseling. Outreach efforts to potential landlords will be conducted. New voucher holders are encouraged to seek units owned by landlords that do not have units on the Section 8 program. Potential landlords will be invited to meeting to learn about the Section 8 tenant-based assistance program. Printed “landlord packets” will be available when potential landlords come to the PHA office seeking information. voucher

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payment standards will be kept at a level necessary to allow PHA clients to find affordable housing. A study will be conducted to gauge interest in the homeownership programs for public housing residents. If enough interest is expressed, the PHA will attempt to implement this program. Four families receiving Section 8 tenant-based assistance are currently participating in the homeownership program with lease-purchase agreements. Several other families have also expressed an interest in this program. We will encourage this homeownership option and will research other options available through the Section 8 Homeownership Program.

In order to improve community quality of life and economic vitality, the Paragould Housing Authority will provide an improved living environment. The PHA will continue to implement public housing security measures such as strict applicant screening processes, a neighborhood watch, a resident police officer, and security personnel. The PHA will continue income-mixing in our developments and avoid a concentration of one level of income in any area of our development.

Resident participation is encouraged by our agency. Each public housing development will have an active Resident Council. An Advisory Council of Pecan Grove residents, Mini-Rise residents, and Section 8 program participants will offer input for our grant program(s), annual plans, and other PHA operations. One position on the board of commissioners will be reserved for a public housing resident or a section 8 program participant.

To reach our goal to promote self-sufficiency and asset development of families and individuals in assisted households, the PHA would like to see a substantial increase in the number or percentage of employed persons in assisted families by 2004 fiscal year end. The PHA will work to provide or attract supportive services to improve assistance recipients' employability and to increase independence for the elderly or families with disabilities. The PHA will make a cooperative effort with local agencies, such as the Department of Human services, the job Training Program (J.T.P.A.), and temporary employment agencies, to help assisted families gain employment. Residents and families with Section 8 tenant-based assistance have suggested GED/adult literacy classes, child care provision, and seminars to help develop job search skills.

To ensure equal opportunity and affirmatively further fair housing for all Americans, the PHA will take affirmative measures to ensure access to assisted housing, regardless of race, color, religion, national origin, sex, familial status, and/or disability. The PHA will also take affirmative measures to provide a suitable living environment for families living in assisted housing, and to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required.

### **iii. Annual Plan Table of Contents**

[24 CFR Part 903.7 9 (r)]

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## **Attachments**

### Required Attachments:

- XX** Admissions Policy for Deconcentration  
Attachment A Page 59
- XX** FY 2001 Capital Fund Program Annual Statement  
Attachment B Page 60  
Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)
- XX** Implementation of Public Housing Resident Community Service Requirements  
Attachment C Page 65
- XX** Pet Policy  
Attachment D Page 66
- XX** Statement of Progress in Meeting the Mission and Goals Outlined in 5-Year Plan  
Attachment E Page 68
- XX** Resident Membership of the PHA Governing Board  
Attachment F Page 69
- XX** Membership of the Resident Advisory Board  
Attachment G Page 70

### Optional Attachments:

- PHA Management Organizational Chart  
Attachment H Page 71
- FY 2000 Capital Fund Program Progress Report  
Attachment I Page 72
- FY 2001 Capital Fund Program 5 Year Action Plan

Attachment J Page 76  
 Definition of “Substantial Deviation” and “Significant Amendment or Modification”  
 Attachment K Page 80  
 Public Housing Drug Elimination Program (PHDEP) Plan  
 Comments of Resident Advisory Board or Boards (must be attached if not included in  
 PHA Plan text)  
 Other (List below, providing each attachment name)

**Supporting Documents Available for Review**

**List of Supporting Documents Available for Review**

<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
XX	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
XX	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans
XX	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
	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
XX	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources;
XX	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

<b>XX</b>	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
<b>XX</b>	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	Annual Plan: Eligibility, Selection, and Admissions Policies

	<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	
<b>XX</b>	Public housing rent determination policies, including the methodology for setting public housing flat rents <b>XX</b> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
<b>XX</b>	Schedule of flat rents offered at each public housing development <b>XX</b> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
<b>XX</b>	Section 8 rent determination (payment standard) policies <b>XX</b> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
<b>XX</b>	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
<b>XX</b>	Public housing grievance procedures check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
<b>XX</b>	Section 8 informal review and hearing procedures <b>XX</b> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
<b>XX</b>	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
<b>XX</b>	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
	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
	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

	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
	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
	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
	Policies governing any Section 8 Homeownership program check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
	The most recent Public Housing Drug Elimination Program (PHDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)	Annual Plan: Safety and Crime Prevention
<b>XX</b>	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
	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 903.7 9 (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

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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	3095	NA	NA	NA	NA	NA	NA
Income >30% but <=50% of AMI	1724	NA	NA	NA	NA	NA	NA
Income >50% but <80% of AMI	3001	NA	NA	NA	NA	NA	NA
Elderly	1134	NA	NA	NA	NA	NA	NA
Families with Disabilities	1030	NA	NA	NA	NA	NA	NA
Race/Ethnicity	2918	NA	NA	NA	NA	NA	NA
Race/Ethnicity	20	NA	NA	NA	NA	NA	NA
Race/Ethnicity	79	NA	NA	NA	NA	NA	NA
Race/Ethnicity	41	NA	NA	NA	NA	NA	NA

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

Consolidated Plan of the Jurisdiction/s

Indicate year:

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

American Housing Survey data

Indicate year:

Other housing market study

Indicate year:

**XX** Other sources: (list and indicate year of information)

Census report for Paragould/Greene County, AR

Internet Information - Ask Dina

### **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 by type: (select one)

Section 8 tenant-based assistance

Public Housing

**XX** Combined Section 8 and Public Housing

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

If used, identify which development/subjurisdiction:

	# of families	% of total families	Annual Turnover
Waiting list total	281	100%	175
Extremely low income <=30% AMI	197	70%	NA
Very low income (>30% but <=50% AMI)	62	22%	NA
Low income (>50% but <80% AMI)	22	8%	NA
Families with children	186	66%	NA
Elderly families	48	17%	NA
Families with Disabilities	40	14%	NA
Race/ethnicity	281	100%	NA
Race/ethnicity			
Race/ethnicity			
Race/ethnicity			

	# of families	% of total families	Annual Turnover

Characteristics by Bedroom Size (Public Housing Only)			
1BR	33	29%	NA
2 BR	48	42%	NA
3 BR	25	22%	NA
4 BR	8	7%	NA
5 BR			
5+ BR			

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

If yes:

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

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

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

### C. Strategy for Addressing Needs

#### (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:**

**XX** Employ effective maintenance and management policies to minimize the number of public housing units off-line

One member of maintenance will work on vacancies while the other member of maintenance completes routine work orders. The Public Housing Clerk will have applicant screening completed in advance.

