

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

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# PHA Plans

5 Year Plan for Fiscal Years 2001 - 2005

Annual Plan for Fiscal Year 2001

**NOTE: THIS PHA PLANS TEMPLATE (HUD 50075) IS TO BE COMPLETED IN ACCORDANCE WITH  
INSTRUCTIONS LOCATED IN APPLICABLE PIH NOTICES**

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

**PHA Plan  
Agency Identification**

**PHA Name: Housing Authority of the City of Austin**

**PHA Number: TX001**

**PHA Fiscal Year Beginning: (04/01/01)**

**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 2001 - 2005**  
[24 CFR Part 903.5]

**A. Mission**

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

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

**The Housing Authority of the City of Austin is a public agency whose business is to:**

- **Ensure that safe, quality affordable housing opportunities exist for families of low income,**
- **Break the poverty cycle by serving as a catalyst for our residents to become economically self-sufficient,**
- **Create meaningful partnerships to maximize available community resources for our residents,**
- **Efficiently and effectively meet federal, state and local mandates.**

**The Housing Authority of the City of Austin will pursue entrepreneurial opportunities to address emerging trends and respond to the challenges of the future.**

**B. Goals**

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

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

- PHA Goal: Expand the supply of assisted housing  
Objectives:
- Apply for additional rental vouchers:
  - Reduce public housing vacancies:
  - Leverage private or other public funds to create additional housing opportunities:

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

- **Increase the number of new or rehabilitated affordable housing units (Public and Private) by 200 units in the next two years.**

- PHA Goal: Improve the quality of assisted housing  
Objectives:
  - Improve public housing management: (PHAS score) **78.4%**
  - Improve voucher management: (SEMAP score)
  - Increase customer satisfaction:
  - Concentrate on efforts to improve specific management functions:  
(list; **PHAS INSPECTIONS**)
  - Renovate or modernize public housing units:
  - Demolish or dispose of obsolete public housing:
  - Provide replacement public housing:
  - Provide replacement vouchers:
  - Other: (list below)

- PHA Goal: Increase assisted housing choices  
Objectives:
  - Provide voucher mobility counseling:
  - Conduct outreach efforts to potential voucher landlords
  - Increase voucher payment standards
  - Implement voucher homeownership program: **FY 2001/2002**
  - Implement public housing or other homeownership programs:
  - 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**

- PHA Goal: Provide an improved living environment  
Objectives:
  - Implement measures to deconcentrate poverty by bringing higher income public housing households into lower income developments:
  - Implement measures to promote income mixing in public housing by assuring access for lower income families into higher income developments:
  - Implement public housing security improvements:
  - Designate developments or buildings for particular resident groups (elderly, persons with disabilities)

Other:

**\*Continue services of the Austin Police Department Substation at Rosewood Courts (TX-02)**

**\*Continue to make security related lighting and fencing improvements**

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

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

Objectives:

Increase the number and percentage of employed persons in assisted families:

Provide or attract supportive services to improve assistance recipients' employability:

Provide or attract supportive services to increase independence for the elderly or families with disabilities.

Other: (list below)

- **Provide FSS escrow accounts for families who have committed to become free of public assistance within 3-5 years**
- **Provide home buying, credit counseling and job retention services for families who wish to improve their economic situation,**
- **Increase by 5% the number of residents who are employed at a self-sustaining wage**
- **Increase meaningful partnerships to maximize available community resources for our residents**
- **Increase the motivation of the residents to become self-sufficient**
- **Improve the residents chances of becoming self-sustaining and successful home owners**

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

PHA Goal: Ensure equal opportunity and affirmatively further fair housing

Objectives:

Undertake affirmative measures to ensure access to assisted housing regardless of race, color, religion national origin, sex, familial status, and disability:

Undertake affirmative measures to provide a suitable living environment for families living in assisted housing, regardless of race, color, religion national origin, sex, familial status, and disability:

- Undertake affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required:
- Other: (list below)

**Other PHA Goals and Objectives: (list below)**

- **Retain 80% of high quality employees. (Those who score all 3's or above on all functional areas of their performance evaluation.)**
- **Increase net cash flow by \$2 million in the next two years.**
- **Improve physical conditions of all properties by establishing and employing a preventive maintenance and inspection schedule with emphasis on meeting the Uniform Physical Conditions Standards.**
- **Create a safe workplace by enhancing the current safety program to be administered by Safety Coordinator.**
- **Oversee the enforcement of a water performance contract through the creation of an energy conservation program coordinator staff position.**
- **Promote self-sufficiency and asset development of families and individuals.**
- **Improve school dropout rates among public housing youth by establishing partnerships with local dropout prevention efforts.**

**Annual PHA Plan**  
**PHA Fiscal Year 2001**  
[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.

Introduction:

The Housing Authority of the City of Austin was created December 23, 1937 by resolution of the City Council of the City of Austin to construct three hundred and thirty seven dwelling units.

Recently a man said to me, "Lyndon, I'm against this (public housing) program, because I have been told it is Government competition with private business". He asked me if this was true, and I said, "Yes sir; it is true. The Government is competing with shacks and hovels and hog sites and all the other foul holes in which the underprivileged have had to live. The Government is attempting to wipe out these wretched excuses for American homes. If you object to that kind of Government competition, then I'm disappointed in you."

-Austin Congressman Lyndon Baines Johnson, during an Austin radio address, January 23, 1938.

The years have brought change to the housing authority, which has grown to the 6<sup>th</sup> largest housing authority in the State. Housing continues to be an issue with local rents increasing by 55% since 1990. As a result, nearly one third of the city's residents cannot afford housing in the local market.

The Board of Commissioner's and Staff recognize the affordable housing crisis that our community is currently facing and has conducted strategic planning to begin addressing the myriad of housing needs.

The succinct vision adopted is:

The Housing Authority of the City of Austin, TX (HACA) is a successful business that uses public/private partnerships to create and maintain enough safe, attractive, affordable housing to meet the demand. Residents meaningfully participate in improving their community and reaching self-sufficiency. HACA takes leadership on behalf of its constituents and is recognized for its responsiveness, open communication, creative planning and actions, and its overall integrity.

The Board of Commissioners and staff selected five priority goals or results for the next two years. They are:

- A. Retain 80% of high quality HACA employees (those who score all 3's or above on all functional areas of their performance evaluation).
- B. Increase the number of new or rehabilitated affordable housing units (public and private) by 200 in the next two years.
- C. Increase meaningful resident participation in improving their community. The resident will provide the information and participate in this community development.
- D. Increase net cash flow by \$2 million in the next two years.
- E. Increase by five % the number of residents who are employed at a sustainable wage.

The Board of Commissioners and staff updated the mission statement:

The Housing Authority of the City of Austin is a public agency whose business is to:

- ensure that safe, quality affordable housing opportunities exist for families of low income,
- break the poverty cycle by serving as a catalyst for our residents to become economically self-sufficient,
- create meaningful partnerships to maximize available community resources for our residents,
- efficiently and effectively meet federal, state and local mandates.

The Housing Authority of the City of Austin will pursue entrepreneurial opportunities to address emerging trends and respond to the challenges of the future.

- Statement of Financial Resources Available to the Agency to Serve the Community:
  - A. Section 8 Reserve is available as a limited resource that could be used to leverage other financial opportunities.
  - B. Utility conservation programs to generate additional resources. Possibly buy and sell electricity.
  - C. Local, State and Federal Grants.
  - D. Respond to RFP's that HACA can provide services for.
  - E. Tax credits to build affordable housing to produce additional resources.
  - F. Issue Bonds to build or purchase existing multifamily housing to produce additional resources.
  - G. Bank Loans to build or purchase existing multifamily housing to produce additional resources.
  - H. Evaluate existing inventory for under utilization and what other opportunities may exist for that property or properties.
- The HACA certifies that it has and will continue to adhere to all Civil Rights requirements and will affirmatively further fair housing. The HACA has included a copy of its most recent fiscal year audit report as part of the documentation made available for public review during the 45 days prior to submission of HACA's Agency Plan to HUD on January 16, 2001.
- The HACA has developed a very effective Asset Management plan to maintain its properties and manage operations through the proper direction of the following Annual Plan components:

Financial Resources

Operations and Management

Capital Improvements

### **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.

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#### **Attachments**

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

Required Attachments:

Admissions Policy for Deconcentration (**Attachment B**)

- FY 2001 Capital Fund Program Annual Statement
- Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)

Optional Attachments:

- PHA Management Organizational Chart (**Attachment A**)
- FY 2001 Capital Fund Program 5 Year Action Plan
- Public Housing Drug Elimination Program (PHDEP) Plan (**Attachment C**)
- Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text)
- Other (List below, providing each attachment name)

- **Certification by Local Office of PHA Plans consistency with the Consolidated Plan**
- **PHA Certification of Compliance with PHA Plan and Related Regulations**

**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.

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
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
	Fair Housing Documentation: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions’ initiatives to affirmatively further fair housing that require the PHA’s involvement.	5 Year and Annual Plans
	Consolidated Plan for the jurisdiction/s in which the PHA is located (which includes the Analysis of Impediments to Fair Housing Choice (AI)) and any additional backup data to support statement of housing needs in the jurisdiction	Annual Plan: Housing Needs
X	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources;

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
N/A	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
X	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
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
N/A	Schedule of flat rents offered at each public housing development <input type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
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
	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

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
N/A	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans or any other approved proposal for development of public housing	Annual Plan: Capital Needs
N/A	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
N/A	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
N/A	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act	Annual Plan: Conversion of Public Housing
N/A	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
N/A	Policies governing any Section 8 Homeownership program <input type="checkbox"/> check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
X	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 (PHDEP) 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
N/A	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)

## **1. Statement of Housing Needs**

[24 CFR Part 903.7.9 (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.

