

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

PHA Plans

5 Year Plan for Fiscal Years 2000 - 2004

Annual Plan for Fiscal Year **10/1/2001 – 09/30/2002**

(FL032v02)

**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: Ocala Housing Authority

PHA Number: FL032

PHA Fiscal Year Beginning: 10/2001

Public Access to Information

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

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

Display Locations For PHA Plans and Supporting Documents

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

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

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

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

5-YEAR PLAN
PHA FISCAL YEARS 2000 - 2004
[24 CFR Part 903.5]

A. Mission

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

- The mission of the PHA is the same as that of the Department of Housing and Urban Development: To promote adequate and affordable housing, economic opportunity and a suitable living environment free from discrimination.
- The PHA's mission is: The Ocala Housing Authority (OHA) is committed to providing and expanding safe, decent and sanitary housing in the most cost efficient manner, to the residents of Marion County; and to provide economic opportunities and housing free from illegal discrimination; and to build better neighborhoods by providing comprehensive opportunities for our Residents through partnerships and networking within our community.

B. Goals

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

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

- X PHA Goal: Expand the supply of assisted housing
Objectives:
 - Apply for additional rental vouchers:
 - X Reduce public housing vacancies: Decrease vacancies to 2% by FY 2002
 - X Leverage private or other public funds to create additional housing opportunities:
 - 1. Grants awarded for OHA new Homeownership initiative:

| | |
|---|---------|
| FHFC Home Construction Grant | 285,000 |
| Ocala Leased Housing Corp. Grant | 45,000 |
| Marion County Housing Finance Authority | 25,000 |
| FY 2000/2001 City Ocala Ship Grant | 57,750 |

| | |
|---------------------------------------|---------|
| FY 2000/2001 City of Ocala CDBG Grant | 7,500 |
| Republic Bank | 2,500 |
| First Union Bank | 1,000 |
| AM South Bank | 3,000 |
| <hr/> | |
| TOTAL | 426,750 |

- X Acquire or build units or developments – Build 65 Single-family affordable homes by FY 2004
- X Other (list below)
 - 1) Build 128 low-income multi-family units for elderly and disabled by FY 2003 (Magnolia Walk Phase II)

- X PHA Goal: Improve the quality of assisted housing
 - Objectives:
 - X Improve public housing management: (PHAS score) – Improve current PHAS scores by 10% by FY 2001
 - Improve voucher management: (SEMAP score)
 - X Increase customer satisfaction: (Increase customer satisfaction rate to 95%)
 - Concentrate on efforts to improve specific management functions: (list; e.g., public housing finance; voucher unit inspections)
 - X Renovate or modernize public housing units: Fully modernize remaining Public Housing units, including air-conditioning, by FY 2004
 - Demolish or dispose of obsolete public housing:
 - Provide replacement public housing:
 - Provide replacement vouchers:
 - X Other: (list below)
 - 1. OHA received HUD Certified Housing Counseling Status on August 9, 2000
 - 2. OHA is conducting a feasibility study on acquiring two expiring Section 8 Project-based developments, Ocala Place and Sutton Place.

- X PHA Goal: Increase assisted housing choices
 - Objectives:
 - X Provide voucher mobility counseling:
 - X Conduct outreach efforts to potential voucher landlords: Establish Landlord Advisory Council by FY 2002.
 - Increase voucher payment standards
 - X Implement voucher homeownership program: Establish a Section 8 homeownership voucher program to assist 5 families each fiscal year, beginning FY 2003.

- X Implement public housing or other homeownership programs:
We received HUD approval and have begun pre-development phase of single-family homes on two vacant parcels during FY 2001.
- Implement public housing site-based waiting lists:
- Convert public housing to vouchers:
- Other: (list below)

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

- X PHA Goal: Provide an improved living environment
Objectives:
 - X Implement measures to deconcentrate poverty by bringing higher income public housing households into lower income developments: OHA established a local working family preference in FY 2000.
 - X Implement measures to promote income mixing in public housing by assuring access for lower income families into higher income developments: The previous analysis of the OHA's Public Housing communities and tenant incomes did not reflect the need to promote deconcentration and income mixing. A recent analysis of the OHA's Public Housing communities reflects that Pavilion Oaks has a larger number of lower income tenants compared to the other communities.
 - X Implement public housing security improvements: Implement a crime watch program in all 4 Public Housing Development in FY 2000.
 - Designate developments or buildings for particular resident groups (elderly, persons with disabilities)
 - X Other: (list below)
 - 1) Established a partnership with City of Ocala Parks and Recreation to provide a Summer Youth Program at 2 of our public housing communities during summer 2000 and again during summer 2001.
 - 2) Provide a van to transport youth and elderly to activities by FY 2003.
 - 3) OHA residents petitioned the City of Ocala for a public transportation route to public housing complexes. Petition was not granted at this time, but we will continue to petition until bus route is changed to accommodate public housing complexes.
 - 4) OHA Public Housing Department held its first annual Christmas Dinner for public housing residents at Howard Academy. The dinner was well attended. This will be an annual event for our public housing residents.
 - 5) A Free Food Pantry is now opened for public housing families and seniors. The Pantry is designed for families who are in need of food on an emergency basis. The Pantry is open yearly.

- 6) OHA contracted with Marion-Citrus Mental Health Center to provide HIV/AIDS Awareness Education and Parenting Classes to public housing residents and youth. This is an on-going educational program for residents and youth.
- 7) A Community Outreach Fair was held for public housing residents to receive information on programs that are available. We will continue to have events such as this to keep the residents abreast of the social services agencies that are available to them.
- 8) The Jacksonville Jaguars Foundation supported an essay contest by donating tickets to attend one of their home games. We will continue to solicit donations from other sporting events for our youth.
- 9) OHA awarded scholarships to two outstanding seniors, in honor of Mr. Herman Staley, a deceased resident of Shady Hollow. This will be an annual event for Public Housing and Section 8 youth.
- 10) An Opportunity Fair sponsored by Central Florida Community College was presented in all public housing communities. The fair was to have residents come and speak with counselors, get information and enrollment. Continue to instill in public housing residents the initiative to attend school for successful job or business training.
- 11) Establish a partnership with the Marion County Public Library System to have the bookmobile service come to the public housing complexes for our youth and adults.

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

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

Objectives:

- X Increase the number and percentage of employed persons in assisted families:
 Implement and apply for a second HUD ROSS (Resident Opportunity Self-Sufficiency) grant, which provides funds for Public Housing Residents to complete their education, receive job readiness training and career enhancement opportunities. To date there are 10 public housing residents attending school to receive their GED to which one has completed, one resident has completed both classes for the resident-owned business program and three residents have completed the Patient Care Tech Program. The Resident Services Coordinator continues to encourage residents to take advantage of the funding through the ROSS grant for school, resident-owned businesses, childcare, and other activities that will assist them in becoming economically self-sufficient.

- X Provide or attract supportive services to improve assistance recipients' employability:
Continue to partnership with Central Florida Community College Project Reward for educational assistance for single parents, displaced homemakers, the underemployed or unemployed. To date we have one resident to graduate from CFCC Project Reward Program.
- X Provide or attract supportive services to increase independence for the elderly or families with disabilities.
Form a partnership with Marion County Senior Services Inc. This organization provides a wide array of critical services to seniors, age 60 and over and disable adults. Most services are for frail, low-income elderly. Some of the services provided are case management, meals program, transportation, day care and home care.
- X Other: (list below)
Implemented Community Service Requirement, with Public Housing Residents in need of completing community service hours. These families are either participating in our ROSS grant program, Family Self-Sufficiency Program (FSS), or completing community service hours with several social service agencies within our community

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

- X PHA Goal: Ensure equal opportunity and affirmatively further fair housing
Objectives:
- X Undertake affirmative measures to ensure access to assisted housing regardless of race, color, religion national origin, sex, familial status, and disability: Advertise waiting list and vacancies through minority media, and provide written material in Spanish language by FY 2003
- X Undertook affirmative measures to provide a suitable living environment for families living in assisted housing, regardless of race, color, religion national origin, sex, familial status, and disability: Answer any questions or comments regarding living environment brought to the resident council, which consists of the resident representatives. Conduct Anonymous surveys to ensure affirmative measures are being undertaken. The OHA has entered into a partnership with Withlacoochee Area Legal Services to provide training on Fair Housing to our Section 8 Families, The training is provided in a group setting at the time families attend orientation to explain the Section 8 Program and tenant responsibilities.
- X Undertake affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required: The Ocala Housing Authority will designate 8 units as fully 504 compliant by FY 2003

Other: (list below)

Other PHA Goals and Objectives: (list below)

- 1) New Rental Development & Joint Ventures with Ocala Leased Housing Corporation: Development of 128 low-income multi-family units for the elderly and disabled (Magnolia Walk I and II). Acquisition and renovation of 272 low-income rental units (Silver Oaks Village Ltd.)
- 2) Mortgage Foreclosure Intervention Program: Secure funds from City and County government to establish a mortgage foreclosure intervention program to assist families facing foreclosure due to an unforeseen emergency.
- 3) Participation in the Mark-to-Market Program-utilizing the program to access feasibility of purchasing property that has expiring Section 8 leases to ensure safe and decent homes for all Marion County residents.
- 4) The OHA has revised its Admission Preference for the Section 8 Program to include a preference for families age 62 and older, disabled or handicapped.
- 5) Became a HUD Certified Housing Counseling Agency on August 9, 2000.
- 6) Established a Tenant Integrity Program (TIP). The TIP aggressively investigates fraudulent activity within the Ocala Housing Authority's subsidized housing programs. The monies recouped will be used towards the Ocala Housing Authority's new Homeownership initiative as well as the hiring of a full-time fraud investigator for the TIP.

Proposed Partnerships Goals:

- Central Florida Community College Project Reward: A program that provides support services to single parents and displaced homemakers. This free program, co-sponsored by CFCC and the Carl Perkins Grant, will help the student in selecting a training program to obtain skills for a higher paying job. The program provides grants & stipends for classes, childcare and transportation.
- Landlords Advisory Committee for Section 8: Comprised of owners and managers who are participating in the Section 8 Program. A network to build better communication between Section 8 Landlords and the Housing Authority with the goal to develop a more efficient program for the community.
- Regional Coalition of Housing Authorities (Levy, Alachua, Marion and Citrus): Networking and sharing of ideas and resources. This also includes formulating a competitive bidding program for group medical insurance and hiring of consultants.
- City of Ocala Police Department-Crime Watch Program: Monthly meetings conducted by the police department to educate residents regarding crime prevention and safety. Residents will also receive training in patrolling their communities to reduce crime and drug activities.

- MAD DADS of Greater Ocala Inc.: Build on active partnership with this organization that provides a youth mentoring program, juvenile alternative sentencing program and after school diversion program.
- Greater Ocala Community Development Corp.: Partnership to provide in depth education sessions for homebuyers to equip them for buying, maintaining and retaining a house.
- Howard Academy: Agency that provides tutoring services for students in grades K-12th. Program will also provide GED services to qualified applicants between the ages of 15 and up.
- United Gainesville Community Development Corporation: Partnership to provide business technical assistance in the form of workshops. Also provides assistance with applying for Micro-Loans.
- Childhood Development Services: Establish partnership with local agency that provides childcare subsidy for Marion, Citrus and Levy Counties.
- Citrus-Levy-Marion Workforce Development Agency: Partnership to provide one stop service for education, job and employment assistance.

Annual PHA Plan
PHA Fiscal Year 2001/02
[24 CFR Part 903.7]

i. Annual Plan Type:

Select which type of Annual Plan the PHA will submit.

Standard Plan

Streamlined Plan:

- High Performing PHA**
- Small Agency (<250 Public Housing Units)**
- Administering Section 8 Only**

Troubled Agency Plan

ii. Executive Summary of the Annual PHA Plan

[24 CFR Part 903.7 9 (r)]

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

In accordance with Section 511 of the Quality Housing and Work Responsibility Act of 1998, the Ocala Housing Authority is pleased to submit this PHA Plan Update, Annual Plan for Fiscal year October 1, 2001. The Annual Plan Update includes components required by a high performing housing authority. Please refer to the Table of Contents for the components included.

In this second year of required submission, the Ocala Housing Authority has elected to continue to operate its programs in an efficient, cost effective manner and to explore options authorized by the QHWRRA. These options will be explored primarily as methods to increase the supply of affordable housing for families paying more than 50% of their income for housing costs, families living in sub-standard and overcrowded households, as described in the City of Ocala Florida, Consolidated Plan of 2000.

The PHA Plan Update was made available for review to the public on May 28, 2001 and a public hearing was held on June 21, 2001. An attendance sheet for the public hearing as well as minutes, including resident/public comments are available for review in the Ocala Housing Authority's file on the Annual Plan. All comments have been considered and addressed by the Ocala Housing Authority, and the Board of Commissioners approved the Updated Plan on June 21, 2001 for submission to HUD.

Questions or approval notification should be addressed to the Executive Director, Ms. Gwendolyn B. Dawson, of the Ocala Housing Authority.

Respectfully submitted,

Gwendolyn B. Dawson
Executive Director

iii. Annual Plan Table of Contents

[24 CFR Part 903.7 9 (r)]

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

Table of Contents

| | <u>Page #</u> |
|---|---------------|
| Annual Plan | |
| i. Executive Summary | |
| ii. Table of Contents | |
| 1. Housing Needs | 7 |
| 2. Financial Resources | 15 |
| 3. Policies on Eligibility, Selection and Admissions | 16 |
| 4. Rent Determination Policies | 25 |
| 5. Operations and Management Policies | 29 |
| 6. Grievance Procedures | 31 |
| 7. Capital Improvement Needs | 32 |
| 8. Demolition and Disposition | 34 |
| 9. Designation of Housing | 34 |
| 10. Conversions of Public Housing | 36 |
| 11. Homeownership | 37 |
| 12. Community Service Programs | 39 |
| 13. Crime and Safety | 42 |
| 14. Pets (Inactive for January 1 PHAs) | 44 |
| 15. Civil Rights Certifications (included with PHA Plan Certifications) | 44 |
| 16. Audit | 44 |
| 17. Asset Management | 44 |
| 18. Other Information | 44 |

Attachments

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

Required Attachments:

- X Admissions Policy for Deconcentration fl032g04
- X FY 2000 Capital Fund Program Annual Statement fl032b04
- Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)

Optional Attachments:

- PHA Management Organizational Chart
- X FY 2000 Capital Fund Program 5 Year Action Plan fl032c04
- X Public Housing Drug Elimination Program (PHDEP) Plan fl032d04

Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text)

X Other (List below, providing each attachment name)

Pet Policy fl032j04

PHA Rent Determination Policy fl032i04

Supporting Documents Available for Review

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

| List of Supporting Documents Available for Review | | |
|--|---|--|
| Applicable & On Display | Supporting Document | Applicable Plan Component |
| X | PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations | 5 Year and Annual Plans |
| X | State/Local Government Certification of Consistency with the Consolidated Plan | 5 Year and Annual Plans |
| X | 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 |
| X | 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 |
| X | Most recent board-approved operating budget for the public housing program | Annual Plan: Financial Resources; |
| X | 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 |
| X | Section 8 Administrative Plan | Annual Plan: Eligibility, Selection, and Admissions Policies |
| | Public Housing Deconcentration and Income Mixing Documentation: 1. PHA board certifications of compliance with deconcentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/99 <i>Quality Housing and Work Responsibility Act Initial Guidance; Notice</i> and any further HUD guidance) and 2. Documentation of the required deconcentration and income mixing analysis | Annual Plan: Eligibility, Selection, and Admissions Policies |

| List of Supporting Documents Available for Review | | |
|--|--|--|
| Applicable & On Display | Supporting Document | Applicable Plan Component |
| | | |
| X | Public housing rent determination policies, including the methodology for setting public housing flat rents <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy | Annual Plan: Rent Determination |
| X | Schedule of flat rents offered at each public housing development <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy | Annual Plan: Rent Determination |
| X | Section 8 rent determination (payment standard) policies <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan | Annual Plan: Rent Determination |
| X | 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 |
| X | Public housing grievance procedures <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy | Annual Plan: Grievance Procedures |
| X | Section 8 informal review and hearing procedures <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan | Annual Plan: Grievance Procedures |
| X | The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year | Annual Plan: Capital Needs |
| X | Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant | Annual Plan: Capital Needs |
| X | 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 |
| X | Approved or submitted public housing homeownership programs/plans | Annual Plan: Homeownership |
| | Policies governing any Section 8 Homeownership program <input type="checkbox"/> check here if included in the Section 8 Administrative Plan | Annual Plan: Homeownership |

| List of Supporting Documents Available for Review | | |
|--|---|---|
| Applicable & On Display | Supporting Document | Applicable Plan Component |
| | Any cooperative agreement between the PHA and the TANF agency | Annual Plan: Community Service & Self-Sufficiency |
| X | FSS Action Plan/s for public housing and/or Section 8 | Annual Plan: Community Service & Self-Sufficiency |
| X | Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports | Annual Plan: Community Service & Self-Sufficiency |
| X | The most recent Public Housing Drug Elimination Program (PHEDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan) | Annual Plan: Safety and Crime Prevention |
| X | 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 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 | 1,663 | 5 | 5 | 4 | 4 | 3 | 5 |
| Income >30% but <=50% of AMI | 717 | 5 | 4 | 4 | 4 | 3 | 4 |
| Income >50% but <80% of AMI | 260 | 2 | 2 | 2 | 2 | 2 | 2 |
| Elderly | 31 | 4 | 4 | 4 | 4 | 2 | 3 |
| Families with Disabilities | 198 | 4 | 4 | 3 | 4 | 2 | 3 |
| Race/Ethnicity (African American) | 817 | 5 | 5 | 4 | 4 | 3 | 4 |
| Race/Ethnicity (White) | 680 | 3 | 3 | 2 | 3 | 2 | 2 |
| Race/Ethnicity (Hispanic) | 166 | 5 | 4 | 4 | 4 | 3 | 4 |
| Race/Ethnicity | | | | | | | |

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.)

- X Consolidated Plan of the Jurisdiction/s
Indicate year: 2000 City of Ocala
- X U.S. Census data: the Comprehensive Housing Affordability Strategy ("CHAS") dataset Marion County CHAS Table 1C – All Households
- American Housing Survey data
Indicate year:
- X Other housing market study
Indicate year: U.S. Housing Market Conditions 4th Quarter 1999 pg 73
- X Other sources: (list and indicate year of information)
2001, Ocala Housing Authority Waiting List

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

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

| Housing Needs of Families on the Waiting List | | | |
|--|---------------|---------------------|-----------------|
| Waiting list type: (select one) | | | |
| <input type="checkbox"/> Section 8 tenant-based assistance | | | |
| <input checked="" type="checkbox"/> Public Housing | | | |
| <input type="checkbox"/> Combined Section 8 and Public Housing | | | |
| <input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional) | | | |
| If used, identify which development/subjurisdiction: | | | |
| | # of families | % of total families | Annual Turnover |
| Waiting list total | 648 | | 66 |
| Extremely low income <=30% AMI | 524 | 81% | |
| Very low income (>30% but <=50% AMI) | 98 | 15% | |
| Low income (>50% but <80% AMI) | 26 | 4% | |
| Families with children | 560 | 86% | |
| Elderly families | 51 | 8% | |
| Families with Disabilities | 123 | 19% | |
| Race/ethnicity (African American) | 414 | 64% | |
| Race/ethnicity (White) | 177 | 27% | |
| Race/ethnicity (Hispanic) | 57 | 9% | |
| Race/ethnicity | | | |
| Characteristics by Bedroom Size (Public Housing Only) | | | |
| 1BR | 242 | 37% | 7 |
| 2 BR | 198 | 31% | 45 |
| 3 BR | 101 | 16% | 11 |

| Housing Needs of Families on the Waiting List | | | |
|--|----|----|-----|
| 4 BR | 58 | 9% | 3 |
| 5 BR | 31 | 5% | N/A |
| 5+ BR | 18 | 3% | N/A |
| Is the waiting list closed (select one)? X No <input type="checkbox"/> Yes | | | |
| If yes: | | | |
| How long has it been closed (# of months)? | | | |
| Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes | | | |
| Does the PHA permit specific categories of families onto the waiting list, even if generally closed? X No <input type="checkbox"/> Yes | | | |

| Housing Needs of Families on the Waiting List | | | |
|--|---------------|---------------------|-----------------|
| Waiting list type: (select one) | | | |
| X Section 8 tenant-based assistance | | | |
| <input type="checkbox"/> Public Housing | | | |
| <input type="checkbox"/> Combined Section 8 and Public Housing | | | |
| <input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional) | | | |
| If used, identify which development/subjurisdiction: | | | |
| | # of families | % of total families | Annual Turnover |
| Waiting list total | 1036 | | 228 |
| Extremely low income <=30% AMI | 609 | 59% | |
| Very low income (>30% but <=50% AMI) | 418 | 40% | |
| Low income (>50% but <80% AMI) | 09 | 1% | |
| Families with children | 937 | 90% | |
| Elderly families | 44 | 4% | |
| Families with Disabilities | 274 | 26% | |
| Race/ethnicity (African American) | 568 | 55% | |
| Race/ethnicity (White) | 400 | 39% | |
| Race/ethnicity (Hispanic) | 68 | 7% | |

| Housing Needs of Families on the Waiting List | | | |
|---|--|--|--|
| Race/ethnicity | | | |
| Characteristics by Bedroom Size (Public Housing Only) | | | |
| 1BR | | | |
| 2 BR | | | |
| 3 BR | | | |
| 4 BR | | | |
| 5 BR | | | |
| 5+ BR | | | |
| Is the waiting list closed (select one)? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes If yes: How long has it been closed (# of months)? 1 Does the PHA expect to reopen the list in the PHA Plan year? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes | | | |

| Housing Needs of Families on the Waiting List | | | |
|---|---------------|---------------------|-----------------|
| Waiting list type: (select one) <input checked="" type="checkbox"/> Section 8 tenant-based assistance (Mod Rehab) <input type="checkbox"/> Public Housing <input type="checkbox"/> Combined Section 8 and Public Housing <input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional) If used, identify which development/subjurisdiction: | | | |
| | # of families | % of total families | Annual Turnover |
| Waiting list total | 27 | | 36 |
| Extremely low income <=30% AMI | 22 | 81% | |
| Very low income (>30% but <=50% AMI) | 05 | 19% | |
| Low income (>50% but <80% AMI) | 0 | 0% | |
| Families with children | 20 | 74% | |
| Elderly families | 0 | 0% | |

| Housing Needs of Families on the Waiting List | | | |
|--|----|------|--|
| Families with Disabilities | 7 | 26% | |
| Race/ethnicity (African American) | 27 | 100% | |
| Race/ethnicity (White) | 0 | 0% | |
| Race/ethnicity (Hispanic) | 0 | 0% | |
| Race/ethnicity | | | |
| Characteristics by Bedroom Size (Public Housing Only) | | | |
| 1BR | | | |
| 2 BR | | | |
| 3 BR | | | |
| 4 BR | | | |
| 5 BR | | | |
| 5+ BR | | | |
| Is the waiting list closed (select one)? X No <input type="checkbox"/> Yes | | | |
| If yes: | | | |
| How long has it been closed (# of months)? | | | |
| Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes | | | |
| Does the PHA permit specific categories of families onto the waiting list, even if generally closed? X No <input type="checkbox"/> Yes | | | |

C. Strategy for Addressing Needs

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

(1) Strategies

Need: Shortage of affordable housing for all eligible populations

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

Select all that apply

- X Employ effective maintenance and management policies to minimize the number of public housing units off-line
- X Reduce turnover time for vacated public housing units

- X 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
- X Maintain or increase section 8 lease-up rates by establishing payment standards that will enable families to rent throughout the jurisdiction
- X Undertake measures to ensure access to affordable housing among families assisted by the PHA, regardless of unit size required
- X Maintain or increase section 8 lease-up rates by marketing the program to owners, particularly those outside of areas of minority and poverty concentration
- X Maintain or increase section 8 lease-up rates by effectively screening Section 8 applicants to increase owner acceptance of program
- X Participate in the Consolidated Plan development process to ensure coordination with broader community strategies

- Other (list below)

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

Select all that apply

- X Apply for additional section 8 units should they become available
- Leverage affordable housing resources in the community through the creation of mixed - finance housing
- X Pursue housing resources other than public housing or Section 8 tenant-based assistance.
- X Other: (list below)
Begin the construction of Phase II of Magnolia Walk for Elderly and Disabled Families

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

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

Select all that apply

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

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

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

Select all that apply

- X Employ admissions preferences aimed at families who are working
- X Adopt rent policies to support and encourage work
- X Other: (list below)
Develop Low-Income Tax credit units for the elderly and disabled (Magnolia Walk Phase II)

Need: Specific Family Types: The Elderly

Strategy 1: Target available assistance to the elderly:

Select all that apply

- Seek designation of public housing for the elderly
- X Apply for special-purpose vouchers targeted to the elderly, should they become available
- X Other: (list below)
Develop Low-Income Tax Credit units for disabled and elderly (Magnolia Walk Phase II)

Need: Specific Family Types: Families with Disabilities

Strategy 1: Target available assistance to Families with Disabilities:

Select all that apply

- Seek designation of public housing for families with disabilities
- Carry out the modifications needed in public housing based on the section 504 Needs Assessment for Public Housing
- Apply for special-purpose vouchers targeted to families with disabilities, should they become available
- X 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:

Select if applicable

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

Strategy 2: Conduct activities to affirmatively further fair housing

Select all that apply

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

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:

- X Funding constraints
- X Staffing constraints
- X Limited availability of sites for assisted housing
- X Extent to which particular housing needs are met by other organizations in the community
- X Evidence of housing needs as demonstrated in the Consolidated Plan and other information available to the PHA
- X Influence of the housing market on PHA programs
- Community priorities regarding housing assistance
- X Results of consultation with local or state government
- X Results of consultation with residents and the Resident Advisory Board
- X Results of consultation with advocacy groups
- X Other: (list below)
Analysis of the program's lease-up rate and housing stock

2. Statement of Financial Resources

[24 CFR Part 903.7 9 (b)]

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

| Financial Resources: Planned Sources and Uses | | |
|---|-------------------|----------------------------|
| Sources | Planned \$ | Planned Uses |
| 1. Federal Grants (FY 2000 grants) | | |
| a) Public Housing Operating Fund | 278,144 | |
| b) Public Housing Capital Fund | 578,561 | |
| c) HOPE VI Revitalization | 0 | |
| d) HOPE VI Demolition | 0 | |
| e) Annual Contributions for Section 8 Tenant-Based Assistance | 5,041,581 | |
| f) Public Housing Drug Elimination Program (including any Technical Assistance funds) | 45,944 | |
| g) Resident Opportunity and Self-Sufficiency Grants | 75,000 | |
| h) Community Development Block Grant | 24,146 | King Estates |
| i) HOME | 285,000 | King Estates |
| Other Federal Grants (list below) | | |
| Mod Rehab 1 & 2 | 201,868 | Tenant's Rental Assistance |
| 2. Prior Year Federal Grants (unobligated funds only) (list below) | | |
| FY 2000/0 CDBG | 7,500 | King Estates |
| FY 2000/ ORHF | 243,414 | King Estates |
| | | |
| 3. Public Housing Dwelling Rental Income | | |
| | | |
| | | |
| 4. Other income (list below) | | |
| FY 2000/01 SHIP Grants | 88,150 | King Estates |
| | | |
| 4. Non-federal sources (list below) | | |

| Financial Resources: Planned Sources and Uses | | |
|--|------------|--------------|
| Sources | Planned \$ | Planned Uses |
| | | |
| | | |
| | | |
| Total resources | 6,869,308 | |
| | | |
| | | |

3. PHA Policies Governing Eligibility, Selection, and Admissions

[24 CFR Part 903.7 9 (c)]

A. Public Housing

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

(1) Eligibility

a. When does the PHA verify eligibility for admission to public housing? (select all that apply)

- When families are within a certain number of being offered a unit: (state number)
- When families are within a certain time of being offered a unit: (state time)
- X Other: (describe)
When application is selected from the waiting list

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

- X Criminal or Drug-related activity
- X Rental history
- X Housekeeping
- X Other (describe)

Credit checks are completed for all applicants. If an applicant does not have a rental history, professional and personal references are required.