**XX** Reduce turnover time for vacated public housing units

Maintenance is allowed 7-10 days to complete move-out work orders. However maintenance staff will strive to have vacant units ready to be rented in 2-3 work days. The Public Housing Clerk will have a family ready to move into the unit as soon as unit is released by maintenance staff.

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

- XX** Maintain or increase section 8 lease-up rates by establishing payment standards that will enable families to rent throughout the jurisdiction

Payment standards will be evaluated at least annually to ensure that Section 8 families will be able to find affordable housing.

- XX** Undertake measures to ensure access to affordable housing among families assisted by the PHA, regardless of unit size required

The largest public housing dwelling unit that the PHA has is a 4 Bedroom unit. If an eligible family needs a larger unit, steps will be made to accommodate the family based upon their need. There are units in the private sector that can accommodate families in need of 4+ bedrooms. The Section 8 assisted housing program will work with these families.

- XX** Maintain or increase section 8 lease-up rates by marketing the program to owners, particularly those outside of areas of minority and poverty concentration

We want the Section 8 program to be received by landlords in a positive manner. Prospective landlords will be invited to attend a conference to explain the Section 8 Program and the benefits landlords receive by having property on the program. We will have "landlord packets" available for landlords when they request information.

- XX** Maintain or increase section 8 lease-up rates by effectively screening Section 8 applicants to increase owner acceptance of program

The PHA will conduct a criminal background check of each adult member of an applicant's household. Persons with a history of drug abuse, alcohol abuse, and/or criminal activity will not be eligible for the Section 8 Program unless they prove successful rehabilitation. Owners will be told about the screening process. We will also provide owners with other requested information about the applicant such as current landlord, address, previous landlord, housekeeping habits (if known), rent payment history (if known), and other relevant information. We will encourage the owner to screen carefully.

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:**

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

The PHA is presently pursuing housing resources other than public housing or Section 8 tenant-based assistance, such as management of new units that may possibly be built in our community.

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**

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

- XX** Employ admissions preferences aimed at families with economic hardships

The PHA will maintain admission preferences (the Former Federal Preferences of displacement, substandard housing, and paying more than 50% of income for rent and utilities) for public housing units.

- XX** Adopt rent policies to support and encourage work

The PHA will employ mandatory and admissible rent policies to support and encourage working families. These include deductions for taxes withheld from earnings, excessive travel expenses for work or school, etc. A ceiling rent has also been adopted. These are allowed for public housing only. Section 8 will employ mandatory deductions from income.

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

- XX** Employ admissions preferences aimed at families who are working

Working families will be given a preference.

**XX** Adopt rent policies to support and encourage work

Same policies as for families at or below 30% of AMI.

Other: (list below)

**Need: Specific Family Types: The Elderly**

**Strategy 1: Target available assistance to the elderly:**

Seek designation of public housing for the elderly

**XX** 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:**

Seek designation of public housing for families with disabilities

**XX** Carry out the modifications needed in public housing based on the section 504 Needs Assessment for Public Housing

The PHA will furnish special equipment such as grab bars, ramps, etc. as requested by families with disabilities. We will also conduct an assessment of families with disabilities to ensure that they do not have further needs.

**XX** Apply for special-purpose vouchers targeted to families with disabilities, should they become available

**XX** Affirmatively market to local non-profit agencies that assist families with disabilities  
Other: (list below)

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

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

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

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

**XX** Counsel section 8 tenants as to location of units outside of areas of poverty or minority concentration and assist them to locate those units

- XX** 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:

- XX** Funding constraints
- XX** Staffing constraints  
Limited availability of sites for assisted housing
- XX** 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
- XX** 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)]

**Financial Resources:  
Planned Sources and Uses**

Sources	Planned \$	Planned Uses
<b>1. Federal Grants (FY 2001 grants)</b>		
) Public Housing Operating Fund	(Estimated) 79,639	
) Public Housing Capital Fund	(Estimated) 354,800	
) HOPE VI Revitalization	0	
) HOPE VI Demolition	0	
) Annual Contributions for Section 8 Tenant-Based Assistance	1,300,512	
) Public Housing Drug Elimination Program (including any Technical Assistance funds)	0	

) Resident Opportunity and Self-Sufficiency Grants	0	
) Community Development Block Grant	0	
) HOME	0	
Other Federal Grants (list below)		
<b>2. Prior Year Federal Grants (unobligated funds only) (list below)</b>		
1999 CIAP Grant	10,600	Budgeted items
2000 CFP Grant	283,858	Budgeted items
<b>3. Public Housing Dwelling Rental Income</b>		
	307,380	Public Housing Operations

Sources	Planned \$	Planned Uses
<b>4. Other income</b> (list below)		
Reserves - Public Housing	(Estimated) 115,597	Public Housing Operations
Reserves - Section 8 Administrative	(Estimated) 174,988	Section 8 Administrative Costs
<b>5. Non-federal sources</b> (list below)		
	0	
<b>Total resources</b>	2,627,374	

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

[24 CFR Part 903.7 9 (c)]

#### **A. Public Housing**

##### **(1) Eligibility**

- a. When does the PHA verify eligibility for admission to public housing? (select all that apply)  
**XX** When families are within a certain number of being offered a unit: (state number)

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Three (3)

When families are within a certain time of being offered a unit: (state time)

**XX** Other: (describe)

Over-income families are notified when application is entered into the computer.

b. Which non-income (screening) factors does the PHA use to establish eligibility for admission to public housing (select all that apply)?