<b>Housing Needs of Families in the Jurisdiction by Family Type</b>							
Family Type	Overall	Afford-ability	Supply	Quality	Access-ibility	Size	Loca-tion
Income <= 30% of AMI	23,708	5	5	5	5	5	5
Income >30% but <=50% of AMI	18,058	5	5	5	5	5	5
Income >50% but <80% of AMI	25,266	5	5	5	5	5	5
Elderly	4,849	5	5	5	5	5	5
Families with Disabilities	N/A	5	5	5	5	5	5
Race/Ethnicity	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Race/Ethnicity	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Race/Ethnicity	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Race/Ethnicity	N/A	N/A	N/A	N/A	N/A	N/A	N/A

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

- Consolidated Plan of the Jurisdiction/s  
Indicate year: **2000-2005**
- U.S. Census data: the Comprehensive Housing Affordability Strategy (“CHAS”) dataset **1990**
- American Housing Survey data  
Indicate year:
- Other housing market study  
Indicate year:
- Other sources: (list and indicate year of information)

## **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.

<b>Housing Needs of Families on the Waiting List</b>						
Waiting list type: (select one)						
<input checked="" 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	
	CV	S8	CV	S8	CV	S8
Waiting list total	2,324	1,427				
Extremely low income <=30% AMI	2,145	1,165	92.30	81.64		
Very low income (>30% but <=50% AMI)	169	248	7.27	17.38		
Low income (>50% but <80% AMI)	10	14	.43	.98		
Families with children	1540	1374	66.27	96.29		
Elderly families	72	2	3.10	.14		
Families with Disabilities	183	5	7.87	.35		
Race/ethnicity						
1 / 1	965	423	40.5	33.0		
2 / 1	22	5	.01	0.0		
3 / 1	15	18	.01	1.0		
4 / 1	1	1	.0	.0		
1 / 2	370	103	15.5	8.0		
2 / 2	978	705	41.1	55.8		
3 / 2	16	3	.01	.0		
4 / 2	15	6	.01	.0		
Characteristics by Bedroom Size (CV)						
1BR	764		32.87			

Housing Needs of Families on the Waiting List					
2 BR	1170		50.34		
3 BR	367		15.79		
4 BR	23		.99		
5 BR					
5+ BR					
Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No, for CV <input checked="" type="checkbox"/> Yes, for Section 8 If yes: How long has it been closed (# of months)? <b>One year for Section 8</b> Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes					

### C. Strategy for Addressing Needs

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

#### (1) Strategies

**Need: Shortage of affordable housing for all eligible populations**

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

Select all that apply

- Employ effective maintenance and management policies to minimize the number of public housing units off-line
- Reduce turnover time for vacated public housing units
- Reduce time to renovate public housing units
- Seek replacement of public housing units lost to the inventory through mixed finance development
- Seek replacement of public housing units lost to the inventory through section 8 replacement housing resources
- Maintain or increase section 8 lease-up rates by establishing payment standards that will enable families to rent throughout the jurisdiction
- Undertake measures to ensure access to affordable housing among families assisted by the PHA, regardless of unit size required
- Maintain or increase section 8 lease-up rates by marketing the program to owners, particularly those outside of areas of minority and poverty concentration

- Maintain or increase section 8 lease-up rates by effectively screening Section 8 applicants to increase owner acceptance of program
- Participate in the Consolidated Plan development process to ensure coordination with broader community strategies
- Other (list below)

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

Select all that apply

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

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

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

Select all that apply

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

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

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

Select all that apply

- Employ admissions preferences aimed at families who are working
- Adopt rent policies to support and encourage work
- Other: (list below) Meeting Public Housing Requirements

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

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

Select all that apply

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

**Need: Specific Family Types: Families with Disabilities**

**Strategy 1: Target available assistance to Families with Disabilities:**

Select all that apply

- Seek designation of public housing for families with disabilities
- Carry out the modifications needed in public housing based on the section 504 Needs Assessment for Public Housing
- Apply for special-purpose vouchers targeted to families with disabilities, should they become available
- Affirmatively market to local non-profit agencies that assist families with disabilities
- Other: (list below)

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

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

Select if applicable

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

**Will market in accordance with family outreach portions of the Housing Occupancy Manual and the Section 8 Administrative Plan (Section A.1 Ongoing Outreach)**

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

Select all that apply

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

- Market the section 8 program to owners outside of areas of poverty /minority concentrations
- Other: (list below)

**Other Housing Needs & Strategies: (list needs and strategies below)**

**(2) Reasons for Selecting Strategies**

Of the factors listed below, select all that influenced the PHA’s selection of the strategies it will pursue:

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

**2. Statement of Financial Resources**

[24 CFR Part 903.7 9 (b)]

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

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
<b>1. Federal Grants (FY 2001 grants)</b>		
a) Public Housing Operating Fund	\$4,859,810	
b) Public Housing Capital Fund	\$3,158,338	
c) HOPE VI Revitalization		

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
d) HOPE VI Demolition		
e) Annual Contributions for Section 8 Tenant-Based Assistance	\$23,795,355	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)	\$867,335	Security personnel, physical improvements to enhance security, drug prevention programs.
g) Resident Opportunity and Self-Sufficiency Grants	\$813,975	Service coordination for elderly and disabled; adult education, employment programs and supportive services to foster self-sufficiency.
h) Community Development Block Grant		
i) HOME		Tenant Based Rental Assistance Program
Other Federal Grants (list below)		
<b>Safe and Drug Free Schools and Communities</b>	\$12,097	Resident services at two developments
<b>Welfare to Work Program</b>	\$1,200,000	Comprehensive welfare-to-work program for hardest to serve.
<b>2. Prior Year Federal Grants (unobligated funds only) (list below)</b>		
Shelter Plus Care	\$143,112	Rental Assistance to hard to serve homeless persons with disabilities
<b>3. Public Housing Dwelling Rental Income</b>	\$2,912,748	Operations
<b>4. Other income (list below)</b>		
Interest Income	\$150,000	Operations
Other Income	\$50,000	Operations
Section 8 Contract Administration Excess Revenue	\$2,389,818	
<b>5. Non-federal sources (list below)</b>		

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
<b>Total resources</b>	\$40,352,588	

### **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: **(20-25 on waitlist)**  
 When families are within a certain time of being offered a unit: (state time)  
 Other: (describe)

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

- Criminal or Drug-related activity  
 Rental history  
 Housekeeping  
 Other (describe) **Family Composition**

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

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

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

##### **On Occasion**

##### **(2)Waiting List Organization**

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

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

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

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

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

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

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

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

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

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

### **(3) Assignment**

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

- One
- Two
- Three or More

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

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

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

a. Income targeting:

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

b. Transfer policies:

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

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

c. Preferences

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

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

Former Federal preferences:

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

Other preferences: (select below)

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

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

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.

## 2 Date and Time

Former Federal preferences:

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

Other preferences (select all that apply)

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

4. Relationship of preferences to income targeting requirements:

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

**(5) Occupancy**

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

- The PHA-resident lease
- The PHA's Admissions and (Continued) Occupancy policy
- PHA briefing seminars or written materials
- Other source (list) **Brochures, Tenant Handbook and Tenant Calendar**

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

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

**(6) Deconcentration and Income Mixing**

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

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

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

- Adoption of site-based waiting lists  
If selected, list targeted developments below:
- Employing waiting list "skipping" to achieve deconcentration of poverty or income mixing goals at targeted developments  
If selected, list targeted developments below:  
**TX 01, 02, 03, 05, 06, & 08**
- Employing new admission preferences at targeted developments  
If selected, list targeted developments below:

Other (list policies and developments targeted below)

d.  Yes  No: Did the PHA adopt any changes to **other** policies based on the results of the required analysis of the need for deconcentration of poverty and income mixing?

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

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

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

- Not applicable: results of analysis did not indicate a need for such efforts
- List (any applicable) developments below: **TX 01, 02, 03, 05, 06, & 08**

g. Based on the results of the required analysis, in which developments will the PHA make special efforts to assure access for lower-income families? (select all that apply)

- Not applicable: results of analysis did not indicate a need for such efforts
- List (any applicable) developments below:

## B. Section 8

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

### (1) Eligibility

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

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

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

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

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

**HACA may provide to the owner, the family's current address and prior address as shown on HACA's records and the name and address if known, of the landlord at the family's current address and last prior address. Such requests must be made in writing.**

### **(2) Waiting List Organization**

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

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

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

- PHA main administrative office
- Other (list below)

**Opening of the waiting list will be publicly announced by publication in local newspaper of several circulations and in minority media and other suitable means.**

### **(3) Search Time**

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

If yes, state circumstances below:

**Requests are evaluated on a case by case basis and must be made no later than 10 days after the expiration of the certificate or voucher. A request for an extension must be accompanied by a list of no less than five (5 verifiable contacts made by the family**

**either by telephone or in person to owners or agents and an updated income verification. HACA will review the family, the efforts made by the family during the search. If HACA believes that there is a reasonable possibility that the family can with additional time, find a suitable unit, an extension may be granted.**

**(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**

**Welfare to Work Eligible Families**

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.

**3** Date and Time

Former Federal preferences

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

Other preferences (select all that apply)

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

**1** **Welfare to Work Eligible**  
**Elderly/Disabled and involuntary displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)**

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

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

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

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

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

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

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

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

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

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

- Through published notices
- Other (list below)

**Direct notification to area agencies, direct mail to waitlist applicants**

**4. PHA Rent Determination Policies**

[24 CFR Part 903.7 9 (d)]

**A. Public Housing**

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

**(1) Income Based Rent Policies**

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

a. Use of discretionary policies: (select one)

- The PHA will not employ any discretionary rent-setting policies for income based rent in public housing. Income-based rents are set at the higher of 30% of adjusted monthly

income, 10% of unadjusted monthly income, the welfare rent, or minimum rent (less HUD mandatory deductions and exclusions). (If selected, skip to sub-component (2))

---or---

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

b. Minimum Rent

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

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

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

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

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

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

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

**Minimum of 10% annual income, 30% adjusted income, or fixed flat**

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)

**Child support payments up to \$480 annually, per child, by any member of the family for the support and maintenance of any child who does not reside in the household**

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, flat rent for all developments

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

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

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

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

f. Rent re-determinations:

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

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

**Anytime a family experiences an income increase or decrease**

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

## **(2) Flat Rents**

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

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

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

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

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

Describe the voucher payment standards and policies.

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

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

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

- FMRs are adequate to ensure success among assisted families in the PHA's segment of the FMR area
- The PHA has chosen to serve additional families by lowering the payment standard
- Reflects market or submarket
- Other (list below)

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

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

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

- Annually
- Other (list below)

e. What factors will the PHA consider in its assessment of the adequacy of its payment standard? (select all that apply)

- Success rates of assisted families
- Rent burdens of assisted families
- Other (list below)

**(2) Minimum Rent**

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

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

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

**Incorporated in the Section 8 Administrative Plan**

**5. Operations and Management**

[24 CFR Part 903.7 9 (e)]

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

**A. PHA Management Structure**

Describe the PHA's management structure and organization.