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

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

e. Yes X No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source) If financially feasible, we plan to implement by FY 2002.

(2)Waiting List Organization

a. Which methods does the PHA plan to use to organize its public housing waiting list (select all that apply)

- Community-wide list
- Sub-jurisdictional lists
- Site-based waiting lists
- Other (describe)

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

- PHA main administrative office
- PHA development site management office
- Other (list below)

c. If the PHA plans to operate one or more site-based waiting lists in the coming year, answer each of the following questions; if not, skip to subsection **(3) Assignment**

1. How many site-based waiting lists will the PHA operate in the coming year?

2. Yes No: Are any or all of the PHA’s site-based waiting lists new for the upcoming year (that is, they are not part of a previously-HUD-approved site based waiting list plan)?
If yes, how many lists?

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

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

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

(3) Assignment

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

- One
- Two
- Three or More

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

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

(4) Admissions Preferences

a. Income targeting:

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

b. Transfer policies:

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

X Emergencies

X Overhoused

X Underhoused

X Medical justification

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

Resident choice: (state circumstances below)

Other: (list below)

c. Preferences

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

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

X Homelessness City or County Referred and certified only

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

Other preferences: (select below)

X 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
- X 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)

- X 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
- X Victims of reprisals or hate crimes
- X Other preference(s) (list below)
- Homelessness Due to Natural Disaster or Fire (will be verified by local Government)

4. Relationship of preferences to income targeting requirements:

- The PHA applies preferences within income tiers

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

(5) Occupancy

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

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

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

- X At an annual reexamination and lease renewal
X Any time family composition changes – Within 10 days from the date of the change
 At family request for revision
X Other (list)
Within 10 days from the date of a change in household income

(6) Deconcentration and Income Mixing

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

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

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

- Adoption of site based waiting lists
If selected, list targeted developments below:

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

If selected, list targeted developments below:

Pavilion Oaks – However if necessary all PH Communities will be targeted

- Employing new admission preferences at targeted developments

If selected, list targeted developments below:

- Other (list policies and developments targeted below)

d. Yes No X : 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 were yes, how would you describe these changes? (select all that apply)

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

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

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

X List (any applicable) developments below:

Pavilion Oaks

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)

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

- List (any applicable) developments below:

B. Section 8

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

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

(1) Eligibility

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

X Criminal or drug-related activity only to the extent required by law or regulation

- Criminal and drug-related activity, more extensively than required by law or regulation

- More general screening than criminal and drug-related activity (list factors below)
- Other (list below)

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

c. Yes X No: Does the PHA request criminal records from State law enforcement agencies for screening purposes? If financially feasible, we will establish in FY 2002

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

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

Criminal or drug-related activity

X Other (describe below)

Name of previous and present landlord

(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)

X 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)

X PHA main administrative office

Other (list below)

(3) Search Time

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

If yes, state circumstances below: If unable to locate unit.

(4) Admissions Preferences

a. Income targeting

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

b. Preferences

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

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

Former Federal preferences

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

Other preferences (select all that apply)

- Working families and those unable to work because of age or disability
 Veterans and veterans' families
 Residents who live and/or work in your jurisdiction
 Those enrolled currently in educational, training, or upward mobility programs
 Households that contribute to meeting income goals (broad range of incomes)
 Households that contribute to meeting income requirements (targeting)
 Those previously enrolled in educational, training, or upward mobility programs
 Victims of reprisals or hate crimes
 Other preference(s) (list below)
Elderly, Disabled, or Handicapped, or Age 62 or older

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

- X 1 Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- Victims of domestic violence
- X 1 Substandard housing
- X 1 Homelessness
- X 1 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
- X 1 Victims of reprisals or hate crimes
- X 1 Other preference(s) (list below)
Elderly, Disabled, or Handicapped, or Age 62 or Older

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

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

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

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

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

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

(5) Special Purpose Section 8 Assistance Programs

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

The Section 8 Administrative Plan

Briefing sessions and written materials

- Other (list below)

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

Through published notices

Other (list below)

4. PHA Rent Determination Policies

[24 CFR Part 903.7 9 (d)]

A. Public Housing

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

(1) Income Based Rent Policies

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

- a. Use of discretionary policies: (select one)

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

---or---

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

- b. Minimum Rent

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

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

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

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

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

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

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

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

For the earned income of a previously unemployed household member

For increases in earned income

Fixed amount (other than general rent-setting policy)

If yes, state amount/s and circumstances below:

Fixed percentage (other than general rent-setting policy)

If yes, state percentage/s and circumstances below:

For household heads

For other family members

For transportation expenses

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

Other (describe below)

e. Ceiling rents

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

Yes for all developments

Yes but only for some developments

No

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

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

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

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

f. Rent re-determinations:

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

- Never
- At family option

- X Any time the family experiences an income increase
- X Any time a family experiences an income increase above a threshold amount or percentage: (if selected, specify threshold) \$100.00 per month
- X Other (list below)
New source of income or a person with income joins the family

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

(2) Flat Rents

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

- The section 8 rent reasonableness study of comparable housing
- Survey of rents listed in local newspaper
- Survey of similar unassisted units in the neighborhood
- X Other (list/describe below)
Total operating expenses divided by total bedroom months

B. Section 8 Tenant-Based Assistance

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

(1) Payment Standards

Describe the voucher payment standards and policies.

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

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

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

- FMRs are adequate to ensure success among assisted families in the PHA's segment of the FMR area
- The PHA has chosen to serve additional families by lowering the payment standard

- Reflects market or submarket
- Other (list below)

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

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

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

- Annually
 Other (list below)

- e. What factors will the PHA consider in its assessment of the adequacy of its payment standard? (select all that apply)
- Success rates of assisted families
 Rent burdens of assisted families
 Other (list below)
Open market rental unit comparison

(2) Minimum Rent

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

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

- b. Yes No: Has the PHA adopted any discretionary minimum rent hardship exemption policies? (if yes, list below)
- i. Lost of eligibility or waiting on eligibility for Federal, State or local assistance
 - ii. Would be evicted as a result of the imposition of the minimum rent
 - iii. Income of household decreased because of changed circumstances such as:
 - iv. Loss of Employment
 - v. Death in the Family
 - vi. Other circumstances determined by the Housing Authority or HUD

5. Operations and Management

[24 CFR Part 903.7 9 (e)]

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

(OHA is exempt because of being a high performer)

A. PHA Management Structure

Describe the PHA's management structure and organization.

(select one)

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

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

B. HUD Programs Under PHA Management

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

| Program Name | Units or Families Served at Year Beginning | Expected Turnover |
|---|---|--------------------------|
| Public Housing | | |
| Section 8 Vouchers | | |
| Section 8 Certificates | | |
| Section 8 Mod Rehab | | |
| Special Purpose Section 8 Certificates/Vouchers (list individually) | | |
| Public Housing Drug Elimination Program (PHDEP) | | |
| | | |
| | | |
| Other Federal Programs(list individually) | | |
| | | |
| | | |

C. Management and Maintenance Policies

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

- (1) Public Housing Maintenance and Management: (list below)
- (2) Section 8 Management: (list below)

6. PHA Grievance Procedures

[24 CFR Part 903.7 9 (f)]

(OHA is exempt because of being a high performer)

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

A. Public Housing

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

If yes, list additions to federal requirements below:

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

B. Section 8 Tenant-Based Assistance

1. Yes No: Has the PHA established informal review procedures for applicants to the Section 8 tenant-based assistance program and informal hearing procedures for families assisted by the Section 8 tenant-based assistance program in addition to federal requirements found at 24 CFR 982?

If yes, list additions to federal requirements below:

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

7. Capital Improvement Needs

[24 CFR Part 903.7 9 (g)]

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

A. Capital Fund Activities

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

(1) Capital Fund Program Annual Statement

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

Select one:

X The Capital Fund Program Annual Statement is provided as an attachment to the PHA Plan at Attachment (state name) fl032b04

-or-

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

(2) Optional 5-Year Action Plan

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

a. X 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:

X The Capital Fund Program 5-Year Action Plan is provided as an attachment to the PHA Plan at Attachment (state name fl032c04

-or-

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

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

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

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

1. Development name:
2. Development (project) number:
3. Status of grant: (select the statement that best describes the current status)
 - Revitalization Plan under development
 - Revitalization Plan submitted, pending approval
 - Revitalization Plan approved
 - Activities pursuant to an approved Revitalization Plan underway

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

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

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

8. Demolition and Disposition

[24 CFR Part 903.7 9 (h)]

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

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

2. Activity Description

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

| Demolition/Disposition Activity Description | |
|---|--|
| 1a. Development name: | NH Jones and Forest View (Demolished April 1999 with HUD Approval) |
| 1b. Development (project) number: | FL 29PO 32001 |
| 2. Activity type: | Demolition <input type="checkbox"/> Disposition X |
| 3. Application status (select one) | Approved <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application X |
| 4. Date application approved, submitted, or planned for submission: | <u>10/31/01</u> |
| 5. Number of units affected: | Land (11.37 acres) |
| 6. Coverage of action (select one) | <input type="checkbox"/> Part of the development X Total development |
| 7. Timeline for activity: | a. Actual or projected start date of activity: 11/1/2001 b. Projected end date of activity: 9/30/2005 |

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

[24 CFR Part 903.7 9 (i)]

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

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

completing streamlined submissions may skip to component 10.)

2. Activity Description

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

| Designation of Public Housing Activity Description | |
|--|--|
| 1a. Development name: | |
| 1b. Development (project) number: | |
| 2. Designation type: | |
| Occupancy by only the elderly <input type="checkbox"/> | |
| Occupancy by families with disabilities <input type="checkbox"/> | |
| Occupancy by only elderly families and families with disabilities <input type="checkbox"/> | |
| 3. Application status (select one) | |
| Approved; included in the PHA’s Designation Plan <input type="checkbox"/> | |
| Submitted, pending approval <input type="checkbox"/> | |
| Planned application <input type="checkbox"/> | |
| 4. Date this designation approved, submitted, or planned for submission: <u>(DD/MM/YY)</u> | |
| 5. If approved, will this designation constitute a (select one) | |
| <input type="checkbox"/> New Designation Plan | |
| <input type="checkbox"/> Revision of a previously-approved Designation Plan? | |
| 6. Number of units affected: | |
| 7. Coverage of action (select one) | |
| <input type="checkbox"/> Part of the development | |
| <input type="checkbox"/> Total development | |

10. Conversion of Public Housing to Tenant-Based Assistance

[24 CFR Part 903.7 9 (j)]

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

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

1. Yes No: Have any of the PHA’s developments or portions of developments been identified by HUD or the PHA as covered under section 202 of the HUD FY 1996 HUD Appropriations Act? (If “No”, skip to component 11; if “yes”, complete one activity description for each identified development, unless

eligible to complete a streamlined submission. PHAs completing streamlined submissions may skip to component 11.)

2. Activity Description

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

| Conversion of Public Housing Activity Description | |
|--|--|
| 1a. Development name: | |
| 1b. Development (project) number: | |
| 2. What is the status of the required assessment? | |
| <input type="checkbox"/> Assessment underway <input type="checkbox"/> Assessment results submitted to HUD <input type="checkbox"/> Assessment results approved by HUD (if marked, proceed to next question) <input type="checkbox"/> Other (explain below) | |
| 3. <input type="checkbox"/> Yes <input type="checkbox"/> No: Is a Conversion Plan required? (If yes, go to block 4; if no, go to block 5.) | |
| 4. Status of Conversion Plan (select the statement that best describes the current status) | |
| <input type="checkbox"/> Conversion Plan in development <input type="checkbox"/> Conversion Plan submitted to HUD on: (DD/MM/YYYY) <input type="checkbox"/> Conversion Plan approved by HUD on: (DD/MM/YYYY) <input type="checkbox"/> Activities pursuant to HUD-approved Conversion Plan underway | |
| 5. Description of how requirements of Section 202 are being satisfied by means other than conversion (select one) | |
| <input type="checkbox"/> Units addressed in a pending or approved demolition application (date submitted or approved:) <input type="checkbox"/> Units addressed in a pending or approved HOPE VI demolition application (date submitted or approved:) <input type="checkbox"/> Units addressed in a pending or approved HOPE VI Revitalization Plan (date submitted or approved:) <input type="checkbox"/> Requirements no longer applicable: vacancy rates are less than 10 percent <input type="checkbox"/> Requirements no longer applicable: site now has less than 300 units <input type="checkbox"/> Other: (describe below) | |

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

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

11. Homeownership Programs Administered by the PHA

[24 CFR Part 903.7 9 (k)]

A. Public Housing

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

1. X 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.) **(OHA is exempt because of being a high performer)**

2. Activity Description

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

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

B. Section 8 Tenant Based Assistance

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

2. Program Description:

a. Size of Program

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

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

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

b. PHA-established eligibility criteria

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

If yes, list criteria below:

12. PHA Community Service and Self-sufficiency Programs

[24 CFR Part 903.7 9 (l)]

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

(OHA is exempt because of being a high performer)

A. PHA Coordination with the Welfare (TANF) Agency

1. Cooperative agreements:

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

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

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

Client referrals

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

B. Services and programs offered to residents and participants

(1) General

a. Self-Sufficiency Policies

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

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

b. Economic and Social self-sufficiency programs

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

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

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

13. PHA Safety and Crime Prevention Measures

[24 CFR Part 903.7 9 (m)]

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

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

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

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

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

- X Safety and security survey of residents
- X 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

- X PHA employee reports
- X Police reports
- Demonstrable, quantifiable success with previous or ongoing anticrime/anti drug programs
- Other (describe below)

3. Which developments are most affected? (list below)
 Shady Hollow, Pavilion Oaks, and Deer Run

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
- X Activities targeted to at-risk youth, adults, or seniors
- Volunteer Resident Patrol/Block Watchers Program
- Other (describe below)

1. Which developments are most affected? (list below)
 Shady Hollow, Deer Run, and Pavilion Oaks

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
- X Police provide crime data to housing authority staff for analysis and action
- Police have established a physical presence on housing authority property (e.g., community policing office, officer in residence)
- Police regularly testify in and otherwise support eviction cases
- X Police regularly meet with the PHA management and residents
- X 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)
 Shady Hollow, Deer Run, and Pavilion Oaks

D. Additional information as required by PHDEP/PHDEP Plan

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

- X Yes No: Is the PHA eligible to participate in the PHDEP in the fiscal year covered by this PHA Plan?
- Yes X No: Has the PHA included the PHDEP Plan for FY 2000 in this PHA Plan?
- X Yes No: This PHDEP Plan is an Attachment fl032d04

14. RESERVED FOR PET POLICY

[24 CFR Part 903.7 9 (n)]

15. Civil Rights Certifications

[24 CFR Part 903.7 9 (o)]

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

16. Fiscal Audit

[24 CFR Part 903.7 9 (p)]

1. X 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. X Yes No: Was the most recent fiscal audit submitted to HUD?
3. Yes X No: Were there any findings as the result of that audit?
4. Yes No: If there were any findings, do any remain unresolved?
If yes, how many unresolved findings remain? _____
5. Yes No: Have responses to any unresolved findings been submitted to HUD?
If not, when are they due (state below)?

17. PHA Asset Management

[24 CFR Part 903.7 9 (q)]

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

(OHA is exempt because of being a high performer)

1. Yes No: Is the PHA engaging in any activities that will contribute to the long-term asset management of its public housing stock, including how the Agency will plan for long-term operating,

capital investment, rehabilitation, modernization, disposition, and other needs that have **not** been addressed elsewhere in this PHA Plan?

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

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

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

18. Other Information

[24 CFR Part 903.7 9 (r)]

A. Resident Advisory Board Recommendations

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

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

- Attached at Attachment (File name)
- Provided below:

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

- Considered comments, but determined that no changes to the PHA Plan were necessary.
- The PHA changed portions of the PHA Plan in response to comments
List changes below:
- Other: (list below)

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

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

2. Yes X 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
X Other: (describe) The Mayor appointed the resident from a slate of interested residents

b. Eligible candidates: (select one)

- Any recipient of PHA assistance
 Any head of household receiving PHA assistance
X Any adult recipient of PHA assistance
 Any adult member of a resident or assisted family organization
X Other (list) Appointed by the Mayor

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) The Mayor appointed the resident from a slate of interested residents

C. Statement of Consistency with the Consolidated Plan

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

1. Consolidated Plan jurisdiction: City of Ocala, Florida
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)
- X The PHA has based its statement of needs of families in the jurisdiction on the needs expressed in the Consolidated Plan/s.
- X The PHA has participated in any consultation process organized and offered by the Consolidated Plan agency in the development of the Consolidated Plan.

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

The City of Ocala has given high priority to the following community development needs; Employment Training, Anti-Crime Programs and Youth Programs. The City of Ocala Community Programs Department three main goals for moderate, low, and extremely low-income residents: 1) Provide Decent Housing, 2) Create suitable Living Environments, and #) Expand Economic Opportunities. The City of Ocala has committed Community Development Block Grant funds for housing, economic development, community improvement, public service, primary for benefit of very-low and low-income persons. The City of Ocala sends RFP notices to non-profits, such as the Ocala Housing Authority, allowing them the opportunity to apply for funds for various programs.

State Housing Initiatives Partnership (SHIP) a State of Florida Grant, is used to provide down payment and closing cost assistance with mortgage loans from private lenders. Weed & Seed a federal grant provides funds for law enforcement and neighborhood restoration-for West Ocala residents. Ocala Housing Authority has two developments in the Weed and Seed target area.

D. Other Information Required by HUD

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

Attachments

Use this section to provide any additional attachments referenced in the Plans.

- | | |
|--|----------|
| 1. Capital Fund Performance and Evaluation Reports | f1032a04 |
| 2. Capital Fund Annual Statement | f1032b04 |
| 3. Capital Fund 5 year Action Plan | f1032c04 |
| 4. PHDEP Plan | f1032d04 |
| 5. Resident Member on PHA Governing Board | f1032e04 |
| 6. Membership Resident Advisory Board | f1032f04 |
| 7. Admission Policy | f1032g04 |
| 8. Community Service Requirements | f1032h04 |
| 9. PHA Rent Determination Policy | f1032i04 |
| 10. Pet Policy | f1032j04 |
| 11. New Homeownership Program | f1032k04 |
| 12. Deconcentration Policy | f1032l04 |

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 FFY of Grant Approval: 2001

X Original Annual Statement

| Line No. | Summary by Development Account | Total Estimated Cost |
|----------|---|----------------------|
| 1 | Total Non-CGP Funds | |
| 2 | 1406 Operations | \$ 10,000.00 |
| 3 | 1408 Management Improvements | \$ 63,000.00 |
| 4 | 1410 Administration | \$ 33,019.00 |
| 5 | 1411 Audit | |
| 6 | 1415 Liquidated Damages | |
| 7 | 1430 Fees and Costs | \$ 7,500.00 |
| 8 | 1440 Site Acquisition | |
| 9 | 1450 Site Improvement | \$ 66,000.00 |
| 10 | 1460 Dwelling Structures | \$ 105,672.00 |
| 11 | 1465.1 Dwelling Equipment-Nonexpendable | \$ 40,000.00 |
| 12 | 1470 Nondwelling Structures | |
| 13 | 1475 Nondwelling Equipment | \$ 5,000.00 |
| 14 | 1485 Demolition | |
| 15 | 1490 Replacement Reserve | |
| 16 | 1492 Moving to Work Demonstration | |
| 17 | 1495.1 Relocation Costs | |
| 18 | 1499 Mod Used for Development | |
| 19 | 1502 Contingency | |
| 20 | Amount of Annual Grant (Sum of lines 2-19) | \$ 330,191.00 |
| 21 | Amount of line 20 Related to LBP Activities | |
| 22 | Amount of line 20 Related to Section 504 Compliance | |
| 23 | Amount of line 20 Related to Security | \$ 2,500.00 |
| 24 | Amount of line 20 Related to Energy Conservation Measures | \$ 105,672.00 |

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 | Operations | | |
| | Operating Subsidy | 1406 | \$10,000.00 |
| | TOTAL | 1406 | \$ 10,000.00 |
| PHA-Wide | Management Improvements | | |
| | Staff Training | 1408 | \$ 5,000.00 |
| | Computer Upgrades | 1408 | \$ 3,000.00 |
| | Vacancy Reduction | 1408 | \$ 50,000.00 |
| | MIS Technical Support | 1408 | \$ 5,000.00 |
| | TOTAL | 1408 | \$ 63,000.00 |
| PHA-Wide | Administration | | |
| | Mod Coordinator Salary | 1410 | \$ 33,019.00 |
| | Sundry | 1410 | |
| | TOTAL | 1410 | \$ 33,019.00 |
| PHA-Wide | Fees and Costs | | |
| | A & E | 1430 | \$ 2,500.00 |
| | Physical Needs | 1430 | \$ 5,000.00 |
| | TOTAL | 1430 | \$ 7,500.00 |
| PHA-Wide | Dwelling Equipment – Non Expendable | | |
| | Appliances | 1465.1 | \$ 25,000.00 |
| | Furnaces | 1465.1 | \$ 12,000.00 |
| | Hot Water Heaters | 1465.1 | \$ 3,000.00 |
| | TOTAL | 1465.1 | \$ 40,000.00 |
| PHA-Wide | Non-Dwelling Equipment | | |
| | Computer Hardware | 1475 | \$ 4,000.00 |
| | Office Equipment | 1475 | \$ 1,000.00 |
| | TOTAL | 1475 | \$ 5,000.00 |
| | Mod Used for Development – 5 (H) Homeownership Program | 1499 | \$ 0.00 |

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 |
|---|--|----------------------------|----------------------|
| FL032-02 | PAVILION OAKS | | |
| | Site Improvement | | |
| | Landscaping/Tree Removal | 1450 | \$ 5,000.00 |
| | Concrete/Sidewalk Repair | 1450 | \$ 6,000.00 |
| | Resurface Parking Area | 1450 | \$ 3,000.00 |
| | Gutters and Downspouts | 1450 | \$ 10,000.00 |
| | TOTAL | 1450 | \$ 24,000.00 |
| | | | |
| | Dwelling Structure | | |
| | Central A/C Installation | 1460 | \$ 36,672.00 |
| TOTAL | 1460 | \$ 36,672.00 | |
| | | | |
| TOTAL | | \$ 60,672.00 | |
| FL032-03 | DEER RUN | | |
| | Site Improvement | | |
| | Gutters and Downspouts | 1450 | \$ 15,000.00 |
| | Landscaping/Tree Removal | 1450 | \$ 2,000.00 |
| | Resurfacing Parking Area & Repair | 1450 | \$ 8,000.00 |
| | TOTAL | 1450 | \$ 25,000.00 |
| | | | |
| | Dwelling Structure | | |
| | Central A/C Installation | 1460 | \$ 0.00 |
| | TOTAL | 1460 | \$ 0.00 |
| | | | |
| TOTAL | | \$ 25,000.00 | |
| FL032-04 | SHADY HOLLOW | | |
| | Site Improvement | | |
| | Tree Trim and Removal | 1450 | \$ 5,000.00 |
| | Resurface Parking Area & Repair | 1450 | \$ 3,500.00 |
| | TOTAL | 1450 | \$ 8,500.00 |

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 |
|--|---|----------------------------------|----------------------------|
| FL032-08 | Dwelling Structure | | |
| | Replace Patio Screen Doors | 1460 | \$ 3,000.00 |
| | Central A/C Installation | 1460 | \$ 0.00 |
| | TOTAL | 1460 | \$ 3,000.00 |
| | TOTAL | | \$ 11,500.00 |
| | PINE GARDENS | | |
| | Site Improvements | | |
| | Replace Fence | 1450 | \$ 2,500.00 |
| | Resurface Parking Area & Repair | 1450 | \$ 1,000.00 |
| | Sidewalk Repair/Replacement | 1450 | \$ 1,000.00 |
| | TOTAL | 1450 | \$ 4,500.00 |
| | Dwelling Structure | | |
| | Central A/C Installation | 1460 | \$ 70,000.00 |
| TOTAL | 1460 | \$ 70,000.00 | |
| TOTAL | | \$ 74,500.00 | |

**Annual Statement
Capital Fund Program (CFP) Part III: Implementation Schedule**

| Development Number/Name HA-Wide Activities | All Funds Obligated (Quarter Ending Date) | All Funds Expended (Quarter Ending Date) |
|--|--|---|
| PHA-Wide | 03-31-03 | 09-30-04 |
| FL032-02 | | |
| #1450 | 03-31-03 | 09-30-04 |
| #1460 | 03-31-03 | 09-30-04 |
| FL032-03 | | |
| #1450 | 03-31-03 | 09-30-04 |
| #1460 | 03-31-03 | 09-30-04 |
| FL032-04 | | |
| #1450 | 03-31-03 | 09-30-04 |
| #1460 | 03-31-03 | 09-30-04 |
| FL032-08 | | |
| #1450 | 03-31-03 | 09-30-04 |
| #1460 | 03-31-03 | 09-30-04 |