**XX** Criminal or Drug-related activity

**XX** Rental history

**XX** Housekeeping

**XX** Other (describe)

The PHA also considers unit damages caused by applicant/applicant family or guests, who lived in unit, whether the applicant family got along with neighbors, any complaints regarding the applicant family, amount of company, and other areas that would help determine eligibility for public housing.

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

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

e. **XX** 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)

**XX** Community-wide list

Sub-jurisdictional lists

Site-based waiting lists

Other (describe)

b. Where may interested persons apply for admission to public housing?

**XX** 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
  - XX** Three or More
  
- b. **XX** 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 **XX** 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)

**XX** Other: (list below)

Transfers always take precedence over new admissions.

. Preferences

1. **XX** 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**)

. 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:

**XX** Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)

**XX** Victims of domestic violence

**XX** Substandard housing

**XX** Homelessness

**XX** High rent burden (rent is > 50 percent of income)

Other preferences: (select below)

**XX** 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 **2**

Former Federal preferences:

**1** Involuntary Displacement (Disaster, Government Action, Action of Housing

- Owner, Inaccessibility, Property Disposition)
- 1** Victims of domestic violence
- 1** Substandard housing
- 1** Homelessness
- 1** High rent burden

Other preferences (select all that apply)

- 1** 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)

Applicants may claim any of the former Federal preferences. These preferences are worth 100 points each, but credit will only be given for 1 preference. 100 points is the maximum allowed for the former Federal preferences. Preferences are also given for working families and those unable to work because of age and/or disability. Each of these preferences is worth 100 points. The maximum number of points allowed for these preferences is 100. Working families must claim a Federal preference to get points for being a working family. Each applicant can only receive 200 preference points. The final deciding factor is date and time of application.

4. Relationship of preferences to income targeting requirements:

- The PHA applies preferences within income tiers
- XX** 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)

- XX** The PHA-resident lease
- XX** The PHA's Admissions and (Continued) Occupancy policy
- XX** 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)

- XX** At an annual reexamination and lease renewal
- XX** Any time family composition changes
- XX** At family request for revision

**XX** Other (list)

Families must only notify the PHA of any changes that are unanticipated between annual reexaminations. However, once rent has been adjusted between annual reexaminations, the resident family must notify the PHA of any changes within 10 days.

**(6) Deconcentration and Income Mixing**

- a. Yes **XX** 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 **XX** 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 **XX** 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)

**XX** 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)

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

List (any applicable) developments below:

The PHA did adopt changes to the Admissions Policy, but not due to a need to promote deconcentration of poverty. We do want to assure income mixing in our developments, therefore will employ waiting list “skipping” to achieve deconcentration of poverty and to have a mixed income site. We added to our policy the mandated 40% of new admissions at or below 30% of AMI. We will not concentrate any level of income in any specific buildings or areas of our sites. We also adopted ceiling rents and rent incentives to encourage low income, as well as extremely low income and very low income, families to move into our developments.

## **B. Section 8**

### **(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

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

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

d. **XX** 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)

**XX** Criminal or drug-related activity

**XX** Other (describe below)

The PHA, if requested, will give the prospective landlord the applicant family’s current address, landlord, previous landlord (if known), past rental history (if

known), and other requested relevant 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)

- XX** 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)

- XX** PHA main administrative office  
Other (list below)

**(3) Search Time**

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

If yes, state circumstances below:

Extensions are granted by request if the applicant has been actively searching for a unit, but has failed to find a suitable unit, or due to extenuating circumstances.

**(4) Admissions Preferences**

a. Income targeting

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

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

Former Federal preferences

Involuntary Displacement (Disaster, Government Action, Action of Housing Owner,

Inaccessibility, Property Disposition)  
Victims of domestic violence  
Substandard housing  
Homelessness  
High rent burden (rent is > 50 percent of income)

Other preferences (select all that apply)

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

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

Date and Time

Former Federal preferences

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

Other preferences (select all that apply)

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

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

Date and time of application

Drawing (lottery) or other random choice technique

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

This preference has previously been reviewed and approved by HUD

The PHA requests approval for this preference through this PHA Plan

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

The PHA applies preferences within income tiers

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

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

#### **NOT APPLICABLE - THE PHA HAS NO SPECIAL PURPOSE VOUCHERS OR PROGRAMS AT THIS TIME.**

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)

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

Through published notices

Other (list below)

#### **4. PHA Rent Determination Policies**

[24 CFR Part 903.7 9 (d)]

#### **A. Public Housing**

##### **(1) Income Based Rent Policies**

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---

**XX** 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

**XX** \$1-\$25

\$26-\$50

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

**MANDATORY ONLY**

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

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

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

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

The PHA has adopted ceiling rents for families whose 30% of adjusted income would be an amount that would force them to move from public housing. These ceiling rents are based on the Fair Market Rents for Section 8 Assisted Housing.

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

**XX** For the earned income of a previously unemployed household member

**XX** 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:

**XX** For household heads

**XX** For other family members

**XX** For transportation expenses

- XX** For the non-reimbursed medical expenses of non-disabled or non-elderly families
- XX** Other (describe below)

The PHA has adopted as exclusions from income the costs that are incurred in order to go to work that are not compensated by the employer, the costs that result from earning income (such as taxes withheld in payroll deductions), and any portion of the earned income that is not available to meet the family's own needs.

e. Ceiling rents

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

- XX** 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)

- XX** 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
- XX** Fair market rents (FMR)
- 95<sup>th</sup> percentile rents
- 75 percent of operating costs
- 100 percent of operating costs for general occupancy (family) developments
- Operating costs plus debt service
- The "rental value" of the unit
- Other (list below)

f. Rent re-determinations :

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

all that apply)

Never

At family option

Any time the family experiences an income increase

Any time a family experiences an income increase above a threshold amount or percentage: (if selected, specify threshold)\_\_\_\_\_

**XX** Other (list below)

The family must report any unanticipated income changes between reexaminations.

g. Yes **XX** 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**

. 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

**XX** Other (list/describe below)

Published Fair Market Rents for the Section 8 Program.