(select one)

- An organization chart showing the PHA's management structure and organization is attached. **(ATTACHMENT A)**
- A brief description of the management structure and organization of the PHA follows:

**B. HUD Programs Under PHA Management**

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

<b>Program Name</b>	<b>Units or Families Served at Year Beginning</b>	<b>Expected Turnover</b>

Public Housing	1927	450
Section 8 Vouchers	2,487	200
Section 8 Certificates	200	10
Section 8 Mod Rehab	0	0
Special Purpose Section 8 Certificates/Vouchers (list individually)	700 Welfare to Work Vouchers	60
Public Housing Drug Elimination Program (PHDEP)	1,928 families	N/A
Tenant Opportunities Program (TOP)	1,414 families	N/A
ROSS Program	1,928 families	N/A
Other Federal Programs(list individually)		
Safe and Drug Free Schools and Communities	238 families	N/A
Welfare to Work Program	75 families	N/A
Section 8 Family Self-Sufficiency Program	50 families (28 mandatory)	10 families
Voluntary Family Self-Sufficiency Program	50 families	10 families

### 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)

**Housing Operations Manual**

**Maintenance Policies and Procedures**

**Housing Operations Standard Operating Procedures (SOP) Manual**

- (2) Section 8 Management: (list below)

**Please refer to the Section 8 Administrative Plan**

## **6. PHA Grievance Procedures**

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

**A. Public Housing**

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

If yes, list additions to federal requirements below:

2. Which PHA office should residents or applicants to public housing contact to initiate the PHA grievance process? (select all that apply)

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

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

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

If yes, list additions to federal requirements below:

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

- PHA main administrative office  
 Other (list below)

**7. Capital Improvement Needs**

[24 CFR Part 903.7 9 (g)]

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

### A. Capital Fund Activities

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

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

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

Select one:

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

-or-

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

## 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 TX-59-P001-70801 FFY of Grant Approval: (10/01/01)

Original Annual Statement

Line No.	Summary by Development Account	Total Estimated Cost
1	Total Non-CGP Funds	
2	1406 Operations	
3	1408 Management Improvements	\$223,000
4	1410 Administration	\$239,500
5	1411 Audit	

6	1415	Liquidated Damages	
7	1430	Fees and Costs	\$75,000
8	1440	Site Acquisition	
9	1450	Site Improvement	\$433,400
10	1460	Dwelling Structures	\$1,717,438
11	1465.1	Dwelling Equipment-Nonexpendable	\$60,000
12	1470	Nondwelling Structures	\$215,000
13	1475	Nondwelling Equipment	\$120,000
14	1485	Demolition	
15	1490	Replacement Reserve	
16	1492	Moving to Work Demonstration	
17	1495.1	Relocation Costs	\$75,000
18	1498	Mod Used for Development	
19	1502	Contingency	
20	<b>Amount of Annual Grant (Sum of lines 2-19)</b>		<b>\$3,158,338</b>
21	Amount of line 20 Related to LBP Activities		
22	Amount of line 20 Related to Section 504 Compliance		\$100,000
23	Amount of line 20 Related to Security		\$81,400
24	Amount of line 20 Related to Energy Conservation Measures		\$200,000

**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
HA	Operating	1406	239,500
	Administration	1410	
	Management Improvements	1408	
	Management Information Systems		50,000
	Enhance P& D Operations		10,000
	Enhance Maintenance Operations		20,000
	Resident Initiatives		100,000
	Drug Elimination		43,000
	Fees & Costs	1430	75,000
HA Wide	Tree Trimming/Removal, Stump Removal, & New Tree Planting	1450	60,000

	Sidewalk Repairs & Improvements	1450	25,000
	Parking Area & Drive Improvements	1450	50,000
	Guttering & Drainage Improvements	1450	50,000
	Playground Equipment & Upgrades	1450	10,000
	ADA Improvements	1450	20,000
	Fire Protection & Annual Hydrant Testing	1450	15,000
	Appliances	1465	60,000
	Relocation Costs	1495	75,000
Non-Dwelling Structures	Office renovations & ADA	1470	200,000
Non-Dwelling Equipment	Maintenance Vehicles & Equipment	1475	120,000
TX 1 Chalmers	Interior renovations (Phase I)	1460	400,000
	Clotheslines (Phase I)	1450	15,000
TX 2 Rosewood	Interior Renovations (Phase I)	1460	400,000
TX 3 Santa Rita	Interior Renovations (Phase I)	1460	352,438
	Fencing	1450	30,000
TX 4 Meadowbrook	Landscaping, Erosion, Drainage Improvements	1450	100,000
TX 5 BTW	Siding Repairs/Replacements (Phase I)	1460	100,000
	Erosion/Drainage Improvements (Phase I)	1450	15,000
	Repair Heating Systems	1460	25,000
	Replace Water Heaters	1460	5000
TX 7 Lakeside	Pant Interior Walls	1460	50,000
TX 8 Salina	Interior Renovations (Phase II)	1460	60,000
TX 9 Gaston Place	Interior Renovations (Phase I)	1460	53,000
TX 10 Bouldin Oaks	Community Center Improvements	1470	15,000

TX 11 Thurmond Heights	Common, Playground Improvements (Phase II)	1450	25,000
TX 12 Georgian Manor	Electrical Upgrades	1460	10,000
TX 13 Goodrich			
TX 15 North Loop	Common Area Improvements	1450	10,000
	Ventilation Improvements	1460	10,000
TX 16 Northgate			
TX 17 Shadowbend			
TX 18 Manchaca II			
TX 19 Manchaca Village			
TX 20 Rio Lado	Exterior Paint/Repairs	1460	200,000
	Exterior door Replacements (Entry/Stor./WH)	1460	42,000
TX 22 Coronado Hills	Fencing	1460	10,000
TX 27 Scattered Sites	Fencing Repairs	1450	1400
	Exterior Paint	1450	7000
<b>Total</b>			<b>\$3,158,338</b>

**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)

1406	10/01/2003	10/01/2005
1408	10/01/2003	10/01/2005
1410	10/01/2003	10/01/2005
1430	10/01/2003	10/01/2005
1450	10/01/2003	10/01/2005
1460	10/01/2003	10/01/2005
1465	10/01/2003	10/01/2005
1470	10/01/2003	10/01/2005
1475	10/01/2003	10/01/2005
1495	10/01/2003	10/01/2005

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

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

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

b. If yes to question a, select one:

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

-or-

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

**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
	HA		

Description of Needed Physical Improvements or Management Improvements	Estimated Cost	Planned Start Date (HA Fiscal Year)
<b>Total of FFY 2001</b>	<b>537,500</b>	
<b>Administration</b>	<b>239,500</b>	<b>2002, 2003, 2004, 2005</b>
<b>Management Improvements</b>		
<b>MIS</b>	<b>50,000</b>	
<b>Enhance P&amp;D Operations</b>	<b>10,000</b>	<b>2002, 2003, 2004, 2005</b>
<b>Enhance Maintenance Operations</b>	<b>20,000</b>	<b>2005</b>
<b>Resident Initiatives</b>	<b>100,000</b>	<b>2002, 2003, 2004, 2005</b>
<b>Drug Elimination</b>	<b>43,000</b>	<b>2005</b>
<b>Fees &amp; Costs</b>	<b>75,000</b>	<b>2002, 2003, 2004, 2005</b>
		<b>2002, 2003, 2004, 2005</b>
<b>Total estimated cost over next 5 years</b>	<b>2,687,500</b>	

Optional 5-Year Action Plan Tables			
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development
	HA Wide		
Description of Needed Physical Improvements or Management Improvements		Estimated Cost	Planned Start Date (HA Fiscal Year)

<b>Total of FFY 2001</b>	<b>685,000</b>	
Tree Trimming, Removal, & New tree Planting	60,000	2002, 2003, 2004,
Sidewalk Repairs& Improvements	25,000	2005
Parking Area & drive Improvements	50,000	2002, 2003, 2004,
Guttering & Drainage Improvements	50,000	2005
Playground Equipment & Upgrades	10,000	2002, 2003, 2004,
ADA Improvements	20,000	2005
Fire Protection & Annual Hydrant Testing	15,000	2002, 2003, 2004,
Appliances	60,000	2005
Relocation Costs	75,000	2002, 2003, 2004,
		2005
		2002, 2003, 2004,
		2005
		2002, 2003, 2004,
		2005
		2002, 2003, 2004,
		2005
		2002, 2003, 2004,
		2005
<b>Total estimated cost over next 5 years</b>	<b>2,145,000</b>	

<b>Optional 5-Year Action Plan Tables</b>			
<b>Development Number</b>	<b>Development Name (or indicate PHA wide)</b>	<b>Number Vacant Units</b>	<b>% Vacancies in Development</b>
TX1-01	Chalmers Courts		
<b>Description of Needed Physical Improvements or Management Improvements</b>			<b>Estimated Cost</b>
<b>Total of FFY 2001</b>			<b>415,000</b>
Benches and Refuse Cans			7,500
Interior Renovations (Phase II)			200,000
Interior Renovations (Phase III)			325,000
Roofs			125,000
<b>Total estimated cost over next 5 years</b>			<b>1,072,500</b>

Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
TX1-02	Rosewood Courts			
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
<b>Total of FFY 2001</b>			<b>400,000</b>	
Clothesline (Phase II)			15,000	FFY 2002
Interior Renovations (Phase II)			250,000	FFY 2002
Interior Renovations (Phase III)			300,000	FFY 2003
Erosion & drainage Improvements			75,000	FFY 2003
Renovate Storage Rooms & Construct			30,000	FFY 2004
<b>Total estimated cost over next 5 years</b>			<b>1,070,000</b>	

Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
TX1-03	Santa Rita			
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
<b>Total of FFY 2001</b>			<b>382,438</b>	
Exterior Painting & WH Closets/Doors			100,000	<b>FFY 2002</b>
Interior Renovations (Phase I)			90,000	<b>FFY 2002</b>
Replace Water Heaters			25,000	<b>FFY 2002</b>
Playground Improvements			30,000	<b>FFY 2003</b>
Clotheslines			15,000	<b>FFY 2003</b>
Erosion & Drainage			50,000	<b>FFY 2004</b>
Interior Renovations (Phase II)			150,000	<b>FFY 2004</b>
Community Center Upgrades			20,000	<b>FFY 2005</b>
<b>Total estimated cost over next 5 years</b>			<b>862,438</b>	

Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
TX1-04	Meadowbrook			
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
<b>Total of FFY 2001</b>			<b>100,000</b>	
Exterior Paint/repairs/Doorway Entries			255,000	FFY 2002
De-Master Property			25,000	FFY 2002
Interior Renovations (Phase I)			250,000	FFY 2003
Interior Renovations (Phase II)			325,000	FFY 2004
Day Care Improvements (A/C)			30,000	FFY 2004
Air Conditioning			400,000	FFY 2005
<b>Total estimated cost over next 5 years</b>			<b>1,385,000</b>	

Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
TX1-05	Booker T. Washington			
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
<b>Total of FFY 2001</b>			<b>145,000</b>	
Siding Repairs/Replacements			100,000	FFY 2002
Erosion & Drainage			75,000	FFY 2002
Elevators & ADA at Community Development Building			150,000	FFY 2003
Interior Renovations (Phase I)			500,000	FFY 2004
Interior Renovations (Phase II)			500,000	FFY 2005
<b>Total estimated cost over next 5 years</b>			<b>1,470,000</b>	

Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
TX1-07	Lakeside			
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
<b>Total of FFY 2001</b>			<b>50,000</b>	
Kitchen and Bath Renovations (Phase I)			200,000	FFY 2003
Kitchen and Bath Renovations (Phase II)			250,000	FFY 2004
Community Room and Kitchen Improvements			35,000	FFY 2004
Elevator Upgrades			15,838	FFY 2005
<b>Total estimated cost over next 5 years</b>			<b>550,838</b>	

Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
TX1-08	Salina			
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
<b>Total of FFY 2001</b>			<b>60,000</b>	
Interior Renovations (Phase II)			50,000	FFY 2002
Community Center ADA Restroom			10,000	FFY 2002
Landscaping, Ground Improvements			25,000	FFY 2003
<b>Total estimated cost over next 5 years</b>			<b>145,000</b>	

Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
TX1-09	Gaston Place			
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
<b>Total of FFY 2001</b>			<b>53,000</b>	
Interior Renovations (Phase II)			275,000	FFY 2002
A/C Replacement			50,000	FFY 2003
Walkways, Entry & Screen Doors			85,000	FFY 2004
Exterior Paint & Repairs			125,000	FFY 2004
Individual Electric Meters			25,000	FFY 2005
<b>Total estimated cost over next 5 years</b>			<b>613,000</b>	

Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
TX1-10	Bouldin Oaks			
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
<b>Total of FFY 2001</b>			<b>15,000</b>	
Playground Improvements			20,000	<b>FFY 2003</b>
Exterior Paint/Repairs			175,000	<b>FFY 2004</b>
<b>Total estimated cost over next 5 years</b>			<b>210,000</b>	

Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
TX1-11	Thurmond Heights			
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)

<b>Total of FFY 2001</b>	<b>25,000</b>	
Siding & Exterior Paint	230,000	FFY 2002
Add Closet Doors	50,000	FFY 2003
Interior Renovations (Phase I)	300,000	FFY 2004
Add Air Conditioning	350,000	FFY 2005
<b>Total estimated cost over next 5 years</b>	<b>955,000</b>	

Optional 5-Year Action Plan Tables			
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development
TX1-12	Georgian Manor		
Description of Needed Physical Improvements or Management Improvements			Planned Start Date (HA Fiscal Year)
<b>Total of FFY 2001</b>			<b>Estimated Cost</b>
Combustible Air Source & Furnace Closets			10,000
Fencing			23,000
Guttering & Drainage			25,000
<b>Total estimated cost over next 5 years</b>			<b>83,000</b>

Optional 5-Year Action Plan Tables			
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development
TX1-13	Goodrich		
Description of Needed Physical Improvements or Management Improvements			Planned Start Date (HA Fiscal Year)
<b>Total of FFY 2001</b>			<b>Estimated Cost</b>
Management office Renovations			0
Parking & Driveway Improvements			15,000
Guttering & Drainage			25,000
Add Air Conditioning			10,838
<b>Total estimated cost over next 5 years</b>			<b>200,838</b>

Optional 5-Year Action Plan Tables			
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development
TX1-15	North Loop		

Description of Needed Physical Improvements or Management Improvements	Estimated Cost	Planned Start Date (HA Fiscal Year)
<b>Total of FFY 2001</b>	<b>20,000</b>	
Replace Boilers	60,000	FFY 2002
Interior renovations (Phase I)	150,000	FFY 2003
Carpet Replacements	15,000	FFY 2004
Common Area Improvements	25,000	FFY 2004
<b>Total estimated cost over next 5 years</b>	<b>270,000</b>	

**Optional 5-Year Action Plan Tables**

Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development
TX1-16	Northgate		

Description of Needed Physical Improvements or Management Improvements	Estimated Cost	Planned Start Date (HA Fiscal Year)
<b>Total of FFY 2001</b>	<b>0</b>	
Replace Water Heaters	12,500	FFY 2002
Drainage & Gutter Improvements	40,000	FFY 2002
Add Air Conditioning	250,000	FFY 2005
<b>Total estimated cost over next 5 years</b>	<b>302,500</b>	

**Optional 5-Year Action Plan Tables**

Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development
TX1-17	Shadowbend Ridge		

Description of Needed Physical Improvements or Management Improvements	Estimated Cost	Planned Start Date (HA Fiscal Year)
<b>Total of FFY 2001</b>	<b>0</b>	
Exterior Paint & Repairs	75,000	FFY 2002
Playground Improvements	15,000	FFY 2003
Fencing	25,000	FFY 2004
<b>Total estimated cost over next 5 years</b>	<b>115,000</b>	

**Optional 5-Year Action Plan Tables**

Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development
TX1-18	Manchaca II		

Description of Needed Physical Improvements or Management Improvements	Estimated Cost	Planned Start Date (HA Fiscal Year)
<b>Total of FFY 2001</b>	<b>0</b>	
Drainage & Gutter Improvements	15,000	FFY 2002
Air Duct Cleaning	6,500	FFY 2003
Electrical Upgrades	15,000	FFY 2004
Add Air Conditioning	85,000	FFY 2005
<b>Total estimated cost over next 5 years</b>	<b>121,500</b>	

Optional 5-Year Action Plan Tables			
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development
TX1-19	Manchaca Village		
Description of Needed Physical Improvements or Management Improvements		Estimated Cost	Planned Start Date (HA Fiscal Year)
<b>Total of FFY 2001</b>		<b>0</b>	
Playground Improvements		20,000	FFY 2002
Guttering, Drainage, & Landscaping		40,000	FFY 2002
Electrical Upgrades		10,000	FFY 2003
Add Air Conditioning		85,000	FFY 2005
<b>Total estimated cost over next 5 years</b>		<b>155,000</b>	

Optional 5-Year Action Plan Tables			
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development
TX1-20	Rio Lado		
Description of Needed Physical Improvements or Management Improvements		Estimated Cost	Planned Start Date (HA Fiscal Year)
<b>Total of FFY 2001</b>		<b>242,000</b>	
Drainage improvements		50,000	FFY 2002
Foundation & sidewalks		75,000	FFY 2002
Interior Renovations (Phase I)		250,000	FFY 2003
Community Center Improvements		25,000	FFY 2003
Add Air Conditioning		250,000	FFY 2005
<b>Total estimated cost over next 5 years</b>		<b>892,000</b>	

Optional 5-Year Action Plan Tables			
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development

<b>TX1-22</b>	<b>Coronado Hills</b>			
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
<b>Total of FFY 2001</b>			<b>10,000</b>	
Playground Improvements			22,838	FFY 2002
Exterior Paint & Repairs			75,000	FFY 2002
Interior Renovations			234,338	FFY 2003
Termite Treatment			10,000	FFY 2003
Add Air Conditioning			125,000	FFY 2005
<b>Total estimated cost over next 5 years</b>			<b>477,176</b>	

Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
TX1-27	Scattered Sites			
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
<b>Total of FFY 2001</b>			<b>8,400</b>	
<b>Total estimated cost over next 5 years</b>			<b>8,400</b>	

## 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:

**As indicated in the Statement of Housing Needs Section of this plan, Austin is suffering from a severe shortage of affordable housing stock at all income levels. To this end, HACA is currently participating in a community-wide assessment and planning process with a broad cross-section of public and private sector actors, representing the entire housing industry, to determine the most efficient role for HACA to play in an effort to increase housing supply. Specifically, HACA is reviewing various opportunities to engage in new construction and rehabilitation of existing units in an effort to increase the supply of affordable units and preserve the current affordable housing stock. HACA is exploring the creation of strategic partnerships and alliances with key actors in**

**Austin’s housing industry, and weighing the benefits of accessing various financing mechanisms to include Low Income Housing Tax Credits, the issuance of revenue bonds, as well as a variety of public or private revenue sources.**

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:

**HACA is currently engaged in a comprehensive assessment of its entire portfolio to determine whether each of these developments adequately meet the needs of our residents. While numerous parties have expressed interest in one of our developments in particular, Lakeside Apartments, which is located in downtown Austin in a desirable area for development, HACA has not, to date, seriously considered such overtures. HACA’s criteria for evaluating such proposals for all of its properties include the following:**

- (1) the proposal is one that is supported by the current residents;**
- (2) the transaction is one that would enable current residents to be relocated to a superior facility; and**
- (3) the transaction is one that additionally generates an ongoing revenue stream that may provide benefits to the HACA resident community at-large.**

**8. Demolition and Disposition**

[24 CFR Part 903.7 9 (h)]

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

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

2. Activity Description

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

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

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

[24 CFR Part 903.7 9 (i)]

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

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

2. Activity Description

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

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

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

[24 CFR Part 903.7 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.

<b>Conversion of Public Housing Activity Description</b>	
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.  Yes  No: Does the PHA administer any homeownership programs administered by the PHA under an approved section 5(h) homeownership program (42 U.S.C. 1437c(h)), or an approved HOPE I program (42 U.S.C. 1437aaa) or has the PHA applied or plan to apply to administer any homeownership programs under section 5(h), the HOPE I program, or section 32 of the U.S. Housing Act of 1937 (42 U.S.C. 1437z-4). (If “No”, skip to component 11B; if “yes”, complete one activity description for each applicable program/plan, unless eligible to complete a streamlined submission due to **small PHA** or **high performing PHA** status. PHAs completing streamlined submissions may skip to component 11B.)