Optional Table for 5-Year Action Plan for Capital Fund (Component 7)

Complete one table for each development in which work is planned in the next 5 PHA fiscal years. Complete a table for any PHA-wide physical or management improvements planned in the next 5 PHA fiscal year. Copy this table as many times as necessary. Note: PHAs need not include information from Year One of the 5-Year cycle, because this information is included in the Capital Fund Program Annual Statement.

| Optional 5-Year Action Plan Tables | | | | |
|--|---|---------------------|----------------------------|-------------------------------------|
| Development Number | Development Name (or indicate PHA wide) | Number Vacant Units | % Vacancies in Development | |
| FL032 | PHA Wide | | | |
| Description of Needed Physical Improvements or Management Improvements | | | Estimated Cost | Planned Start Date (HA Fiscal Year) |
| Management Training | | | \$ 20,000.00 | 10-01-2002 |
| REAC Inspection Computer | | | \$ 5,000.00 | 10-01-2003 |
| Operating Subsidy | | | \$ 25,000.00 | 10-01-2002 |
| Appliances | | | \$120,000.00 | 10-01-2002 |
| A & E Fees | | | \$ 10,000.00 | 10-01-2002 |
| Computer Upgrades | | | \$ 20,000.00 | 10-01-2002 |
| Vacancy Reduction | | | \$200,000.00 | 10-01-2002 |
| Total estimated cost over next 5 years | | | \$400,000.00 | |

Optional Table for 5-Year Action Plan for Capital Fund (Component 7)

Complete one table for each development in which work is planned in the next 5 PHA fiscal years. Complete a table for any PHA-wide physical or management improvements planned in the next 5 PHA fiscal year. Copy this table as many times as necessary. Note: PHAs need not include information from Year One of the 5-Year cycle, because this information is included in the Capital Fund Program Annual Statement.

| Optional 5-Year Action Plan Tables | | | | |
|--|---|---------------------|----------------------------|-------------------------------------|
| Development Number | Development Name (or indicate PHA wide) | Number Vacant Units | % Vacancies in Development | |
| FL032-02 | Pavilion Oaks | | | |
| Description of Needed Physical Improvements or Management Improvements | | | Estimated Cost | Planned Start Date (HA Fiscal Year) |
| Central A/C Installation | | | \$101,500.00 | 10-01-2002 |
| Resurface Parking Area (Phase 2) | | | \$ 4,000.00 | 10-01-2003 |
| Modernize Community & Laundry Centers | | | \$ 10,000.00 | 10-01-2005 |
| Tree Removal | | | \$ 10,000.00 | 10-01-2004 |
| Landscaping | | | \$ 2,500.00 | 10-01-2004 |
| Sidewalk Replacement | | | \$ 3,000.00 | 10-01-2004 |
| Soffit and Fascia Replacement | | | \$ 40,000.00 | 10-01-2005 |
| Total estimated cost over next 5 years | | | \$171,000.00 | |

Optional Table for 5-Year Action Plan for Capital Fund (Component 7)

Complete one table for each development in which work is planned in the next 5 PHA fiscal years. Complete a table for any PHA-wide physical or management improvements planned in the next 5 PHA fiscal year. Copy this table as many times as necessary. Note: PHAs need not include information from Year One of the 5-Year cycle, because this information is included in the Capital Fund Program Annual Statement.

| Optional 5-Year Action Plan Tables | | | | |
|--|---|---------------------|----------------------------|-------------------------------------|
| Development Number | Development Name (or indicate PHA wide) | Number Vacant Units | % Vacancies in Development | |
| FL032-08 | Pine Gardens | | | |
| Description of Needed Physical Improvements or Management Improvements | | | Estimated Cost | Planned Start Date (HA Fiscal Year) |
| Resurface Parking Area (Phase 2) | | | \$ 2,500.00 | 10-01-2004 |
| Upgrade Elevator | | | \$ 35,000.00 | 10-01-2005 |
| Replace Dumpster Fence (1) | | | \$ 2,000.00 | 10-01-2004 |
| Total estimated cost over next 5 years | | | \$ 39,500.00 | |

Optional Table for 5-Year Action Plan for Capital Fund (Component 7)

Complete one table for each development in which work is planned in the next 5 PHA fiscal years. Complete a table for any PHA-wide physical or management improvements planned in the next 5 PHA fiscal year. Copy this table as many times as necessary. Note: PHAs need not include information from Year One of the 5-Year cycle, because this information is included in the Capital Fund Program Annual Statement.

| Optional 5-Year Action Plan Tables | | | | |
|---|--|----------------------------|-----------------------------------|--|
| Development Number | Development Name (or indicate PHA wide) | Number Vacant Units | % Vacancies in Development | |
| FL032-04 | Shady Hollow | | | |
| Description of Needed Physical Improvements or Management Improvements | | | Estimated Cost | Planned Start Date (HA Fiscal Year) |
| Central A/C Installation | | | \$175,000.00 | 10-01-2003 |
| Resurface Parking Area | | | \$ 9,000.00 | 10-01-2002 |
| Modernize Community & Laundry Rooms | | | \$ 5,000.00 | 10-01-2003 |
| Build Community Room (900 Section) | | | \$ 50,000.00 | 10-01-2004 |
| Privacy/Security Fence | | | \$ 40,000.00 | 10-01-2001 |
| Replace Dumpster Fence (3) | | | \$ 4,500.00 | 10-01-2004 |
| Landscaping | | | \$ 2,000.00 | 10-01-2001 |
| Total estimated cost over next 5 years | | | \$285,500.00 | |

Optional Table for 5-Year Action Plan for Capital Fund (Component 7)

Complete one table for each development in which work is planned in the next 5 PHA fiscal years. Complete a table for any PHA-wide physical or management improvements planned in the next 5 PHA fiscal year. Copy this table as many times as necessary. Note: PHAs need not include information from Year One of the 5-Year cycle, because this information is included in the Capital Fund Program Annual Statement.

| Optional 5-Year Action Plan Tables | | | | |
|---|--|----------------------------|-----------------------------------|--|
| Development Number | Development Name (or indicate PHA wide) | Number Vacant Units | % Vacancies in Development | |
| FL032-03 | Deer Run | | | |
| Description of Needed Physical Improvements or Management Improvements | | | Estimated Cost | Planned Start Date (HA Fiscal Year) |
| Central A/C Installation | | | \$266,000.00 | 10-01-2002 |
| Resurface Parking Area | | | \$ 7,000.00 | 10-01-2001 |
| Modernize Community Rooms (2) | | | \$ 10,000.00 | 10-01-2002 |
| Landscaping & Tree Trimming/Removal | | | \$ 5,000.00 | 10-01-2001 |
| Exterior Pressure Cleaning | | | \$ 5,000.00 | 10-01-2002 |
| Replace Dumpster Fence (8) | | | \$ 12,000.00 | 10-01-2004 |
| Total estimated cost over next 5 years | | | \$305,000.00 | |

Annual Statement/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary

| PHA Name: Ocala Housing Authority | | Grant Type and Number Capital Fund Program #: FL29P03250101 Capital Fund Program #: Replacement Housing Factor Grant No: | | Federal FY of Grant: 2001 | |
|--|---|---|--|---|--|
| <input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Performance and Evaluation Report for Period Ending: | | <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Final Performance and Evaluation Report | | <input type="checkbox"/> Revised Annual Statement (revision no:) | |
| Line No. | Summary by Development Account | Total Estimated Cost | | Total Actual Cost | |
| 24 | Amount of line 20 Related to Energy Conservation Measures | 105,672.00 | | | |

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

| PHA Name: Ocala Housing Authority | | Grant Type and Number Capital Fund Program #: FL29P03250101 Capital Fund Program Replacement Housing Factor #: | | | Federal FY of Grant: 2001 | | | |
|--|---|---|----------|----------------------|------------------------------|--------------------|-------------------|-------------------------------|
| Development Number Name/HA-Wide Activities | General Description of Major Work Categories | Dev. Acct No. | Quantity | Total Estimated Cost | | Total Actual Cost | | Status of Proposed Work |
| | | | | Original | Revised | Funds Obligated | Funds Expended | |
| PHA-Wide | Operations | | | | | | | |
| | Operating Subsidy | 1406 | LS | 10,000.00 | | | | |
| | TOTAL | 1406 | | 10,000.00 | | | | |
| PHA-Wide | Management Improvements | | | | | | | |
| | Staff Training | 1408 | LS | 5,000.00 | | | | |
| | Computer Upgrades | 1408 | LS | 3,000.00 | | | | |
| | Vacancy Reduction | 1408 | LS | 50,000.00 | | | | |
| | MIS Technical Support | 1408 | LS | 5,000.00 | | | | |
| | TOTAL | 1408 | | 63,000.00 | | | | |
| PHA-Wide | Administration | | | | | | | |
| | Mod Coordinator Salary | 1410 | LS | 33,019.00 | | | | |
| | Sundry | 1410 | LS | | | | | |
| | TOTAL | 1410 | | 33,019.00 | | | | |
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**Annual Statement/Performance and Evaluation Report
 Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)
 Part II: Supporting Pages**

| PHA Name: Ocala Housing Authority | | Grant Type and Number Capital Fund Program #: FL29P03250101 Capital Fund Program Replacement Housing Factor | | | Federal FY of Grant: 2001 | | | |
|--|---|--|----------|----------------------|------------------------------|--------------------|-------------------|-------------------------------|
| Development Number Name/HA-Wide Activities | General Description of Major Work Categories | Dev. Acct No. | Quantity | Total Estimated Cost | | Total Actual Cost | | Status of Proposed Work |
| | | | | Original | Revised | Funds Obligated | Funds Expended | |
| PHA Wide | Fees and Costs | | | | | | | |
| | A & E | 1430 | LS | 2,500.00 | | | | |
| | Physical Needs | 1430 | LS | 5,000.00 | | | | |
| | TOTAL | 1430 | | 7,500.00 | | | | |
| PHA-Wide | Dwelling Equipment – Non Expendable | | | | | | | |
| | Appliances | 1465.1 | LS | 25,000.00 | | | | |
| | Furnaces | 1465.1 | LS | 12,000.00 | | | | |
| | Hot Water Heaters | 1465.1 | LS | 3,000.00 | | | | |
| | TOTAL | 1465.1 | | 40,000.00 | | | | |
| PHA-Wide | Non-Dwelling Equipment | | | | | | | |
| | Computer Hardware | 1475 | | 4,000.00 | | | | |
| | Office Equipment | 1475 | | 1,000.00 | | | | |
| | TOTAL | 1475 | | 5,000.00 | | | | |
| | Mod Used for Development – 5 (H) Homeownership Program | 1499 | | | | | | |

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

| PHA Name: Ocala Housing Authority | | Grant Type and Number Capital Fund Program #: FL29P03250101 Capital Fund Program Replacement Housing Factor #: | | | Federal FY of Grant: 2001 | | | |
|--|---|---|----------|----------------------|------------------------------|--------------------|-------------------|-------------------------------|
| Development Number Name/HA-Wide Activities | General Description of Major Work Categories | Dev. Acct No. | Quantity | Total Estimated Cost | | Total Actual Cost | | Status of Proposed Work |
| | | | | Original | Revised | Funds Obligated | Funds Expended | |
| FL032-02 | PAVILION OAKS | | | | | | | |
| | Site Improvement | | | | | | | |
| | Landscaping/Tree Removal | 1450 | | 5,000.00 | | | | |
| | Concrete/ Sidewalk Repair | 1450 | | 6,000.00 | | | | |
| | Resurface Parking Area | 1450 | | 3,000.00 | | | | |
| | Gutters and Downspouts | 1450 | | 10,000.00 | | | | |
| | TOTAL | 1450 | | 24,000.00 | | | | |
| | Dwelling Structure | | | | | | | |
| | Central A/C Installation | 1460 | 11 | 36,672.00 | | | | |
| | TOTAL | 1460 | | 36,672.00 | | | | |
| | TOTAL | | | 60,672.00 | | | | |
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| PHA Name: Ocala Housing Authority | | | | | | | |
| | | | | | | | |
| FL032-03 | DEER RUN | | | | | | |
| | Site Improvement | | | | | | |
| | Gutters and Downspouts | 1450 | | 15,000.00 | | | |
| | Landscaping /Tree Removal | 1450 | | 2,000.00 | | | |
| | Resurface Parking Area & Repair | 1450 | | 8,000.00 | | | |
| | TOTAL | 1450 | | 25,000.00 | | | |
| | Dwelling Structure | | | | | | |
| | Central A/C Installation | 1460 | 76 | 0.00 | | | |
| | TOTAL | 1460 | | 0.00 | | | |
| | TOTAL | | | 25,000.00 | | | |
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| FL032-04 | SHADY HOLLOW | | | | | | | |
| | Site Improvement | | | | | | | |
| | Tree Trim and Removal | 1450 | 806,808,810 | 5,000.00 | | | | |
| | Resurface Parking Area & Repair | 1450 | | 3,500.00 | | | | |
| | TOTAL | 1450 | | 8,500.00 | | | | |
| | Dwelling Structure | | | | | | | |
| | Replace Patio Screen Doors | 1460 | 30 | 3,000.00 | | | | |
| | Central A/C Installation | 1460 | 50 | 0.00 | | | | |
| | TOTAL | 1460 | | 3,000.00 | | | | |
| | TOTAL | | | 11,500.00 | | | | |
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|-----------------|---------------------------------|------|-----------|-----------|--|--|--|--|
| | | | | | | | | |
| | | | | | | | | |
| FL032-08 | PINE GARDENS | | | | | | | |
| | Site Improvements | | | | | | | |
| | Replace Fence | 1450 | East side | 2,500.00 | | | | |
| | Resurface Parking Area & Repair | 1450 | | 1,000.00 | | | | |
| | Sidewalk Repair/Replacement | 1450 | | 1,000.00 | | | | |
| | TOTAL | 1450 | | 4,500.00 | | | | |
| | | | | | | | | |
| | Dwelling Structure | | | | | | | |
| | Central A/C Installation | 1460 | 20 | 70,000.00 | | | | |
| | TOTAL | 1460 | | 70,000.00 | | | | |
| | | | | | | | | |
| | TOTAL | | | 74,500.00 | | | | |
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Annual Statement/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)
Part III: Implementation Schedule

| PHA Name: Ocala Housing Authority | | Grant Type and Number Capital Fund Program #: FL29P03250101 Capital Fund Program Replacement Housing Factor #: | | | | Federal FY of Grant: 2001 | |
|--|---|---|--------|---|---------|------------------------------|----------------------------------|
| Development Number Name/HA-Wide Activities | All Fund Obligated (Quart Ending Date) | | | All Funds Expended (Quarter Ending Date) | | | Reasons for Revised Target Dates |
| | Original | Revised | Actual | Original | Revised | Actual | |
| PHA-Wide | 3-31-03 | | | 9-30-04 | | | |
| FL032-02 | | | | | | | |
| #1450 | 03-31-03 | | | 9-30-04 | | | |
| #1460 | 03-31-03 | | | 09-30-04 | | | |
| FL032-03 | | | | | | | |
| #1450 | 03-31-03 | | | 09-30-04 | | | |
| #1460 | 03-31-03 | | | 09-30-04 | | | |
| FL032-04 | | | | | | | |
| #1450 | 03-31-03 | | | 09-30-04 | | | |
| #1460 | 03-31-03 | | | 09-30-04 | | | |
| FL032-08 | | | | | | | |
| #1450 | 03-31-03 | | | 09-30-04 | | | |
| #1460 | 03-31-03 | | | 09-30-04 | | | |

Annual Statement/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary

| | | |
|-----------------------------------|---|------------------------------|
| PHA Name: Ocala Housing Authority | Grant Type and Number Capital Fund Program #: Capital Fund Program #: Replacement Housing Factor Grant No: FL29R03250101 | Federal FY of Grant: 2001 |
|-----------------------------------|---|------------------------------|

Original Annual Statement Reserve for Disasters/ Emergencies Revised Annual Statement (revision no:)
 Performance and Evaluation Report for Period Ending: 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 | | | | |
| 3 | 1408 Management Improvements | | | | |
| 4 | 1410 Administration | | | | |
| 5 | 1411 Audit | | | | |
| 6 | 1415 liquidated Damages | | | | |
| 7 | 1430 Fees and Costs | | | | |
| 8 | 1440 Site Acquisition | | | | |
| 9 | 1450 Site Improvement | | | | |
| 10 | 1460 Dwelling Structures | | | | |
| 11 | 1465.1 Dwelling Equipment—Nonexpendable | | | | |
| 12 | 1470 Non-dwelling Structures | | | | |
| 13 | 1475 Non-dwelling Equipment | | | | |
| 14 | 1485 Demolition | | | | |
| 15 | 1490 Replacement Reserve | | | | |
| 16 | 1492 Moving to Work Demonstration | | | | |
| 17 | 1495.1 Relocation Costs | | | | |
| 18 | 1499 Mod Used for Development * | 248,370.00 | | | |
| 19 | 1502 Contingency | | | | |
| 20 | Amount of Annual Grant: (sum of lines 2-19) | 248,370.00 | | | |
| 21 | Amount of line 20 Related to LBP Activities | | | | |
| 22 | Amount of line 20 Related to Section 504 Compliance | | | | |

Annual Statement/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary

| | | |
|--|---|--|
| PHA Name: Ocala Housing Authority | Grant Type and Number Capital Fund Program #: FL29PO32501-00 Capital Fund Program #: Replacement Housing Factor Grant No: | Federal FY of Grant: 2000 |
|--|---|--|

Original Annual Statement **Reserve for Disasters/ Emergencies** **Revised Annual Statement (revision no:)**
XPerformance and Evaluation Report for Period Ending: 3-31-01 **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 | 10000.00 | | 0.00 | 0.00 |
| 3 | 1408 Management Improvements | 59449.00 | | 36649.24 | 22901.03 |
| 4 | 1410 Administration | 35277.00 | | 14823.90 | 7839.30 |
| 5 | 1411 Audit | | | | |
| 6 | 1415 liquidated Damages | | | | |
| 7 | 1430 Fees and Costs | 5000.00 | | 0.00 | 0.00 |
| 8 | 1440 Site Acquisition | | | | |
| 9 | 1450 Site Improvement | 104579.00 | | 76847.99 | 1509.74 |
| 10 | 1460 Dwelling Structures | 58320.00 | | 0.00 | 0.00 |
| 11 | 1465.1 Dwelling Equipment—Nonexpendable | 10000.00 | | 7490.00 | 7490.00 |
| 12 | 1470 Non-dwelling Structures | 36100.00 | | 36100.00 | 0.00 |
| 13 | 1475 Non-dwelling Equipment | 5000.00 | | 5000.00 | 5000.00 |
| 14 | 1485 Demolition | | | | |
| 15 | 1490 Replacement Reserve | | | | |
| 16 | 1492 Moving to Work Demonstration | | | | |
| 17 | 1495.1 Relocation Costs | | | | |
| 18 | 1498 Mod Used for Development * | | | | |
| 19 | 1502 Contingency | | | | |
| 20 | Amount of Annual Grant: (sum of lines 2-19) | 323725.00 | | 176911.13 | 44740.07 |
| 21 | Amount of line 20 Related to LBP Activities | | | | |
| 22 | Amount of line 20 Related to Section 504 Compliance | | | | |

| Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary | | | | | | |
|---|---|--|--|-------------------|------------------------------|--|
| PHA Name: Ocala Housing Authority | | Grant Type and Number Capital Fund Program #: FL29PO32501-00 Capital Fund Program #: Replacement Housing Factor Grant No: | | | Federal FY of Grant: 2000 | |
| Original Annual Statement | | <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:) | | | | |
| XPerformance and Evaluation Report for Period Ending: 3-31-01 | | <input type="checkbox"/> Final Performance and Evaluation Report | | | | |
| Line No. | Summary by Development Account | Total Estimated Cost | | Total Actual Cost | | |
| 23 | Amount of line 20 Related to Security | | | | | |
| 24 | Amount of line 20 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: Ocala Housing Authority | | Grant Type and Number Capital Fund Program FL29PO32501-00 Capital Fund Program Replacement Housing Factor #: | | | 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 Proposed Work |
| | | | | Original | Revised | Funds Obligated | Funds Expended | |
| PHA Wide | Operations | | | | | | | |
| | Operating Subsidy | 1406 | | 10000.00 | | 0.00 | 0.00 | Planning |
| | TOTAL | 1406 | | 10000.00 | | 0.00 | 0.00 | |
| PHA Wide | Management Improvements | | | | | | | |
| | Staff Training | 1408 | | 5000.00 | | 3329.00 | 3326.84 | On going |
| | Computer Upgrades | 1408 | | 2000.00 | | 1100.00 | 1089.95 | On going |
| | Vacancy Reduction | 1408 | | 47449.00 | | 29220.24 | 21114.24 | On going |
| | MIS Technical Support | 1408 | | 5000.00 | | 3000.00 | 0.00 | In process |
| | TOTAL | 1408 | | 59449.00 | | 36649.24 | 25531.03 | |
| PHA Wide | Administration | 1410 | | | | | | |
| | Mod Coordinator Salary | 1410 | | 34777.00 | | 14823.90 | 7839.30 | On going |
| | Sundry | 1410 | | 500.00 | | 0.00 | 0.00 | Planning |
| | TOTAL | 1410 | | 35277.00 | | 14823.90 | 7839.30 | |
| | | | | | | | | |
| | | | | | | | | |
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**Annual Statement/Performance and Evaluation Report
 Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)
 Part II: Supporting Pages**

| PHA Name: Ocala Housing Authority | | Grant Type and Number Capital Fund Program #: FL29PO32501-00 Capital Fund Program Replacement Housing Factor | | | 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 Proposed Work |
| | | | | Original | Revised | Funds Obligated | Funds Expended | |
| PHA Wide | Fees and Costs | 1430 | | | | | | |
| | A & E | 1430 | | 5000.00 | | 0.00 | 0.00 | Planning |
| | TOTAL | 1430 | | 5000.00 | | 0.00 | 0.00 | |
| PHA Wide | Dwelling Equipment – Non Expendable | 1465 | | | | | | |
| | Appliances | 1465 | | 10000.00 | | 10000.00 | 7490.00 | In process |
| | TOTAL | 1465 | | 0.00 | | 0.00 | 0.00 | |
| PHA Wide | Non-Dwelling Equipment | 1475 | | | | | | |
| | Computer Hardware | 1475 | | 5000.00 | | 5000.00 | 5000.00 | Completed |
| | TOTAL | 1475 | | 5000.00 | | 5000.00 | 5000.00 | |
| | Mod Used for Development – 5 (H) Homeownership Program | | | | | | | |

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

| PHA Name: Ocala Housing Authority | | Grant Type and Number Capital Fund Program #: FL29PO32501-00 Capital Fund Program Replacement Housing Factor | | | 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 Proposed Work |
| | | | | Original | Revised | Funds Obligated | Funds Expended | |
| FL32-02 | PAVILION OAKS | | | | | | | |
| | Site Improvement | 1450 | | | | | | |
| | Landscaping/Tree Removal | 1450 | | 10000.00 | | 10000.00 | | In Process |
| | Concrete/ Sidewalk Repair | 1450 | | 2000.00 | | 2000.00 | | In Process |
| | Resurface Parking Area | 1450 | | 10000.00 | | 10000.00 | | In Process |
| | Upgrade Laundry Room | 1450 | | 2500.00 | | 2500.00 | 350.00 | In Process |
| | Security Fence | 1450 | | 43955.00 | | 43955.00 | | In Process |
| | Sub Total | 1450 | | 68455.00 | | 68455.00 | 350.00 | |
| | Dwelling Structure | 1460 | | | | | | |
| | Install GFI Outlets | 1460 | 39 | 5070.00 | | 0.00 | 0.00 | Planning |
| | Convert BR for 504 Accessibility | 1460 | 1 | 25000.00 | | 0.00 | 0.00 | Planning |
| | Sub-Total | 1460 | | 30070.00 | | 0.00 | 0.00 | |
| FL32-02 | TOTAL | | | 98525.00 | | 68455.00 | 350.00 | |
| | | | | | | | | |
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| FL32-03 | DEER RUN | | | | | | | |

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

| PHA Name: Ocala Housing Authority | | Grant Type and Number Capital Fund Program #: FL29PO32501-00 Capital Fund Program Replacement Housing Factor | | | 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 Proposed Work |
| | | | | Original | Revised | Funds Obligated | Funds Expended | |
| | Site Improvement | 1450 | | | | | | |
| | Sidewalk Repair/Replacement | 1450 | | 10000.00 | | 0.00 | 0.00 | Planning |
| | Gutters and Downspouts | 1450 | | 0.00 | | 0.00 | 0.00 | |
| | Landscaping /Tree Removal | 1450 | | 5000.00 | | 584.74 | 584.74 | In Process |
| | Resurface Parking Area & Repair | 1450 | | 13624.00 | | 4000.00 | 0.00 | In Process |
| | Upgrade Laundry Room | 1450 | | 2500.00 | | 1000.00 | 575.00 | In Process |
| | Sub-Total | 1450 | | 31124.00 | | 5584.74 | 1159.74 | |
| | | | | | | | | |
| | Non-Dwelling Structure | | | | | | | |
| | 10x12 Laundry Facility | 1470 | | 12000.00 | | 12000.00 | 0.00 | In Process |
| | Sub-Total | 1470 | | 12000.00 | | 12000.00 | 0.00 | |
| | | | | | | | | |
| | TOTAL | | | 43124.00 | | 17584.74 | 1159.74 | |
| | | | | | | | | |
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|----------------|-------------------------------------|------|----|----------|--|------|------|----------|
| FL32-04 | SHADY HOLLOW | | | | | | | |
| | Site Improvement | 1450 | | | | | | |
| | Sidewalk Repair/Replacement | 1450 | | 1000.00 | | 0.00 | 0.00 | Planning |
| | Resurface Parking Area & Repair | 1450 | | 1000.00 | | 0.00 | 0.00 | Planning |
| | Landscaping/Tree Removal | 1450 | | 1000.00 | | 0.00 | 0.00 | Planning |
| | Sub-Total | 1450 | | 3000.00 | | 0.00 | 0.00 | |
| | | | | | | | | |
| | Dwelling Structure | 1460 | | | | | | |
| | Install GFI | 1460 | 50 | 3250.00 | | 0.00 | 0.00 | Planning |
| | Replace Wood Porch Grille Enclosure | 1460 | 29 | 15000.00 | | 0.00 | 0.00 | Planning |
| | Install Awning Over Glass Door | 1460 | 29 | 10000.00 | | 0.00 | 0.00 | Planning |
| | Central A/C Installation | 1460 | | 0.00 | | 0.00 | 0.00 | |
| | Sub-Total | 1460 | | 28250.00 | | 0.00 | 0.00 | |
| | | | | | | | | |
| | TOTAL | | | 31250.00 | | 0.00 | | |
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|----------------|--------------------------|------|--|----------|--|------|------|----------|
| FL32-08 | PINE GARDENS | | | | | | | |
| | Site Improvements | 1450 | | | | | | |
| | Landscaping | 1450 | | 2000.00 | | 0.00 | 0.00 | Planning |
| | Sub-Total | 1450 | | 2000.00 | | 0.00 | 0.00 | |
| | | | | | | | | |
| | Non-Dwelling Structure | 1470 | | | | | | |
| | Modernize Community Room | 1470 | | 15000.00 | | 0.00 | 0.00 | Bidding |
| | Courtyard | 1470 | | 9100.00 | | 0.00 | 0.00 | Planning |
| | Sub-Total | 1470 | | 24100.00 | | 0.00 | 0.00 | |
| | | | | | | | | |
| | TOTAL | | | 26100.00 | | 0.00 | 0.00 | |
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Annual Statement/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)
Part III: Implementation Schedule

| PHA Name: Ocala Housing Authority | | Grant Type and Number Capital Fund Program #: FL29PO32501-00 Capital Fund Program Replacement Housing Factor | | | | Federal FY of Grant: 2000 | |
|--|---|---|--------|---|---------|------------------------------|----------------------------------|
| Development Number Name/HA-Wide Activities | All Fund Obligated (Quart Ending Date) | | | All Funds Expended (Quarter Ending Date) | | | Reasons for Revised Target Dates |
| | Original | Revised | Actual | Original | Revised | Actual | |
| PHA Wide | 3-31-02 | | | 09-30-03 | | | |
| FL32-02 | 03-31-02 | | | 09-30-03 | | | |
| FL32-03 | 03-31-02 | | | 09-30-03 | | | |
| FL32-04 | 03-31-02 | | | 09-30-03 | | | |
| FL32-08 | 03-31-02 | | | 09-30-03 | | | |
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Annual Statement/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary

| | | |
|-----------------------------------|---|------------------------------|
| PHA Name: Ocala Housing Authority | Grant Type and Number Capital Fund Program #: Capital Fund Program #: Replacement Housing Factor Grant No: FL29R03250100 | Federal FY of Grant: 2000 |
|-----------------------------------|---|------------------------------|