## **B. Section 8 Tenant-Based Assistance**

### **(1) Payment Standards**

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

**XX** 100% of FMR

**XX** 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)

**XX** FMRs are not adequate to ensure success among assisted families in the PHA's segment of the FMR area

**XX** Reflects market or submarket

**XX** To increase housing options for families

**XX** Other (list below)

One bedroom voucher families were having difficulties finding a unit within the published FMR. If they went over the FMR and were forced to pay the difference, they could not afford the rent. Other voucher size families were not having this difficulty, so only the one bedroom amounts were changed.

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

**XX** 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

**XX** Rent burdens of assisted families

Other (list below)

## **(2) Minimum Rent**

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

\$0

**XX** \$1-\$25

\$26-\$50

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

## **MANDATORY ONLY**

## **5. Operations and Management**

[24 CFR Part 903.7 9 (e)]

### **A. PHA Management Structure**

(select one)

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

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

**B. HUD Programs Under PHA Management**

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

<b>Program Name</b>	<b>Units or Families Served at Year Beginning</b>	<b>Expected Turnover</b>
Public Housing	185	84
Section 8 Vouchers	416	
Section 8 Certificates	NA	
Section 8 Mod Rehab	NA	
Special Purpose Section 8 Certificates/Vouchers (list individually)	NA	
Public Housing Drug Elimination Program (PHDEP)	NA	
Other Federal Programs(list individually)	NA	

**C. Management and Maintenance Policies**

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

- Occupancy Policy
- Safety Policy
- Maintenance Handbook

(2) Section 8 Management: (list below)

- Section 8 Admin Plan
- Safety Policy

## **6. PHA Grievance Procedures**

[24 CFR Part 903.7 9 (f)]

### **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)]

### **A. Capital Fund Activities**

#### **(1) Capital Fund Program Annual Statement**

Select one:

- The Capital Fund Program Annual Statement is provided as an attachment to the PHA Plan at Attachment (state name 2001 Capital Fund Program Attachment B

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

-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**

a. **XX** 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:

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

-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)**

Yes **XX** 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 **XX** 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 **XX** 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 **XX** 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)]

1. Yes **XX** 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.)

<b>Demolition/Disposition Activity Description</b>
1a. Development name: 1b. Development (project) number:
2. Activity type: Demolition Disposition
3. Application status (select one) Approved Submitted, pending approval Planned application
4. Date application approved, submitted, or planned for submission: <u>(DD/MM/YY)</u>
5. Number of units affected: # 6. Coverage of action (select one) Part of the development Total development
7. Timeline for activity: a. Actual or projected start date of activity: b. Projected end date of activity:

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

[24 CFR Part 903.7 9 (i)]

1. Yes **XX** 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.

<b>Designation of Public Housing Activity Description</b>
1a. Development name: 1b. Development (project) number:
2. Designation type: Occupancy by only the elderly Occupancy by families with disabilities Occupancy by only elderly families and families with disabilities
3. Application status (select one) Approved; included in the PHA’s Designation Plan Submitted, pending approval Planned application
4. Date this designation approved, submitted, or planned for submission: <u>(DD/MM/YY)</u>
5. If approved, will this designation constitute a (select one) New Designation Plan Revision of a previously-approved Designation Plan?

- . Number of units affected: #
- 7. Coverage of action (select one)
  - Part of the development
  - Total development

**10. Conversion of Public Housing to Tenant-Based Assistance**

[24 CFR Part 903.7 9 (j)]

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

1. Yes **XX** 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.

<b>Conversion of Public Housing Activity Description</b>	
1a. Development name:	
1b. Development (project) number:	
2. What is the status of the required assessment?	<ul style="list-style-type: none"> <li>Assessment underway</li> <li>Assessment results submitted to HUD</li> <li>Assessment results approved by HUD (if marked, proceed to next question)</li> <li>Other (explain below)</li> </ul>
3. Yes No: Is a Conversion Plan required? (If yes, go to block 4; if no, go to block 5.)	
4. Status of Conversion Plan (select the statement that best describes the current status)	<ul style="list-style-type: none"> <li>Conversion Plan in development</li> <li>Conversion Plan submitted to HUD on: (DD/MM/YYYY)</li> <li>Conversion Plan approved by HUD on: (DD/MM/YYYY)</li> <li>Activities pursuant to HUD-approved Conversion Plan underway</li> </ul>

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

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.)

<b>Public Housing Homeownership Activity Description (Complete one for each development affected)</b>	
1a. Development name: 1b. Development (project) number:	
2. Federal Program authority:	HOPE I 5(h) Turnkey III Section 32 of the USHA of 1937 (effective 10/1/99)
3. Application status: (select one)	Approved; included in the PHA's Homeownership Plan/Program Submitted, pending approval Planned application
4. Date Homeownership Plan/Program approved, submitted, or planned for submission: <u>(DD/MM/YYYY)</u>	
. Number of units affected: # 6. Coverage of action: (select one)	Part of the development Total development

## **B. Section 8 Tenant Based Assistance**

1. Yes **XX** 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:

#### LEASE-PURCHASE AGREEMENTS

##### 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)]

**A. PHA Coordination with the Welfare (TANF) Agency**

1. Cooperative agreements:

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

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

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

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

**B. Services and programs offered to residents and participants**

**(1) General**

a. Self-Sufficiency Policies

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

- XX** Public housing rent determination policies
- XX** Public housing admissions policies
- Section 8 admissions policies

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

b. Economic and Social self-sufficiency programs

Yes **XX** 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. )

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

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

a. Participation Description

<b>Family Self Sufficiency (FSS) Participation</b>		
--	--	--

Program	Required Number of Participants (start of FY 2000 Estimate)	Actual Number of Participants (As of: DD/MM/YY)
Public Housing	0	0
Section 8	10	0