### 2. Activity Description

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

<b>Public Housing Homeownership Activity Description (Complete one for each development affected)</b>
1a. Development name: 1b. Development (project) number:
2. Federal Program authority: <input type="checkbox"/> HOPE I <input type="checkbox"/> 5(h) <input type="checkbox"/> Turnkey III <input type="checkbox"/> Section 32 of the USHA of 1937 (effective 10/1/99)
3. Application status: (select one) <input type="checkbox"/> Approved; included in the PHA’s Homeownership Plan/Program <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application

4. Date Homeownership Plan/Program approved, submitted, or planned for submission: (DD/MM/YYYY)
5. Number of units affected:
6. Coverage of action: (select one)
<input type="checkbox"/> Part of the development
<input type="checkbox"/> Total development

## B. Section 8 Tenant Based Assistance

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

1. Program Description: **HACA is in the process of researching the Homeownership Program as to its viability in Austin’s challenging housing market.**

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**

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

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

1. Cooperative agreements:

- Yes  No: Has the PHA 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? 04/15/99

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) **PHA and Texas Department of Human Services are both active participants in the Austin/Travis County Self-Sufficiency Program.**

### 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. )

<b>Services and Programs</b>				
Program Name & Description (including location, if appropriate)	Estimated Size	Allocation Method (waiting list/random selection/specific criteria/other)	Access (development office / PHA main office / other provider name)	Eligibility (public housing or section 8 participants or both)
<i>Referral Services provided to residents by Resident Services Specialists (RSS) assigned to their development.</i>	<i>~1,800</i>	<i>As needed, call in, walk in during office hours</i>	<i>RSS' or manager's on-site office; main office</i>	<i>Both</i>
<i>Family Self-Sufficiency (FSS) Program -- Families are assisted and encouraged by PHA to attain self- sufficiency. Escrow account is an incentive offered by the PHA</i>	<i>105 families</i>	<i>Specific Criteria</i>	<i>Call FSS Coordinator; must receive orientation to enroll.</i>	<i>Both</i>

<i>Workforce Van Project – Free rides to employment-related destinations. Van provided by Capital Metro; PHA manages driver/project; Capital Area Workforce Development Board pays driver’s salary.</i>	<b>Varies</b> ~40/month	<i>Upon request</i>	<i>Call Van Hot Line at PHA Main Office.</i>  <i>477-4488, ext 802</i>	<i>Both</i>
<i>Resident Council Capacity Building – mediation services, mediation training, leadership training, consultant services.</i>	~ 50	<i>Registration and upon request</i>	<i>Register through City Wide Advisory Board – attend their monthly meetings or call PHA Community Development Office at 477-4488</i>	<i>Public Housing</i>
<i>Goodwill Industries’ Job Source Center – Job placement, job training, job search workshops, post-employment support available on site at three developments.</i>	~300	<i>Upon request</i>	<i>Call Goodwill at Rosewood Courts 637-7100</i>	<i>Both</i>
<i>GED Courses and testing on-site. Classes currently held at four PHA developments. Austin Community College provides instructors.</i>	~50	<i>Upon request</i>	<i>Register through Resident Services Specialist or Economic Development Coordinator at 478-4866.</i>	<i>Both</i>

<i>Workplace Competency Program and GED instruction provided on-site at Georgian Manor by Austin Academy</i>	<i>~25</i>	<i>Upon request</i>	<i>Register through Resident Services Specialist or Economic Development Coordinator, 478-4866</i>	<i>Both</i>
<i>Welfare-to-Work Program – Comprehensive case management, job training, job placement and supportive services provided through Austin Works Together.</i>	<i>~75</i>	<i>Specific criteria</i>	<i>Contact Welfare-to-Work Coordinator at 474-5636.</i>	<i>Both</i>
<i>Computer Training Courses at Booker T. Washington, Meadowbrook, and Thurmond Heights</i>	<i>~50</i>	<i>Upon request</i>	<i>Register through the Economic Development Coordinator at 478-4866.</i>	<i>Both</i>
<i>Youth Programs: tutoring, mentoring, recreation, drug prevention programs, provided to PHA youth by Boys &amp; Girls Clubs, Roving Leaders, Boy Scouts, Girl Scouts, CEACO, and local congregations. Free rides to Boys &amp; Girls Clubs.</i>	<i>~150</i>	<i>Upon parent's permission and membership registration.</i>	<i>Call Resident Services Specialist or PHA Drug Elimination Coordinator at 444-3941.</i>	<i>Public housing youth</i>
<i>Resident Watch and Apartment Residents on Watch (AROW) programs – Residents report crime and/or suspicious activities</i>	<i>~50</i>	<i>Available to all interested adult residents</i>	<i>Contact Resident Services Specialist or PHA Drug Elimination Coordinator at 444-3941.</i>	<i>Public housing adults</i>
<i>Health Services on site provided by several community organizations. Chiropractor, foot care, blood pressure and sugar screening, vaccinations. At senior sites.</i>	<i>~400</i>	<i>Walk-in basis</i>	<i>Call Community Development staff at your site for schedules and services at your site. Or PHA Main Off. 477-4488</i>	<i>Public housing</i>

<i>Several congregations provide mass, monthly service, bible study, Sunday school, or sponsor activities at several sites or transportation to services. At Meadowbrook, Lakeside, Salinas, Booker T. Washington, Thurmond Heights, Georgian Manor, Rio Lado and Coronado Hills.</i>	<i>~175</i>	<i>Walk-in basis</i>	<i>Call Community Development staff at your site or PHA Main Office 477-4488</i>	<i>Public housing</i>
<i>HIV Testing and Counseling at Booker T. Washington by City of Austin Health and Human Services</i>	<i>Records not kept due to confidentiality.</i>	<i>Walk-in basis</i>	<i>Call BTW Community Development office at 478-9427 for monthly schedule</i>	<i>Public housing</i>
<i>In-home respite care for seniors provided by PHA's Elderly Supportive Services Grant.</i>	<i>~50</i>	<i>Specific criteria</i>	<i>Call Comm. Dev. staff at Lakeside or Northloop, or 477-4488.</i>	<i>Public housing</i>
<i>Youth Sports Leagues offered by Children's Sports Foundation at Meadowbrook.</i>	<i>~30</i>	<i>Must attend practice sessions to stay on team</i>	<i>Call PHA's Drug Elimination Coordinator at 444-3941.</i>	<i>Public housing</i>
<i>Daily lunches at senior sites provided by City of Austin Parks and Recreation Dept.</i>	<i>~ 300</i>	<i>Register for program.</i>	<i>Call Comm. Dev. Office at your site. or 477-4488</i>	<i>Public housing</i>

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

a. Participation Description

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

Program	Required Number of Participants (start of FY 2000 Estimate)	Actual Number of Participants (As of: 10/31/00)
Public Housing	0	50
Section 8	27	62

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

### C. Welfare Benefit Reductions

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

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

### 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)

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

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

- Safety and security survey of residents
- Analysis of crime statistics over time for crimes committed "in and around" public housing authority
- Analysis of cost trends over time for repair of vandalism and removal of graffiti
- Resident reports
- PHA employee reports
- Police reports
- Demonstrable, quantifiable success with previous or ongoing anticrime/anti drug programs
- Other (describe below)

3. Which developments are most affected? (list below)

**B. Crime and Drug Prevention activities the PHA has undertaken or plans to undertake in the next PHA fiscal year**

1. List the crime prevention activities the PHA has undertaken or plans to undertake: (select all that apply)

- Contracting with outside and/or resident organizations for the provision of crime- and/or drug-prevention activities
- Crime Prevention Through Environmental Design
- Activities targeted to at-risk youth, adults, or seniors
- Volunteer Resident Patrol/Block Watchers Program

Other (describe below)

2. Which developments are most affected? (list below)

**C. Coordination between PHA and the police**

1. Describe the coordination between the PHA and the appropriate police precincts for carrying out crime prevention measures and activities: (select all that apply)

- Police involvement in development, implementation, and/or ongoing evaluation of drug-elimination plan
- Police provide crime data to housing authority staff for analysis and action
- Police have established a physical presence on housing authority property (e.g., community policing office, officer in residence)
- Police regularly testify in and otherwise support eviction cases
- Police regularly meet with the PHA management and residents
- Agreement between PHA and local law enforcement agency for provision of above-baseline law enforcement services
- Other activities (list below)

2. Which developments are most affected? (list below)

**D. Additional information as required by PHDEP/PHDEP Plan**

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

- Yes  No: Is the PHA eligible to participate in the PHDEP in the fiscal year covered by this PHA Plan?
- Yes  No: Has the PHA included the PHDEP Plan for FY 2001 in this PHA Plan?
- Yes  No: This PHDEP Plan is an Attachment. (Attachment Filename: C)

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

[24 CFR Part 903.7 9 (n)]

# HACA OCCUPANCY MANUAL

## CHAPTER EIGHTEEN. RESIDENT PET POLICY

- I. **General Statement.** Residents of HACA are allowed to own and keep common household pets in their respective units in accordance with the following rules and regulations:
  - A. Prior written HACA approval, evidenced by a signed pet lease addendum, must be obtained prior to a resident owning or keeping a Common Household Pet in the dwelling unit;
  - B. Annual registration of the Common Household Pet by the resident with the City of Austin prior to bringing such authorized pet onto the development premises;
  - C. No more than two common household pets per unit;
  - D. Dogs and cats must not weigh over 30 pounds each when fully grown;
  - E. Birds, rodents and turtles must be caged at all times. Aquariums must not be over ten (10) gallons each;
  - F. Residents must show written proof from a licensed veterinarian of annual rabies, distemper and all other inoculations required by state or local law;
  - G. Dogs and cats are allowed on all floors at Lakeside, Gaston Place, Salina and Northloop;
  - H. Residents must abide by state and local laws governing the owning and keeping of pets;
  - I. Dogs and cats shall remain inside the resident's unit. No animals shall be permitted to be loose in hallways, lobby areas, laundromats, community rooms, yards or other common areas;
  - J. When taken outside the unit, dogs and cats must be kept on a leash and controlled by an adult;
  - K. Residents shall not allow their pet to disturb, interfere or diminish the peaceful enjoyment of other residents. The terms disturb, interfere and diminish shall include, without limitation, barking, urinating in hallways, common areas or doorways, howling, chirping, biting, scratching and other like activities;
  - L. Residents must provide litter boxes for cat waste, which must be kept in the dwelling unit. Residents shall neither allow refuse from litter boxes to accumulate nor to become unsightly or unsanitary;