Original Annual Statement
 Performance and Evaluation Report for Period Ending: 3/31/2001
 Reserve for Disasters/ Emergencies
 Revised Annual Statement (revision no:)
 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 | | | | |
| 3 | 1408 Management Improvements | | | | |
| 4 | 1410 Administration | | | | |
| 5 | 1411 Audit | | | | |
| 6 | 1415 liquidated Damages | | | | |
| 7 | 1430 Fees and Costs | | | | |
| 8 | 1440 Site Acquisition | | | | |
| 9 | 1450 Site Improvement | | | | |
| 10 | 1460 Dwelling Structures | | | | |
| 11 | 1465.1 Dwelling Equipment—Nonexpendable | | | | |
| 12 | 1470 Non-dwelling Structures | | | | |
| 13 | 1475 Non-dwelling Equipment | | | | |
| 14 | 1485 Demolition | | | | |
| 15 | 1490 Replacement Reserve | | | | |
| 16 | 1492 Moving to Work Demonstration | | | | |
| 17 | 1495.1 Relocation Costs | | | | |
| 18 | 1499 Mod Used for Development * | 243,414.00 | | | |
| 19 | 1502 Contingency | | | | |
| 20 | Amount of Annual Grant: (sum of lines 2-19) | | | | |
| 21 | Amount of line 20 Related to LBP Activities | | | | |
| 22 | Amount of line 20 Related to Section 504 Compliance | | | | |

| Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary | | | | | | |
|--|---|---|--|-------------------|------------------------------|--|
| PHA Name: Ocala Housing Authority | | Grant Type and Number Capital Fund Program #: Capital Fund Program #: Replacement Housing Factor Grant No: FL29R03250100 | | | Federal FY of Grant: 2000 | |
| <input type="checkbox"/> Original Annual Statement <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 3/31/2001 <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:) <input type="checkbox"/> Final Performance and Evaluation Report | | | | | | |
| Line No. | Summary by Development Account | Total Estimated Cost | | Total Actual Cost | | |
| 23 | Amount of line 20 Related to Security | | | | | |
| 24 | Amount of line 20 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: Ocala Housing Authority | | Grant Type and Number Capital Fund Program Capital Fund Program Replacement Housing Factor #: FL29R03250100 | | | 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 Proposed Work |
| | | | | Original | Revised | Funds Obligated | Funds Expended | |
| | Operations | | | | | | | |
| | Operating Subsidy | | | | | | | |
| | TOTAL | | | | | | | |
| | Management Improvements | | | | | | | |
| | Staff Training | | | | | | | |
| | Computer Upgrades | | | | | | | |
| | Vacancy Reduction | | | | | | | |
| | MIS Technical Support | | | | | | | |
| | TOTAL | | | | | | | |
| | Administration | | | | | | | |
| | Mod Coordinator Salary | | | | | | | |
| | Sundry | | | | | | | |
| | TOTAL | | | | | | | |
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Annual Statement/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)
Part II: Supporting Pages

| PHA Name: Ocala Housing Authority | | Grant Type and Number Capital Fund Program #: Capital Fund Program Replacement Housing Factor FL29R03250100 | | | 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 Proposed Work |
| | | | | Original | Revised | Funds Obligated | Funds Expended | |
| | Fees and Costs | | | | | | | |
| | A & E | | | | | | | |
| | Physical Needs | | | | | | | |
| | TOTAL | | | | | | | |
| | Dwelling Equipment – Non Expendable | | | | | | | |
| | Appliances | | | | | | | |
| | Furnaces | | | | | | | |
| | Hot Water Heaters | | | | | | | |
| | TOTAL | | | | | | | |
| | Non-Dwelling Equipment | | | | | | | |
| | Computer Hardware | | | | | | | |
| | Office Equipment | | | | | | | |
| | TOTAL | | | | | | | |
| Not assigned to King Estates | Mod Used for Development – 5 (H) Homeownership Program | 1499 | | 243,414.00 | | 0.00 | 0.00 | Planning |

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

| PHA Name: Ocala Housing Authority | | Grant Type and Number Capital Fund Program #: Capital Fund Program Replacement Housing Factor FL29R03250100 | | | 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 Proposed Work |
| | | | | Original | Revised | Funds Obligated | Funds Expended | |
| | PINE GARDENS | | | | | | | |
| | Site Improvements | | | | | | | |
| | Replace Fence | | | | | | | |
| | Resurface Parking Area & Repair | | | | | | | |
| | Sidewalk Repair/Replacement | | | | | | | |
| | TOTAL | | | | | | | |
| | Dwelling Structure | | | | | | | |
| | Central A/C Installation | | | | | | | |
| | TOTAL | | | | | | | |
| | TOTAL | | | | | | | |
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Annual Statement/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)
Part III: Implementation Schedule

| PHA Name: Ocala Housing Authority | | Grant Type and Number Capital Fund Program #: Capital Fund Program Replacement Housing Factor FL29R03250100 | | | | Federal FY of Grant: 2000 | |
|--|---|--|--------|---|---------|---------------------------|----------------------------------|
| Development Number Name/HA-Wide Activities | All Fund Obligated (Quart Ending Date) | | | All Funds Expended (Quarter Ending Date) | | | Reasons for Revised Target Dates |
| | Original | Revised | Actual | Original | Revised | Actual | |
| King Estates – not assigned | 9/30/2002 | | | 9/30/2003 | | | |

Annual Statement/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary

| | | |
|--|--|-------------------------------------|
| PHA Name: Ocala Housing Authority | Grant Type and Number Capital Fund Program #: FL29P032-707-99 Capital Fund Program #: Replacement Housing Factor Grant No: | Federal FY of Grant: 1999 |
|--|--|-------------------------------------|

Original Annual Statement **Reserve for Disasters/ Emergencies** **Revised Annual Statement (revision no:)**
 X Performance and Evaluation Report for Period Ending:03/31/2001 **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 | | | | |
| 3 | 1408 Management Improvements | 72,240.00 | | 72,240.00 | 72,240.00 |
| 4 | 1410 Administration | 31,500.00 | | 31,500.00 | 31,417.92 |
| 5 | 1411 Audit | | | | |
| 6 | 1415 liquidated Damages | | | | |
| 7 | 1430 Fees and Costs | 20,000.00 | | 20,000.00 | 16,284.98 |
| 8 | 1440 Site Acquisition | | | | |
| 9 | 1450 Site Improvement | | | | |
| 10 | 1460 Dwelling Structures | 209,530.00 | | 209,530.00 | 209,530.00 |
| 11 | 1465.1 Dwelling Equipment—Nonexpendable | | | | |
| 12 | 1470 Non-dwelling Structures | | | | |
| 13 | 1475 Non-dwelling Equipment | 19,500.00 | | 19,500.00 | 19,500.00 |
| 14 | 1485 Demolition | | | | |
| 15 | 1490 Replacement Reserve | | | | |
| 16 | 1492 Moving to Work Demonstration | | | | |
| 17 | 1495.1 Relocation Costs | | | | |
| 18 | 1498 Mod Used for Development * | | | | |
| 19 | 1502 Contingency | | | | |
| 20 | Amount of Annual Grant: (sum of lines 2-19) | 352,770.00 | | 352,770.00 | 348,972.90 |
| 21 | Amount of line 20 Related to LBP Activities | | | | |

| | | | | | |
|----|---|-----------|-----------|--|--|
| 22 | Amount of line 20 Related to Section 504 Compliance | 50,000.00 | 50,000.00 | | |
| 23 | Amount of line 20 Related to Security | 33,220.00 | 43,220.00 | | |
| 24 | Amount of line 20 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: Ocala Housing Authority | | Grant Type and Number Capital Fund Program # FL29P032-707-99 Capital Fund Program Replacement Housing Factor #: | | | Federal FY of Grant: 1999 | | | |
|--|---|--|----------|----------------------|---------------------------|--------------------|-------------------|-------------------------------|
| Development Number Name/HA-Wide Activities | General Description of Major Work Categories | Dev. Acct No. | Quantity | Total Estimated Cost | | Total Actual Cost | | Status of Proposed Work |
| | | | | Original | Revised | Funds Obligated | Funds Expended | |
| | Operations | | | | | | | |
| | Operating Subsidy | | | | | | | |
| | TOTAL | | | | | | | |
| PHA-Wide | Management Improvements | 1408 | | | | | | |
| | Staff Training | 1408 | | 6,000.00 | | 6,000.00 | 6,000.00 | |
| | Computer Upgrades | 1408 | | 13,359.50 | | 13,359.50 | 13,359.50 | |
| | Physical and Site Improvements | 1408 | | 52,880.50 | | 52,880.50 | 52,880.50 | |
| | MIS Technical Support | | | | | | | |
| | TOTAL | 1408 | | 72,240.00 | | 72,240.00 | 72,240.00 | |
| PHA-Wide | Administration | 1410 | | | | | | |
| | Mod Coordinator Salary | 1410 | | 31,000.00 | | 31,000.00 | 31,000.00 | |
| | Sundry | 1410 | | 500.00 | | 500.00 | 417.92 | |
| | TOTAL | 1410 | | 31,500.00 | | 31,500.00 | 31,417.92 | |
| | | | | | | | | |
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**Annual Statement/Performance and Evaluation Report
 Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)
 Part II: Supporting Pages**

| PHA Name: Ocala Housing Authority | | Grant Type and Number Capital Fund Program #:FL29P032-707-99 Capital Fund Program Replacement Housing Factor | | | Federal FY of Grant: 1999 | | | |
|--|---|---|----------|----------------------|---------------------------|--------------------|-------------------|-------------------------------|
| Development Number Name/HA-Wide Activities | General Description of Major Work Categories | Dev. Acct No. | Quantity | Total Estimated Cost | | Total Actual Cost | | Status of Proposed Work |
| | | | | Original | Revised | Funds Obligated | Funds Expended | |
| PHA-Wide | Fees and Costs | 1430 | | | | | | |
| | A & E | 1430 | | 14,500.00 | | 14,500.00 | 10,784.98 | |
| | Comp Grant Update | 1430 | | 5,500.00 | | 5,500.00 | 5,500.00 | |
| | TOTAL | 1430 | | 20,000.00 | | 20,000.00 | 16,284.98 | |
| | Dwelling Equipment – Non Expendable | | | | | | | |
| | Appliances | | | | | | | |
| | Furnaces | | | | | | | |
| | Hot Water Heaters | | | | | | | |
| | TOTAL | | | | | | | |
| PHA-Wide | Non-Dwelling Equipment | 1475 | | | | | | |
| | Computer Hardware | 1475 | | 19,500.00 | | 19,500.00 | 19,500.00 | |
| | Office Equipment | | | | | | | |
| | TOTAL | 1475 | | 19,500.00 | | 19,500.00 | 19,500.00 | |
| | Mod Used for Development – 5 (H) Homeownership Program | | | | | | | |

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

| PHA Name: Ocala Housing Authority | | Grant Type and Number Capital Fund Program #:FL29P032-707-99 Capital Fund Program Replacement Housing Factor | | | Federal FY of Grant: 1999 | | | |
|--|---|---|----------|----------------------|------------------------------|--------------------|-------------------|-------------------------------|
| Development Number Name/HA-Wide Activities | General Description of Major Work Categories | Dev. Acct No. | Quantity | Total Estimated Cost | | Total Actual Cost | | Status of Proposed Work |
| | | | | Original | Revised | Funds Obligated | Funds Expended | |

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

| PHA Name: Ocala Housing Authority | | Grant Type and Number Capital Fund Program #:FL29P032-707-99 Capital Fund Program Replacement Housing Factor | | | Federal FY of Grant: 1999 | | | |
|--|---|---|----------|----------------------|------------------------------|--------------------|-------------------|-------------------------------|
| Development Number Name/HA-Wide Activities | General Description of Major Work Categories | Dev. Acct No. | Quantity | Total Estimated Cost | | Total Actual Cost | | Status of Proposed Work |
| | | | | Original | Revised | Funds Obligated | Funds Expended | |
| FL032-03 | DEER RUN | 1460 | | | | | | |
| | Modernization of vacant units 2914, 2920, 3010, 3014, 3108,3114,3120,3126,3144,& 3146 | 1460 | | 77,000.00 | | 77,000.00 | 77,000.00 | |
| | Modernization of kitchen cabinets 2818 | 1460 | | 5,000.00 | | 5,000.00 | 5,000.00 | |
| | Modernization of floor covering 2834,2840,2848,2909,3022,3102,&3138 | 1460 | | 12,500.00 | | 12,500.00 | 12,500.00 | |
| | Replace soffits and fascia | 1460 | | 41,930.00 | | 41,930.00 | 41,930.00 | |
| | TOTAL | 1460 | | 136,430.00 | | 136,430.00 | 136,430.00 | |
| | | | | | | | | |
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| Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part II: Supporting Pages | | | | | | | | |
|---|---|---------------|--|----------------------|---------|--------------------|-------------------------------------|-------------------------------|
| PHA Name: Ocala Housing Authority | | | Grant Type and Number Capital Fund Program #:FL29P032-707-99 Capital Fund Program Replacement Housing Factor | | | | Federal FY of Grant: 1999 | |
| Development Number Name/HA-Wide Activities | General Description of Major Work Categories | Dev. Acct No. | Quantity | Total Estimated Cost | | Total Actual Cost | | Status of Proposed Work |
| | | | | Original | Revised | Funds Obligated | Funds Expended | |
| | PINE GARDENS | | | | | | | |
| | Site Improvements | | | | | | | |
| | Replace Fence | | | | | | | |
| | Resurface Parking Area & Repair | | | | | | | |
| | Sidewalk Repair/Replacement | | | | | | | |
| | TOTAL | | | | | | | |
| | Dwelling Structure | | | | | | | |
| | Central A/C Installation | | | | | | | |
| | TOTAL | | | | | | | |
| | TOTAL | | | | | | | |
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Annual Statement/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)
Part III: Implementation Schedule

| PHA Name: Ocala Housing Authority | | Grant Type and Number Capital Fund Program #: FL29P032-707-99 Capital Fund Program Replacement Housing Factor | | | | Federal FY of Grant: 1999 | |
|--|---|--|--------|---|---------|---------------------------|----------------------------------|
| Development Number Name/HA-Wide Activities | All Fund Obligated (Quart Ending Date) | | | All Funds Expended (Quarter Ending Date) | | | Reasons for Revised Target Dates |
| | Original | Revised | Actual | Original | Revised | Actual | |
| PHA-Wide | 9/30/01 | | | 9/30/02 | | | |
| FL032-02 1460 | 9/30/01 | | | 9/30/02 | | | |
| FL032-03 1460 | 9/30/01 | | | 9/30/02 | | | |
| FL032-04 | 9/30/01 | | | 9/30/02 | | | |
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**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 FL29P032502-01 FFY of Grant Approval: 2001

X Original Annual Statement

| Line No. | Summary by Development Account | Total Estimated Cost |
|----------|---|----------------------|
| 1 | Total Non-CGP Funds | |
| 2 | 1406 Operations | \$ 10,000.00 |
| 3 | 1408 Management Improvements | \$ 63,000.00 |
| 4 | 1410 Administration | \$ 33,019.00 |
| 5 | 1411 Audit | |
| 6 | 1415 Liquidated Damages | |
| 7 | 1430 Fees and Costs | \$ 7,500.00 |
| 8 | 1440 Site Acquisition | |
| 9 | 1450 Site Improvement | \$ 66,000.00 |
| 10 | 1460 Dwelling Structures | \$ 105,672.00 |
| 11 | 1465.1 Dwelling Equipment-Nonexpendable | \$ 40,000.00 |
| 12 | 1470 Nondwelling Structures | |
| 13 | 1475 Nondwelling Equipment | \$ 5,000.00 |
| 14 | 1485 Demolition | |
| 15 | 1490 Replacement Reserve | |
| 16 | 1492 Moving to Work Demonstration | |
| 17 | 1495.1 Relocation Costs | |
| 18 | 1499 Mod Used for Development | |
| 19 | 1502 Contingency | |
| 20 | Amount of Annual Grant (Sum of lines 2-19) | \$ 330,191.00 |
| 21 | Amount of line 20 Related to LBP Activities | |
| 22 | Amount of line 20 Related to Section 504 Compliance | |
| 23 | Amount of line 20 Related to Security | \$ 2,500.00 |
| 24 | Amount of line 20 Related to Energy Conservation Measures | \$ 105,672.00 |

**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 | Operations | 1406 | \$10,000.00 |
| | Operating Subsidy | 1406 | \$ 10,000.00 |
| PHA-Wide | Management Improvements | | |
| | Staff Training | 1408 | \$ 5,000.00 |
| | Computer Upgrades | 1408 | \$ 3,000.00 |
| | Vacancy Reduction | 1408 | \$ 50,000.00 |
| | MIS Technical Support | 1408 | \$ 5,000.00 |
| | TOTAL | 1408 | \$ 63,000.00 |
| PHA-Wide | Administration | | |
| | Mod Coordinator Salary | 1410 | \$ 33,019.00 |
| | Sundry | 1410 | |
| | TOTAL | 1410 | \$ 33,019.00 |
| PHA-Wide | Fees and Costs | | |
| | A & E | 1430 | \$ 2,500.00 |
| | Physical Needs | 1430 | \$ 5,000.00 |
| | TOTAL | 1430 | \$ 7,500.00 |
| PHA-Wide | Dwelling Equipment – Non Expendable | | |
| | Appliances | 1465.1 | \$ 25,000.00 |
| | Furnaces | 1465.1 | \$ 12,000.00 |
| | Hot Water Heaters | 1465.1 | \$ 3,000.00 |
| | TOTAL | 1465.1 | \$ 40,000.00 |
| PHA-Wide | Non-Dwelling Equipment | | |
| | Computer Hardware | 1475 | \$ 4,000.00 |
| | Office Equipment | 1475 | \$ 1,000.00 |
| | TOTAL | 1475 | \$ 5,000.00 |
| | Mod Used for Development – 5 (H) Homeownership Program | 1499 | \$ 0.00 |

Table Library

**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 |
|---|--|----------------------------|----------------------|
| FL032-02 | PAVILION OAKS | | |
| | Site Improvement | | |
| | Landscaping/Tree Removal | 1450 | \$ 5,000.00 |
| | Concrete/Sidewalk Repair | 1450 | \$ 6,000.00 |
| | Resurface Parking Area | 1450 | \$ 3,000.00 |
| | Gutters and Downspouts | 1450 | \$ 10,000.00 |
| | TOTAL | 1450 | \$ 24,000.00 |
| | | | |
| | Dwelling Structure | | |
| | Central A/C Installation | 1460 | \$ 36,672.00 |
| TOTAL | 1460 | \$ 36,672.00 | |
| | | | |
| TOTAL | | \$ 60,672.00 | |
| FL032-03 | DEER RUN | | |
| | Site Improvement | | |
| | Gutters and Downspouts | 1450 | \$ 15,000.00 |
| | Landscaping/Tree Removal | 1450 | \$ 2,000.00 |
| | Resurfacing Parking Area & Repair | 1450 | \$ 8,000.00 |
| | TOTAL | 1450 | \$ 25,000.00 |
| | | | |
| | Dwelling Structure | | |
| | Central A/C Installation | 1460 | \$ 0.00 |
| | TOTAL | 1460 | \$ 0.00 |
| | | | |
| TOTAL | | \$ 25,000.00 | |
| FL032-04 | SHADY HOLLOW | | |
| | Site Improvement | | |
| | Tree Trim and Removal | 1450 | \$ 5,000.00 |
| | Resurface Parking Area & Repair | 1450 | \$ 3,500.00 |
| | TOTAL | 1450 | \$ 8,500.00 |

**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 |
|---|--|----------------------------|----------------------|
| FL032-08 | Dwelling Structure | | |
| | Replace Patio Screen Doors | 1460 | \$ 3,000.00 |
| | Central A/C Installation | 1460 | \$ 0.00 |
| | TOTAL | 1460 | \$ 3,000.00 |
| | TOTAL | | \$ 11,500.00 |
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Annual Statement
Capital Fund Program (CP) Part III: Implementation Schedule

| Development Number/Name HA-Wide Activities | All Funds Obligated (Quarter Ending Date) | All Funds Expended (Quarter Ending Date) |
|---|--|---|
| PHA-Wide | 03-31-03 | 09-30-04 |
| FL032-02 #1450 #1460 | 03-31-03 03-31-03 | 09-30-04 09-30-04 |
| FL032-03 #1450 #1460 | 03-31-03 03-31-03 | 09-30-04 09-30-04 |
| FL032-04 #1450 #1460 | 03-31-03 03-31-03 | 09-30-04 09-30-04 |
| FL032-08 #1450 #1460 | 03-31-03 03-31-03 | 09-30-04 09-30-04 |

Capital Fund Program 5-Year Action Plan

Complete one table for each development in which work is planned in the next 5 PHA fiscal years. Complete a table for any PHA-wide physical or management improvements planned in the next 5 PHA fiscal year. Copy this table as many times as necessary. Note: PHAs need not include information from Year One of the 5-Year cycle, because this information is included in the Capital Fund Program Annual Statement.

| CFP 5-Year Action Plan | | |
|---|--|--|
| <input checked="" type="checkbox"/> Original statement <input type="checkbox"/> Revised statement | | |
| Development Number | Development Name (or indicate PHA wide) | |
| FL032 | PHA Wide | |
| Description of Needed Physical Improvements or Management Improvements | Estimated Cost | Planned Start Date (HA Fiscal Year) |
| Management Training | \$ 20,000.00 | 10-01-2002 |
| REAC Inspection Computer | \$ 5,000.00 | 10-01-2003 |
| Operating Subsidy | \$ 25,000.00 | 10-01-2002 |
| Appliances | \$120,000.00 | 10-01-2002 |
| A & E Fees | \$ 10,000.00 | 10-01-2002 |
| Computer Upgrades | \$ 20,000.00 | 10-01-2002 |
| Vacancy Reduction | \$200,000.00 | 10-01-2002 |
| Total estimated cost over next 5 years | \$400,000.00 | |

Capital Fund Program 5-Year Action Plan

Complete one table for each development in which work is planned in the next 5 PHA fiscal years. Complete a table for any PHA-wide physical or management improvements planned in the next 5 PHA fiscal year. Copy this table as many times as necessary. Note: PHAs need not include information from Year One of the 5-Year cycle, because this information is included in the Capital Fund Program Annual Statement.

| CFP 5-Year Action Plan | | |
|---|--|--|
| <input checked="" type="checkbox"/> Original statement <input type="checkbox"/> Revised statement | | |
| Development Number | Development Name (or indicate PHA wide) | |
| FL032-02 | Pavilion Oaks | |
| Description of Needed Physical Improvements or Management Improvements | Estimated Cost | Planned Start Date (HA Fiscal Year) |
| Central A/C Installation | \$101,500.00 | 10-01-2002 |
| Resurface Parking Area (Phase 2) | \$ 4,000.00 | 10-01-2003 |
| Modernize Community & Laundry Centers | \$ 10,000.00 | 10-01-2005 |
| Tree Removal | \$ 10,000.00 | 10-01-2004 |
| Landscaping | \$ 2,500.00 | 10-01-2004 |
| Sidewalk Replacement | \$ 3,000.00 | 10-01-2004 |
| Soffit and Fascia Replacement | \$ 40,000.00 | 10-01-2005 |
| Total estimated cost over next 5 years | \$171,000.00 | |

Capital Fund Program 5-Year Action Plan

Complete one table for each development in which work is planned in the next 5 PHA fiscal years. Complete a table for any PHA-wide physical or management improvements planned in the next 5 PHA fiscal year. Copy this table as many times as necessary. Note: PHAs need not include information from Year One of the 5-Year cycle, because this information is included in the Capital Fund Program Annual Statement.

| CFP 5-Year Action Plan | | |
|---|--|--|
| <input checked="" type="checkbox"/> Original statement <input type="checkbox"/> Revised statement | | |
| Development Number | Development Name (or indicate PHA wide) | |
| FL032-08 | Pine Gardens | |
| Description of Needed Physical Improvements or Management Improvements | Estimated Cost | Planned Start Date (HA Fiscal Year) |
| Resurface parking Area (Phase 2) | \$ 2,500.00 | 10-01-2004 |
| Upgrade Elevator | \$ 35,000.00 | 10-01-2005 |
| Replace Dumpster Fence (1) | \$ 2,000.00 | 10-01-2004 |
| Total estimated cost over next 5 years | \$ 39,500.00 | |

Capital Fund Program 5-Year Action Plan

Complete one table for each development in which work is planned in the next 5 PHA fiscal years. Complete a table for any PHA-wide physical or management improvements planned in the next 5 PHA fiscal year. Copy this table as many times as necessary. Note: PHAs need not include information from Year One of the 5-Year cycle, because this information is included in the Capital Fund Program Annual Statement.

| CFP 5-Year Action Plan | | |
|---|--|--|
| X Original statement <input type="checkbox"/> Revised statement | | |
| Development Number | Development Name (or indicate PHA wide) | |
| FL032-04 | Shady Hollow | |
| Description of Needed Physical Improvements or Management Improvements | Estimated Cost | Planned Start Date (HA Fiscal Year) |
| Central A/C Installation | \$175,000.00 | 10-01-03 |
| Resurface Parking Area | \$ 9,000.00 | 10-01-02 |
| Modernize Community & Laundry Rooms | \$ 5,000.00 | 10-01-03 |
| Build Community Center (900 Section) | \$ 50,000.00 | 10-01-04 |
| Privacy/Security Fence | \$ 40,000.00 | 10-01-01 |
| Replace dumpster Fence (3) | \$ 4,500.00 | 10-01-04 |
| Landscaping | \$ 2,000.00 | 10-01-01 |
| Total estimated cost over next 5 years | \$285,500.00 | |

Capital Fund Program 5-Year Action Plan

Complete one table for each development in which work is planned in the next 5 PHA fiscal years. Complete a table for any PHA-wide physical or management improvements planned in the next 5 PHA fiscal year. Copy this table as many times as necessary. Note: PHAs need not include information from Year One of the 5-Year cycle, because this information is included in the Capital Fund Program Annual Statement.

| CFP 5-Year Action Plan | | |
|---|--|--|
| X Original statement <input type="checkbox"/> Revised statement | | |
| Development Number | Development Name (or indicate PHA wide) | |
| FL032-03 | Deer Run | |
| Description of Needed Physical Improvements or Management Improvements | Estimated Cost | Planned Start Date (HA Fiscal Year) |
| Central A/C Installation | \$266,000.00 | 10-01-02 |
| Resurface Parking Area | \$ 7,000.00 | 10-01-01 |
| Modernize Community Rooms (2) | \$ 10,000.00 | 10-01-02 |
| Landscaping & Tree trimming/removal | \$ 5,000.00 | 10-01-01 |
| Exterior Pressure Cleaning | \$ 5,000.00 | 10-01-02 |
| Replace Dumpster Fence (8) | \$ 12,000.00 | 10-01-04 |
| Total estimated cost over next 5 years | \$305,000.00 | |

PHA Public Housing Drug Elimination Program Plan

Note: THIS PHDEP Plan template (HUD 50075-PHDEP Plan) is to be completed in accordance with Instructions located in applicable PIH Notices.