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

### C. Welfare Benefit Reductions

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

- XX** Adopting appropriate changes to the PHA's public housing rent determination policies and train staff to carry out those policies
- XX** Informing residents of new policy on admission and reexamination
- XX** Actively notifying residents of new policy at times in addition to admission and reexamination.
- XX** Establishing or pursuing a cooperative agreement with all appropriate TANF agencies regarding the exchange of information and coordination of services
- XX** 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 903.7 9 (m)]

### 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

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Residents fearful for their safety and/or the safety of their children  
Observed lower-level crime, vandalism and/or graffiti  
People on waiting list unwilling to move into one or more developments due to perceived and/or actual levels of violent and/or drug-related crime  
Other (describe below)

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

- Safety and security survey of residents
- XX** 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
- XX** 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
- XX** Activities targeted to at-risk youth, adults, or seniors
- XX** 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

**XX** 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**

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

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

Yes **XX** No: This PHDEP Plan is an Attachment. (Attachment Filename: \_\_\_\_)

#### **14. RESERVED FOR PET POLICY**

[24 CFR Part 903.7 9 (n)]

The PHA has adopted a pet policy for all public housing families. Residents must pay a pet deposit, sign an agreement that the rules have been made known to the family and the family agrees to follow these rules, and keep the pet permit posted on the front door of the unit.

#### **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. **XX** 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. **XX** Yes No: Was the most recent fiscal audit submitted to HUD?

3. Yes **XX** 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)]

1. Yes **XX** 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)  
**XX** Not applicable  
Private management  
Development-based accounting  
Comprehensive stock assessment  
Other: (list below)
3. Yes **XX** 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 **XX** 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:  
  
Other: (list below)

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

- 1. Yes **XX** 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 **XX** 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**

- 1. Consolidated Plan jurisdiction: (provide name here)

STATE OF ARKANSAS

- 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)

**XX** The PHA has based its statement of needs of families in the jurisdiction on the needs expressed in the Consolidated Plan/s.  
The PHA has participated in any consultation process organized and offered by the Consolidated Plan agency in the development of the Consolidated Plan.  
The PHA has consulted with the Consolidated Plan agency during the development of this PHA Plan.

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

Other: (list below)

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

**D. Other Information Required by HUD**

## Attachment A

### **PARAGOULD HOUSING AUTHORITY DECONCENTRATION POLICY**

The Pecan Grove development of the Paragould Housing Authority is located in an area of Paragould where many families are considered to be middle to low income. We want our development to blend in with the surrounding community. It is very important that our agency not have a concentration of extremely low income families in this development. Therefore, we do not plan to exceed HUD's target goal of 40% of families admitted each fiscal year be below 30% of the area median income (extremely low income). The other 60% of admissions each fiscal year will be very low income or low income. We will offer admission preferences for working families.

The Pecan Grove development is located on one site. we do not have the problem of avoiding a concentration of any one income group in a specific site as other housing authorities may have. However, we will avoid concentration of a specific income group in any area or buildings in our development. The PHA will employ a system of income ranges in order to maintain a resident body in each development composed of families with a range of incomes.

At the Mini-Rise for the Elderly, specific income levels will not be concentrated on any specific floor or side of the building.

## Attachment B

### PHA Plan Table Library

#### Component 7 Capital Fund Program Annual Statement Parts I, II, and II

#### Annual Statement

#### Capital Fund Program (CFP) Part I: Summary

Capital Fund Grant Number AR37P12150101# FFY of Grant Approval: 09/2001

Annual Statement - Revision #1

Line No.	Summary by Development Account	Total Estimated Cost
1	Total Non-CGP Funds	
2	1406 Operations	36,205
3	1408 Management Improvements	
4	1410 Administration	30,000
5	1411 Audit	
6	1415 Liquidated Damages	
7	1430 Fees and Costs	26,895
8	1440 Site Acquisition	
9	1450 Site Improvement	
10	1460 Dwelling Structures	258,950
11	1465.1 Dwelling Equipment-Nonexpendable	
12	1470 Nondwelling Structures	10,000
13	1475 Nondwelling Equipment	
14	1485 Demolition	
15	1490 Replacement Reserve	
16	1492 Moving to Work Demonstration	
17	1495.1 Relocation Costs	
18	1498 Mod Used for Development	
19	1502 Contingency	
20	<b>Amount of Annual Grant (Sum of lines 2-19)</b>	<b>362,050</b>

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21	Amount of line 20 Related to LBP Activities	
22	Amount of line 20 Related to Section 504 Compliance	
23	Amount of line 20 Related to Security	
24	Amount of line 20 Related to Energy Conservation Measures	

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

Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Total Estimated Cost
PHA WIDE	REPLENISH OPERATING RESERVES	1406	36,205
PHA WIDE	MOD COORD/INSPECTOR, BENEFITS, TRAVEL, & ADS	1410	30,000
PHA WIDE	A/E FEES (10% OF ESTIMATED CONSTRUCTION COST	1430	26,895
AR 121-01	REPAIR/REPLACE ROOFS ON 24 DWELLING BUILDINGS	1460	110,000
PHA WIDE	REPLACE 153 WATER HEATERS	1460	76,500
PHA WIDE	INSTALL 187 CARBON MONOXIDE DETECTORS	1460	10,500
AR 121-01	REPLACE BATHTUBS, TUB & SHOWER VALVES AND OVERFLOW DRAIN IN 40 UNITS	1460	61,950
AR 121-01	REPAIR/REPLACE ROOF ON M&M BUILDING	1470	10,000

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

Development Number/Name HA-Wide Activities	All Funds Obligated (Quarter Ending Date)	All Funds Expended (Quarter Ending Date)
PHA WIDE	09/30/2002	03/31/2004

## Attachment C

### **IMPLEMENTATION OF PUBLIC HOUSING RESIDENT COMMUNITY SERVICE REQUIREMENTS**

The PHA has two (2) Public Housing Developments. One is an “Elderly Designated” Development that is exempt from the Community Service Requirements. The PHA has a full-time Resident Initiatives Coordinator (RIC). She will work closely with the Resident Council of Pecan Grove (“Family Designated”) to implement the Community Service Requirements. We are proud that this development is mainly comprised of working families who are exempt from the Community Service Requirements. The RIC will coordinate with local agencies to find suitable community service work for the residents who are not exempt from the requirement. She will keep sign-in sheets for the residents performing the community service and the total number of hours completed.