- M. Residents are solely responsible for cleaning up pet droppings, if any, outside the unit and/or on the development grounds. Droppings must be disposed of by being placed in a sack and then placed in a HACA container outside the development building;
- N. Residents shall take adequate precautions and measures necessary to eliminate pet odors within or around the unit and shall maintain the unit in a sanitary condition at all times;
- O. If pets are left unattended for a period of twenty-four (24) hours or more, HACA may enter the dwelling unit, remove the pet and transfer it to the proper authorities. HACA accepts no responsibility for the animal under such circumstances;
- P. Residents shall not alter their unit, patio or unit area in order to accommodate a pet;
- Q. Residents are responsible for all damages caused by their pets including, without limitation, the cost of cleaning of carpets or fumigation of units;
- R. Residents are prohibited from feeding or harboring stray animals. The feeding of stray animals shall constitute having a pet without the written permission of HACA;
- S. Should a resident's pet give birth to a litter, the resident shall within six (6) weeks from birth remove all animals (including the litter and mother) except resident will be allowed to retain two (2) common household pets in the unit as provided herein.
- T. Residents must identify an alternate custodian in the event of resident illness or other absence from the dwelling unit;
- U. Pets not owned by a the resident shall not be kept on a temporary basis;
- V. HACA has the right to require removal of a pet if the pet's conduct or condition is determined in the sole judgment of HACA, to constitute a nuisance or threat to other residents or staff;
- W. HACA may refuse pet ownership to any resident whom HACA has reason to believe is unable to care for a pet properly;
- X. Pets are not to be left chained or leashed outside the unit while unattended;
- Y. Food must be sealed in a container inside the unit;
- Z. HACA has the right to inspect a resident's unit without prior notice if HACA has reason to suspect the pet is not being cared for or that the resident is unable to properly care for the pet;
- AA. The resident must be present during a scheduled dwelling unit inspection of a unit occupied by **any and all pets**.

- II. **Common Household Pet.** A Common Household Pet is defined as any domesticated dog, cats, birds, rodents, turtles and fish which are kept in HACA approved aquariums not maintained for commercial purposes.
- III. **Animals that Assist the Handicapped/Disabled.** This Chapter shall not be applied in a manner that would prohibit those individuals regarded as handicapped/disabled from realizing the benefits of housing via a reasonable accommodation or exemption to policy, provided such exemption would not cause an undue administrative burden. Such an exemption must be accompanied by a professional medical opinion attesting to the resident's disability. The documentation shall state the physician's conclusion that in his/her professional medical opinion, a disability exists which meets HACA's definition of handicapped/disabled.
- IV. **Violations of the Pet Policy.** The violation of one or more of the provisions of this pet policy will be considered a violation of the dwelling lease agreement and may be grounds for the termination of the resident's lease agreement.
- V. **Pet Deposit.** There is a mandatory pet deposit **per pet** in the amount of \$50.00. The pet deposit may be used by HACA, in its discretion, to pay for reasonable expenses directly attributable to the presence of the dog or cat to the property including, without limitation, the cost of repairs and replacements to, and fumigations of, the resident's dwelling unit, as well as damage to any public or common areas caused by the pet. In the event that the pet deposit or any part of it is used by HACA to pay for such reasonable expenses, HACA will notify the resident and the resident will be required to replenish the deposit. The resident must pay the entire amount of the pet deposit prior to the execution of the lease and lease addendum.
- VI. **Pet Deposit Refund.** HACA shall refund the unused portion of the pet deposit to the resident within a reasonable time, not to exceed thirty (30) days, after the resident moves from the unit or no longer owns or keeps the pet in the dwelling unit.
- VII. **Vicious or Dangerous Pets.** Notwithstanding anything to the contrary, Residents are prohibited from owning or keeping in the unit pets which HACA reasonably believes to be dangerous or vicious to other pets, residents or staff including, without limitation, pit bulls, Doberman pinschers, and poisonous reptiles or arachnids

## **15. Civil Rights Certifications**

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

## **16. Fiscal Audit**

[24 CFR Part 903.7 9 (p)]

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

## **17. PHA Asset Management**

[24 CFR Part 903.7 9 (q)]

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

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

## **18. Other Information**

[24 CFR Part 903.7 9 (r)]

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

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

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

Attached at Attachment (File name)

Provided below:

Annual and Five-Year PHA Plan Public Hearing  
December 12, 2000

The public hearing commenced at 11:05 a.m. and adjourned at 12:05 p.m. A sign-in sheet was distributed. Members from the Citywide Advisory Board, HACA staff and participants of the Section 8 program attended the hearing. There was a total of 15 people in attendance.

The following questions arose during the discussion of the plans:

**1.) How does the Housing Authority distribute the information regarding SS/SSI verification to the new residents?**

Answer: The managers discuss this information during the resident's move-in orientation and during the review of the lease.

**2.) Can the Housing Authority benefit from the closure of the old airport?**

Answer: The Housing Authority is looking into this opportunity and it is currently waiting to see what will happen to the property.

**3.) After a unit that has failed an inspection, how do you ensure the work has been completed?**

Answer: The work orders for the inspected units are reviewed to ensure the work has been performed.

**4.) Can there be 2x4's placed on the other side of the fencing that is constantly being knocked down at Rosewood?**

Answer: Staff will look into the fencing situation.

**5.) Is there a possibility that an elderly resident can receive a voucher in order to be placed into a nursing home?**

Answer: No, housing authority staff can refer the resident to Family Eldercare or staff may ask the family to intervene and make other arrangements.

**6.) Is there a list to help Section 8 tenants find a home?**

Answer: Yes, a listing of available Section 8 rental units is obtainable in the Section 8 department.

**7.) If a resident pays a flat rent of \$300, does the rest of the money go into an escrow account?**

Answer: An escrow account is available to residents who join the Family Self-Sufficiency program. The flat rent is effective for two years.

**8.) Can there be more room in the Salina Community Room for a library?**

Answer: There is not an immediate fix to the community room as part of the problem is the design of the space. It may not be practical to alter the space.

**9.) When vandals take property that belongs to the resident council, how is the property replaced?**

Answer: The Housing Authority would have to investigate the incident(s) on a case-by-case basis.

**COMMENTS**

1.) **I would like to applaud the staff for the work done and the new administration that has worked with the resident council.**

2.) **I attended the Dallas Conference and we had to put together a PHA plan. I have a greater respect for the staff.**

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)

**Public Hearing scheduled for December 12, 2000**

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

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

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

3. Description of Resident Election Process

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

- Candidates were nominated by resident and assisted family organizations  
 Candidates could be nominated by any adult recipient of PHA assistance  
 Self-nomination: Candidates registered with the PHA and requested a place on ballot  
 Other: (describe)

b. Eligible candidates: (select one)

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

c. Eligible voters: (select all that apply)

- All adult recipients of PHA assistance (public housing and section 8 tenant-based assistance)  
 Representatives of all PHA resident and assisted family organizations  
 Other (list)

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

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

1. Consolidated Plan jurisdiction: (provide name here)

**FY 2000/2001 Annual Consolidated Plan (City of Austin)**

2. The PHA has taken the following steps to ensure consistency of this PHA Plan with the Consolidated Plan for the jurisdiction: (select all that apply)

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

- Activities to be undertaken by the PHA in the coming year are consistent with the initiatives contained in the Consolidated Plan. (list below)
- **To provide decent housing;**
  - **To establish and maintain suitable living environment; and**
  - **To expand economic opportunities for all citizens, particularly those who are extremely low and low-income**

Other: (list below)

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

- **To create/retain 5,000 affordable units annually by 2005**
- **Create/Preserve 250 Jobs, Primarily for Low/Moderate Income Residents**
- **Increase Opportunities for Self-Sufficiency**