Section 1: General Information/History

A. Amount of PHDEP Grant \$45,944.00

B. Eligibility type (Indicate with an "x") N1 _____ N2 _____ R X

C. FFY in which funding is requested 2001

D. Executive Summary of Annual PHDEP Plan

In the space below, provide a brief overview of the PHDEP Plan, including highlights of major initiatives or activities undertaken. It may include a description of the expected outcomes. The summary must not be more than five (5) sentences long

The Ocala Housing Authority plans to provide comprehensive resident initiatives, to foster a preventive approach to addressing problems of drugs and drug-related crimes in the Public Housing Development. MAD DADS of Greater Ocala, Inc. will provide on-site programs such as: after-school tutorial and recreational diversions, club scouting, parenting skills and a vocational technical assistance program. The YMCA Black Achievers Program will be based on-site to provide a tutorial program and life skills management classes. STARS of Ocala and the Boys & Girls Club of Marion County will provide transportation to their sites for educational and recreational programs. The expected outcomes of our programs are to provide avenues for at-risk youth to obtain tutoring, life management skills, drug prevention education and recreational activities.

E. Target Areas

Complete the following table by indicating each PHDEP Target Area (development or site where activities will be conducted), the total number of units in each PHDEP Target Area, and the total number of individuals expected to participate in PHDEP sponsored activities in each Target Area. Unit count information should be consistent with that available in PIC.

| PHDEP Target Areas (Name of development(s) or site) | Total # of Units within the PHDEP Target Area(s) | Total Population to be Served within the PHDEP Target Area(s) |
|--|---|--|
| DEER RUN | 76 | 161 |
| PAVILION OAKS | 39 | 93 |
| SHADY HOLLOW | 50 | 87 |

F. Duration of Program

Indicate the duration (number of months funds will be required) of the PHDEP Program proposed under this Plan (place an “x” to indicate the length of program by # of months. For “Other”, identify the # of months).

12 Months X 18 Months 24 Months

G. PHDEP Program History

Indicate each FY that funding has been received under the PHDEP Program (place an “x” by each applicable Year) and provide amount of funding received. If previously funded programs have not been closed out at the time of this submission, indicate the fund balance and anticipated completion date. The Fund Balances should reflect the balance as of Date of Submission of the PHDEP Plan. The Grant Term End Date should include any HUD-approved extensions or waivers. For grant extensions received, place “GE” in column or “W” for waivers.

| Fiscal Year of Funding | PHDEP Funding Received | Grant # | Fund Balance as of Date of this Submission | Grant Extensions or Waivers | Grant Start Date | Grant Term End Date |
|------------------------|------------------------|----------------|--|-----------------------------|------------------|---------------------|
| FY 1995 | | | | | | |
| FY 1996 | | | | | | |
| FY 1997 | 157,500 | FL29DEP0320196 | 3,652.50 | | | 07/2001 |
| FY1998/99 | 55,500 | FL29DEP0320198 | 5,611.59 | | | 12/2001 |
| FY 2000 | 69,721 | FL29DEP0320100 | 38,279.59 | | | 12/2001 |

Section 2: PHDEP Plan Goals and Budget

A. PHDEP Plan Summary

In the space below, summarize the PHDEP strategy to address the needs of the target population/target area(s). Your summary should briefly identify: the broad goals and objectives, the role of plan partners, and your system or process for monitoring and evaluating PHDEP-funded activities. This summary should not exceed 5-10 sentences.

The goal of OHA's drug program is to provide recreational, educational and security programs to ensure a drug free and safe environment for all public housing residents. The objectives of this program are to have youth actively involved in programs that will benefit them and their families, and have adults take pride in their community. Each partner's role and mission is to promote the growth of our youth in a positive environment. The program will be monitored and evaluated by quarterly meetings with each partner, confidential surveys and feedback from residents.

B. PHDEP Budget Summary

Enter the total amount of PHDEP funding allocated to each line item.

| FFY_2001__ PHDEP Budget Summary | |
|---|----------------------|
| Original statement | |
| Revised statement dated: | |
| Budget Line Item | Total Funding |
| 9110 – Reimbursement of Law Enforcement | |
| 9115 - Special Initiative | |
| 9116 - Gun Buyback TA Match | |
| 9120 - Security Personnel | |
| 9130 - Employment of Investigators | |
| 9140 - Voluntary Tenant Patrol | |
| 9150 - Physical Improvements | |
| 9160 - Drug Prevention | \$ 24,100.00 |
| 9170 - Drug Intervention | |
| 9180 - Drug Treatment | |
| 9190 - Other Program Costs | \$ 21,844.00 |
| | |
| TOTAL PHDEP FUNDING | \$ 45,944.00 |

C. PHDEP Plan Goals and Activities

In the tables below, provide information on the PHDEP strategy summarized above by budget line item. Each goal and objective should be numbered sequentially for each budget line item (where applicable). Use as many rows as necessary to list proposed activities (additional rows may be inserted in the tables). PHAs are not required to provide information in shaded boxes. Information provided must be concise—not to exceed two sentences in any column. Tables for line items in which the PHA has no planned goals or activities may be deleted.

| 9110 – Reimbursement of Law Enforcement | | | | | Total PHDEP Funding: \$ | | |
|--|---------------------|-------------------|------------|------------------------|--------------------------------|--------------------------------|------------------------|
| Goal(s) | | | | | | | |
| Objectives | | | | | | | |
| Proposed Activities | # of Persons Served | Target Population | Start Date | Expected Complete Date | PHEDE P Funding | Other Funding (Amount/ Source) | Performance Indicators |
| 1. | | | | | | | |
| 2. | | | | | | | |
| 3. | | | | | | | |

| 9115 - Special Initiative | | | | | Total PHDEP Funding: \$ | | |
|----------------------------------|---------------------|-------------------|------------|------------------------|--------------------------------|--------------------------------|------------------------|
| Goal(s) | | | | | | | |
| Objectives | | | | | | | |
| Proposed Activities | # of Persons Served | Target Population | Start Date | Expected Complete Date | PHEDEP Funding | Other Funding (Amount/ Source) | Performance Indicators |
| 1. | | | | | | | |
| 2. | | | | | | | |
| 3. | | | | | | | |

| 9116 - Gun Buyback TA Match | | | | | Total PHDEP Funding: \$ | | |
|------------------------------------|---------------------|-------------------|------------|------------------------|--------------------------------|--------------------------------|------------------------|
| Goal(s) | | | | | | | |
| Objectives | | | | | | | |
| Proposed Activities | # of Persons Served | Target Population | Start Date | Expected Complete Date | PHDEP Funding | Other Funding (Amount /Source) | Performance Indicators |
| 1. | | | | | | | |
| 2. | | | | | | | |
| 3. | | | | | | | |

| 9120 - Security Personnel | | | | | Total PHDEP Funding: \$ | | |
|----------------------------------|---------------------|-------------------|------------|------------------------|--------------------------------|--------------------------------|------------------------|
| Goal(s) | | | | | | | |
| Objectives | | | | | | | |
| Proposed Activities | # of Persons Served | Target Population | Start Date | Expected Complete Date | PHDEP Funding | Other Funding (Amount /Source) | Performance Indicators |
| 1. | | | | | | | |
| 2. | | | | | | | |
| 3. | | | | | | | |

| 9130 – Employment of Investigators | | | | | Total PHDEP Funding: \$ | | |
|---|---------------------|-------------------|------------|------------------------|--------------------------------|--------------------------------|------------------------|
| Goal(s) | | | | | | | |
| Objectives | | | | | | | |
| Proposed Activities | # of Persons Served | Target Population | Start Date | Expected Complete Date | PHDEP Funding | Other Funding (Amount /Source) | Performance Indicators |
| 1. | | | | | | | |
| 2. | | | | | | | |
| 3. | | | | | | | |

| 9140 – Voluntary Tenant Patrol | | | | | Total PHDEP Funding: \$ | | |
|---------------------------------------|---------------------|-------------------|------------|------------------------|--------------------------------|--------------------------------|------------------------|
| Goal(s) | | | | | | | |
| Objectives | | | | | | | |
| Proposed Activities | # of Persons Served | Target Population | Start Date | Expected Complete Date | PHDEP Funding | Other Funding (Amount /Source) | Performance Indicators |
| 1. | | | | | | | |
| 2. | | | | | | | |
| 3. | | | | | | | |

| 9150 - Physical Improvements | | | | | Total PHDEP Funding: \$ | | |
|-------------------------------------|---------------------|-------------------|------------|------------------------|--------------------------------|--------------------------------|------------------------|
| Goal(s) | | | | | | | |
| Objectives | | | | | | | |
| Proposed Activities | # of Persons Served | Target Population | Start Date | Expected Complete Date | PHDEP Funding | Other Funding (Amount /Source) | Performance Indicators |
| 1. | | | | | | | |
| 2. | | | | | | | |
| 3. | | | | | | | |

| 9160 - Drug Prevention | | | | | Total PHDEP Funding: \$ 24,100.00 | | |
|------------------------------------|---------------------|--|------------|------------------------|--|--------------------------------|---|
| Goal(s) | | Increase involvement in positive educational, recreational, drug free programs in a drug free environment. | | | | | |
| Objectives | | Provide educational programs, recreational programs, drug free and prevention programs. | | | | | |
| Proposed Activities | # of Persons Served | Target Population | Start Date | Expected Complete Date | PHDEP Funding | Other Funding (Amount /Source) | Performance Indicators |
| 1.Summer Youth Program | 60 | OHA Youth | 05/02 | 08/02 | \$ 10,000.00 | | Reduce youth crime during the summer months. |
| 2.Academic/Drug Education | 60 | OHA Youth | 10/01 | 09/02 | \$ 8,000.00 | | Reduce the number of school dropouts and prevent youth from involvement in drug related crimes. |
| 3.Transportation to Youth Programs | 60 | OHA Youth | 10/01 | 09/02 | \$ 6,100.00 | | Maintain or increase the number of youth participation. |

| 9170 - Drug Intervention | | | | | Total PHDEP Funding: \$ | | |
|---------------------------------|---------------------|-------------------|------------|------------------------|--------------------------------|--------------------------------|------------------------|
| Goal(s) | | | | | | | |
| Objectives | | | | | | | |
| Proposed Activities | # of Persons Served | Target Population | Start Date | Expected Complete Date | PHDEP Funding | Other Funding (Amount /Source) | Performance Indicators |
| 1. | | | | | | | |
| 2. | | | | | | | |
| 3. | | | | | | | |

| 9180 - Drug Treatment | | | | | Total PHDEP Funding: \$ | | |
|------------------------------|---------------------|-------------------|------------|------------------------|--------------------------------|--------------------------------|------------------------|
| Goal(s) | | | | | | | |
| Objectives | | | | | | | |
| Proposed Activities | # of Persons Served | Target Population | Start Date | Expected Complete Date | PHDEP Funding | Other Funding (Amount /Source) | Performance Indicators |
| 1. | | | | | | | |
| 2. | | | | | | | |
| 3. | | | | | | | |

| 9190 - Other Program Costs | | | | | Total PHDEP Funds: \$ 21,844.00 | | |
|-----------------------------------|---------------------|-------------------|------------|------------------------|--|--------------------------------|--|
| Goal(s) | | | | | | | |
| Objectives | | | | | | | |
| Proposed Activities | # of Persons Served | Target Population | Start Date | Expected Complete Date | PHDEP Funding | Other Funding (Amount /Source) | Performance Indicators |
| 1. Program Coordinator | | | 08/01 | 09/02 | \$ 20,000.00 | | 1. To help residents gain knowledge regarding drug prevention. 2. To help reduce drug and criminal activities. 3. Active partnerships with the Police Department and other law enforcement agencies. |
| 2. Contract Services | | | | | \$ 1,844.00 | | Consultant and/or contract services with other agencies to benefit PHDEP program. |
| 3. | | | | | | | |

Required Attachment E: Resident Member on the PHA Governing Board

1. X 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)

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

Reba Overstreet

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

Elected

X Appointed

C. The term of appointment is (include the date term expires): April 2000 – April 2004

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: April 2002

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

Mayor, City of Ocala Florida

Mayor E.L. Foster, City of Ocala Florida

Required Attachment F: Membership of the Resident Advisory Board or Boards

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.)

Deer Run Community – Resident Council Board

Elaine Jackson – President
Mildred Vernon – Vice President
Linda Anderson – Secretary
Vincent Jackson – Treasurer

Pavilion Oaks Community – Resident Council Board

Shirley Floyd – President (no longer lives in public housing)
Sabrina Smith – Vice President
Laverne Patterson – Secretary
Claretha Dean – Treasurer

Shady Hollow Community

No Resident Council Board because residents do not want to take on task. Residents only want to come to meetings monthly.

Pine Gardens Community

No Resident Council Board because residents do not want to take on task. Residents only want to come to meetings monthly.

****NOTE: Residents of both Pine Gardens and Shady Hollow are notified of monthly meetings through OHA Newsletter and Flyers. Informal meetings are held monthly with Neighborhood Watch Meetings being held every other month.

Chapter 4
TENANT SELECTION AND ASSIGNMENT PLAN
(Includes Managing the Waiting List)
[24 CFR 960.204]

INTRODUCTION

It is the Ocala Housing Authority's policy that each applicant shall be assigned an appropriate place on a **city-wide waiting list**. Applicants will be listed in sequence based upon date and time the application is received, the size and type of unit they require. In filling an actual or expected vacancy, the Ocala Housing Authority will offer the dwelling unit to an applicant in the appropriate sequence, with the goal of accomplishing deconcentration of poverty and income-mixing objectives. The Ocala Housing Authority will offer the unit until it is accepted. This Chapter describes the Ocala Housing Authority's policies with regard to the number of unit offers that will be made to applicants selected from the waiting list.

Ocala Housing Authority's Objectives

*** Ocala Housing Authority policies will be followed consistently and will affirmatively further HUD's fair housing goals.**

It is the Ocala Housing Authority's objective to ensure that families are placed in the proper order on the waiting list so that the offer of a unit is not delayed to any family unnecessarily or made to any family prematurely. This chapter explains the policies for the management of the waiting list.

By maintaining an accurate waiting list, the Ocala Housing Authority will be able to perform the activities which ensure that an adequate pool of qualified applicants will be available to fill unit vacancies in a timely manner. Based on the Ocala Housing Authority's turnover and the availability of appropriate sized units, groups of families will be selected from the waiting list to form a final eligibility "pool." Selection from the pool will be based on completion of verification.

A. MANAGEMENT OF THE WAITING LIST

The Ocala Housing Authority will administer its waiting list as required by 24 CFR Part 5, Subparts E and F, Part 945 and 960.201 through 960.215. The waiting list will be maintained in accordance with the following guidelines:

The application will be a permanent file.

All applicants in the pool will be maintained **in order of Admission Preference and date and time of application**. All applicants must meet applicable income eligibility requirements as established by HUD.

Opening and Closing the Waiting Lists

The Ocala Housing Authority, at its discretion, may restrict application intake, suspend application intake, and close waiting lists in whole or in part.

The decision to close the waiting list will be based on the number of applications available for a particular size and type of unit, and the ability of the Ocala Housing Authority to house an applicant in an appropriate unit within a reasonable period of time.

When the Ocala Housing Authority opens the waiting list, the Ocala Housing Authority will advertise through public notice in the following newspapers, minority publications and media entities. location(s), and program(s) for which applications are being accepted in the local paper of record, "minority" newspapers, and other media including:

Ocala Star Banner

Tri-county Challenger

Mahogany Revue

Community Organ

The notice will contain:

The dates, times, and the locations where families may apply.

The programs for which applications will be taken.

A brief description of the program.

Admission Preferences:

- Working families and those unable to work because of age or disability(head, spouse or sole member is employed) Verification of Employment will be determined at the time of final eligibility
- Homelessness (Due to Natural Disaster or Fire) Must be certified by a governmental agency
- Victim of Reprisals or Hate Crimes (actual or threatened physical violence or intimidation that is directed against a person or his or her property, and based on the person's race, religion, sex, national origin, disability, or familial status) Must be certified by law enforcement
- One or two persons that are elderly or disabled, and displaced families, will be given an admission preference over single persons who are not elderly, displaced, or a person with disabilities, regardless of their admission preference.

*** A statement that Section 8 participants must submit a separate application if they want to apply for Public Housing.**

Limitations, if any, on who may apply.

The notices will be made in an accessible format if requested. They will provide potential applicants with information that includes the Ocala Housing Authority address and telephone number, how to submit an application, information on eligibility requirements.

Upon request from a person with a disability, additional time will be given as an accommodation for submission of an application after the closing deadline. This accommodation is to allow persons with disabilities the opportunity to submit an application in cases when a social service organization provides inaccurate or untimely information about the closing date.

When Application Taking is Suspended

The waiting list may not be closed if it would have a discriminatory effect inconsistent with applicable civil rights laws.

During the period when the waiting list is closed, the Ocala Housing Authority will not maintain a list of individuals who wish to be notified when the waiting list is open.

*** The Ocala Housing Authority will not announce suspension of application-taking.**

The open period shall be long enough to achieve a waiting list adequate to cover projected turnover over the next 12 months. The Ocala Housing Authority will give at least 10 business days' notice prior to closing the list. When the period for accepting applications is over, the Ocala Housing Authority will add the new applicants to the list by:

*** Separating the new applicants into groups based on unit size and ranking applicants within each group by date and time of application.**

The Ocala Housing Authority will update the waiting list at least annually by removing the names of those families who are no longer interested, no longer qualify for housing, or cannot be reached by mail or telephone. At the time of initial intake, the Ocala Housing Authority will advise families of their responsibility to notify the Ocala Housing Authority when mailing address or telephone numbers change.

Reopening the List

If the waiting list is closed and the Ocala Housing Authority decides to open the waiting list, the Ocala Housing Authority will publicly announce the opening.

Any reopening of the list is done in accordance with the HUD requirements.

Limits on Who May Apply

When the waiting list is open

*** Any family asking to be placed on the waiting list for Public Housing rental assistance will be given the opportunity to complete an application.**

When the application is submitted to the Ocala Housing Authority:

It establishes the family's date and time of application for placement order on the waiting list.

Multiple Families in Same Household

When families apply that consist of two families living together, (such as a mother and father, and a daughter with her own husband or children), if they apply as a family unit, they will be treated as a family

Time of Selection

When appropriate units are available, families will be selected from the waiting list in their preference-determined sequence.

Based on the PHA's turnover and the availability of appropriate sized units, groups of families will be selected from the waiting list to form a final eligibility "pool." Selection from the pool will be based on waiting list sequence/completion of verification.

Changes Prior to Unit Offer

Changes that occur during the period between placement on the waiting list and an offer of a suitable unit may affect the family's eligibility or Total Tenant Payment. The family will be notified in writing of changes in their eligibility or level of benefits and offered their right to an informal hearing.

Split Households: When a family on the waiting list splits into two otherwise eligible families due to a divorce or legal separation, and the new families both claim the same placement on the waiting list, and there is no court determination, the PHA will make the decision taking into consideration the following factors:

- Which family member applied as head of household;
- Which family unit retains the children or any disabled or elderly members;
- Restrictions that were in place at the time the family applied;
- Role of domestic violence in the split;
- Recommendations of social service agencies or qualified professionals, such as children's protective services.

Documentation of these factors is the responsibility of the applicant families. If either or both of the families do not provide the documentation, they may be denied placement on the waiting list for failure to supply information requested by the PHA.

In cases where domestic violence played a role, the standard used for verification will be the same as that required for the “displaced due to domestic violence” preference.

Multiple Families in the Same Household: When families apply that consist of two families living together, (such as a mother and father, and a daughter with her own husband or children); if they apply as a family unit, they will be treated as a family unit.

Joint Custody of Children: Children who are subject to a joint custody agreement but live with one parent at least 51% of the time will be considered members of the household. 51% of the time is defined as 183 days of the year, which do not have to run consecutively.

B. WAITING LIST PREFERENCES

An applicant will not be granted any preference (federal, ranking or local) if any member of the family has been evicted from any federally assisted housing during the past three years because of drug-related criminal activity.

Types of Applicants with Preference Over “Other Singles”

Applicants who are elderly, disabled, or displaced households of no more than two persons will be given a selection priority over all “Other Single” applicants regardless of preference status.

“Other Singles” denotes a one-person household in which the applicants regardless of preference status.

“Other Singles” denotes a one-person household in which the individual member is neither elderly, disabled, or displaced by government action. Such applicants will be placed on the waiting list in accordance with their federal preferences, but cannot be selected for assistance before any elderly family, disabled family or displaced family regardless of admission preferences.

Victim of Reprisals or Hate Crimes (Actual or threatened physical violence or intimidation that is directed against a person or his or her property, and based on the person’s race, religion, sex, national origin, disability, or familial status)
Must have happened recently or be of a reoccurring nature. Must be certified by law enforcement.

Working Families and Those Unable to Work Because of Age or Disability (Head, spouse or sole member is employed) Verification of Employment will be determined at the time of final eligibility.

Homelessness (Due to Natural Disaster or Fire)
Federal, state or local government action related to code enforcement, public improvement or development. Must be certified by a governmental agency.

Initial Determination of Admission Preference Qualification

At the time of application, an applicant's entitlement to a Federal Preference may be made on the basis of:

An applicant's certification that they qualify for a preference will be accepted without verification. When the family is selected from the waiting list for the final determination of eligibility, the preference will be verified.

If the preference verification indicates that an applicant does not qualify for the preference, the applicant will be returned to the waiting list and ranked without the admission preference and given an opportunity for a meeting.

If at the time the family applied, the preference claim was the only reason for placement of the family on the list and the family cannot verify their eligibility for the preference as of the date of application, the family will be removed from the list.

Ranking Preferences: Admission preferences are equally ranked.

Preference Eligibility

Change in Circumstance: Changes in an applicant's circumstances while on the waiting list may affect the family's entitlement to a preference. Applicants are required to notify the PHA in writing when their circumstances change. When an applicant claims an additional preference, s/he will be placed on the waiting list in the proper order of their newly-claimed preference.

The exception to this is if, at the time the family applied, the waiting list was only open to families who claimed the Admission Preference which they initially claimed. In such case, the applicant must verify that they were eligible for the first preference before they are returned to the waiting list with the new preference.

Retention of Preference for Public Housing Residents: If an applicant for Section 8 resides in the PHA's public housing and was on the Section 8 waiting list when admitted to the public housing on or after April 26, 1993, the applicant's entitlement to an admission preference is based on the preference status at the time of admission to public housing.

Cross Listing of Public Housing and Section 8: The PHA will not merge the waiting lists for public housing and Section 8. However, if the Section 8 waiting list is open when the applicant is placed on the public housing list, the PHA must offer to place the family on both lists. If the public housing waiting list is open at the time an applicant applies for Section 8, the PHA must offer to place the family on the public housing waiting list.

Order of Selection

The order of selection is based on the PHA's system for weighing preferences and the HUD requirement that elderly and disabled families and displaced singles will always be selected before other singles.

Among Applicants with Equal Preference Status

Among applicants with equal preference status, the waiting list will be organized by date and time.

Under the singles rule, elderly and disabled families and displaced singles will always be selected before other singles without regard to preference status.

C. FACTORS OTHER THAN PREFERENCES THAT AFFECT SELECTION OF APPLICANTS

The Ocala Housing Authority will match the characteristics of the available unit to the applicants available on the waiting lists. Factors such as unit size, accessible features, deconcentration or income mixing, income targeting, or units in housing designated for the elderly limit the admission of families to those characteristics that match the characteristics and features of the vacant unit available

By matching unit and family characteristics, it is possible that families who are lower on the waiting list may receive an offer of housing ahead of families with an earlier date and time of application.