## Attachment D

### PET POLICY

Addendum to Lease for Residents wishing to have a pet.

Tenant: \_\_\_\_\_  
Project: \_\_\_\_\_  
Unit #: \_\_\_\_\_

#### HOUSING AUTHORITY OF THE CITY OF PARAGOULD RULES FOR PETS

The following rules are established to govern the keeping of pets in and on properties owned and operated by the Housing Authority of the City of Paragould.

1. Resident is permitted to have a maximum of two (2) caged, domesticated animals without prior approval from the PHA. Permitted pets are: hamsters, gerbils, mice, rabbits, guinea pigs, chipmunks, squirrels, birds, or reptiles (excluding snakes). (Note: the PHA considers fish in an aquarium to be a decoration, not pets.)
2. Resident is permitted to have one (1) dog or cat.
3. Size limit: All pets listed above (except birds) shall be limited in size to 16 inches in length, excluding tail, no more than 18 inches in height, and no more than 25 lbs. in weight. Caged birds shall be limited in size to no more than 12 inches tall.
4. All female dogs and cats are to be spayed. If such animals are not spayed and have offspring, Resident is in violation of this rule.
5. No pet may be kept in violation of humane or health laws.
6. Pets are prohibited from being kept on a temporary basis for anyone.
7. Dogs and cats are to be licensed yearly with the proper authorities, and Resident must show proof of yearly distemper and rabies boosters.
8. Pets are to remain inside the Resident's unit unless on a leash. Pets are not permitted to be left outside on a chain for periods exceeding one (1) hour. Pets are not permitted to be left outside on a chain when Resident is not at home.
9. Cats are to use litter boxes kept in Resident's premises. Resident is not allowed to let waste accumulate.
10. Residents are responsible for promptly cleaning up pet droppings, if any, inside or outside unit, and properly disposing of said droppings. If management has to remove pet waste from Resident's unit or area in which Resident has walked his/her pet, a charge not to exceed \$5.00 for each occurrence will be issued.
11. Resident shall take adequate precautions to eliminate any pet odors within or around unit and maintain unit in a sanitary condition at all times.
12. Resident shall not permit any disturbance by his/her pet which would interfere with the quiet enjoyment of other tenants; whether loud barking, howling, biting, scratching,

- chirping, or other such activities. No vicious or intimidating pets shall be kept.
13. If pet is left unattended for twenty-four (24) hours or more, the Housing Authority may enter to remove the pet and transfer it to the proper authorities. Also, the tenant must provide the name, address, and telephone number of one or more parties who will provide care for the pet if owner dies, is incapacitated, etc.
  14. Residents shall not alter their unit to create an enclosure for an animal. Also, no animal pens or houses shall be allowed on the project.
  15. Resident is responsible for all damages caused by his/her pets.
  16. Residents are prohibited from feeding any stray animals. The feeding of stray animals shall constitute having a pet without permission of the Housing Authority.
  17. No pets shall be allowed in the PHA offices.
  18. Resident shall pay a pet damage deposit in addition to the regular security deposit. This deposit shall be paid in advance or on the acceptance of said pet by the Resident. This deposit is refundable if no damage is done, as verified by the Housing Authority, after Resident disposes of the pet or moves. The amounts pet deposits are as follows:
    - AR121-001 Dog - \$100.00 Cat - \$50.00
    - AR121-002 Dog/Cat - \$50.00 (Elderly Development)
  19. Residents who violate these rules are subject to: (a) being required to get rid of the pet within 30 days of notice by the Housing Authority; and/or (b) eviction.

IN WITNESS WHEREOF, the parties have executed this Lease Addendum this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, at Paragould, Arkansas.

Housing Authority of the City of Paragould

by \_\_\_\_\_

\_\_\_\_\_  
Resident

\_\_\_\_\_  
Resident

## Attachment E

### **STATEMENT OF PROGRESS IN MEETING THE MISSION AND GOALS OUTLINED IN 5-YEAR PLAN**

It is the continuing mission of the Paragould Housing Authority to promote and provide adequate and affordable housing that is safe and sanitary; to promote economic opportunity; and to promote and provide a suitable living environment free from discrimination.

The PHA has adopted earned income incentives for its Public Housing Residents to attract working families to our developments. We have also adopted ceiling rents that have made it affordable for residents who have gone to work to remain in their unit. The ceiling rents are based on the published Section 8 FMRs.

The PHA has sent some of its employees to various trainings during its past fiscal year. We believe that by attending training courses on the various new HUD changes and requirements, we can maintain our PHAS management score of 100%.

The PHA is sending two employees to Family Self-Sufficiency training during this fiscal year. The PHA's goal is to have several families participating in the Family Self-Sufficiency program at the end of this fiscal year.

The PHA works closely with the Advisory Boards in order to prioritize our goals and objectives in order to complete the 5 year plan successfully. Both the PHA and the Advisory Boards believe we must work to achieve a high PHAS score from HUD. We plan to continue to use grant funds to improve living conditions at our developments.

We have begun by improving our sidewalks. We have received poor scores in this area on our Physical Condition Indicator. We have also replaced front and back door locks, roofs on 12 buildings, and removed willow trees that were causing sewer problems because of roots growing into lines. We have replaced the interior trash compactor system at our elderly development with an exterior trash chute and dumpster. This will help to eliminate trouble with insects at that development. Also, at the elderly development, we are replacing all the tub faucets.

In order for the PHA to provide better service to our residents, we are improving the Maintenance Department by purchasing more updated equipment that will allow us to provide faster service and quality work that will help reduce costs for contract labor.

As we continue to complete our mission and fulfill our goals we will always strive to make a difference for our residents and our clients. We will always strive to ensure equal opportunity in housing and we will take affirmative measures to ensure access to assisted housing regardless of race, color, religion, national origin, sex, familial status, and/or disability.