#### **D. Other Information Required by HUD**

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

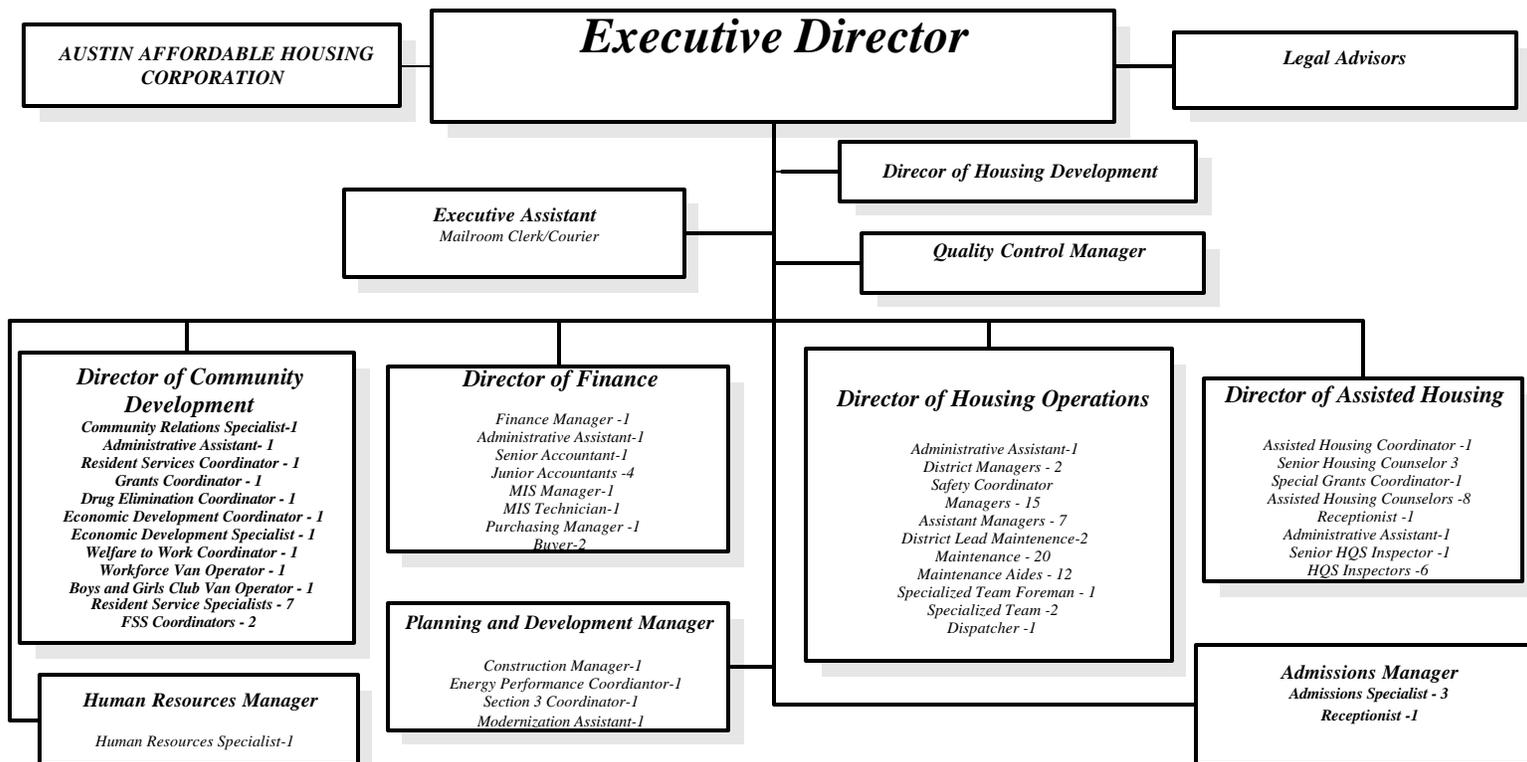
# Attachments

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

## Attachment A: Organizational Chart

# HOUSING AUTHORITY OF THE CITY OF AUSTIN

PHA Plan to be adopted at January 18, 2001 Board Meeting



## Attachment B: Deconcentration Policy

# HACA OCCUPANCY MANUAL

## CHAPTER TWO

### ELIGIBILITY REQUIREMENTS

- I. **General Statement.** All families who are admitted into the Conventional Public Housing Program or the Section 8 Program administered by HACA must be individually determined to be eligible and suitable.
  
- II. **Income Mix and Selection Criteria and Deconcentration.** It is the policy of HACA to utilize mixed-income criteria in the selection of Conventional Public Housing residents. The purpose of utilizing mixed-income criteria is to provide for the deconcentration of poverty and income-mixing by bringing higher income residents into lower income census tracts and lower income tenants into higher income census tracts. This policy shall not be construed to impose or require any specific income or racial quotas for any development or developments.
  
- III. **General Eligibility Requirements.** The following eligibility criteria must be met in order for an applicant to be considered for the Conventional Public Housing Program or the Section 8 Program:
  - A. The applicant must be determined to be a Family;
  
  - B. The applicant must be a United States Citizen or a noncitizen who has eligible immigration status in one of the following categories: (1) lawfully admitted for permanent residence as an immigrant, including special agricultural workers; (2) entered the United States before January 1, 1972 and has maintained continuous residence thereafter, and who is not ineligible for citizenship, but who is deemed to be lawfully admitted for permanent residence as a result of an exercise of discretion by the Attorney General of the United States; (3) lawfully present in the United States pursuant to the granting of asylum (refugee status); (4) lawfully present in the United States as a result of an exercise of discretion by the Attorney General for emergent reasons or reasons deemed strictly in

the public interest (parole status); (5) lawful present in the United States as a result of the Attorney General of the United States withholding of deportation (threat to life or freedom); or (6) lawfully admitted for temporary or permanent residence (amnesty granted under Immigration and Naturalization Action Section 245-A);

- C. **(1) Income Limits:** The applicant family's Annual Income must be within the Income Limits as required by the applicable federal regulations for each program. This restriction applies only at admissions, not for continued occupancy. **(2) Income Targeting Limits:** For each fiscal year, at least seventy-five percent (75%) of families admitted into the assisted housing program and forty percent (40%) of families admitted into the public housing program must have incomes that do not exceed thirty percent (30%) of the area median income. **(3) Fungibility** is allowed as cited in Chapter 7, Section 14. **(4) Tracking** of Income Targeting Limits shall be conducted as cited in Chapter 7, Section 15.
- D. The applicant must not be an owner of a dwelling unit in the Austin area, unless determined to be an elderly family, elderly person, or other person(s) based on a case-by-case assessment. (Conventional Public Housing only).

## Attachment C: PHDEP

### 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.**

#### Annual PHDEP Plan Table of Contents:

1. General Information/History
2. PHDEP Plan Goals/Budget
3. Milestones
4. Certifications

#### Section 1: General Information/History

- A. Amount of PHDEP Grant \$ **442,630**
- 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 Housing Authority of the City of Austin (HACA) has developed a comprehensive plan to address drug-related and violent crime in its public housing developments. HACA's plan includes four elements: supplemental law enforcement services; physical improvements to enhance security; resident crime watch programs; and drug prevention programs for youth.

In order to deter, prevent and therefore reduce crime at HACA sites, HACA will:

- Increase the presence of law enforcement officials at our sites, including a full-time APD Officer to coordinate security and supplemented by part-time officers from Austin Community College, Travis County, and Austin Independent School District;
- Make physical improvements, such as fencing and lighting, to deter criminals from harboring in dark areas or trespassing onto property in order to commit crime;
- Encourage residents to report and deter crime through community involvement programs and hot lines;
- Provide positive alternatives to drugs and crime for youth including after-school and summer recreational and sporting opportunities; mentoring, tutoring and other education enhancements; leadership development and community service; and arts and cultural enrichment programs. HACA will also continue to provide adult residents with GED classes and information/referrals with a focus on drug prevention and self-sufficiency.

**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.

<b>PHDEP Target Areas (Name of development(s) or site)</b>	<b>Total # of Units within the PHDEP Target Area(s)</b>	<b>Total Population to be Served within the PHDEP Target Area(s)</b>
TX 1-1 CHALMERS COURTS	158 units	378
TX 1-2 ROSEWOOD COURTS	123 units	303
TX 1-3 SANTA RITA	97 units	325
TX 1-4 MEADOWBROOK	160 units	593
TX 1-5,1-6 BOOKER T. WASHINGTON	216 units	866
TX 1-7, LAKESIDE APARTMENTS	164 units	174
TX 1-8, SALINA APARTMENTS	32 units	32
TX 1-9, GASTON PLACE	100 units	106
TX 1-10 BOULDIN OAKS	144 units	361
TX 1-11 THURMOND HEIGHTS	144 units	401
TX 1-12 GEORGIAN MANOR	94 units	270
TX 1-13 GOODRICH PLACE	40 units	124
TX 1-15 NORTH LOOP	130 units	138
TX 1-16 NORTHGATE	50 units	138
TX 1-17 SHADOW BEND	50 units	136
TX 1-18 MANCHACA II	33 units	79
TX 1-19 MANCHACA VILLAGE	33 units	103
TX 1-20 RIO LADO	90 units	245
TX 1-22 CORONADO HILLS	48 units	108

**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).

6 Months \_\_\_\_\_ 12 Months \_\_\_\_\_ 18 Months \_\_\_\_\_ 24 Months x Other \_\_\_\_\_



**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. For grant extensions received, place “GE” in column or “W” for waivers.

<b>Fiscal Year of Funding</b>	<b>PHDEP Funding Received</b>	<b>Grant #</b>	<b>Fund Balance as of Date of this Submission</b>	<b>Grant Extensions or Waivers</b>	<b>Anticipated Completion Date</b>
FY 1995 x	\$482,000	TX59DEP0010195	\$0.00		Closed out
FY 1996 x	\$482,000	TX59DEP0010196	\$0.00		Closed out
FY 1997 x	\$501,280	TX59DEP0010197	\$0.00		Closed out
FY1998 x	\$482,000	TX59DEP0010198	\$68,986		3/31/01
FY 1999 x	\$424,705	TX59DEP0010199	\$411,662		5/14/02
FY 2000	\$442,630	TX59DEP0010100	\$442,630		9/27/02

## **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.

**Goals and Objectives:** To help residents reject involvement with drugs and crime, to encourage residents to take pride in their community, to discourage and reduce crime and drug activity at HACA sites and surrounding communities, and to provide positive alternatives to drugs and crime for youth. HACA and its partners will implement programs that focus on increasing self-esteem, promoting positive behaviors, role-modeling support, promoting education, providing opportunities for youth to develop leadership skills, and discouraging crime through physical improvements.

**Role of Partners:** The Austin Police Department will assign a full time veteran officer to coordinate HACA safety efforts; off-duty officers from various local law enforcement agencies will patrol HACA sites at night and at unpredictable hours; HACA's adult residents will assist by reporting and discouraging crime within their developments; the Boys and Girls Clubs of Central Texas will provide education and drug prevention programs; the City of Austin Parks and Recreation Department's Roving Leaders Program will provide its after-school and summer mentoring and recreational programs; Communities In Schools – Central Texas will provide its comprehensive school-based dropout prevention program to HACA youth.

**Monitoring and Evaluation System:** APD's veteran Officer assigned to HACA will track crime statistics per site and survey the sites at night to determine the places which need additional lighting, fencing, security systems and additional patrolling. Crime statistics will be analyzed on a quarterly basis. Other HACA partners will utilize sign-in sheets for output data, will provide monthly program reports, and will utilize surveys to measure program outcomes on self-esteem, school participation, and involvement with drugs, crime and premature sex. Communities In Schools will track students' grades, attendance and behavior. An annual survey of residents will assess whether residents feel safe within their developments. All the efforts mentioned will be analyzed on an ongoing basis to determine if changes need to be made to HACA's drug and crime elimination plan.

**B. PHDEP Budget Summary**

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

<b>FY 2000 PHDEP Budget Summary</b>	
<b>Budget Line Item</b>	<b>Total Funding</b>
9110 - Reimbursement of Law Enforcement	\$117,000
9120 - Security Personnel	
9130 - Employment of Investigators	
9140 - Voluntary Tenant Patrol	
9150 - Physical Improvements	\$ 38,000
9160 - Drug Prevention	\$287,630
9170 - Drug Intervention	
9180 - Drug Treatment	
9190 - Other Program Costs	
<b>TOTAL PHDEP FUNDING</b>	<b>\$442,630</b>

**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.

<b>9110 - Reimbursement of Law Enforcement</b>		<b>Total PHDEP Funding: \$117,000</b>
Goal(s)	The overall reported crimes at HACA developments will decrease from previous year and therefore residents will feel and be safer than the previous year at their developments.	