*** Any admission mandated by court order related to desegregation or Fair Housing and Equal Opportunity will take precedence over any other selection System. If permitted by the court order, the Ocala Housing Authority may offer the family a housing voucher.**

D. INCOME TARGETING

The Ocala Housing Authority will monitor its admissions to ensure that at least 40 percent of families admitted to public housing in each fiscal year shall have incomes that do not exceed 30% of area median income of the Ocala Housing Authority's jurisdiction.

Hereafter families whose incomes do not exceed 30% of area median income will be referred to as "very low-income families."

The Ocala Housing Authority shall have the discretion, at least annually, to exercise the “fungibility” provision of the QHWRA by admitting less than 40 percent of “extremely low-income families” to public housing in a fiscal year, to the extent that the Ocala Housing Authority has provided more than 75 percent of newly available vouchers and certificates to “extremely poor families.” This fungibility provision discretion by the Ocala Housing Authority is also reflected in the Ocala Housing Authority’s Administrative Plan.

The fungibility credits will be used to drop the annual requirement below 40 percent of admissions to public housing for extremely poor families by the lowest of the following amounts:

- The number of units equal to 10 percent of the number of newly available vouchers and certificates in the fiscal year; or
- The number of public housing units that 1) are in public housing projects located in census tracts having a poverty rate of 30% or more, and 2) are made available for occupancy by and actually occupied in that year by, families other than extremely low-income families.

The Fungibility Floor: Regardless of the above two amounts, in a fiscal year, at least 30% of the Ocala Housing Authority’s admissions to public housing will be to extremely low-income families. The fungibility floor is the number of units that cause the HA’s overall requirement for housing extremely low-income families to drop to 30% of its newly available units.

*** Fungibility shall only be utilized if the Ocala Housing Authority is anticipated to fall short of its 40% goal for new admissions to public housing.**

*** Low Income Family Admissions**

Once the Ocala Housing Authority has met the 40% targeted income requirement for new admissions of extremely low-income families, the Ocala Housing Authority will fill the remainder of its new admission units with families whose incomes do not exceed 80% of the HUD approved area median income.

E. MIXED POPULATION UNITS

A mixed population project is a public housing project, or portion of a project that was reserved for elderly families and disabled families at its inception (and has retained that character).

In accordance with the 1992 Housing Act, elderly families whose head spouse or sole member is at least 62 years of age, and disabled families whose head, co-head or spouse or sole member is a person with disabilities, will receive equal preference to such units.

No limit will be established on the number of elderly or disabled families that may occupy a mixed population property.

F. GENERAL OCCUPANCY UNITS

General occupancy units are designed to house all populations of eligible families. In accordance with the HA's occupancy standards, eligible families not needing units designed with special features or units designed for special populations will be admitted to the HA's general occupancy units.

G. DECONCENTRATION OF POVERTY AND INCOME-MIXING

The Ocala Housing Authority's admission policy is designed to provide for deconcentration of poverty and income-mixing by bringing higher income tenants into lower income projects and lower income tenants into higher income projects.

Gross annual income is used for income limits at admission and for income-mixing purposes.

Skipping of a family on the waiting list specifically to reach another family with a lower or higher income is not to be considered an adverse action to the family. Such skipping will be uniformly applied until the target threshold is met.

- **The Ocala Housing Authority will gather data and analyze, at least annually, the tenant characteristics of its public housing stock, including information regarding tenant incomes, to assist in the Ocala Housing Authority's deconcentration efforts.**

The Ocala Housing Authority will use the gathered tenant incomes information in its assessment of its public housing developments to determine the appropriate designation to be assigned to the project for the purpose of assisting the Ocala Housing Authority in its deconcentration goals.

*** If the Ocala Housing Authority's annual review of tenant incomes indicates that there has been a significant change in the tenant income characteristics of a particular project, the Ocala Housing Authority will evaluate the changes to determine whether, based on the Ocala Housing Authority methodology of choice, the project needs to be redesignated as a higher or lower income project or whether the Ocala Housing Authority has met the deconcentration goals and the project needs no particular designation.**

Deconcentration and Income-Mixing Goals

***Admission policies related to the deconcentration efforts of the Ocala Housing Authority do not impose specific quotas. Therefore, the Ocala Housing Authority will not set specific quotas, but will strive to achieve deconcentration and income-mixing in its developments.**

- **The Ocala Housing Authority's income-mixing goal is a long-range goal and may not be achieved in the first year of implementation. The Ocala Housing Authority will use its annual analysis of its public housing stock and tenant incomes to provide benchmarks for the Ocala Housing Authority.**

***The Ocala Housing Authority's income-mixing goal, in conjunction with the requirement to target at least 40 percent of new admissions to public housing in each fiscal year to "extremely low-income families", will be to achieve the following occupancy percentages:**

For higher income projects, an occupancy rate of 20% very low- and extremely low-income families.

For lower income projects, an occupancy rate of 20% families at or above the low-income limit (80% of area median).

*** In the upcoming fiscal year the Ocala Housing Authority will strive to achieve the following goals for deconcentration of poverty and income-mixing:**

Increase of two lower income families into higher income developments.

Increase of two higher income families into lower income developments.

*** In the upcoming fiscal year, the Ocala Housing Authority will target the following developments for deconcentration and income-mixing to achieve the goals stated above:**

Lower income developments where the Ocala Housing Authority's goal is to increase higher income families:

N/A

Higher income developments where the Ocala Housing Authority's goal is to increase lower income families:

* Pavillion Oaks

* Pine Gardens

* Deer Run

* Shady Hollow **Project Designation Methodology**

The Ocala Housing Authority will determine and compare tenant incomes at the developments listed in this Chapter.

The Ocala Housing Authority will determine and compare the tenant incomes at the developments listed in this Chapter and the incomes of census tracts in which the developments are located.

Upon analyzing its findings the Ocala Housing Authority will apply the policies, measures and incentives listed in this Chapter to bring higher income families into lower income developments and lower income families into higher income developments.

The Ocala Housing Authority's goal is to have eligible families having higher incomes occupy dwelling units in projects predominantly occupied by eligible families having lower incomes, and eligible families having lower incomes occupy dwelling units in projects predominantly occupied by eligible families having higher incomes.

Families having lower incomes include very low- and extremely low-income families.

Skipping of families for deconcentration purposes will be applied uniformly to all families.

***When selecting applicant families and assigning transfers for a designated project the Ocala Housing Authority will determine whether the selection of the family will contribute to the Ocala Housing Authority's deconcentration goals.**

***The Ocala Housing Authority will not select families for a particular project if the selection will have a negative effect on the Ocala Housing Authority's deconcentration goals. However, if there are insufficient families on the waiting list or transfer list, under no circumstances will a unit remain vacant longer than necessary.**

***Method No. 1 – Aggregate Average Method**

The Ocala Housing Authority will review the annual resident income of all of its sites and using the incomes of all families in all developments as a baseline, determine the average income of all of its resident families.

The Ocala Housing Authority will designate higher income developments those with average income above the aggregate average.

The Ocala Housing Authority will designate lower income developments those with average income below the aggregate average.

*** Ocala Housing Authority Incentives for Higher Income Families**

The Ocala Housing Authority will offer certain incentives to higher income families willing to move into lower income projects. The Ocala Housing Authority will not take any adverse action against any higher income family declining an offer by the Ocala Housing Authority to move into a lower income project.

In addition to maintaining its public housing stock in a manner that is safe, clean, well landscaped and attractive, the Ocala Housing Authority will offer the following incentives for higher income families moving into lower income projects:

- * Ocala Housing Authority will pay for the installation of cable television.**
- * Ocala Housing Authority will pay for the installation of telephone service.**
 - Ocala Housing Authority will allow occupancy standards of one child per bedroom.**

*** Ocala Housing Authority will approve a transfer request to another site of the family's preference after three years of occupancy (such transfers will be based on date order of similar requests received).**

*** Ocala Housing Authority will target homeownership opportunities to higher income families moving into lower income projects**

- See page 4-11

*** Ocala Housing Authority will provide an escrow savings account to higher income families moving into lower income projects in the case of increased earned income.**

H. OFFER OF PLACEMENT ON THE SECTION 8 WAITING LIST

The Ocala Housing Authority will not merge the waiting lists for public housing and Section 8. However, if the Section 8 waiting list is open when the applicant is placed on the public housing list, the Ocala Housing Authority must offer to place the family on both lists. If the public housing waiting list is open at the time an applicant applies for Section 8, the Ocala Housing Authority must offer to place the family on the public housing waiting list.

I. PREFERENCE DENIAL (CFR 5.415)

If the PHA denies a preference, the PHA will notify the applicant in writing of the reasons why the preference was denied and offer the applicant an opportunity for an informal meeting. If the preference denial is upheld as a result of the meeting, or the applicant does not request a meeting, the applicant will be placed on the waiting list without benefit of the preference. Applicants may exercise other rights if they believe they have been discriminated against.

- If the applicant falsifies documents or makes false statements in order to qualify for any preference, they will be removed from the Waiting List.**

J. REMOVAL FROM WAITING LIST AND PURGING [24 CFR 960.204(a)]

The waiting list will be purged at least once a year by a mailing to all applicants to ensure that the waiting list is current and accurate. The mailing will ask for current information and confirmation of continued interest.

If an applicant fails to respond within seven working days s/he will be removed from the waiting list. If a letter is returned by the Post Office without a forwarding address, the applicant will be removed without further notice, and the envelope and letter will be maintained in the file.

If an applicant is removed from the waiting list for failure to respond, they will not be entitled to reinstatement unless a person with a disability requests a reasonable accommodation for being

unable to reply with the proscribed period; or the Ocala Housing Authority will allow a grace period of 30 days after completion of the purge. Applicants who respond during this grace period will be reinstated.

K. OFFER OF ACCESSIBLE UNITS

The Ocala Housing Authority has units designed for persons with mobility, sight and hearing impairments, referred to as accessible units.

No non-mobility impaired families will be offered these units until all eligible mobility-impaired applicants have been considered.

Before offering a vacant accessible unit to a non-disabled applicant, the Ocala Housing Authority will offer such units:

- First, to a current occupant of another unit of the same development, or other public housing developments under the Ocala Housing Authority's control, who has a disability that requires the special features of the vacant unit.
- Second, to an eligible qualified applicant on the waiting list having a disability that requires the special features of the vacant unit.

When offering an accessible/adaptable unit to a non-disabled applicant, the Ocala Housing Authority will require the applicant to agree to move to an available non-accessible unit within 30 days when either a current resident or an applicant needs the features of the unit and there is another unit available for the applicant. This requirement will be a provision of the lease agreement.

(See Chapter 9, Leasing)

L PLAN FOR UNIT OFFERS

The Ocala Housing Authority plan for selection of applicants and assignment of dwelling units to assure equal opportunity and non-discrimination on grounds of race, color, sex, religion, or national origin is:

*** Plan "A". Under this plan the first qualified applicant in sequence on the waiting list will be made one offer of a unit of the appropriate size.**

The Ocala Housing Authority will maintain a record of units offered, including location, date and circumstances of each offer, each acceptance or rejection, including the reason for the rejection.

M CHANGES PRIOR TO UNIT OFFER

Changes that occur during the period between removal from the waiting list and an offer of a suitable unit may affect the family's eligibility or Total Tenant Payment. The family will be notified in writing of changes in their eligibility or level of benefits and offered their right to an informal hearing when applicable (See Chapter on Complaints, Grievances, and Appeals)

N. APPLICANT STATUS AFTER FINAL UNIT OFFER

When an applicant rejects the final unit offer the Ocala Housing Authority will:

- * Remove the applicants name from the waiting list.**

Removal from the waiting list means:

- * The applicant must reapply.**

O TIME-LIMIT FOR ACCEPTANCE OF UNIT

Applicants must accept a unit offer within five working days of the date the offer is made. Offers made over the telephone will be confirmed by letter. If unable to contact an applicant by telephone, the Ocala Housing Authority will send a letter.

Applicants Unable to Take Occupancy

If an applicant is willing to accept the unit offered, but is unable to take occupancy at the time of the offer for "*good cause*," the applicant will not be removed from the waiting list.

Examples of "*good cause*" reasons for the refusal to take occupancy of a housing unit include, but are not limited to:

An elderly or disabled family makes the decision not to occupy or accept occupancy in designated housing. [24 CFR 945.303(d)]

- * Inaccessibility to source of employment or children's day care such that an adult household member must quit a job, drop out of an educational institution or a job training program;**

- * Presence of lead paint in the unit offered when the applicant has children under the age specified by current law;**

- * The family demonstrates to the Ocala Housing Authority's satisfaction that accepting the offer will result in a situation where a family member's life, health or safety will be placed in jeopardy. The family must offer specific and compelling documentation such as restraining orders, other court orders, or risk assessments related to witness protection from a law enforcement agency. The reasons offered must be specific to the family. Refusals due to the location of the unit alone are not considered to be good cause.**

*** A qualified, knowledgeable, health professional verifies the temporary hospitalization or recovery from illness of the principal household member, other household members, or a live-in aide necessary to care for the principal household member.**

*** The unit is inappropriate for the applicant's disabilities.**

Applicants With a Change in Family Size or Status

*** Changes in family composition, status, or income between the time of the interview and the offer of a unit will be processed. The Ocala Housing Authority shall not lease a unit to a family whose occupancy will overcrowd or underutilize the unit.**

*** The family will take the appropriate place on the waiting list according to the date they first applied.**

P. REFUSAL OF OFFER

If the unit offered is inappropriate for the applicant's disabilities, the family will retain their position on the waiting list.

*** If the unit offered is refused for other reasons, the Ocala Housing Authority will follow the applicable policy as listed in Sections P. Plan for Unit Offers and R. Applicant Status After Final Offer.**

ATTACHMENT H: COMMUNITY SERVICE REQUIREMENTS

The Ocala Housing Authority currently has sixteen (16) Public Housing residents completing community service hours. These families are either participating in our ROSS grant program, Family Self-Sufficiency (FSS) program, or completing community service hours with several social service agencies within our community.

Chapter 6

DETERMINATION OF TOTAL TENANT PAYMENT

[24 CFR 5.609, 5.611, 5.613, 5.615]

INTRODUCTION

The accurate calculation of Annual Income and Adjusted Income will ensure that families are not paying more or less money for rent than their obligation under the regulations.

This Chapter defines the allowable deductions from Annual Income and how the presence or absence of household members may affect the Total Tenant Payment (TTP). Income and TTP are calculated in accordance with 24 CFR Part 5, Subpart F and further instructions set forth in HUD Notices, Memoranda and Addenda. The formula for the calculation of TTP is specific and not subject to interpretation. The Ocala Housing Authority's policies in this Chapter address those areas which allow the Ocala Housing Authority discretion to define terms and to develop standards in order to assure consistent application of the various factors that relate to the determination of TTP.

A. MINIMUM RENT

The minimum rent for this Ocala Housing Authority is \$35.

The Total Tenant Payment is the greater of:

30% of the adjusted monthly income

10% of the monthly income

The Minimum rent as established by the Ocala Housing Authority

The minimum rent refers to a minimum total tenant payment and not a minimum tenant rent.

The Total Tenant Payment does not include charges for excess utility consumption or other charges.

*** The Ocala Housing Authority recognizes that in some instances even the minimum rent may create a financial hardship for families. The Ocala Housing Authority will review all relevant circumstances brought to the Ocala Housing Authority's attention regarding financial hardship as it applies to minimum rent. The following section states the Ocala Housing Authority's procedures and policies in regard to minimum rent financial hardship as set forth by the QHWRA.**

Ocala Housing Authority Procedures for Notification to Families of Hardship Exceptions

The Ocala Housing Authority will notify all participant families subject to a minimum rent of their right to request a minimum rent hardship exception under the law.

*** The Ocala Housing Authority will notify all families at the annual recertification appointment of their right to request a minimum rent hardship exception.**

*** The Ocala Housing Authority will notify all families at time of lease up of their right to request a minimum rent hardship exception.**

*** The Public Housing Manager will document in the family's file that the family has been notified of their right to request a minimum rent hardship exception.**

The Ocala Housing Authority notification will advise the family that hardship exception determinations are subject to Ocala Housing Authority grievance procedures.

The Ocala Housing Authority will review all tenant requests for exception from the minimum rent due to financial hardships.

*** All requests for minimum rent exception are required to be in writing.**

*** Requests for minimum rent exception must state the family circumstances that qualify the family for an exception.**

Exceptions to Minimum Rent

The Ocala Housing Authority will immediately grant the minimum rent exception to all families who request it.

The Minimum Rent will be suspended until the Ocala Housing Authority determines whether the hardship is:

Covered by statute

Temporary or long term

If the Ocala Housing Authority determines that the minimum rent is not covered by statute, the Ocala Housing Authority will impose a minimum rent including payment for minimum rent from the time of suspension.

***The Ocala Housing Authority will use its standard verification procedures to verify circumstances which have resulted in financial hardship, such as loss of employment, death in the family, etc.**

HUD Criteria for Hardship Exception

In order for a family to qualify for a hardship exception the family's circumstances must fall into one of the following criteria:

- The family has lost eligibility or is awaiting an eligibility determination for Federal, State, or local assistance;
- The family would be evicted as a result of the imposition of the minimum rent requirement;
- The income of the family has decreased because of changed circumstances, including:
 - Loss of employment
 - Death in the family
 - Other circumstances as determined by the Ocala Housing Authority or HUD

Temporary Hardship

If the Ocala Housing Authority determines that the hardship is temporary, a minimum rent will be imposed, including backpayment from time of suspension, but the family will not be evicted for nonpayment of rent during the 90 day period commencing on the date of the family's request for exemption.

The Ocala Housing Authority defines temporary as less than 90 days.

Repayment Agreements for Temporary Hardship

The Ocala Housing Authority will offer a repayment agreement to the family for any such rent not paid during the temporary hardship period.

*** If the family owes the Ocala Housing Authority money for rent arrears incurred during the minimum rent period, the Ocala Housing Authority will calculate the total amount owed and divide it by 6 to arrive at a reasonable payment increment that will be added to the family's regular monthly rent payment. The family will be required to pay the increased amount until the arrears are paid in full.**

*** Minimum rent arrears that are less than \$50 will be required to be paid in full the first month following the end of the minimum rent period.**

*** The Ocala Housing Authority will not enter into a repayment agreement that will take more than 12 months to pay off.**

***If the family goes into default on the repayment agreement for back rent incurred during a minimum rent period, the Ocala Housing Authority will reevaluate the family's ability to pay the increased rent amount and:**

Determine whether the family has the means to meet the obligation and, if so determined, initiate eviction proceedings for nonpayment of rent; or.

Determine that the repayment agreement is a financial hardship to the family and if so restructure the existing repayment agreement.

The Ocala Housing Authority's policies regarding repayment agreements are further discussed in the chapter entitled "Family Debts to the Ocala Housing Authority."

Retroactive Determination

The Ocala Housing Authority will reimburse the family for minimum rent charges which took effect after October 21, 1998 that qualified for one of the mandatory exceptions.

*** If the family is owed a retroactive payment, the Ocala Housing Authority will offset the family's future rent payments by the amount in which the Ocala Housing Authority owes the family.**

B. INCOME AND ALLOWANCES

Income: The types of money which are to be used as income for purposes of calculating the TTP are defined by HUD in federal regulations. In accordance with this definition, income from all sources of each member of the household is documented. (See Income Inclusions and Income Exclusions in the Glossary of Terms of this policy.)

Annual Income is defined as the gross amount of income anticipated to be received by the family during the 12 months after certification or recertification. Gross income is the amount of income prior to any HUD allowable expenses or deductions, and does not include income which has been excluded by HUD. Annual income is used to determine whether or not applicants are within the applicable income limits. (24 CFR 5.607)

Adjusted Income is defined as the Annual income minus any HUD allowable deductions.

Optional Income Exclusions

*** The Ocala Housing Authority does not adopt any additional exclusions or adjustments to annual income of tenants.**

Allowable Deductions

HUD has five allowable deductions from Annual Income:

1. Dependent allowance: \$480 each for family members (other than the head or spouse), who are minors, and for family members who are 18 and older who are full-time students or who are disabled.

2. "Elderly" allowance: \$400 per household for families whose head or spouse is 62 or over or disabled.
3. Allowable medical expenses for all family members are deducted for elderly and disabled families.
4. Childcare expenses for children under 13 are deducted when child care is necessary to allow an **adult** member to work, attend school, or actively seek employment.
5. Expenses for attendant care or auxiliary apparatus for persons with disabilities if needed to enable the individual or an **adult** family member to work.

C. TRAINING INCOME EXCLUSIONS [24 CFR 5.609(c)]

The Ocala Housing Authority believes that training income exclusions are an important factor in helping public housing participants move from welfare and dependence to greater self-sufficiency.

*** The Ocala Housing Authority will share information regarding new policies governing training income derived from qualifying employment training programs with applicants, participants and local social service providers. The Ocala Housing Authority's objective is to encourage families to move toward self-sufficiency by excluding from their annual income certain amounts earned through participation in various qualifying training programs. These training programs are aimed at offering the resident gainful employment skills. The exclusion of training income, in the calculation of annual income, is meant to be an incentive. It is the Ocala Housing Authority's hope that welfare agencies will adopt or modify their programs so that welfare recipients living in Public Housing will receive the maximum benefits from these income exclusions.**

In order to be eligible for the exclusion, the resident must actually receive training under the provisions of the program. For purposes of this exclusion, it is not enough for the resident to merely be enrolled.

There are two types of training programs that are eligible for one or more types of income exclusion.

1. Training Income Exclusions in Accordance with 24 CFR 5.609(c)(8)(v)

The first type of training program is in accordance with 24 CFR 5.609 (c) (8)(v) and has features that allow the training income of assisted housing residents to be excluded only while the resident is actively enrolled in the training program.

A training program qualifying under 24 CFR 5.609 (c)(8)(v) is defined as one with goals and objectives designed to lead to a higher level of proficiency, and one which enhances the individual's ability to obtain employment. The training program may have performance standards to measure proficiency. Training may include, but is not limited to:

- Classroom training in a specific occupational skill;

- On-the-job training with wages subsidized by the program, or
- Basic education.

For this purpose, Annual Income does not include the following:

Incremental earnings and benefits resulting to any family member from participation in qualifying State or local employment training programs.

2. Training Income Exclusions in Accordance with 24 CFR 5.609(c) (13)

This training program is specific to public housing residents only and the regulation requires it to include specific features. This training program offers public housing residents the exclusion of incremental income while in the training program and for 18 months following the start of their first job.

The Ocala Housing Authority will determine that this training program has all five components required by HUD. It must:

- be a program providing employment training and supportive services;
- be authorized by a Federal, State or local law;
- be funded by the Federal, State or local government;
- be operated or administered by a public agency; and
- have as its objective to assist participants in acquiring employment skills.

A qualifying job-training program may be one that is established by the government but implemented by a private company for and on behalf of the government.

In addition, to qualify as a 5.609 (c)(13) program, the employment training program must offer the resident at least one of the following supportive services:

- child care;
- transportation;
- personal welfare counseling (family/parental development counseling, parenting skills training for adult and teenage parents, substance/alcohol abuse treatment and counseling, self-development counseling);
- health care services (including outreach and referrals);
- youth leadership skills; youth mentoring.

For purposes of the 5.609 (c) (13) exclusion and public housing particularly, Annual Income does not include the following:

- Incremental earnings and benefits resulting to any family member from participation in a program providing employment training and supportive services in accordance with the Family Support Act or any comparable Federal, State, or local law during the exclusion period.

Exclusion Period

The exclusion period is defined as the period during which the family member participates in a program described in this section, plus 18 months from the date the family member begins the first job acquired by the family member after completion of such program, provided the training program is not funded by public housing assistance under the 1937 Housing Act.

Where applicable, the 18-month exclusion period runs continuously from the date the first job begins. If the resident switches to a second job during the 18-month period the exclusion continues.

If the resident has a break in employment during the 18-month exclusion, any other income the person has during the break will be counted.

A person admitted into public housing after the completion of a qualifying employment training program, and who began employment while still an applicant and before coming into public housing, is entitled to the 18-month exclusion beginning with the date he/she became employed until the remainder of the 18 months.

If the family member is terminated from employment with good cause, the exclusion period shall end

Training Programs Funded by HUD

All training income from a HUD sponsored or funded training program, whether incremental or not, is excluded from the resident's annual income while the resident is in training. Income from a Resident Services training program, which is funded by HUD, is excluded.

Upon employment with the Ocala Housing Authority, the full amount of employment income received by the person is counted. There is no 18-month exclusion of income for wages funded under the 1937 Housing Act Programs, which includes public housing and Section 8.

Components Applicable to All Training Programs

In either program (24 CFR 5.609 (c) (8)(v) and (c) (13)) and at all times the income to be excluded is the incremental income only.

"Incremental income" is defined by HUD as the increase between the total amount of welfare and earnings of a family member *prior* to enrollment in the training program and welfare and earnings of the family member *after* enrollment in the training program.

All other amounts, (such as child support and alimony), are treated in the usual manner in determining annual income. Child support, or other income that is not *earnings or benefits*, is not a factor and will not be considered in regard to training income exclusions, regardless of whether they have increased or decreased.

Who is Eligible for the Exclusion

Any member of the resident's family is eligible for the exclusion, provided the individual is enrolled in the qualifying employment training program.

If a family has members who enroll in training programs at different times, the exclusion may be taken at different periods. The rules will be applied individually to each member based on which type of program they are enrolled in.

Verification

Upon verification, residents who are actively enrolled in a qualifying training program will have the incremental income from the training program excluded from their annual income.

Employment Before Completion of Training Program

A resident who has substantially completed a training program in order to accept a job offer will be eligible for the 18-month exclusion of income.

"Substantial completion" of a training program will be completion of 75% of the program.

If a resident has completed that portion of the training program necessary to get a job and continues simultaneously with the training program, the 18-month exclusion period will begin on the date the resident started the new job, not the date they complete the training program.

The resident is not required to get a job that is directly related to the training program to be eligible for the exclusion.

Other Factors to be Considered

The 18-month exclusion also applies to residents with an FSS escrow account. A decrease in attributable income may mean that the FSS escrow account would be decreased or eliminated for a period of time.

For self-employed residents, the Ocala Housing Authority will exclude only the net income of a resident when factoring the earnings.

If a resident has no income the day they enter a training program, but has a history of employment in the past, the Ocala Housing Authority will review the resident's wages for the past 18 months and average the income. That averaged income will become the resident's base amount for determining incremental earnings. Exception: If the resident has no income and enrolls in a welfare program which requires participants to be enrolled in a job training program, the base pay for that resident will be zero.