**Attachment F**

**RESIDENT MEMBERSHIP OF THE PHA GOVERNING BOARD**

1. **XX** Yes No: Does the PHA governing board include at least one member who is directly assisted by the PHA this year? (if no, skip to #2)

Name of resident member(s) on the governing board:

Pamela Daniels

How was the resident board member selected: (select one)?

Elected

**XX** Appointed

C. The term of appointment is (include the date term expires):

07/23/1996 Expires 02/24/2001

2. A. If the PHA governing board does not have at least one member who is directly assisted by the PHA, why not?

the PHA is located in a State that requires the members of a governing board to be salaried and serve on a full time basis

the PHA has less than 300 public housing units, has provided reasonable notice to the resident advisory board of the opportunity to serve on the governing board, and has not been notified by any resident of their interest to participate in the Board.

Other (explain):

B. Date of next term expiration of a governing board member:

Name and title of appointing official(s) for governing board (indicate appointing official for the next position):

## **Attachment G**

### **MEMBERSHIP OF THE RESIDENT ADVISORY BOARD(S)**

List members of the Resident Advisory Board or Boards: (If the list would be unreasonably long, list organizations represented or otherwise provide a description sufficient to identify how members are chosen)

Tonia Easton  
Tina Spencer  
Jessica Gribble  
Darlene Riggs  
Brenda Morgan  
Demondria Broyles  
Margaret Pantier  
Bess Reagan  
Betty Jetton  
Catherine Pierceall

**Attachment H**

**PHA MANAGEMENT ORGANIZATIONAL CHART**

BOARD OF COMMISSIONERS

|

EXECUTIVE DIRECTOR

|

ASSISTANT DIRECTOR

LOW RENT  
RIC  
2 Clerks

SECTION 8  
Secretary  
1 Clerk  
(needed)  
1 Receptionist

MAINTENANCE  
1 Maintenance Staff  
Part-time (as

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

## Attachment I

<b>Annual Statement/Performance and Evaluation Report</b>					
<b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary</b>					
PHA Name: Paragould Housing Authority		Grant Type and Number Capital Fund Program Grant No: AR37P12150100 Replacement Housing Factor Grant No:		Federal FY of Grant: 2000	
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:    )					
<input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 12/31/2000 <input type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations	70,960.00		70,960.00	70,960.00
3	1408 Management Improvements				
4	1410 Administration	29,490.00		0.00	0.00
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	21,760.00		0.00	0.00
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures	217,608.00		0.00	0.00
11	1465.1 Dwelling Equip ment—Nonexpendable				
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment	15,000.00		557.05	0.00
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1501 Collaterization or Debt Service				
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2 – 20)	354,818.00		71,517.05	70,960.00

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

**Annual Statement/Performance and Evaluation Report  
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary**

PHA Name: Paragould Housing Authority		Grant Type and Number Capital Fund Program Grant No: AR37P12150100 Replacement Housing Factor Grant No:			Federal FY of Grant: 2000	
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:    ) <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 12/31/2000 <input type="checkbox"/> Final Performance and Evaluation Report						
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost		
		Original	Revised	Obligated	Expended	
22	Amount of line 21 Related to LBP Activities					
23	Amount of line 21 Related to Section 504 compliance	65,000.00		0.00	0.00	
24	Amount of line 21 Related to Security – Soft Costs					
25	Amount of Line 21 Related to Security – Hard Costs					
26	Amount of line 21 Related to Energy Conservation Measures					

**Annual Statement/Performance and Evaluation Report  
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)  
Part II: Supporting Pages**

PHA Name: Paragould Housing Authority		Grant Type and Number Capital Fund Program Grant No: AR37P12150100 Replacement Housing Factor Grant No:			Federal FY of Grant: 2000			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
PHA – Wide	Replenish Operating Reserves	1406		70,960.00		70,960.00	70,960.00	Complete
PHA – Wide	MOD Coordinator/Inspector	1410 01		18,200.00		0.00	0.00	Incomplete

**Annual Statement/Performance and Evaluation Report  
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)**

**Part II: Supporting Pages**

PHA Name: Paragould Housing Authority		<b>Grant Type and Number</b> Capital Fund Program Grant No: AR37P12150100 Replacement Housing Factor Grant No:				<b>Federal FY of Grant: 2000</b>		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
PHA – Wide	Employee Benefits	1410 09		7,290.00		0.00	0.00	Incomplete
PHA – Wide	Misc. Sundry (Travel, Advertisements)	1410 19		4,000.00		0.00	0.00	Incomplete
PHA – Wide	A/E Fees	1430		21,760.00		0.00	0.00	Incomplete
AR121-01	Repair/Replace Roofs on 25 Dwelling Buildings	1460		152,608.00		0.00	0.00	Incomplete
AR121-01	Make 2 Apartments Handicap Accessible	1460		65,000.00		0.00	0.00	Incomplete
PHA – Wide	Purchase new Maintenance Equipment (Key machine, auger, lawn mower trailer, tommy lift, port. generator, etc.)	1475		15,000.00		557.05	0.00	3.71% Complete



## Attachment J

### Capital Fund Program Five-Year Action Plan

#### Part I: Summary

PHA Name Paragould Housing Authority		<b>xOriginal 5-Year Plan</b> <input type="checkbox"/> <b>Revision No:</b>			
Development Number/Name/HA- Wide	Year 1	Work Statement for Year 2 FFY Grant: 2002 PHA FY: 2002	Work Statement for Year 3 FFY Grant: 2003 PHA FY: 2003	Work Statement for Year 4 FFY Grant: 2004 PHA FY: 2004	Work Statement for Year 5 FFY Grant: 2005 PHA FY: 2005
	Annual Statement				
PHA – Wide		93,100.00	93,100.00	93,100.00	93,100.00
AR121-01 (Pecan Grove)		218,125.00	122,800.00	268,950.00	255,385.00
AR121-02 (Mini- Rise)		50,825.00	146,150.00	0.00	13,565.00
CFP Funds Listed for 5-year planning		362,050.00	362,050.00	362,050.00	362,050.00
Replacement Housing Factor Funds					