Objectives	APD or HACA Officer will coordinate off-duty officers to deter and prevent crime more efficiently. APD or HACA Officer and off-duty officers will enforce the law and HACA's lease (Zero Tolerance). Residents and non-residents committing crimes on property will be dealt with immediately and not allowed on property.						
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	Other Funding (Amount/Source)	Performance Indicators
1. Veteran APD Officer-Liaison to HACA			9/30/01	9/29/03	\$0.00	FFY00 PHDEP/ \$55,000	<ul style="list-style-type: none"> <li>Reported crimes decrease by 5%</li> <li>Number of residents reporting they feel safer than last year will increase by 2%</li> </ul>
2. Off-duty Officers			9/30/01	9/29/03	\$117,000	FFY00 PHDEP/ \$170,750	<ul style="list-style-type: none"> <li>Reported crimes decrease by 5%</li> <li>Number of residents reporting they feel safer than last year will increase by 2%</li> </ul>

<b>9120 - Security Personnel</b>	<b>Total PHDEP Funding: \$0.00</b>
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.							

9130 - Employment of Investigators					Total PHDEP Funding: \$0.00		
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.							

9140 - Voluntary Tenant Patrol		Total PHDEP Funding: \$ 0.00
Goal(s)	To empower residents to take pride in their community and therefore report and reduce crime at their developments.	
Objectives	Maintain AROW (Apartment Residents on Watch) programs at 4 sites and promote Crime Stoppers toll-free hotline program; Maintain 4 active resident tenant patrols.	

Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1. AROW and Crime Stoppers programs	2,000	4 housing sites	9/30/01	9/29/03	\$0.00		5% decrease in crime
2. Resident Tenant Patrols	400	4 housing sites	9/30/01	9/29/03	\$0.00	FFY00 PHDEP/\$1,000	5% decrease in crime

9150 - Physical Improvements				Total PHDEP Funding: \$38,000			
Goal(s)	Residents will feel safer in their developments due to lighting and fencing improvements. Such improvements will deter and reduce crime.						
Objectives	APD/HACA Officer and HACA staff will survey developments to determine where additional lighting, security systems and fencing is most necessary to deter crime. Lighting, security system and fencing improvements will be made to developments with high crime rates.						
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1.Lighting Improvements			9/30/01	9/29/03	\$33,000		Crime decreases by 5%
2.Fencing Improvements			9/30/01	9/29/03	\$5,000		Crime decreases by 5%

9160 - Drug Prevention				Total PHDEP Funding: \$287,630			
Goal(s)	To help residents reject involvement with drugs and crime, by providing positive alternatives.						

Objectives	Implement programs that increase self-esteem, promote positive behaviors, provide role-modeling support, promote education, and provide opportunities for youth to develop leadership skills, encourage community pride and provide all family members information and referral services on drug prevention.						
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	Other Funding (Amount /Source)	Performance Indicators ****
1. Boys and Girls Clubs – after-school education and recreation programs.	125	Youth at all sites	9/30/01	9/29/03	\$0.00	FFY00 PHDEP/\$16,590	125 youth served per month
2. Roving Leaders Austin Parks & Rec Dept. – after-school mentoring and recreation programs.	150	Youth at all sites	9/30/01	9/29/03	\$0.00	FFY00 PHDEP/\$16,590	150 youth served per month
3. Communities In Schools – school-based dropout prevention program.	260	Youth at 5-7 sites	9/30/01	9/29/03	\$150,000	00 ROSS/\$106,001 and possible \$90,000/AISD, Travis County	260 youth served per year
4. Part-time Volunteer Coordinator will recruit and manage volunteers for on-site youth programs (\$14/hour*10 hours/week).	40	Youth participating in on-site programs	9/30/01	9/29/03	\$14,560	HACA/\$14,560	40 youth served per year
5. Drug Elimination Coordinator will coordinate all program activities.	4,974	All sites, all residents	9/30/01	9/29/03	\$0	FFY00 PHDEP/\$63,654	All sites will have at least one active Drug Elimination Program.

6. Three Resident Services Specialists (1/2 time) will facilitate activities, provide residents with information and referrals regarding drug prevention. (3*.5FTEs)	600	6 sites	9/30/01	9/29/03	\$38,700	FFY00 PHDEP/\$25,800, HACA/\$38,700	The sites with these 3 RSS will have several Drug Elimination activities.
7. Two part-time Van Drivers will drive kids to and from PHDEP activities.	200	All sites, usually youth	9/30/01	9/29/03	\$22,373	\$1,040 Van Use & gas/ HACA	15-20 youth will be transported to/from Boys & Girls Clubs on weekdays.
8. Dropout prevention programs – tutoring and after-school sports <ul style="list-style-type: none"> <li>• Dropout Prevention Coord. (.75FTE)</li> <li>• Tutor stipends 5*\$150/month*12mths</li> <li>• Supplies/equipment</li> </ul>	125	Youth at 3 sites	1/1/01	12/31/02	\$24,750  \$9,000 \$7,000		90% of children in tutoring and sports will remain in school and pass to the next grade; 65% of children in tutoring will show improvement in reading, language comprehension or math.

<b>9170 - Drug Intervention</b>					<b>Total PHDEP Funding: \$0.00</b>		
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.							

<b>9180 - Drug Treatment</b>					<b>Total PHDEP Funding: \$0.00</b>		
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.							

<b>9190 - Other Program Costs</b>					<b>Total PHDEP Funds: \$0.00</b>		
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.							

**Section 3: Expenditure/Obligation Milestones**

Indicate by Budget Line Item and the Proposed Activity (based on the information contained in Section 2 PHDEP Plan Budget and Goals), the % of funds that will be expended (at least 25% of the total grant award) and obligated (at least 50% of the total grant award) within 12 months of grant execution.

<b>Budget Line Item #</b>	<b>25% Expenditure of Total Grant Funds By Activity #</b>	<b>Total PHDEP Funding Expended (sum of the activities)</b>	<b>50% Obligation of Total Grant Funds by Activity #</b>	<b>Total PHDEP Funding Obligated (sum of the activities)</b>
<i>e.g Budget Line Item # 9120</i>	<i>Activities 1, 3</i>		<i>Activity 2</i>	
9110	Activity 2	\$30,000	Activity 2	\$59,000
9120		\$0.00		\$0.00
9130		\$0.00		\$0.00
9140		\$0.00		\$0.00
9150	Activity 1,2	\$9,500	Activity 1,2	\$19,000
9160	Activities 3,4,6,7,8	\$72,000	Activities 3,4,6,7,8	\$143,815
9170		\$0.00		\$0.00
9180		\$0.00		\$0.00
9190		\$0.00		\$0.00
<b>TOTAL</b>		\$125,000		\$221,815

**Section 4: Certifications**

A comprehensive certification of compliance with respect to the PHDEP Plan submission is included in the “PHA Certifications of Compliance with the PHA Plan and Related Regulations.”

**COMMUNITY SERVICE AND FAMILY SELF-SUFFICIENCY REQUIREMENTS  
ADMINISTRATIVE STEPS TO IMPLEMENT  
2001-2002 PHA PLAN**

The Housing Authority of the City of Austin (HACA) will administer the Community Service and Self-Sufficiency Requirements. In April 1999, HACA entered into a general cooperative agreement with the local TANF agency, the Department of Human Services (DHS), and partners regularly with DHS on several ongoing projects. In the months preceding the start of the 2001-2002 fiscal year, HACA and DHS will finalize the details regarding the administration of the Community Service Requirement.

For Dwelling Lease Agreements effective April 1, 2001 and after, the community service requirement will be included as a provision of the lease. Prior to April 2001, the date of implementation of the community service requirement, the Community Development Department staff will send a notification packet to each public housing resident who fits the following criteria:

- a. Is over age 17 and under age 62; and
- b. Is not disabled; and
- c. Is not gainfully employed.

The notification packet will include: a description of the eight-hour monthly community service requirement, including notification that each family's that their community service obligation will begin upon the effective date of their first annual reexamination on or after April 1, 2001; eligibility criteria; the process of claiming an exempt status and for HACA's verification of such status; the consequences of failure to perform the community service requirement; the name and phone number of the Volunteer Coordinator, who will be available to provide guidance and assistance; a booklet describing a variety of community service opportunities and economic uplift programs in the area, including contact persons and telephone numbers; and several Community Service Time Cards.

Residents will also be informed that they must submit the Community Service time sheet to the Community Development Department on a monthly basis. Residents will be provided with postage-paid cards with which to document their community service hours, and blank cards will be kept in each manager's office. The Volunteer Coordinator will log the hours and file the documentation. Documentation must be signed by an official of the agency or institution where the service was performed or the economic uplift program was attended. Documentation and must include a phone number where participation can be verified.

Residents may fulfill community service and self-sufficiency requirements by participating for at least eight (8) hours per month in a community service program that meets the following criteria:

1. The community service is performed on behalf of a nonprofit or public agency (including a HACA-recognized Resident Council);
2. The service rendered furthers the mission of that agency; and
3. The community service is supervised by an authorized supervisor or official of that agency so that hours worked can be verified.

Mandatory community service participants may completely or partially fulfill their participation requirement by attending an eligible economic uplift program such as:

1. School or other education such as GED or ESL classes;
2. Vocational training;
3. Programs designed to improve the participants' ability to participate in the workforce, such as employability skills programs;
4. Other programs that impart skills intended to enable the resident to become economically self-sufficient, upon the determination of the Economic Development Coordinator.



## **Optional Public Housing Asset Management Table**

See Technical Guidance for instructions on the use of this table, including information to be provided.

<b>Public Housing Asset Management</b>	
<b>Development Identification</b>	<b>Activity Description</b>

Name, Number, and Location  Number and Type of units Capital Fund Program Parts II and II  <i>Component  7a</i> Developme nt Activities <i>Component  7b</i> Demolition  Disposition <i>Component  8</i> Designated housing <i>Component  9</i> Conversion  <i>Component  10</i> Home- ownership <i>Component  11a</i> Other (describe) <i>Component</i>							
		Annual Plan Page 89	HUD 50075			Expires: 03/31/2002	OMB Approval No: 2577-0226