If more than six months goes by before the resident starts their first job, the earnings from that job will be counted in full.

The resident is required to notify the Ocala Housing Authority within ten working days of enrolling in a qualifying training program.

Residents who have a decrease in income as a result of enrolling in a training program may request an interim examination. The Ocala Housing Authority will determine the decrease in incremental income as a result of the training program and adjust the resident's rent accordingly.

Residents who do not notify the Ocala Housing Authority within ten working days of starting a training program, and have a decrease in income, will not have their rent adjusted retroactively.

D. AVERAGING INCOME

When Annual Income cannot be anticipated for a full twelve months, the Ocala Housing Authority will:

- * **Average known sources of income that vary to compute an annual income.**
- * **Annualize current income and conduct an interim reexamination if income changes.**

If there are bonuses or overtime which the employer cannot anticipate for the next twelve months, bonuses and overtime received the previous year will be used.

Income from the previous year may be analyzed to determine the amount to anticipate when third-party or check-stub verification is not available.

If by averaging, an estimate can be made for those families whose income fluctuates from month to month, this estimate will be used so that the housing payment will not change from month to month.

The method used depends on the regularity, source and type of income.

E. MINIMUM INCOME

There is no minimum income requirement. Families who report zero income are required to **[*complete a written certification every six days/2 months. Undergo an interim recertification every six months.**

*** Families that report zero income will be required to provide information regarding their means of basic subsistence, such as food, utilities, transportation, etc.**

*** The Ocala Housing Authority will request credit checks for all adult members of families that report zero income.**

***Where credit reports show credit accounts open and payments current, the Ocala Housing Authority will take action to investigate the possibility of fraud or program abuse.**

F. INCOME OF PERSON PERMANENTLY CONFINED TO NURSING HOME

If a family member is permanently confined to a hospital or nursing home and there is a family member left in the household, the Ocala Housing Authority will calculate the Total Tenant Payment by:

*** 1. Excluding the income of the person permanently confined to the nursing home and not giving the family deductions for medical expenses of the confined family member.**

OR

Including the income of the person permanently confined to the nursing home and giving the family the medical deductions allowable on behalf of the person in the nursing home.

*** 2. Excluding the income and deductions of the member if his/her income goes directly to the facility.**

OR

Including the income and deductions of the member if his/her income goes to a family member.

*** 3. Calculating the income by using the following methodology and using the income figure which would result in a lower payment by the family:**

Excluding the income of the person permanently confined to the nursing home and not giving the family deductions for medical expenses of the confined family member.

OR

Including the income of the person permanently confined to the nursing home and giving the family the medical deductions allowable on behalf of the person in the nursing home.

G. REGULAR CONTRIBUTIONS AND GIFTS [24 CFR 5.609(a)(7)]

Regular contributions and gifts received from persons outside the household are counted as income for calculation of the Total Tenant Payment.

Any contribution or gift received every six months or more frequently will be considered a "regular" contribution or gift, unless the amount is less than \$500 per year. This includes rent and utility payments made on behalf of the family and other cash or non-cash contributions provided on a regular basis. It does not include casual contributions or sporadic gifts. (See Chapter on "Verification Procedures," for further definition.)

*** If the family's expenses exceed their known income, the Ocala Housing Authority will make inquiry of the family about contributions and gifts.**

H. ALIMONY AND CHILD SUPPORT [24 CFR 5.609(a)(7)]

Regular alimony and child support payments are counted as income for calculation of Total Tenant Payment.

If the amount of child support or alimony received is less than the amount awarded by the court, the Ocala Housing Authority must use the amount awarded by the court unless the family can verify that they are not receiving the full amount.

The Ocala Housing Authority will accept as verification that the family is receiving an amount less than the award if:

*** The Ocala Housing Authority receives verification from the agency responsible for enforcement or collection.**

*** The family furnishes documentation of child support or alimony collection action filed through a child support enforcement/collection agency, or has filed an enforcement or collection action through an attorney.**

It is the family's responsibility to supply a certified copy of the divorce decree.

I. LUMP-SUM RECEIPTS [24 CFR 5.609(b)(5), (c)]

Lump-sum additions to Family assets, such as inheritances, insurance payments (including payments under health and accident insurance and worker's compensation), capital gains, and settlement for personal or property losses, are not included in income but may be included in assets.

Lump-sum payments caused by delays in processing periodic payments (unemployment or welfare assistance) are counted as income. Lump sum payments from Social Security or SSI are excluded from income, but any amount remaining will be considered an asset. Deferred periodic payments which have accumulated due to a dispute will be treated the same as periodic payments which are deferred due to delays in processing.

In order to determine amount of retroactive tenant rent that the family owes as a result of the lump sum receipt:

- * The Ocala Housing Authority uses a calculation method which calculates retroactively or prospectively depending on the circumstances.**
- * The Ocala Housing Authority will calculate prospectively if the family reported the payment within 10 days and retroactively to date of receipt if the receipt was not reported within that time frame.**
- * The Ocala Housing Authority will always calculate prospectively.**
- * The Ocala Housing Authority will always calculate retroactively to date of receipt.**
- * The Ocala Housing Authority will calculate retroactively if the receipt was not reported for one recertifications.**

Prospective Calculation Methodology

If the payment is reported on a timely basis, the calculation will be done prospectively and will result in an interim adjustment calculated as follows:

The entire lump-sum payment will be added to the annual income at the time of the interim.

The Ocala Housing Authority will determine the percent of the year remaining until the next annual recertification as of the date of the interim (three months would be 25% of the year).

At the next annual recertification, the Ocala Housing Authority will apply the percentage balance (75% in this example) to the lump sum and add it to the rest of the annual income.

The lump sum will be added in the same way for any interims which occur prior to the next annual recertification.

*** If amortizing the payment over one year will cause the family to pay more than 30% of the family's adjusted income (before the lump sum was added) for Total Tenant Payment, the Ocala Housing Authority and family may enter into a Repayment Agreement, with the approval of Director, for the balance of the amount over the 30% calculation. The beginning date for this Repayment Agreement will start as soon as the one year is over.**

Retroactive Calculation Methodology

The Ocala Housing Authority will go back to the date the lump-sum payment was received, or to the date of admission, whichever is closer.

The Ocala Housing Authority will determine the amount of income for each certification period, including the lump sum, and recalculate the tenant rent for each certification period to determine the amount due the Ocala Housing Authority.

*** The family must pay this "retroactive" amount to the Ocala Housing Authority in a lump sum.**

*** At the Ocala Housing Authority's option, the Ocala Housing Authority may enter into a Repayment Agreement with the family.**

The amount owed by the family is a collectible debt even if the family becomes unassisted.

Attorney Fees

The family's attorney fees may be deducted from lump-sum payments when computing annual income if the attorney's efforts have recovered a lump-sum compensation, and the recovery paid to the family does not include an additional amount in full satisfaction of the attorney fees.

J. CONTRIBUTIONS TO RETIREMENT FUNDS - ASSETS

Contributions to company retirement/pension funds are handled as follows:

- While an individual is employed, count as assets only amounts the family can withdraw without retiring or terminating employment.
- After retirement or termination of employment, count any amount the employee elects to receive as a lump sum.

K. ASSETS DISPOSED OF FOR LESS THAN FAIR MARKET VALUE

The Ocala Housing Authority must count assets disposed of for less than fair market value during the two years preceding certification or reexamination. The Ocala Housing Authority will count the difference between the market value and the actual payment received in calculating total assets.

Assets disposed of as a result of foreclosure or bankruptcy are not considered to be assets disposed of for less than fair market value. Assets disposed of as a result of a divorce or separation are not considered to be assets disposed of for less than fair market value.

The Ocala Housing Authority's minimum threshold for counting assets disposed of for less than Fair Market value is \$1,000.00. If the total value of assets disposed of within the two-year period is less than \$1,000.00, they will not be considered an asset.

L. CHILD CARE EXPENSES

Unreimbursable child care expenses for children under 13 may be deducted from annual income if they enable an adult to work, attend school full time, or actively seek employment.

In the case of a child attending private school, only before or after-hours care can be counted as child care expenses.

*** Child care expenses cannot be allowed as a deduction if there is an adult household member capable of caring for the child who can provide the child care. Examples of those adult members who would be considered *unable* to care for the child include:**

The abuser in a documented child abuse situation, or

A person with disabilities or older person unable to take care of a small child, as verified by a reliable knowledgeable source.

Child care expenses must be reasonable. Reasonable is determined by what the average child care rates are in the Ocala Housing Authority's jurisdiction.

Allowability of deductions for child care expenses is based on the following guidelines:

Child care to work: The maximum child care expense allowed must be less than the amount earned by the person enabled to work. *** The "person enabled to work" will be the adult member of the household who earns the least amount of income from working.**

*** Child care for school:** The number of hours claimed for child care may not exceed the number of hours the family member is attending school (including one hour travel time to and from school).

*** Amount of Expense:** The Ocala Housing Authority will survey the local care providers in the community to determine what is reasonable. The Ocala Housing Authority will use the collected data as a guideline. If the hourly rate materially exceeds the guideline, the Ocala Housing Authority may calculate the allowance using the guideline.

M. MEDICAL EXPENSES [24 CFR 5.603]

*** When it is unclear in the HUD rules as to whether or not to allow an item as a medical expense, IRS Publication 502 will be used as a guide.**

*** Nonprescription medicines must be doctor-recommended in order to be considered a medical expense.**

*** Nonprescription medicines will be counted toward medical expenses for families who qualify if the family furnishes legible receipts with identification of the type of purchase.**

*** Acupressure, acupuncture and related herbal medicines will not be considered allowable medical expenses.**

*** Chiropractic services will be considered allowable medical expenses.**

N. PRORATION OF ASSISTANCE FOR "MIXED" FAMILIES [24 CFR 5.520]

Applicability

Proration of assistance must be offered to any "mixed" applicant or participant family. A "mixed" family is one that includes at least one U.S. citizen or eligible immigrant and any number of ineligible members.

"Mixed" families that were participants on June 19, 1995, and that do not qualify for continued assistance must be offered prorated assistance. (See Chapter titled "Recertifications.") Applicant mixed families are entitled to prorated assistance. Families that become mixed after June 19, 1995, by addition of an ineligible member are entitled to prorated assistance.

Prorated Assistance Calculation

Prorated assistance will be calculated by subtracting the Total Tenant Payment from the applicable Maximum Rent for the unit the family occupies to determine the Family Maximum Subsidy. The family's TTP will be calculated by:

Dividing the Family Maximum Subsidy by the number of persons in the family to determine Member Maximum Subsidy.

Multiplying the Member Maximum Subsidy by the number of eligible family members to determine Eligible Subsidy.

Subtracting the amount of Eligible Subsidy from the applicable Maximum Rent for the unit the family occupies to get the family's Revised Total Tenant Payment.

O. REDUCTION IN BENEFITS

See chapter entitled "Reexaminations" for reduction in welfare benefits.

P. UTILITY ALLOWANCE AND UTILITY REIMBURSEMENT PAYMENTS

If the cost of utilities (excluding telephone) is not included in the Tenant Rent, a utility allowance will be deducted from the total tenant payment. The Utility allowance is intended to help defray the cost of utilities not included in the rent. The allowances are based on the monthly cost of reasonable consumption utilities in an energy conservative household, *not* on a family's actual consumption.

When the Utility Allowance exceeds the family's Total Tenant Payment, the Ocala Housing Authority will provide a Utility Reimbursement Payment for the family each month. The check will be made out directly to the tenant unless the tenant has agreed, in writing, to a payment to the utility company.

Resident-Paid Utilities

The following requirements apply to residents living in developments with resident-paid utilities or applicants being admitted to such developments:

- * When the supplier of utilities offers a "budget" or level payment plan, it shall be suggested to the resident to pay his/her bills according to this plan. This protects the resident from large seasonal fluctuations in the cost of utilities and ensures adequate heat in the winter. If the family is receiving AFDC, the Ocala Housing Authority will encourage the family to consider a vendor payment plan for rent and utilities.**
- * When a resident makes application for utility service in his/her own name, he or she must sign a third party notification agreement so that the Ocala Housing Authority will be notified if the resident fails to pay the utility bill.**
- * If a resident or applicant is unable to get utilities connected because of a previous balance owed to the utility company, the resident/applicant will not be permitted to move into a unit with resident paid utilities. This may mean that a current resident cannot transfer to a scattered site or that an applicant cannot be admitted to a unit with resident-paid utilities.**
- * Paying the utility bill is the resident's obligation under the lease. Failure to pay utilities is grounds for eviction.**

Q. EXCESS UTILITY PAYMENTS

Residents in units where the Ocala Housing Authority pays the utilities may be charged for excess utilities if additional appliances or equipment are used in the unit. This charge shall be applied as specified in the lease. [24CFR 966.4(b)(2)]

R. CEILING RENTS

- * The Ocala Housing Authority acknowledges that there are several advantages to ceiling rents. Ceiling rents provide a cap@ or maximum rent which is advantageous to families of higher incomes. Establishing ceiling rents offers families of increasing or higher incomes an incentive for living in public housing. Ceiling rents help the Ocala Housing Authority to attract higher income families and create a broad range of incomes and a more diverse tenant body, which is consistent with HUD's affirmative fair housing goals. Ceiling rents serve to assist families transitioning from welfare to work and families that desire to obtain better jobs. Ceiling rents may also help the Ocala Housing Authority to fill vacancies in some of its less desirable units or developments.**
- * For all units where ceiling rents are applied the lower of the total tenant payment or the ceiling rent will be applied.**

***Fair Market Rent as a Basis for Ceiling Rents**

*** The Ocala Housing Authority will apply ceiling rents to all of its public housing units using as a basis the current fair market rent for units comparable in size, location, quality, unit type, age, housing services, maintenance, utilities and amenities in the area in which each public housing development is located.**

*** The Ocala Housing Authority will not set ceiling rents below the monthly operating cost to operate the units.**

*** Ceiling Rents as Authorized Under the 1998 QHWRA**

The Ocala Housing Authority will not set ceiling rents below 75 percent of the monthly cost to operate the units at any of its public housing units.

The Ocala Housing Authority will not set ceiling rents below 100 percent of the monthly cost to operate the units for housing designated for occupied predominantly by elderly or disabled families.

HUD defines predominantly as at least 80 percent occupancy by such families.

The monthly cost of operating the Ocala Housing Authority's housing is defined as one twelfth of the sum of all annual operating expenses reported on the Statement of Operating Receipts and Expenditures as of the end of the most recent fiscal year and the aggregate annual utility allowances for all tenant paid utilities; minus the sum of (1) excess utility charges and (2) annual cost, if any, associated with units approved for deprogramming [*** PIH Notice 98-41**].

The Ocala Housing Authority will ensure that all of its ceiling rents will be unit based and not applied to certain families or certain categories of families.

***The following are the Ocala Housing Authority's complete list of public housing sites where the Ocala Housing Authority has established ceiling rents:**

- Pavillion Oaks
- Deer Run
- Pine Gardens
- Shady Hollow

*** The Ocala Housing Authority will conduct(ed) a comprehensive analysis of rental units on the existing private market in the immediate area of each project where ceiling rents will be established using information gathered from the following sources:**

*** The Marion County Board of Realtors**

*** Property Owner Associations**

- * **The County Property Assessor**
- * **Newspaper Ads**
- * **Rental Market Data on the Internet**
- * **Vacancy Postings in Front of Private Market Units**
- * **Telesurveying**

* **Ceiling Rents Set Using the 95th Percentile**

* **The Ocala Housing Authority has established ceiling rents using as its basis the 95th percentile of the rent paid for a unit of comparable size by tenants in the same public housing project or a group of comparable projects totaling 50 units or more.**

A comparable project would be any project where the rent is generally calculated at 30% of the monthly adjusted income.

* **The Ocala Housing Authority set ceiling rents at complexes containing more than 15 units, the Ocala Housing Authority established the 95th percentile:**

By ranking the tenant rents (TTP) from lowest to highest with the lowest being ranked 1 (one).

Multiplying the number of units in that size of unit by .95, rounding up at .5 or higher and rounding down at less than .5 and established the rent at that rank provided it covers the costs to operate the housing.

* **The Ocala Housing Authority set ceiling rents at complexes containing 15 units or less, the Ocala Housing Authority established the 95th percentile by:**

Finding the unit size group with the greatest number of units

Ranking the rents from lowest to highest, with the lowest being ranked 1(one)

If the number comes out to a decimal, rounding up at .5 or higher and rounding down at less than 5

Applying a unit size adjustment factor to the rent at that rank (as found in 3/15/89 Federal Register or Appendix H of the Noncitizens Guidebook)

Provided it covers the costs to operate the housing of the agency that is the ceiling rent.

Board Resolution

- * The Ocala Housing Authority used the [FMR] [and the] [/95th percentile] system of establishing ceiling rents and has forwarded a copy of the adopted board resolution to the local HUD field office.**
- * The Ocala Housing Authority will request the Ocala Housing Authority board of commissioners to pass a board resolution which describes the basis for the Ocala Housing Authority ceiling rents and indicates the effective date of the ceiling rent policy.**
- * The Ocala Housing Authority will forward a copy of the adopted board resolution to the local HUD field office.**

Notice to Residents

The Ocala Housing Authority will provide 30 day notice to all families affected by any new ceiling rent policies.

PET POLICY

[24 CFR 5.309]

INTRODUCTION

Ocala Housing Authority have discretion to decide whether or not to develop policies pertaining to the keeping of pets in public housing units. This Chapter explains the Ocala Housing Authority's policies on the keeping of pets and any criteria or standards pertaining to the policy. The rules adopted are reasonably related to the legitimate interest of this Ocala Housing Authority to provide a decent, safe and sanitary living environment for all tenants, to protecting and preserving the physical condition of the property, and the financial interest of the Ocala Housing Authority.

The purpose of this policy is to establish the Ocala Housing Authority's policy and procedures for ownership of pets in elderly and disabled units and to ensure that no applicant or resident is discriminated against regarding admission or continued occupancy because of ownership of pets. It also establishes reasonable rules governing the keeping of common household pets.

*** Nothing in this policy or the dwelling lease limits or impairs the right of persons with disabilities to own animals that are used to assist them.**

ANIMALS THAT ASSIST PERSONS WITH DISABILITIES

Pet rules will not be applied to animals who assist persons with disabilities.

To be excluded from the pet policy, the resident/pet owner must certify:

That there is a person with disabilities in the household;

That the animal has been trained to assist with the specified disability

A. MANAGEMENT APPROVAL OF PETS

All pets must be approved in advance by the Ocala Housing Authority management.

The pet owner must submit and enter into a Pet Agreement with the Ocala Housing Authority.

Registration of Pets

Pets must be registered with the Ocala Housing Authority before they are brought onto the premises. Registration includes certificate signed by a licensed veterinarian or State/local authority that the pet has received all inoculations required by State or local law, and that the pet has no communicable disease(s) and is pest-free.

*** Registration must be renewed and will be coordinated with the annual recertification date and proof of license and inoculation will be submitted at least 60 days prior to annual reexamination.**

*** Dogs and cats must be spayed or neutered.**

*** Execution of a Pet Agreement with the Ocala Housing Authority stating that the tenant acknowledges complete responsibility for the care and cleaning of the pet will be required.**

*** Registration must be renewed and will be coordinated with the annual recertification date.**

*** Approval for the keeping of a pet shall not be extended pending the completion of these requirements.**

Refusal To Register Pets

The Ocala Housing Authority may not refuse to register a pet based on the determination that the pet owner is financially unable to care for the pet. If the Ocala Housing Authority refuses to register a pet, a written notification will be sent to the pet owner stating the reason for denial and shall be served in accordance with HUD Notice requirements.

The Ocala Housing Authority will refuse to register a pet if:

- The pet is not a *common household pet* as defined in this policy;
- Keeping the pet would violate any House Pet Rules;
- The pet owner fails to provide complete pet registration information, or fails to update the registration annually;
- The Ocala Housing Authority reasonably determines that the pet owner is unable to keep the pet in compliance with the pet rules and other lease obligations. The pet's temperament and behavior may be considered as a factor in determining the pet owner's ability to comply with provisions of the lease.

The notice of refusal may be combined with a notice of a pet violation.

A resident who cares for another resident's pet must notify the Ocala Housing Authority and agree to abide by all of the pet rules in writing.

B. STANDARDS FOR PETS

*** If an approved pet gives birth to a litter, the resident must remove all pets from the premises except one.**

Pet rules will not be applied to animals who assist persons with disabilities.

Persons With Disabilities

The resident/pet owner will be required to qualify animals (for exclusion from the pet policy) who assist persons with disabilities. Example below.

To be excluded from the pet policy, the resident/pet owner must certify:

- * **That there is a person with disabilities in the household;**
- * **That the animal has been trained to assist with the specified disability; and**
- * **That the animal actually assists the person with the disability.**

Types of Pets Allowed

No types of pets other than the following may be kept by a resident.

*** Tenants are not permitted to have more than one *type* of pet, (other than fish) and a maximum of two pets allowed.**

1. Dogs

- * **Maximum number: one**
- * **Maximum adult weight: 25 pounds**
- * **Maximum height : 24 inches**
- * **Must be housebroken**
- * **Must be spayed or neutered**
- * **Must have all required inoculations**
- * **Must be licensed as specified now or in the future by State law and local ordinance**

THE FOLLOWING DOGS ARE NOT ALLOW ON OCALA HOUSING AUTHORITY'S PROPERTY:

2. Cats

- * **Maximum number one**
- * **Must be declawed**
- * **Must be spayed or neutered**
- * **Must have all required inoculations**
- * **Must be trained to use a litter box or other waste receptacle**
- * **Must be licensed as specified now or in the future by State law or local ordinance**

3. Birds
 - * **Maximum number one**
 - * **Must be enclosed in a cage at all times**
4. Fish
 - Maximum aquarium size **20 gallons**
 - * **Must be maintained on an approved stand**
5. Rodents are not allowed
6. Turtles are not allowed

C. PETS TEMPORARILY ON THE PREMISES

- * **Pets which are not owned by a tenant will not be allowed.**
- * **Residents are prohibited from feeding or harboring stray animals.**
- * **This rule excludes visiting pet programs sponsored by a humane society or other non-profit organization and approved by the Ocala Housing Authority.**
- * **State or local laws governing pets temporarily in dwelling accommodations shall prevail.**

* **D. DESIGNATION OF PET/NO-PET AREAS**

- * **The following areas are designated no-pet areas: [List and describe]**

E. ADDITIONAL FEES AND DEPOSITS FOR PETS

- * **Tenants with animals must pay a pet deposit.**
- * **The resident/pet owner shall be required to pay a refundable deposit for the purpose of defraying all reasonable costs directly attributable to the presence of a dog or cat.**

INSTRUCTION: Select an amount which will be the higher of the TTP or such reasonable fixed amount as the Ocala Housing Authority may require. A good reasonableness standard for the maximum amount to charge is the amount published in the Federal Register by HUD for certain projects on 12-1-86, which was \$300.00. You may permit gradual accumulation of the deposit through specific payments.

- * **An initial payment of [amount] on or prior to the date the pet is properly registered and brought into the apartment, and;**

- * **Monthly payments in an amount no less than [enter amount] until the specified deposit has been paid.**
- * **The Ocala Housing Authority reserves the right to change or increase the required deposit by amendment to these rules.**
- * **The Ocala Housing Authority will refund the Pet Deposit to the tenant, less any damage caused by the pet to the dwelling unit, upon removal of the pet or the owner from the unit.**
- * **The Ocala Housing Authority will return the Pet Deposit to the former tenant or to the person designated by the former tenant in the event of the former tenant's incapacitation or death.**
- * **The Ocala Housing Authority will provide the tenant or designee identified above with a written list of any charges against the pet deposit. If the tenant disagrees with the amount charged to the pet deposit, the Ocala Housing Authority will provide a meeting to discuss the charges.**
- * **All reasonable expenses incurred by the Ocala Housing Authority as a result of damages directly attributable to the presence of the pet in the project will be the responsibility of the resident, including:**
 - The cost of repairs and replacements to the resident's dwelling unit;**
 - Fumigation of the dwelling unit;**
 - Common areas of the project.**
- * **Pet Deposits are not a part of rent payable by the resident.**

F. ALTERATIONS TO UNIT

Residents/pet owners shall not alter their unit, patio, premises or common areas to create an enclosure for any animal. Installation of pet doors is prohibited.

G. PET WASTE REMOVAL CHARGE

- * **A separate pet waste removal charge of [amount] per occurrence will be assessed against the resident for violations of the pet policy.**

Pet deposit and pet waste removal charges are not part of rent payable by the resident.

- * **All reasonable expenses incurred by the Ocala Housing Authority as the result of damages directly attributable to the presence of the pet will be the responsibility of the resident, including:**

- * **The cost of repairs and replacements to the dwelling unit;**
- * **Fumigation of the dwelling unit.**
- * **If the tenant is in occupancy when such costs occur, the tenant shall be billed for such costs as a current charge.**
- * **If such expenses occur as the result of a move-out inspection, they will be deducted from the pet deposit. The resident will be billed for any amount which exceeds the pet deposit.**
- * **The pet deposit will be refunded when the resident moves out or no longer has a pet on the premises, whichever occurs first.**
- * **The expense of flea deinfestation shall be the responsibility of the resident.**

*** H. PET AREA RESTRICTIONS**

- * **Pets must be maintained within the resident's unit. When outside of the unit (within the building or on the grounds) dogs and cats must be kept on a leash or carried and under the control of the resident or other responsible individual at all times.**
- * **Pets are not permitted in common areas including lobbies, community rooms and laundry areas except for those common areas which are entrances to and exits from the building.**
- * **An area of the development grounds has been designated as the area in which to exercise animals and to permit dogs to relieve themselves of bodily wastes. This area includes [describe area].**
 - **Residents/Pet Owners are not permitted to exercise pets or permit pets to deposit waste on project premises outside of the areas designated for such purposes.**

*** I. NOISE**

- * **Pet owners must agree to control the noise of pets so that such noise does not constitute a nuisance to other residents or interrupt their peaceful enjoyment of their housing unit or premises. This includes, but is not limited to loud or continuous barking, howling, whining, biting, scratching, chirping, or other such activities.**

*** J. CLEANLINESS REQUIREMENTS**

*** Litter Box Requirements. All animal waste or the litter from litter boxes shall be picked up immediately by the pet owner, disposed of in sealed plastic trash bags, and placed in a trash bin.**

*** Litter shall not be disposed of by being flushed through a toilet.**

*** Litter boxes shall be stored inside the resident's dwelling unit.**

*** Removal of Waste From Other Locations. The Resident/Pet Owner shall be responsible for the removal of waste from the exercise area by placing it in a sealed plastic bag and disposing of it in [an outside trash bin/ other container provided by the Ocala Housing Authority].**

*** Any unit occupied by a dog, cat, or rodent will be fumigated at the time the unit is vacated.**

*** The resident/pet owner shall take adequate precautions to eliminate any pet odors within or around the unit and to maintain the unit in a sanitary condition at all times.**

*** K. PET CARE**

*** No pet (excluding fish) shall be left unattended in any apartment for a period in excess of [number] hours.**

*** All residents/pet owners shall be responsible for adequate care, nutrition, exercise and medical attention for his/her pet.**

*** Residents/pet owners must recognize that other residents may have chemical sensitivities or allergies related to pets, or may be easily frightened or disoriented by animals. Pet owners must agree to exercise courtesy with respect to other residents.**

L. RESPONSIBLE PARTIES

The resident/pet owner will be required to designate two responsible parties for the care of the pet if the health or safety of the pet is threatened by the death or incapacity of the pet owner, or by other factors that render the pet owner unable to care for the pet.