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

**Capital Fund Program Five-Year Action Plan  
Part II: Supporting Pages—Work Activities**

Activities for Year 1	Activities for Year: <u>2</u> FFY Grant: 2002 PHA FY: 2002			Activities for Year: <u>3</u> FFY Grant: 2003 PHA FY: 2003		
	Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
<u>See</u>						
<u>Annual</u>	PHA – Wide	Operations	36,205.00	PHA – Wide	Operations	36,205.00
<u>Statement</u>	PHA – Wide	Administration	30,000.00	PHA – Wide	Administration	30,000.00
	PHA – Wide	Fees and Costs	26,895.00	PHA – Wide	Fees and Costs	26,895.00
	Subtotal – PHA-Wide		93,100.00	Subtotal – PHA-Wide		93,100.00
	AR121-001	Replace roof on one dwelling building	4,550.00	AR121-001	Replace 119 Screen Doors	8,021.00
	AR121-001	Replace 80 Bathtubs	123,900.00	AR121-001	Paint 119 Dwelling Units	41,650.00
	AR121-001	Replace 138 Bathroom sinks	10,000.00	AR121-001	Replace 357 Exterior Doors	3,570.00
	AR121-001	Replace 138 toilets	22,080.00	AR121-001	Replace Interior Doors/Closets	49,400.00
	AR121-001	Drain Pipes	12,000.00	AR121-001	Replace 119 Valves for Washer Hookups	5,950.00
	AR121-001	Install 119 ceiling fans	5,817.00	AR121-001	Replace Fencing	10,000.00
	AR121-001	Replace 119 Mailboxes	1,500.00	AR121-001	Landscaping	4,209.00
	AR121-001	Drainage for #46	2,836.00			
	AR121-001	Install 3 Bathrooms/ M&M Bldg	12,000.00	Subtotal – AR121-001		122,800.00
	AR121-001	Replace H&AC in M&M Bldg Office	5,000.00			
	AR121-001	Install H&AC in M&M Bldg Maint. Office	7,500.00	AR121-002	Replace Cabinets in 68 Dwelling Units	136,000.00

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	AR121-001	Replace 9 Dumpsters	7,200.00	AR121-002	Replace Outside Water Faucets	3,950.00
	AR121-001	Replace Carpet in M&M Bldg (2 Offices)	1,950.00	AR121-002	New Ceiling in Kitchen and Bathrooms	3,200.00
	AR121-001	Community Room – Replace Carpet with tile	1,792.00	AR121-002	Landscaping	3,000.00
	Subtotal – AR121-001		218,125.00		Subtotal – AR121-002	146,150.00
	AR121-002	Install Awnings	3,000.00			
	AR121-002	Install 72 Ceiling Fans	3,520.00			
	AR121-002	Replace 70 Furnaces (35,000 BTU)	40,305.00			
	AR121-001	Install 1 Bathroom in Office	4,000.00			
	Subtotal – AR121-002		50,825.00			
	<b>Total CFP Estimate d Cost</b>		<b>\$ 362,050.00</b>			<b>\$ 362,050.00</b>

**Capital Fund Program Five-Year Action Plan  
Part II: Supporting Pages—Work Activities**

Activities for Year: <u>4</u> FFY Grant: 2004 PHA FY: 2004			Activities for Year: <u>5</u> FFY Grant: 2005 PHA FY: 2005		
Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
PHA – Wide	Operations	36,205.00	PHA – Wide	Operations	36,205.00
PHA – Wide	Administration	30,000.00	PHA – Wide	Administration	30,000.00
PHA – Wide	Fees and Costs	26,895.00	PHA – Wide	Fees and Costs	26,895.00
Subtotal – PHA-Wide		93,100.00	Subtotal – PHA-Wide		93,100.00
AR121-001	Replace floor tile in 119 Dwelling Units	83,000.00	AR121-001	Replace Outside Water Faucets (119 Units)	35,700.00
AR121-001	Daycare Center with Equipment and 1 CDA License	185,950.00	AR121-001	Replace Windows/ Storm Windows in 119 Units	77,000.00
			AR121-001	Install Central A/C in 119 Units	142,685.00
Subtotal – AR121-001		268,950.00	Subtotal – AR121-001		255,385.00
AR121-002	None	0.00	AR121-002	Tile Kitchens (68 Units)	13,565.00
			Subtotal – AR121-002		13,565.00
<b>Total CFP Estimated Cost</b>		<b>\$ 362,050.00</b>			<b>\$ 362,050.00</b>

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## Attachment K

### **DEFINITION OF “SUBSTANTIAL DEVIATION” AND “SIGNIFICANT AMENDMENT OR MODIFICATION” [903.7]**

The Paragould Housing Authority will consider the following to be changes in its Agency Plan necessary and sufficient to require a full review by the Resident Advisory Board before a corresponding change in the Agency Plan can be adopted:

1. Any alteration of the PHA’s Mission Statement.
2. Any change or amendment to a stated Strategic Goal.
3. Any change or amendment to a stated Strategic Objective except in a case where the change results from the objective having been met.
4. Any introduction of a new Strategic Goal or new Strategic Objective.
5. Any alteration in the Capital Fund Program (CFP) that affects an expenditure greater than twenty percent (20%) of the CFP Annual Budget for that year.

In defining the above, the Paragould Housing Authority intends by “Strategic Goal” and “Strategic Objective” specifically those items in its Five Year Plan and any change in the above items will be considered a “substantial deviation” from the plan.

Furthermore, the PHA considers the following changes to require a public process before amending said changes and that these items are “significant amendments or modifications” to the Agency Plan:

1. Changes to rent or admissions policies or organization of the waiting list.
2. Additions of non-emergency work items (items not included in the current Annual Statement or 5-Year Action Plan) or change in use of replacement reserve funds under the Capital Fund.
3. Additions of new activities not included in any PHDEP Plan.
4. Any change with regard to demolition or disposition, designation, homeownership programs or conversion activities.

An exception to this definition will be made for any of the above that are adopted to reflect changes in HUD regulatory requirements; such changes will not be considered significant amendments by HUD.