*** M. INSPECTIONS**

*** The Ocala Housing Authority may, after reasonable notice to the tenant during reasonable hours, enter and inspect the premises, in addition to other inspections allowed.**

*** The Ocala Housing Authority may enter and inspect the unit only if a written complaint is received alleging that the conduct or condition of the pet in the unit constitutes a nuisance or threat to the health or safety of the other occupants or other persons in the community under applicable State or local law.**

RESERVED

*** N. PET RULE VIOLATION NOTICE**

INSTRUCTION: 24 CFR Part 5 Subpart C does not contain pet rule violation procedures. The lease incorporates the pet rules and states that the tenant agrees to comply with the rules, and that violations of the pet rules may be grounds for removal of the pet or for termination of tenancy. We suggest you include pet rule violation procedures and have included some model violation procedures here to give you an idea of what HUD considers "reasonable."

If a determination is made on objective facts supported by written statements, that a resident/pet owner has violated the Pet Rule Policy, written notice will be served.

The Notice will contain a brief statement of the factual basis for the determination and the pet rule(s) which were violated. The notice will also state:

That the resident/pet owner has **[insert number]** days from the effective date of the service of notice to correct the violation or make written request for a meeting to discuss the violation;

That the resident pet owner is entitled to be accompanied by another person of his or her choice at the meeting; and

That the resident/pet owner's failure to correct the violation, request a meeting, or appear at a requested meeting may result in initiation of procedures to terminate the pet owner's tenancy.

*** If the pet owner requests a meeting within the [insert number] day period, the meeting will be scheduled no later than [number] calendar days before the effective date of service of the notice, unless the pet owner agrees to a later date in writing.**

*** O. NOTICE FOR PET REMOVAL**

If the resident/pet owner and the Ocala Housing Authority are unable to resolve the violation at the meeting or the pet owner fails to correct the violation in the time period allotted by the Ocala Housing Authority, the Ocala Housing Authority may serve notice to remove the pet.

The Notice shall contain:

A brief statement of the factual basis for the Ocala Housing Authority's determination of the Pet Rule that has been violated;

The requirement that the resident /pet owner must remove the pet within [**insert number**] days of the notice; and

A statement that failure to remove the pet may result in the initiation of termination of tenancy procedures.

*** P. TERMINATION OF TENANCY**

The Ocala Housing Authority may initiate procedures for termination of tenancy based on a pet rule violation if:

The pet owner has failed to remove the pet or correct a pet rule violation within the time period specified; and

The pet rule violation is sufficient to begin procedures to terminate tenancy under terms of the lease.

*** Q. PET REMOVAL**

If the death or incapacity of the pet owner threatens the health or safety of the pet, or other factors occur that render the owner unable to care for the pet, the situation will be reported to the Responsible Party designated by the resident/pet owner. Includes pets who are poorly cared for or have been left unattended for over 8 hours.

If the responsible party is unwilling or unable to care for the pet, or if the Ocala Housing Authority after reasonable efforts cannot contact the responsible party, the Ocala Housing Authority may contact the appropriate State or local agency and request the removal of the pet.

*** If the pet is removed as a result of any aggressive act on the part of the pet, the pet will not be allowed back on the premises.**

*** R. EMERGENCIES**

The Ocala Housing Authority will take all necessary steps to insure that pets which become vicious, display symptoms of severe illness, or demonstrate behavior that constitutes an immediate threat to the health or safety of others, are referred to the appropriate State or local entity authorized to remove such animals.

*** If it is necessary for the HA to place the pet in a shelter facility, the cost will be the responsibility of the tenant/pet owner.**

NEW HOMEOWNERSHIP DEVELOPMENT

SYNOPSIS

Organization Name and Address:

Ocala Housing Authority
233 SW 3rd Street
Ocala, FL. 34474

Project Name, Address (s) and Location

King Estates
1600 NW 4th Street
Ocala, FL. 34474

Contact Person: Gwendolyn B. Dawson
Executive Director

Phone No. (352) 369-2636, ext. 233

FAX: (352) 369-2642

E-Mail: Ohadawson@aol.com

I. ORGANIZATION BACKGROUND:

The Ocala Housing Authority (OHA) is committed to providing safe, decent and sanitary housing to each of its residents; and to build better neighborhoods by providing comprehensive opportunities for our residents through partnerships and networking within our community.

The Ocala Housing Authority has been serving the City of Ocala, County of Marion for over four decades by providing affordable housing opportunities. The Ocala Housing Authority was established in the City of Ocala in 1951, and action was taken by the City of Ocala to reactivate the Authority in 1968. The Ocala Housing Authority was not chartered as a corporation under the state of Florida. Thus, Articles of Incorporation were not submitted to the State of Florida.

The City of Ocala passed Resolution 70-23 on March 3, 1970, pursuant to Florida Statutes, Chapter 421, enabling the establishment of the Ocala Housing Authority. The City of Ocala passed Resolution 70-24, approving the appointment of Commissioners of the Ocala Housing Authority and designation of the first Chairman.

A Board of Commissioners of five people through the Executive Director manages the OHA. The Mayor of Ocala appoints board members; the Executive Director is hired by the Board; and the Executive Director hires the staff.

We have greatly expanded our role as a housing service provider. In addition to assisting approximately 1,200 low-income families, seniors and persons with disabilities through our rental subsidy programs, we are the owner and manager of four housing complexes containing 185 units.

We've been recognized for our achievements as a continuing "High Performer" in our Public Housing Management Assessment Program (PHMAP) ratings. FY 98 score was a PERFECT 100%. We were recognized as a "Successful Performer" in FY 99. Through this accomplishment, we see the great capacity of our staff and others in the community with whom we work with to accomplish our goals in the face of tremendous obstacles. HUD recently designated the OHA as a HUD Certified Housing Counseling Agency. This achievement also highlights the immensity of the affordable housing problem and the work we have yet to accomplish. We are dedicated to continuing our efforts in a progressive manner and continue to focus on: **Leading the Way**.

The OHA's Executive Director, Ms. Dawson has extensive knowledge and expertise in affordable single-family housing development. Cedar Grove II, a 131-unit mixed income single-family development, is one of her proudest career accomplishments. The City of Gainesville Housing Division under Ms. Dawson's management developed this \$13 million project. She was successful in obtaining several million dollars of grant funding, below market rate 1st mortgage financing, and state and national recognition awards; and provided a great impact on the revitalization of East Gainesville, which is an area similar in demographics to West Ocala. Ms. Dawson has experience as a SHIP administrator, 12 years in affordable housing development and 16 years of accounting and budgeting experience.

OHA's Housing Coordinator and Facilities Manager have had experience as financial counselors for other nonprofit agency homebuyer programs.

II. NEW HOMEOWNERSHIP INITIATIVE:

A. General Program Overview:

Recognizing the need for homeownership opportunities, the Ocala Housing Authority (OHA) has expanded its programs through the introduction of new homeownership initiatives. During FY 99 the Ocala Housing Authority demolished two of its public housing complexes through a HOPE VI Demolition grant, Forest View (74 units) and N.H. Jones (56 units). These vacant parcels will be used for development of approximately 65 new affordable, owner-occupied single-family homes the Ocala Housing Authority plans to build, over the next five years. The subdivisions have been named *King Estates* and *Paradise Trail*. The targeted market of the new homes developed by the Ocala Housing Authority will be its public housing residents, Section 8 tenants, participants of its Family Self Sufficiency Program, and other families whose annual gross income is at or below 80% of the area median income, adjusted for family size. The development of King Estates will comply with HUD's 5(h) Homeownership Program regulations.

This HOME application is for King Estates only. The funds will be used to fund the construction of 18 units.

The proposed development addresses the need for community revitalization and job creation efforts in the West quadrants of Marion County, and provides housing assistance to very low and low-income first-time homebuyers.

The development will directly benefit existing residents of the neighborhood through the creation of jobs and the elimination of slum and blighted conditions. In addition, the project will provide the economic incentive for other landlords and property owners to undertake improvement projects that will enhance the physical appearance of the area.

Linkage with the development of new homes in the west side community will be with Habitat for Humanity and Greater Ocala Community Development Corp., Inc. King Estates is located within 1/8 mile of the City of Ocala's Recreational facility, Edward B. Croskey Center. A local elementary and middle school are within walking distance of the development. MAD DADS of Greater Ocala's Corporate office is also located within walking distance of King Estates. MAD DADS provide emphasizing positive alternatives to crime, including opportunities to serve the community, develop individual skills and learn the role of a responsible citizen. This program offers tutoring, group counseling, self-esteem classes, arts and crafts, community service projects, and lessons in responsibility and consequences.

B. Community Partnerships

The Ocala Housing Authority will serve as the developer of *King Estates*. The Ocala Housing Authority's Executive Director will serve as the Project Manager. The Ocala Housing Authority's Executive Director, Housing Programs Director, Housing Coordinator, Facilities Manager, Accounting Manager, Ocala Housing Authority's Architect of Record, Legal Counsel and a board representative will serve as the Development Team. This team brings over 150 years experience in community development, accounting, planning, affordable housing development, financial management, engineering and grants management to the development.

The Ocala Housing Authority has been proactive in establishing community partnerships to help facilitate the development of new homes. A Design Committee has been established to assist management with formulating minimum housing design standards and selecting a certified Architect, Surveyor, Appraiser and Civil Engineer. The Design Committee will serve as the review committee for bids submitted by participating builders. The Design Committee is comprised of Ocala Housing Authority's Executive Director, Facilities Manager, community representatives, architects, interior designers, nonprofit housing providers and other individuals with expertise in the areas of design and development.

“Build it and they will come” is definitely not the Ocala Housing Authority's marketing strategy for this development. The Ocala Housing Authority has solicited the assistance of lenders, Realtors, business leaders and educators to develop a strategic marketing plan. Volunteers serving on the Marketing Committee will play a major role in market research analysis, establishing marketing strategies, formulating a marketing budget and community outreach.

Although there is a stock of affordable homes for sale on the market, there are many barriers preventing very low and low-income households from purchasing a home. Such barriers are high downpayment and closing costs, credit problems, difficulty in securing financing and a lack of knowledge about the homebuying process. The Ocala Housing Authority's first-time homebuyer's program will be successful because of the strong partnership it has with local lenders. The Project Manager has met with and garnered the support of the local banks and mortgage brokers. The lenders are committed to offering attractive financing for construction loans and permanent mortgages.

Some lender incentives include waiving the construction loan fees, offering below market fixed rate mortgages, providing interest rate lock-in periods of six months, waiving origination fees and flexible qualifying ratios of 30% and 42% (housing and total debt-to-income).

C. Construction and Site Development

Construction plans for *King Estates* are underway. Minimum design standards have been developed by the Design Committee. The architect selected is assisting with the general design scheme, house plans, and review of plans offered by builders participating in the development.

The Ocala Housing Authority homes will contain a minimum of 3 bedrooms/2 full bathrooms with the smallest home being 1400 square feet of heated and cooled space, and the largest will be 1800 square feet. Some of the homes will contain 4 bedrooms. All homes will have garages or carports, paved driveways and patios. The design concept for the entire development is neotraditional with open front porches and pedestrian friendly streetscapes. Quality construction and easily maintainable homes are our goals. The targeted market, families with no more than 80% of area median income, will have less disposable income for making repairs. Energy efficient designs and central heating and air conditioning will be a part of the package. Landscaping with a bent toward xeriscaping will be incorporated. Construction cost, with the amenities to be included and attractive overhead and profit for contractors, is estimated to be approximately \$45 per square ft. A 1400 square foot home would cost approximately \$62,900. The Ocala Housing Authority, as developer, will facilitate a lot assignment plan. There are no underground utilities present on site, so costs have been built in for infrastructure improvements.

King Estates is more than just "Affordable Housing Subdivisions" being built to provide safe, decent and affordable homes for low-income residents. This neighborhood is intended to be a magnet to draw many facets, such as more people and businesses to the area.

The development is also designed to promote new business for businesses located, or planning to locate to this side of town. The development is envisioned to help small business

contractors with competing in the market to, either enable them to grow their business, or simply continue to provide business resources to support it at its present size.

One of the mechanisms that will be used to ensure that not just one contractor or local business receives all of the economic benefits from this project is the solicitation of bids from all local building material suppliers. A detailed list of materials that will be used in each house will be researched, specified and compiled to ensure consistency in quality and style. This list will have details about the material used in the construction of the product, warranties to be provided for the product, color selections to be available for the homebuyer, etc. This concept will be used to ensure that all of the builders or installers are installing the “same quality” of product, and not installing the same appearance product of lesser quality, (i.e. contractor can purchase something for \$2.00 less than another). This bidding mechanism will also allow the suppliers to have a guaranty that they will supply their product for an entire phase. Thus, the supplier is in a better position economically to provide a very competitive price to the contractor.

The materials price control mechanism, as stated above, will be implemented to better control the overall construction costs of all of the models. These will then allow staff to place a median price tag on a model that would be consistent for all homebuyers. It will better enable the finance counselors to work with the homebuyers to assist them in buying the home closest to their dreams. It will also reduce the competition between the contractors, and allow them to focus on providing a quality product.

A lottery type process will be used to award construction contracts for the homes; a homebuyer will select the home of his/ or her choice based on compatibility of need and their respective lot. A list of prices and qualified contractors are predetermined. This scenario will reduce the amount of time a contractor spends on estimating for the job, and it will also reduce the contractor’s stress and eliminate redundant price wars on previously bid models.

The prices the OHA will establish will incorporate decent profit margins. The profit margin is not considered excessive, yet it is anticipated to be comfortable for the contractors who want larger profit margins, and a added incentive for contractors who settle for smaller profit margins. Also, with all of the pricing and specifying that will be done for the contractors, their overhead will be reduced, and it is anticipated to be reflected by their willingness to accept a little less profit.

The mechanisms that will be incorporated are not cast in stone, nor are they inflexible. They are set up as models to be refined. As staff uses them, things are learned and parts of the processes may be changed. Staff is always willing and open to recommendations for improving the processes to ensure the success of the development, and for the betterment of the homebuyers.

Sidewalks and jogging trails are incorporated in the plan. The Ocala Housing will incorporate the City's recreational programs in the subdivision.

D. Marketing Plan Summary

1. Mission

The Ocala Housing Authority's mission for its new homes development is to strengthen and revitalize the community in the West quadrant of Ocala. The Ocala Housing Authority will accomplish its mission by eliminating slum and blight condition, providing approximately 19 new affordable homes and creating job opportunities to very low and low-income families.

2. Target Market

The general targeted market of the Ocala Housing Authority's new homes development will consist of very low and low-income families with incomes less than or equal to 80% of the area median income for Marion County, adjusted for family size. The primary targeted market is families participating in the Ocala Housing Authority's Family Self Sufficiency Program.

The Ocala Housing Authority will provide downpayment / closing costs assistance, subsidies and donate the land to eligible low-income families who purchase new homes. The Ocala Housing Authority's financial assistance and donation of land will provide additional equity toward the family's purchase of a new home in the development. The average sales price will be \$61,000 – 88,000. However, with the Ocala Housing Authority's financial assistance and donation of land, the average first mortgage will be \$30,000 – 50,000. The entire financing structure will attract a diverse income group of families, enable the monthly mortgage payments to be affordable (on average less than 30% of a family's gross monthly income) and provide families the opportunity to become first-time homeowners.

3. Outreach

In preparation for homeownership, homebuyers are required to join the OHA Homebuyer's Club. The OHA Homebuyer's Club is designed to help families decide if homeownership is right for them. The homebuyer's club will provide comprehensive pre-purchase, post-purchase and homebuyer education for homebuyers purchasing a home in this development. OHA financial counselors will provide intense one-on-one financial counseling, credit and budget counseling and homeowner education classes to homebuyers. Each homebuyer will receive a minimum of 25 hours of homeowner education and housing counseling (includes pre-purchase and post-purchase).

The homebuyer's club is designed to be a fun, exciting and motivating learning environment. Homebuyers must attend all of the classes and individual counseling sessions with a financial

counselor. The homebuyer's club education classes include topics such as, budgeting, saving, credit, applying for a mortgage loan, house selection, closing settlements, maintenance/ repairs, foreclosure prevention and how to be a good neighbor.

Homebuyers will work with a financial counselor to develop a financial plan that will prepare the homebuyer to qualify for a first mortgage loan from a lending institution and to purchase a home in the *King Estates* Development. Each homebuyer's financial plan is unique, and completion time for the homebuyer's club may vary. The program allows up to 24 months for a homebuyer to prepare for homeownership. See Section II of this proposal for an outline and curriculum of the homebuyer's club.

Homebuyers who complete the requirements of the homebuyer's club may be eligible for cash subsidies, downpayment assistance and other special financing from the OHA and the City of Ocala to purchase a home in *King Estates*.

The OHA's development of *King Estates* is a model of how the nation can address the problem of providing quality, decent and affordable new homes to very low and low-income homebuyers and providing the opportunity for eligible homebuyers to achieve the American dream of homeownership.

III. ANTICIPATED TIME FRAME FOR PROJECT:

| | |
|-------------|----------|
| FY 2000/01 | 2 |
| FY 2001/02 | 10 |
| FY 2002/03 | <u>6</u> |
| Total homes | 18 |

The OHA's fiscal year is October 1 – September 30.

IV. AFFORDABILITY

HUD has awarded the OHA replacement housing funds for the next five years. The City of Ocala has awarded the OHA \$57,500 of SHIP funds and \$7,500 of CDBG funds, will be used as a local match to access State of Florida HOME Loan Construction funds for this \$1.7 million development. Staff will also submit grant applications to the Federal Home Loan Bank's Affordable Housing Program (AHP), the Florida Housing Finance Corporation's Predevelopment Loan Program, and other state and federal funding sources. The OHA has been awarded \$25,000 of predevelopment funds from the Marion County Housing Finance Authority, and also has pending grant applications with several local banks for Predevelopment funds.

Local lenders and secondary market lenders, such as Fannie Mae and Freddie Mac, are a part of the Lender’s Consortium. All participating lenders will use the same underwriting guidelines. The OHA will provide the lots to the homebuyers as an equity infusion, which will facilitate the affordability of the development.

OCALA HOUSING AUTHORITY
KING ESTATES
SAMPLE FINANCING STRUCTURE

| | | |
|--|----|----------------|
| CLIENT | | |
| MODEL | | |
| LOT # | | |
| PHASE # | | |
| SQUARE FOOTAGE (Heated & Cooled) | | 1400 |
| TOTAL SQUARE FOOTAGE (incl. 1-Carport) | | 1940 |
| | | |
| SALES PRICE | \$ | 65,000 |
| Conventional Mortgage | | (32,000) |
| HOME Homeownership Loan (Subsidy) | | (15,000) |
| City SHIP Grant | | (11,500) |
| Federal Home Loan Bank Subsidy | | (5,000) |
| Homebuyer’s contribution | | <u>(1,500)</u> |
| | | |
| NET DEFICIT: | | - |

Sample”

Ocala Housing Authority

Underwriting Guidelines For King Estates

- **One year acceptable rent and utility payment**
- **The greater of 2% of sales price or 25% of total downpayment and closing from borrower**
- **The Ocala Housing Authority will donate the lot as equity for the Borrower (approximately \$5,000). The recapture period is ten years, at a forgivable rate of 10% per year. The donation will be in the form of a deferred payment loan.**
- **Less than 80% loan to value with no PMI; Total LTV \leq 105%**
- **Payment of all judgments**
- **Minimum 6 month verifiable payments plan for collection items**
- **Justifiable written reason for any judgments, collection items and/or delinquent account**
- **Construction Perm loans Ocala Housing Authority will pay interest during construction**
- **20% of sales price can be from gifts and/or grants**
- **2 years discharge of bankruptcy, with reestablished good credit, is acceptable**
- **Debt ratios of 30%/40%; Maximum debt ratios of 30%/42% with demonstrated ability to pay**
- **2 years consistent and verifiable employment history, completed probation on current job (can include academic career)**
- **Total income must be less than or equal to 80% of median family income, adjusted for family size**
- **Successful completion of Ocala Housing Authority-sponsored 25 hour homebuyer training course.**
- **Underwriting based upon acceptable Freddie Mac Gold Measure score (22 risk) units and, <620 Beacon score (adjustments made for individual circumstances)**
- **Acceptable property inspection prior to loan closing**
- **Two months reserves for insurance and taxes required**

- **Contractors are required to be Lender and/or FHA approved**

G. DECONCENTRATION OF POVERTY AND INCOME-MIXING

The Ocala Housing Authority's admission policy is designed to provide for deconcentration of poverty and income-mixing by bringing higher income tenants into lower income projects and lower income tenants into higher income projects.

Gross annual income is used for income limits at admission and for income-mixing purposes.

Skipping of a family on the waiting list specifically to reach another family with a lower or higher income is not to be considered an adverse action to the family. Such skipping will be uniformly applied until the target threshold is met.

- **The Ocala Housing Authority will gather data and analyze, at least annually, the tenant characteristics of its public housing stock, including information regarding tenant incomes, to assist in the Ocala Housing Authority's deconcentration efforts.**

The Ocala Housing Authority will use the gathered tenant incomes information in its assessment of its public housing developments to determine the appropriate designation to be assigned to the project for the purpose of assisting the Ocala Housing Authority in its deconcentration goals.

*** If the Ocala Housing Authority's annual review of tenant incomes indicates that there has been a significant change in the tenant income characteristics of a particular project, the Ocala Housing Authority will evaluate the changes to determine whether, based on the Ocala Housing Authority methodology of choice, the project needs to be redesignated as a higher or lower income project or whether the Ocala Housing Authority has met the deconcentration goals and the project needs no particular designation.**

Deconcentration and Income-Mixing Goals

***Admission policies related to the deconcentration efforts of the Ocala Housing Authority do not impose specific quotas. Therefore, the Ocala Housing Authority will not set specific quotas, but will strive to achieve deconcentration and income-mixing in its developments.**

- **The Ocala Housing Authority's income-mixing goal is a long-range goal and may not be achieved in the first year of implementation. The Ocala Housing Authority will use its annual analysis of its public housing stock and tenant incomes to provide benchmarks for the Ocala Housing Authority.**

***The Ocala Housing Authority's income-mixing goal, in conjunction with the requirement to target at least 40 percent of new admissions to public housing in each fiscal year to "extremely low-income families", will be to achieve the following occupancy percentages:**

For higher income projects, an occupancy rate of 20% very low- and extremely low-income families.

For lower income projects, an occupancy rate of 20% families at or above the low-income limit (80% of area median).

*** In the upcoming fiscal year the Ocala Housing Authority will strive to achieve the following goals for deconcentration of poverty and income-mixing:**

Increase of two lower income families into higher income developments.

Increase of two higher income families into lower income developments.

*** In the upcoming fiscal year, the Ocala Housing Authority will target the following developments for deconcentration and income-mixing to achieve the goals stated above:**

Lower income developments where the Ocala Housing Authority's goal is to increase higher income families:

Pavilion Oaks

Higher income developments where the Ocala Housing Authority's goal is to increase lower income families:

N/A

Project Designation Methodology

The Ocala Housing Authority will determine and compare tenant incomes at the developments listed in this Chapter.

The Ocala Housing Authority will determine and compare the tenant incomes at the developments listed in this Chapter and the incomes of census tracts in which the developments are located.

Upon analyzing its findings the Ocala Housing Authority will apply the policies, measures and incentives listed in this Chapter to bring higher income families into lower income developments and lower income families into higher income developments.

The Ocala Housing Authority's goal is to have eligible families having higher incomes occupy dwelling units in projects predominantly occupied by eligible families having lower incomes, and eligible families having lower incomes occupy dwelling units in projects predominantly occupied by eligible families having higher incomes.

Families having lower incomes include very low- and extremely low-income families.

Skipping of families for deconcentration purposes will be applied uniformly to all families.

***When selecting applicant families and assigning transfers for a designated project the Ocala Housing Authority will determine whether the selection of the family will contribute to the Ocala Housing Authority's deconcentration goals.**

***The Ocala Housing Authority will not select families for a particular project if the selection will have a negative effect on the Ocala Housing Authority's deconcentration goals. However, if there are insufficient families on the waiting list or transfer list, under no circumstances will a unit remain vacant longer than necessary.**

***Method No. 1 – Aggregate Average Method**

The Ocala Housing Authority will review the annual resident income of all of its sites and using the incomes of all families in all developments as a baseline, determine the average income of all of its resident families.

The Ocala Housing Authority will designate higher income developments those with average income above the aggregate average.

The Ocala Housing Authority will designate lower income developments those with average income below the aggregate average.

*** Ocala Housing Authority Incentives for Higher Income Families**

The Ocala Housing Authority will offer certain incentives to higher income families willing to move into lower income projects. The Ocala Housing Authority will not take any adverse action against any higher income family declining an offer by the Ocala Housing Authority to move into a lower income project.

In addition to maintaining its public housing stock in a manner that is safe, clean, well landscaped and attractive, the Ocala Housing Authority will offer the following incentives for higher income families moving into lower income projects:

*** Ocala Housing Authority will pay for the installation of cable television.**

*** Ocala Housing Authority will pay for the installation of telephone service.**

- Ocala Housing Authority will allow occupancy standards of one child per bedroom.**

*** Ocala Housing Authority will approve a transfer request to another site of the family's preference after three years of occupancy (such transfers will be based on date order of similar requests received).**

*** Ocala Housing Authority will target homeownership opportunities to higher income families moving into lower income project - See page 4-11**

*** Ocala Housing Authority will provide an escrow savings account to higher income families moving into lower income projects in the case of increased earned income.**

